

LAKE LIMERICK COUNTRY CLUB -WATER COMMITTEE MEETING

Minutes of June 10, 2023, 8:30 am – 11:38 am

Meeting Location: Online by Zoom for Committee & Community Members

Call to Order: Meeting called to order by Chairman Kelly Evans.

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

Board Members: John Ingemi and Dean Dyson

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

Guests: Dan Bussler 05/092

APPROVAL OF MINUTES –MAY:

*Motion made by Dan Cossano to approve Mays' Minutes, seconded by Don Bird, and carried with no nays.

COMMENTS FROM THE CHAIR:

- Discussed the possibility of holding hybrid meetings in the future, for now we will continue to hold the meetings in Zoom.
- The in-person meeting with Northwest Water Systems (NWS) went well. Lydia reviewed edits that need to be made.
- The in person 2023-2024 budget discussions also went well, reviewing budget philosophy and goals.

BRIEF CAM REPORT

Water CAM report 6.10.2023

Navy Construction Update

Roger provided an update from ongoing conversations with them and Mason County. The Navy informs they plan to start construction on the Mason Lake Road railroad project in September. The County has confirmed they are not requiring a pre-construction meeting with the Navy. The Navy is proposing a meeting directly with LL to be scheduled.

The Navy is challenging our utilities Franchise Agreement with Mason County for the County's legal ability to do so. They claim it is a "license" which does not convey any property rights. The Navy's land use policy requires users of its property to have an appropriate real estate easement.

Mason County informs that they have not been requested to have an easement for their stormwater drainage.

Roger is communicating with our attorney to determine our options including if challenging their position would likely result in a court case. The cost of installing temporary and permanent waterlines may end up being invoiced to LL.

Construction Traffic Routing

Regarding our concern about increased Saint Andrews traffic the County responded "The contractor will divert to a one lane road for two way traffic similar to their project on highway 3 near Shelton. That this will be sufficient to handle the lower volume of traffic on Mason Lake road. The County does not for-see a major increase of traffic on St. Andrews road."

LL will readdress our traffic concerns as necessary.

Construction Point of Contact

Chris McMullen will be our on-site project manager and engineer Doug Eklund will also support. Rog will be the Navy's point of contact for communication notices to our community.

COMMENTS / QUESTIONS FROM GUESTS

N/A

FINANCIAL REPORT: SUE HEARRON

- 1) Bottom Line Net Income / Receivable update** – *See attached month end April*
 - All good, within operating limits - see attached.
- 2) Cash Accounts, CD & Money Market Review:** *See attached Edward Jones Investments for Month end April.*
 - All accounts are in good standing – see attached.
- 3) Status Updates: Sue**
 - This Monday she will meet with Esther and Scott Davis – Edward Jones consultant to review and gain a better understanding of the accounts and CD's.
 - Review the various financial reports and may request format and data updates / edits that help give her a better understanding of Water's complete financials.
 - Don will create an excel sheet documenting each lot and the associated meter status. He will then send it to Sue who will work with Kyle on a budgeting tool.

- Shuana is working directly with Kyle in coordination with the Financial Advisory Team in preparation of the audit, cleaning up the general ledger and merging duplicate categories in the budget reports.
- Point of Sale will go live Wednesday for the pro shop and restaurants.
- Sue and Chris met Friday to review and verify the Water expenses. Chris gave her the background knowledge on the accounts in preparation of budgeting.

**Motion made by Don Bird to approve the April financials. Seconded by Anne Moen and carried with no nays.*

WATER SYSTEM MANAGER'S REPORT: CHRIS MCMULLEN

1) Mangers Report & Consumption Spreadsheet – See attached *May's spreadsheet and Managers Monthly Report.*

- All the well sites are working well.
- No leaks.
- On average staying below a 10% loss. There is no way to account for water loss due to theft.
- Chris and Mike did a great job having the VFD replaced at well #6.
- Chris and Don have successfully updated a majority of the consumption spreadsheet formulas.
- Possible jump/decrease in electrical kw due to various well depths and the pumps emergency needs to pump. If a deep well is offline for a short while it can reduce the kw and vice versa.

