

LAKE LIMERICK COUNTRY CLUB -WATER COMMITTEE MEETING

Minutes of March 11, 2023, 8:30 am – 11:30am

Meeting Location: Online by Zoom for Committee & Community Members

Call to Order: Meeting called to order by the Chair Kelly Evans.

Members Attending: Chairman Kelly Evans Secretary Anne Moen, and Treasurer Don Bird.
Members - Dan Cossano and Wally Montz. Sue Hearron (excused).

Board Members: Dean Dyson, Mike Berni and Pat Paradise.

Employees Attending: Water System Manager Chris McMullen, and CAM- Roger Milliman

Guests: Dan Bussler 05/092

APPROVAL OF MINUTES –FEBRUARY:

*Motion made by Don Bird to approve February's Minutes with the addition of the updated January cash account, seconded by Dan Cossano, and carried with no nays.

Motion made to February's meeting to transfer money was made after viewing the month old December 2022 Water Cash Accounts report instead of current month.

*Motion made **to rescind** the motion made in February's meeting by *Don Bird to transfer:*

1. *\$50,000.00 from the Heritage Mainline account to the Edward Jones Mainline Reserve account, and*
2. *\$35,000.00 from the Heritage Water Capacity Reserve account to the Edward Jones Capacity Reserve account.*

Seconded by Anne Moen and carried with no nays.

COMMENTS FROM THE CHAIR:

Kelly communicated to the meeting participants that the primary focus of this meeting will be to focus on the Water System Plan.

BRIEF CAM REPORT

I was recently contacted by the Navy regarding the railroad trestle project. The Navy requested status of 2 waterline easements and LL's construction plans including our funding.

They were informed that it is LL's position that the Navy will install both the temporary and permanent water mainline at their expense due to LL's Franchise Agreement with Mason County.

It is also LL's position to invoice the Navy for our costs totaling to date at \$28,608 for engineering, survey and attorney paid fees.

COMMENTS / QUESTIONS FROM GUESTS

FINANCIAL REPORT:

1) Bottom Line net income / Receivable update – See attached month end January

- Looks great, matching income to budget.
- There is bad debt of 1200.00, bad debt is not budgeted for.
- Payroll was a little higher than normal, but that could be due to overtime.
- Bottom line, \$75,000.00 ahead of budget.

2) Cash Accounts, CD & Money Market Review: See attached Edward Jones Investments for Month ended January

- Reserves in all accounts total over \$1,025,000.00
- Behind on monthly Water to HOA transfers. Part of this is due to the process of combining HOA and Water into QuickBooks. Don reviewed charges with Shauna to verify accuracy. Shauna is doing a great job keeping separate HOA and Water records and backup of documents organized.
- Don Bird will work with office staff for Water accounts to be paid directly vs going through the HOA.
- Edward Jones accounts are looking good and earning interest. Don will follow up with Scott Davis at Edward Jones to check why the interest rate for some line items are lower %.

FINANCIAL ADVISORY TEAM LIAISON REPORT –

- Still working on a collection process
- In house grant monies received and they are discussing next steps with the monies.

**Motion made by Dan Cossano to approve the January financials. Seconded by Anne Moen and carried with no nays.*

WATER SYSTEM MANAGER'S REPORT: CHRIS MCMULLEN

1) Mangers Report & Consumption Spreadsheet – See attached February report.

- All well sites are up and running great.
- 15.5 % loss
- Chris will update the “Total” column on the consumption report.

1) Project Status:

- **Fence at Well #3** – Completed!

2) Water Sample testing: February’s routine samples came back satisfactory.

3) Other:

- Repaired a leaking water service that serves 440 & 450 Penzance with the coordination of the greens crew.
- Meter reading laptop is not working well, the USB ports except for one does not work and there are issues with the battery. Kyle with Hood Canal Communications will see if he can repair it.
- Chris will research the cost of getting a new laptop and report back to the committee next month with the purpose of submitting a proposal.
- Discussed repeated water theft on Cromarty and next steps of action.
- Chris will submit the PAR for well #2 repairs.
- Chris will be receiving filtration quotes for well #2 next week. Committee decided the filtration, if needed does not need to be part of the electrical PAR.
- Chris will investigate testing methods to see if we can test for amoebas or other similar in our water system.

