

Minutes of November 11, 2023, 8:30 am – 11:00 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, Treasurer Sue Hearron, Dan Cossano, Don Bird (excused), and Wally Montz (absent).

Board Members: John Ingemi, and Dean Dyson.

Employees Attending: Water System Manager Chris McMullen, and Christy Smith.

Guests: Dan Bussler 05/092 and Neil Burkel 03/77 & 03/78

APPROVAL OF MINUTES –OCTOBER 2023:

*A motion was made by Sue Hearron to approve October 2023 meeting minutes with edits to be made. Seconded by Dan Cossano, carried with no nays.

COMMENTS FROM THE CHAIR:

Chair Kelly Evans outlined the many accomplishments, and a few barriers the Water System Committee has tackled this last year. He also reviewed our present priorities and long-range plans that include the 2024 – 2025 budget, creating a thorough strategic plan and improving communications to the community were just a few of the priority items mentioned.

COMMENTS / QUESTIONS FROM GUESTS

Neil Burkel is concerned about the water system repair that needs to be repaired at his resident. Chris and Neil discussed concerns, next steps and exchanged contact information. Chris will be taking care of the repair and doing the work, being conscious of the landscaping. Chris will reach out to Neil with issues that may arise.

FINANCIAL REPORT: SUE HEARRON – ATTACHED CASH ACCOUNTS FISCAL YEAR 22- OCTOBER 2023

TREASURERS REPORT – October 2023

- The water system is in good financial standing at this time.

Water Financials Update:

- Revenue has not been booked into Quickbooks since May 2023. Shauna was responsible for that task and office staff was not cross trained in that task prior to her departure.
- Transfers from the Water Account to reimburse HOA for shared expenses have not been done since April 2023. Rhonda located the instructional manual left by Shauna on 10/12/23. Sue and Rhonda will utilize the manual to work on reconciling the water account and prepare the necessary documents to support the request for transfer of funds to HOA. **UPDATE: The manual Rhonda found was actually a file and a deeper dive didn't reveal any useful notes. Sue, Rhonda, Esther & Christy are looking into reports and previous entries to help determine how Shuana processed this. Esther will also speak with Ron to see if he has any information on how to process the transaction.**
- Ron, who previously worked for LL and who had been working part time in the in the office in the afternoons to help the office staff had eye surgery and has been out. He recently returned last Friday to help out and has been focusing on GolfNow Entries. Esther has asked if he could try and get some water revenue posted so we could get some meaningful data for at least a couple of months since it's been since May since we have had a full financial balance sheet.
- Unfortunately, due to other critical and time sensitive reporting, Ron was unable to get the water revenue posted into Quickbooks prior to his surgery. Without Revenue posted we are unable to generate the Budget to Actual Report provided to the Water Committee on a monthly basis.
- Expenses have been posted to Quickbooks.
- The FDIC only insures \$250K. As our bank accounts grow and we approach the FDIC limit for insurability on these accounts we need to look into additional savings account options. Edward Jones has a savings account option that has easy liquidity without penalty, check writing availability, averages about 1.7% per month, is insured by the FDIC and does not have a dollar limit on the amount insured by the FDIC. **This discussion is on hold.**
- Sue will be reviewing notes with Rhonda and creating QA suggestions to help the overdue a/r accounts to maximize efficiency.
- The team is grateful for the hard work Sue and Esther are putting in while LLCC is trying to find the right candidate for the job!

Financial Advisory Team:

- A suggestion was made to hire Greg Hearn who has an accounting business finance background (Former Boeing Business/Financial Analyst) as a temporary employee to aid in the audit as the office is understaffed. The board approved this suggestion, and he has been working part time with Christy and Esther to aid in the audit.
- Esther, with the aid of the HR Consultants has been interviewing potential candidates for the bookkeeper position. A candidate has been offered and accepted the job and is scheduled to start 11/20/23.

- Major issues with GolfNow software continue to be a BIG problem for the restaurant staff and an issue with double tickets continues to be a BIG problem. Roger has contacted GolfNow and is working to get the issue resolved.

* Motion to approve the financial report as presented with limited data made by Anne Moen
Seconded by Sue Hearn. Supported by Kelly Eveans and opposed by Dan Cassano.

WATER SYSTEM MANAGER'S REPORT: CHRIS MCMULLEN

1) Managers' Report & Consumption Spreadsheet – See attached consumption report.

- Operational well sites are working well.
- The consumption report is still not accurate. It is reading a higher water loss than what it is believed to be. He is also working on getting historical data that is missing from the report.
- Chris thinks the water loss data is possibly skewed due to source meters slowing down. He is trouble shooting ideas to gain efficiency between the SCADA system and upgrades to the source meters.
- Monthly water samples came back satisfactory.