2) Project Status:

- **Well #2 Repair** – Coast Controls has ordered the parts and they should be here by soon to complete the project.
 - **Privacy Fencing at Well #3** –Waiting for a response from the fence company who installed the fence for a quote to install the privacy material. In the meantime, he will research the cost of parts to install the privacy material inhouse.
 - **Well Site Evaluations** – Chris has put together a scope of work and sent it to four separate companies. He has not received replies and will follow up by email this week.
 - **Asphalt Patches** –The committee agreed that a motion does not need to be made for Chris to move ahead with getting sections of asphalt patched due to water line repairs in the roadway. It is part of the repairs.

3) Water Sample testing:

- May's routine samples came back satisfactory.
- Still waiting on parts for sampling stations. Once the parts come in four stations will be ready for installation.

4) Other:

- A fuel efficient and sound small truck or van is needed for the Water department. Chris continues to look for the proper vehicle.
- Chris will discuss with Roger the possibility of using the “security” car when it is not in use.
- The golf cart is being worked on to become road safe.
- Chris presented PUD 1’s disconnect policy. They send a notice to the customer by first class mail. No door hangers, signs in yard or other in person attempts.
- The water theft that occurred has ruined the setter and bent the copper lines. Water may need to be shutoff water in the area for a short amount of time while the repairs are made.
- Discussion regarding the legal challenges of water shut off and squatters. Need to reach out to the sheriff and possibly the attorney general.
- Clarity for Water’s labor cost when repairing theft damage needs to be decided, do fines cover the cost or develop a billable amount.
- The water’s portion of security cameras is approximately \$13,836.00. thoughts and ideas about moving forward in the most efficient way possible were discussed. A solid plan has not been decided on.
- Although the current rugged meter reading laptop is working now, the committee decided it is a good idea to purchase a new one and use the current as a backup. The current one has needed recent repairs and due to harsh conditions in the truck, a rugged style is necessary. A rugged reliable computer is essential for meter reading and can be used for additional staff.

*Motion made by Don Bird to purchase a rugged laptop for meter reading, the purchase is not to excide \$4,000.00. Seconded by Dan Cossano and carried with no nays.

CORRESPONDECE FROM MEMBERS

- No correspondence this month.

UNFINISHED BUSINESS:

1) Water System Plan –

- Don is working on gathering additional data together for Lydia at NWS so the plan will be valid until 2033. Once the edits are incorporated, the plan will go to the Water Committee for review and then to the Board before sending back to NWS. During this time the plan will be in draft form.
- As part of the plan updates, Chris will contact NWS to extend our contract with them that defines them as our backup operators.

2) Hydrant issues –

- A fire hydrant maintenance plan needs to be written. Chris will work on this.
- Chris will research Platt electric to find information on when VFDs were replaced and if the VFD's can spin up the pumps faster for hydrant use.

Hydrant Testing – Fire flow analysis will not be done until well #2 is up and running.

3) Phone System- The new phone system does not allow the option of contacting water by pushing “1”. This is essential for community members to contact the Water department for emergencies and other issues that arise. Dean Dyson will work with Roger before the next executive meeting, Kelly will follow up.

NEW BUISINESS

1) 2023-2024 Budget – The committee had a good start on the budget as it was done thoroughly last year. Meetings need to continue forward momentum to achieve budget completion for the Board by August.

Meetings to continue budget discussions have been set at 5:00pm on the following dates:

- June 26
- July 13
- July 25

TOPICS FOR NEXT MEETING

N/A

ANNOUNCEMENTS

Next meeting: July 8 @8:30 AM

Location: Zoom for committee members and guests.