MOTIONS TO THE BOARD:

Motions to the Board in January were all approved except:

Motion #1

Motion made by Dan Cossano to have LLCC CAM request and provide insurance quotes from industry to cover loss of property and/or life, in the event water system fails to provide fire flow defined for each hydrant. The quote should take into account the reliability, backup generators and redundancies. Evaluation should be based on similar sized communities. Seconded by Sue Hearron and carried with no nays.

Water Committee motion #1 died for lack of a motion and a second. No action taken.

CORRESPONDECE FROM MEMBERS

*Motion made by Dan Cossano to grant the forgiveness request in the amount \$843.00 to Danny Hueske – Division/Lot 02-015, 630 E Rd of Tralee, due to a broken pipe. Chris has approved the repair and forgiveness request. Seconded by Anne Moen and carried with no nay.

UNFINISHED BUSINESS:

1) Water System Plan Completion-

- Discussion of comments made from BOD regarding the plan and the edits they made. The Water Committee discussed Water Committee's liability, for fire flow in Lake Limerick. They agreed on keeping the wording "may" in the Water System Plan to give flexibility in the future. A lot of time and money has gone into the research of our hydrants, and which can or cannot be used.
- The committee also understands good clear continuous communication with Central Mason Fire is necessary to properly operate fire flow in the future.
- Kelly and Don have incorporated some of the edits into the plan and with the help of Dan Cossano will finish edits and submit to the BOD.

*Motion made by Dan Cossano to continue evaluating and based on data, activating limited fire protection capabilities. And if additional modifications were required to achieve those capabilities propose said modifications to the board before implementing. Seconded by Anne Moen and carried with no nays.

2) Hydrant issues –

- Chris will unbag the hydrants 30 days after the notice went out in the water bill. In coordination with the greens crew, the Water department will paint the hydrants tops and caps black.

3) **Communication with Staff** – The chair may communicate with the Water Manager to review ideas but not direct work, Don Bird may give technical assistance to the Water Manager. Committee members are not to direct Water staff to do work, that is the CAM's responsibility.

4) **2023-2024 Budget** – Committee agreed we need to get started on this, June is around the corner. Waiting on guidelines from BOD and possibly the finance committee.

NEW BUSINESS

1) **Water Committee Election** deadline March 17. Dan and Don will run again.

2) **Community Action Council Payments (CAC)** – In the past we have received funds to help those in need with utility payments, however the office is no longer accepting these payments. Committee was curious as to why, Board members in attendance at the meeting believe it is because the wording in the contract with CAC restricts Lake Limerick from future actions (shutting off water, liens etc.) for nonpayment. Roger (CAM) will try to work with CAC to update the wording and reduce that barrier.

ANNOUNCEMENTS

Next meeting: April 8, 2022 @8:30 AM **Location:** Zoom for committee members and guests

Candidate Night via ZOOM: March 29 @ 6:30 via Zoom

Adjourn:

*Motion made by Anne Moen to adjourn the meeting, seconded by Don Bird and carried with no nays.

Action Items

- Kelly should receive a DocuSign form to fill out form Heritage bank to become an authorized signer.
- Chris and Rhonda to write a process for Meter Locks.
- Chris will research the cost of getting a new laptop and report back to the committee next month with the purpose of submitting a proposal.
- Chris will submit the PAR for well #2 repairs.
- Chris will look into testing methods to see if we can test for amoebas or other similar in our water system.
- Rhonda and Chris will create ah hourly fee schedule for billing when Water staff needs to repairs etc.
- Don Bird will work with office staff for Water accounts to be paid directly vs going through the HOA.
- Don will follow up with Scott Davis at Edward Jones to check why the interest rate for some line items are lower %.
- Don will work with Scott Davis at Edward Jones and Shauna to produce a form that shows the amount earned off of CD's sold.
- CAM (Roger) agreed to compile the responses from the attorney and insurance companies regarding liability for fire hydrants.
- Roger (CAM) will try to work with CAC to update the wording and reduce the barrier of payment.
- Kelly continues to work on refrigerator magnets with important phone numbers for community members. Costs so far approximately 900.00 – 11,000.00.
- Christy to post the unbagging of hydrant information on Lake Limericks website.