2) Project Status:

- **Water Quality Testing Stations** – Two more installation locations identified.
- **Well #2 Repair** –Chris is in the process of prepping it to flush and test the coliform levels this week in hopes of getting it back into service. Once in service is will only be operational manually. When source meters are upgraded, he will start with at #2.
- **Fire Hydrants** – Waiting for well #2 to be put into service first. Hoping to have this done by the end of the year.
- **Well Output Testing Contract** – Chris received a bid from Picatti to perform the test and will prepare a PAR for the next Board meeting. The committee agreed that the testing needs to be done to acquire accurate output data and condition of our system to make good, informed decisions about proposed current and future projects.
- **SCADA Upgrades** –Chris continues to work with Coast Controls and would like to add metering to the system. Along with combining SCADA upgrades with updated source meters will help make the system work more efficiently. Chris will consult with Don Bird before moving forward with a PAR.

3) Maintenance Status:

- **Meter Maintenance** – A notice will be sent out to community members with the December monthly billing reminding customers that the water meters are the property of the Lake Limerick Water system and water staff are authorized to access the water meters at any time for inspection, replacement/repairs, and

usage readings. Members are also reminded that they are not to access or alter the meters or connections.

- No major leaks were detected.

*Motion to accept Picatti's bid to complete output testing, not to exceed \$150,000.00 which includes the testing and repairs/upgrades needed for the entire project, made by Dan Cossano. Seconded by Anne Moen and carried with no nays.

FORGIVENESS

A forgiveness requests was submitted to the committee.

*Motion made by Dan Cossano to approve a onetime forgiveness request of \$195.00 by Jacob and Marjorie Miller at 651 E Ballantrae due to a broken sprinkler system. The Water Department has approved the repair and verified it is no longer leaking. Seconded by Sue Hearron and carried with no nays.

UNFINISHED BUSINESS:

1) **Water System Plan** –

- Requested documentation and edits have been submitted back to Lydia at NWS. Kelly is inquiring about the current status.

2) **Tractor / Truck** – A new Kubota and Dodge 2500 have been purchased. The cost of the equipment will be split into three ways – Water, Greens and Maintenance. Managers of the departments with the oversight of the CAM will ensure that the equipment is kept clean and maintained as per manufacturer recommendations. Great teamwork and win – win for the departments!

3) **2023 - 2024 Budget** – Committee will revisit the topic in January 2024.

4) **Action Item Tracker** – Chris will have an audit protocol draft by January 2, 2024

5) **Elevated Storage** – An RH2 is working on a proposal for the project. Chris is in the process of getting numbers to RH2 to perform a feasibility study to help determine if elevated storage is a good way to go in the future and where the location should be.

6) **Navy Trestle Project** –

- Traffic flow is better than expected. The contractor is doing a good job of keeping the traffic flow moving.
- Some congestion at Old Lyme – Chris or Mike will assess the situation to make recommendations that will improve the traffic flow.

7) **Security Cameras** –Chris has not found a fully functional solution or system to meet the needs at this time. Connectivity is a barrier.

NEW BUISINESS

1) **Long Range Planning** – The committee will discuss this January 2024.

2) **Well #1 Production Issues** – Will be evaluated during Picatti's output testing.

TOPICS FOR NEXT MEETING

N/A

ACTION ITEMS

The Water Committee reviewed the task chart and updated as needed.

ANNOUNCEMENTS

Next meeting: December 9, 8:30am

Location: Zoom for committee members and guests.

Events: BOD Meeting – November 18, 9:00 am Hybrid

*Motion made by Anne Moen to move into a closed session. Seconded by Dan Cossano, carried with no nays.

Closed Session to discuss personnel and / or legal issues: No motions were made.

*Motion made by Anne Moen to return to open session. Second by Dan Cossano, carried with no nays.

Adjourn:

*Motion made by Sue Hearron to adjourn the meeting. Seconded by Anne Moen, carried with no nays.

Motions for the Board

*Motion to accept Picatti's bid to complete output testing, not to exceed \$150,000.00 which includes the testing and repairs/upgrades needed for the entire project, made by Dan Cossano. Seconded by Anne Moen and carried with no nays.

*Motion made by Dan Cossano to approve a onetime forgiveness request of \$195.00 by Jacob and Marjorie Miller at 651 E Ballantrae due to a broken sprinkler system. The Water Department has approved the repair and verified it is no longer leaking. Seconded by Sue Hearron and carried with no nays.