Other: Lake Limerick Daze -July 1

Closed Session to discuss personnel and / or legal issues:

*Motion made by Anne Moen to move to a closed session. Seconded by Sue Hearron and carried with no nays.

*Motion made by Anne Moen to return to open session. Seconded by Sue Hearron and carried with no nays.

No motions were made during the closed session.

Adjourn:

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

Action Items

- Chris and Rhonda to write a process for Meter Locks.
- Chris will define the needs and contact various companies to get updated bids for well site evaluations.
- Chris will discuss with Roger the possibility of using the “security” car when it is not in use.
- Chris is working on a fire hydrant maintenance plan needs to be written.
- Chris and Rhonda will create a policy to explain the hourly fee schedule for billing when Water staff need to perform repairs outside of daily tasks. The fee schedule is still being completed. Kelly will assist if needed.
- Chris will contact NWS to extend our contract with them that defines them as our backup operators/partner.
- Chris will research Platt electric to find information on when VFD were replaced and if the VFD’s can spin up the pumps for hydrant use.
- Chris will build an estimate for privacy fencing at well #3 and present it to the committee at July’s meeting.
- Chris to have sections of the roads patched due to water line repair work.
- Sue will follow up with Scott Davis at Edward Jones to check why the interest rate for line items are lower %.
- Would like Shauna to have online access to the Edward Jones account for reviewing account status and ability to run timely reports.
- Don will create an excel sheet documenting each lot and the associated meter status. He will then send it to Sue who will work with Kyle on a budgeting tool.
- Kelly continues to work on refrigerator magnets with important phone numbers for community members. Costs so far approximately \$900.00 – 1,100.00.
- Follow up with CAM regarding an appropriate workspace (modular or stick building) for water staff to work in.
- Dean Dyson will work with Roger and Kelly will follow up to make sure the new phone system is working correctly.

Motions for the Board

*Motion made by Don Bird to purchase a rugged laptop for meter reading, the purchase is not to exceed \$4,000.00. Seconded by Dan Cossano and carried with no nays.



Manager's Report May 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 12 locates and 1 Emergency locate.

Well Site 6 booster pump #1 VFD replaced

Well Site 2- Coast Controls is receiving supplies, they will keep us updated

Monthly coliform samples came back satisfactory.

Well Site #3 Privacy Fence-No response yet

Water Theft

Meter Reading Laptop-Approximately- \$3800

Security Cameras at Well Sites-\$13836

Well Site Evaluations- No response from three different companies

Budget

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	0	0	1,700								
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	0	0	423,500								
Total Volume Produced Well #3b	469,100	0	0	0	569,700								
Total Volume Produced Well #4	1,431,400	1,699,000	1,969,000	1,835,200	2,365,000								
Total Volume Produced Well #5	0	0	0	0	0								
Total Volume Produced Well #6	1,998,300	1,784,900	1,877,300	1,784,600	3,271,900								
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	3,846,300	3,617,400	6,631,800	0	0	0	0	0	0	0	21,833,500

TOTAL VOLUME CONSUMED

2 A. Water Volume Metered (Billed and Unbilled)	3,660,372	2,945,253	3,632,375	3,095,991	6,549,091									19,883,082
2 C. Estimated Authorized Uses (may be billed or Unbilled)														0
Utility Flushing and Tank Cleaning														0
Firefighting and Training														0
Tank Level Difference				16,666	16,666									
Other: Well flush														
Distribution storage - Allowed														
2. Total Authorized Consumption	3,660,372	2,945,253	3,632,375	3,112,657	6,565,757	0	0	0	0	0	0	0	0	19,916,414