Motions for the Board

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Seconded by Anne Moen and carried with no nays.

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Lake Limerick
BUDGET TO ACTUAL
Month Ended Jan 31, 2023

Variance	Water HOA Budget	Water HOA Actual		Water HOA Actual	Water HOA Budget	Variance	Water HOA Budget	33%
Revenue								
\$ 652	\$ 55,000	\$ 55,652	Water Metered	\$ 225,890	\$ 223,000	\$ 2,890	\$ 721,800	
(3,000)	3,000	0	Meter Installation	0	3,000	(3,000)	15,000	
(10,984)	16,488	5,504	Water Reserves - Well	22,004	65,952	(43,948)	197,856	
<u>11,008</u>	<u>0</u>	<u>11,008</u>	Water Reserves - Main Line	<u>44,008</u>	<u>0</u>	<u>44,008</u>	<u>0</u>	
(2,324)	74,488	72,164	Total Revenue	291,902	291,952	(50)	934,656	31%
Cost of Goods Sold								
<u>0</u>	<u>0</u>	<u>0</u>	Total Cost of Goods Sold	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
(2,324)	74,488	72,164	Gross Profit	291,902	291,952	(50)	934,656	31%
Operating Expenses								
(87)	1,167	1,080	Fuel/Gas Expense	3,230	4,664	(1,434)	14,000	23%
(17)	375	358	Auto Repairs & Maintenance	358	1,500	(1,142)	4,500	8%
32	80	112	Bank Service Charges	187	320	(133)	1,000	19%
1,200	0	1,200	Bad Debt Written off	1,186	0	1,186	500	237%
(840)	1,000	160	Computer and Internet Expenses	622	4,000	(3,378)	12,000	5%
298	250	548	Dues and Subscriptions	632	1,000	(368)	3,000	21%
(300)	420	120	Employee Expense	586	2,380	(1,794)	8,310	7%
(209)	1,480	1,271	Health Insurance	4,564	5,380	(816)	17,220	27%
0	0	0	Equipment Rental	2,240	3,000	(760)	9,000	25%
(1,195)	2,100	905	Insurance Expense	5,054	7,950	(2,896)	24,750	20%
0	0	0	Interest Expense	0	816	(816)	816	0%
(865)	15,900	15,035	Labor	63,116	65,800	(2,684)	191,300	33%
(425)	425	0	Legal	0	1,650	(1,650)	5,000	0%
(153)	200	47	Licenses and Permits	117	800	(683)	2,400	5%
(250)	250	0	Meals & Entertainment	0	500	(500)	1,000	0%
229	750	979	Merchant Account Charges	3,737	3,000	737	9,000	42%
(25)	25	0	NSF Check Fees Returned Items	0	50	(50)	100	0%
(100)	100	0	Office Expense	0	400	(400)	1,200	0%
(90)	90	0	Office Supplies	77	360	(283)	1,100	7%
309	1,210	1,519	Payroll Expenses	6,467	5,015	1,452	14,580	44%
(45)	50	5	Payroll Tax Expense	16	200	(184)	600	3%
(300)	675	375	Postage and Delivery	375	1,350	(975)	2,700	14%
(7,488)	7,500	12	Professional Fees	10,427	28,000	(17,573)	84,000	12%
(4,602)	5,000	398	Repairs and Maintenance	836	20,000	(19,164)	60,000	1%
0	0	0	Tree Felling / Trimming	0	1,650	(1,650)	5,000	0%
(1,100)	1,100	0	Small Tools and Equipment	1,661	2,200	(539)	4,500	37%
(562)	1,000	438	Supplies	4,864	5,000	(136)	16,000	30%
99	2,700	2,799	Taxes - Public Utility	11,955	10,800	1,155	34,100	35%
(77)	335	258	Telecommunication Expense	990	1,320	(330)	4,000	25%
(850)	850	0	Travel Expense	0	1,700	(1,700)	3,400	0%
54	0	54	Uniforms	54	700	(646)	2,000	3%
349	2,180	2,529	Utilities	9,757	7,590	2,167	25,560	38%
(400)	400	0	Water Testing	46	1,600	(1,554)	5,000	1%
0	0	0	Miscellaneous Expense	0	18,123	(18,123)	18,123	0%
(17,410)	47,612	30,202	Total Operating Expenses	133,154	208,818	(75,664)	585,759	23%
15,086	26,876	41,962	Operating Income (Loss)	158,748	83,134	75,614	348,897	45%
Other Income								
9	0	9	Interest Income	34	0	34	10,000	0%
12	0	12	Water - Interest Income	38	0	38	0	
15,107	26,876	41,983	Income (Loss) Before Income Taxes	158,820	83,134	75,686	358,897	44%