CASH ACCOUNTS**Sep-23**

<u>Location</u>	<u>Type</u>	<u>Name</u>	<u>Balance</u>	<u>As of Date</u>	<u>Operating</u>	<u>Savings</u>	<u>Reserve</u>
Heritage	Checking-8937	Water Operating	306,232.16	09/30/23			
	Money Market-8953	Water Mainline	15,002.35	09/30/23			
	Money Market-8945	Well #6 Reserve	15,002.19	09/30/23			
OCCU	Checking-216S50	Water Committee	76,789.81	10/31/23			
	Savings-0216S7	Water Committee	102,555.14	10/31/23			
Edward Jones #11177	Various length investments	LLWS Mainline Reserve	\$720,236.49	10/13/23			\$720,236.49
Edward Jones #20044	Various length investments	LLWS Capacity Reserve	\$403,468.39	10/13/23			\$403,468.39
Edward Jones #22968	Savings Account	LLWS	\$378,043.00	10/13/23		\$378,043.00	

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	554,300	40,400	514,800	54,900	120,400			
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	1,557,400	2,180,500	1,775,000	984,800	713,200			
Total Volume Produced Well #3b	469,100	0	0	0	569,700	2,142,800	3,256,300	2,492,500	1,380,900	985,100			
Total Volume Produced Well #4	1,431,400	1,699,000	1,969,000	1,835,200	2,365,000	259,900	2,953,540	0	0	2,127,576			
Total Volume Produced Well #5	0	0	0	0	0	0	6,200	0	0	8,100			
Total Volume Produced Well #6	1,998,300	1,784,900	1,877,300	1,784,600	3,271,900	619,800	841,000	1,439,200	1,534,700	719,600			
1 B. Total Volume Purchased	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	5,134,200	9,277,940	6,221,500	3,955,300	4,673,976	0	0	51,096,416

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	6,439,236	9,601,960	8,917,159	5,122,527	3,937,349			53,901,313
2 C. Estimated Authorized Uses (may be billed or Unbilled)													0
Utility Flushing and Tank Cleaning									100,800				100,800
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	6,439,236	9,601,960	8,917,159	5,223,327	3,937,349	0	0	54,035,445

Total Volume DSL	593,728	538,647	213,925	504,743	66,043	0	-324,020	-2,695,659	-1,268,027	736,627	0	0	-1,633,993
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Percent DSL	14.0%	15.5%	5.6%	14.0%	1.0%	0.0%	-3.5%	-43.3%	-32.1%	15.8%			
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Year to Date Total DSL:	-3.2%
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Compliance with leakage standard	10.6%
Next years 3 year average based	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%	1,286,500	3.9	3.4%	3.9	2.5%	100
5587-A AHA-978 S02 Well #2	166	0.0%	0	0.0	0.0%	48.8	30.5%	200
5888-A (G2-08834) AHA-976 S03 Well #3A	84	13.5%	7,989,700	24.5	29.2%	24.5	15.3%	100
APP G2-29483 AHA-975 S06 Well #3B	254	40.9%	11,296,400	34.7	13.6%		0.0%	210
7012-A (G2-09889) AHA-973 S04 Well #4	79	12.7%	14,640,616	44.9	56.9%	44.9	28.1%	100
G2-27215 AHA-977 S07 Well #5*	152	17.8%	14,300	0.0	0.0%		0.0%	190
G2-27443 S08 Well #6*	160	18.8%	15,871,300	48.7	30.4%		0.0%	200
Total AFY without supplementals	700	122.6%	51,098,816	156.8	22.4%	122.1	76.3%	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	1,996	776	928	100	610			9,636
Well #2	1025	893	1254	1700	945	605	49	81	166	234			6,952
Well #3	3,019	1,519	1,642	1,468	5,226	9,615	12,721	10,244	5,907	4,780			56,141

Well #4	3,393	3,913	4,580	4,127	5,335	4,885	5,357	4,913	4,149	4,555			45,207
Well #5	1,258	1,058	1,213	1,101	1,180	1,071	136	22	21	262			7,322
Well #6	9,407	8,581	8,931	7,898	12,406	3,564	4,628	7,170	7,657	4,557			74,799
total:	19,250	16,978	18,732	17,295	26,043	21,736	23,667	23,358	18,000	14,998	0	0	200,057

Gallons Per Kwh												Gal/Kwh YTD	
Well #1	0	0	0	0	2	278	52	555	549	197			163
Well #2		0	0	0	0	0	0	0	0	0			0
Well #3	273	0	0	0	190	385	427	417	400				232
Well #4	422	434	430	445	443	53	551	0	0	467			325
Well #5	0	0	0	0	0	0	46	0	0	31			8
Well #6	212	208	210	226	264	174	182	201	200	158			204
total:	221	205	205	209	255	236	392	266	220	312	AVG Gal/Kwh combined =		255

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 Drinking Water Pub. DOH 331-375

Distribution System Leakage Notes: All Repaired 1. 1" water service to 440-450 Penzance Road February 2023.