Total Volume DSL	593,728	538,647	213,925	504,743	66,043	0	0	0	0	0	0	0	0	1,917,086
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Percent DSL	14.0%	15.5%	5.6%	14.0%	1.0%									
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Year to Date Total DSL:	8.8%
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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%	1,700	0.0	0.0%	0.0	0.0%	100
5587-A AHA-978 S02 Well #2	166	0.0%	0	0.0	0.0%	32.9	20.6%	200
5888-A (G2-08834) AHA-976 S03 Well #3A	84	13.5%	778,800	2.4	2.8%	2.4	1.5%	100
APP G2-29483 AHA-975 S06 Well #3B	254	40.9%	1,038,800	3.2	1.3%		0.0%	210
7012-A (G2-09889) AHA-973 S04 Well #4	79	12.7%	9,299,600	28.5	36.1%	28.5	17.8%	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%	10,717,000	32.9	20.6%		0.0%	200
Total AFY without supplementals	700	122.6%	21,835,900	67.0	9.6%	63.8	39.9%	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	1,112	1,001	951								5,226
Well #2	1025	893	1254	1700	945								5,817
Well #3	3,019	1,519	1,642	1,468	5,226								12,874
Well #4	3,393	3,913	4,580	4,127	5,335								21,348
Well #5	1,258	1,058	1,213	1,101	1,180								5,810
Well #6	9,407	8,581	8,931	7,898	12,406								47,223
total:	19,250	16,978	18,732	17,295	26,043	0	0	0	0	0	0	0	98,298

Gallons Per 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	Gal/Kwh YTD
Well #1	0	0	0	0	2								0
Well #2		0	0	0	0								0
Well #3	273	0	0	0	190								93
Well #4	422	434	430	445	443								435
Well #5	0	0	0	0	0								0
Well #6	212	208	210	226	264								224
total:	221	205	205	209	255								222

AVG Gal/Kwh combined =

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.