CASH ACCOUNTS

January 2023

Location	Type	Name	Balance	Operating	Savings	Reserve
<u>WATER</u>						
Heritage	Checking-8937	Water Operating	\$ 363,777.88	\$ 363,777.88		
	Money Market-8953	Water Mainline	\$ 15,376.46			\$ 15,376.46
	Money Market-8945	Well #6 Reserves	\$ 15,251.21			\$ 15,251.21
OCCU	Checking-0216S50	Water Committee	\$ 76,732.39	\$ 76,732.39		
	Savings-0216S7	Water Committee	\$ 102,478.45		\$ 102,478.45	
Edward Jones #11177	various length investments	LLWS Mainline Reserve	\$ 639,477.56			\$ 639,477.56
Edward Jones #20044	various length investments	LLWS Capacity Reserve	\$ 358,180.64			\$ 358,180.64
Edward Jones #22968	Savings Account	LLWS	\$ 124,665.75		\$ 124,665.75	
Upcoming Accounts Payable			\$104,339.93			
Total Water			\$ 1,695,940.34	\$ 440,510.27	\$ 227,144.20	\$ 1,028,285.87
TOTAL:				\$ 3,104,971.21	\$ 612,215.67	\$ 2,265,611.34



Lake Limerick Water

Manager's Report February 2023

The condition of the water system is good, with reliable water availability to the customers.

All Well sites are up and running appropriately.

SCADA is regularly monitored and operated throughout the 24 hour period.

Well Conditions:

- ✚ **Well #1** is operating “normally.”
- ✚ **Well #2** Offline
- ✚ **Wells #3A/3B** are operating “normally”
- ✚ **Well #4** is operating “normally.”
- ✚ **Well #5** is operating “normally.”
- ✚ **Well #6** is operating “normally.”

LLWS had 6 regular locates and 1 Emergency locate. We have one request for forgiveness.

Lake Limerick Water System in coordination with Javi and the greens crew repaired a leaking water service that serves 440 and 450 Penzance. We were able to do the repair with no water outage.

Monthly coliform samples came back satisfactory.

Well Site #3 Fencing has been completed.

Cromarty-Repeated water theft.

Meter Reading Laptop- The meter reading laptop has 2 out of 3 usb ports burned out, it also did not want to charge over the last month. Kyle with Hood Canal has taken it to asses whether parts can repair it or whether to replace it, or both.

Well Site 2- Vendors Scheduled to give quotes for filtration.

Sample Stations- with better weather in the future we are gearing up to install our water sample stations.

WATER CONSUMPTION REPORT - 2023

WATER VOLUME ENTERING DISTRIBUTION SYSTEM

1 A. Total Volume Produced	Jan.-23	Feb.-23	Mar.-23	Apr.-23	May-23	June-23	July-23	Aug.-23	Sept.-23	Oct.-23	Nov.-23	Dec.-23	Totals
Total Volume Produced Well #1	0	0											
Total Volume Produced Well #2	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Volume Produced Well #3a	355,300	0											
Total Volume Produced Well #3b	469,100	0											
Total Volume Produced Well #4	1,431,400	1,699,000											
Total Volume Produced Well #5	0	0											
Total Volume Produced Well #6	1,998,300	1,784,900											
1 B. Total Volume Purchased	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
1. Total Water Produced All Sources:	4,254,100	3,483,900	0	0	0	0	0	0	0	0	0	0	7,738,000

TOTAL VOLUME CONSUMED

2 A. Water Volume Metered (Billed and Unbilled)	3,660,372	2,945,253											6,605,625
2 C. Estimated Authorized Uses (may be billed or Unbilled)													0
Utility Flushing and Tank Cleaning													0
Firefighting and Training													0
Tank Level Difference													
Other: Well flush													
Distribution storage - Allowed													
2. Total Authorized Consumption	3,660,372	2,945,253	0	0	0	0	0	0	0	0	0	0	6,605,625

Total Volume DSL	593,728	538,647	0	0	0	0	0	0	0	0	0	0	1,132,375
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Percent DSL	14.0%	15.5%											
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Year to Date Total DSL:	14.6%
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Compliance with leakage	10.6%
Next years 3 year average	11.9%

Water Rights Data	Right (acrf/yr)		Total	Acre-feet used	%Water right used	WR allocated (AFY)	WR allocated (%)	MIFR (Qi) GPM
	AFY (Qa)	% of total						
5566-A (G2-08049) AHA-974 S05 Well #1	117	18.8%	0	0.0	0.0%	0.0	0.0%	100
5587-A AHA-978 S02 Well #2	166	0.0%	0	0.0	0.0%	11.6	7.3%	200
5888-A (G2-08834) AHA-976 S03 Well #3A	84	13.5%	355,300	1.1	1.3%	1.1	0.7%	100
APP G2-29483 AHA-975 S06 Well #3B	254	40.9%	469,100	1.4	0.6%		0.0%	210
7012-A (G2-09889) AHA-973 S04 Well #4	79	12.7%	3,130,400	9.6	12.2%	9.6	6.0%	100
G2-27215 AHA-977 S07 Well #5*	152	17.8%	0	0.0	0.0%		0.0%	190
G2-27443 S08 Well #6*	160	18.8%	3,783,200	11.6	7.3%		0.0%	200
Total AFY without supplementals	700	122.6%	7,738,000	23.7	3.4%	22.3	13.9%	710

Total* **1,012**

1100

Electrical Usage in Kwh

	Jan.-23	Feb.-23	Mar.-23	Apr.-23	May-23	Jun-23	Jul-23	Aug.-23	Sept.-23	Oct.-23	Nov.-23	Dec.-23	Total
Well #1	1,148	1,014											2,162
Well #2	1025	893											1,918
Well #3	3,019	1,519											4,538
Well #4	3,393	3,913											7,306
Well #5	1,258	1,058											2,316
Well #6	9,407	8,581											17,988
total:	19,250	16,978	0	0	0	0	0	0	0	0	0	0	36,228

Gallons Per Kwh

Gal/Kwh YTD

Well #1	0	0											0
Well #2		0											0
Well #3	273	0											137
Well #4	422	434											428
Well #5	0	0											0
Well #6	212	208											210
total:	221	205											214

AVG Gal/Kwh combined = **214**

Historical Data

	Pumped	Sold	Loss
2010	69,790,309	66,840,300	4.2%
2011	60,958,882	56,483,665	7.3%
2012	57,963,886	54,775,298	5.5%
2013	56,859,553	54,275,297	4.5%
2014	62,649,611	60,973,228	2.7%
2015	66,109,416	61,749,171	6.6%
2016	66,784,811	62,157,037	6.9%
2017	64,963,044	62,010,322	4.5%
2018	67,149,235	64,162,480	4.4%
2019	79,119,500	61,189,708	22.7%
2020	71,162,988	65,090,958	8.5%
2021	0	0	#DIV/0!
2022	0	0	#DIV/0!
2023	0	0	#DIV/0!
2024	0	0	#DIV/0!
2025	0	0	#DIV/0!

Updated March 7, 2019 per Water Use Efficiency Guide Book Third Edition (Jan. 2017) per WSDOH Division of Environmental Health Office of **Distribution System Leakage Notes: All Repaired 1.** 1" water service to 440-450 Penzance Road February 2023.