**Lake Limerick
BUDGET TO ACTUAL
April 2023**

Variance	Water HOA Budget	Water HOA Actual		Water HOA Actual	Water HOA Budget	Variance	Water HOA Budget	58%
Revenue								
\$ 2,867	\$ 52,500	\$ 55,367	Water Metered	\$ 390,275	\$ 382,000	\$ 8,275	\$ 721,800	
0	0	0	Meter Installation	0	6,000	(6,000)	15,000	
(10,992)	16,488	5,496	Water Reserves - Well	38,500	115,416	(76,916)	197,856	
10,955	0	10,955	Water Reserves - Main Line	76,971	0	76,971	0	
1,260	0	1,260	Water-Disconnect/Reconnect Fee	2,400	0	2,400	0	
(1,919)	0	(1,919)	Water Income - Miscellaneous	(1,919)	0	(1,919)	0	
2,171	68,988	71,159	Total Revenue	506,227	503,416	2,811	934,656	54%
Cost of Goods Sold								
0	0	0	Total Cost of Goods Sold	0	0	0	0	
2,171	68,988	71,159	Gross Profit	506,227	503,416	2,811	934,656	54%
Operating Expenses								
(508)	1,167	659	Fuel/Gas Expense	5,191	8,165	(2,974)	14,000	37%
(375)	375	0	Auto Repairs & Maintenance	358	2,625	(2,267)	4,500	8%
(38)	85	47	Bank Service Charges	333	575	(242)	1,000	33%
0	0	0	Bad Debt Written off	2,945	0	2,945	500	589%
(813)	1,000	187	Computer and Internet Expenses	2,174	7,000	(4,826)	12,000	18%
(250)	250	0	Dues and Subscriptions	632	1,750	(1,118)	3,000	21%
(1,069)	1,180	111	Employee Expense	969	4,790	(3,821)	8,310	12%
(229)	1,480	1,251	Health Insurance	8,267	9,820	(1,553)	17,220	48%
(1,500)	1,500	0	Equipment Rental	4,055	6,000	(1,945)	9,000	45%
(64)	2,100	2,036	Insurance Expense	16,589	14,250	2,339	24,750	67%
0	0	0	Interest Expense	0	816	(816)	816	0%
(30)	14,600	14,570	Labor	114,096	111,600	2,496	191,300	60%
(400)	400	0	Legal	0	2,875	(2,875)	5,000	0%
(200)	200	0	Licenses and Permits	1,641	1,400	241	2,400	68%
(250)	250	0	Meals & Entertainment	0	750	(750)	1,000	0%
243	750	993	Merchant Account Charges	6,537	5,250	1,287	9,000	73%
(25)	25	0	NSF Check Fees Returned Items	0	75	(75)	100	0%
(100)	100	0	Office Expense	0	700	(700)	1,200	0%
(90)	90	0	Office Supplies	77	630	(553)	1,100	7%
282	1,115	1,397	Payroll Expenses	11,405	8,510	2,895	14,580	78%
(46)	50	4	Payroll Tax Expense	31	350	(319)	600	5%
(227)	675	448	Postage and Delivery	2,698	2,025	673	2,700	100%
(181)	6,500	6,319	Professional Fees	20,030	48,500	(28,470)	84,000	24%
(5,000)	5,000	0	Repairs and Maintenance	1,063	35,000	(33,937)	60,000	2%
0	0	0	Tree Felling / Trimming	0	3,300	(3,300)	5,000	0%
(884)	1,100	216	Small Tools and Equipment	1,877	3,300	(1,423)	4,500	42%
2,354	1,000	3,354	Supplies	11,437	9,000	2,437	16,000	71%
(197)	2,800	2,603	Taxes - Public Utility	20,093	19,200	893	34,100	59%
9	335	344	Telecommunication Expense	1,808	2,325	(517)	4,000	45%
(850)	850	0	Travel Expense	0	2,550	(2,550)	3,400	0%
0	0	0	Uniforms	87	1,300	(1,213)	2,000	4%
817	2,130	2,947	Utilities	17,440	13,740	3,700	25,560	68%
(356)	425	69	Water Testing	645	2,875	(2,230)	5,000	13%
0	0	0	Miscellaneous Expense	0	18,123	(18,123)	18,123	0%
885	0	885	Bad Debt - Water	885	0	885	0	
0	0	0	Water - Dues & Subscriptions	389	0	389	0	
0	0	0	Water - Education & Training	104	0	104	0	
0	0	0	Water - Supplies	81	0	81	0	
1,260	0	1,260	Water - Water Testing	1,260	0	1,260	0	
(7,832)	47,532	39,700	Total Operating Expenses	255,197	349,169	(93,972)	585,759	44%
10,003	21,456	31,459	Operating Income (Loss)	251,030	154,247	96,783	348,897	72%
Other Income								
9	0	9	Interest Income	60	0	60	10,000	1%
8	0	8	Water - Interest Income	61	0	61	0	
10,020	21,456	31,476	Income (Loss) Before Income Taxes	251,151	154,247	96,904	358,897	70%

CASH ACCOUNTS

April 2023

Location	Type	Name	Balance	Operating	Savings	Reserve
<u>WATER</u>						
Heritage	Checking-8937	Water Operating	\$ 365,562.16	\$ 365,562.16		
	Money Market-8953	Water Mainline	\$ 26,089.85			\$ 26,089.85
	Money Market-8945	Well #6 Reserves	\$ 20,685.82			\$ 20,685.82
OCCU	Checking-0216S50	Water Committee	\$ 76,751.32	\$ 76,751.32		
	Savings-0216S7	Water Committee	\$ 102,203.72		\$ 102,203.72	
Edward Jones #11177	various length investments	LLWS Mainline Reserve	\$ 663,805.66			\$ 663,805.66
Edward Jones #20044	various length investments	LLWS Capacity Reserve	\$ 371,061.90			\$ 371,061.90
Edward Jones #22968	Savings Account	LLWS	\$ 125,566.80		\$ 125,566.80	
Upcoming Accounts Payable			\$22,355.00			
Total Water			\$ 1,751,727.23	\$ 442,313.48	\$ 227,770.52	\$ 1,081,643.23

