

**LAKE LIMERICK COUNTRY CLUB
WATER COMMITTEE MEETING**

**Minutes of April 11th, 2020
Meeting Location: By Email Summary**

The Meeting was held via email summary due to social distancing requirements. Chairman Don Bird provided agenda, water committee members provided summary reports, acting water manager provided manager report & consumption report.

MEMBERS PARTICIPATING: Chairman Don Bird, Secretary Pat Paradise, Treasurer Phyllis Antonsen, and members Esther Springer-Johannesen, Kelly Evans, and Brandon Koch.

Board of Directors Attending: None
Employees Attending: None
Contractors Attending: None
Guests Attending: None

Approval of Minutes:
A motion was unable to be made to approve the minutes of March 2020 as written.

Additions to Agenda: None

Comments from any Guests: None

Financial Report:

- 1) Water System Financial Report: A financial report was provided Phyl and attached for record.
- 2) Accounts Payable/Receivable update: An accounts payable / receivable report was provided by Phyl and attached for record
- 3) Cd and Money Market Review: A Cd and Money Market report was provided by Phyl and attached for record
- 4) Reserve Study Status: HOA Water Reserve Study continues to be worked on by NWS. NWS staff is able to work from home and continues to make progress on our reserve study

Water Distribution Mangers Report:

- 1) Manager's report and consumption spreadsheet: The report was very complete and is attached for record.

Consumption spreadsheet (attached): The calculated water loss for the year is 9.3% with a goal of remaining under 10%. The consumption report is attached for record.

- 2) Status of SCADA system: Don provided a summary of the scada system and the summary is attached for record.
- 3) Badger Analytics meter reading and billing experience: Don provided a summary of the Badger Analytics meter reading and billing experience. Summary is attached for record.

Action List: none

Correspondence: none

Old Business:

- 1) Navy railroad trestle seismic retrofit project: Existing LLCC water main running under the trestle location has been marked for reference. Summary attached for record.
- 2) Water System staff hiring: Negotiations are progressing with 1 fully qualified water system manager candidate. Summary attached for record.

New Business:

- 1) No new business was introduced into April agenda

Commitments Review: None

Announcements:

- 1) Next meeting 9am Saturday May 9th, 2020 -- Lake Limerick Clubhouse (crow's nest)
Location and format to be determined based on social distancing requirements

Motion to convene to closed session: none

Motion to reconvene to open session: none

Motion to accept all closed session motions: none

Motion to recommend to the LLCC Board of Directors: none

Motion to adjourn: none

These minutes have not been approved by the Water Committee.
They have been respectfully submitted by Pat Paradise.

MOTIONS FOR BOARD:

Approval of Minutes:
none

Approval of Financial Report:
none

A review of March and April Water Committee meeting minutes will be done at the next quorum meeting to vote on needed agenda items for record.

Lake Limerick Water System Treasurer's Report April 11, 2020

Financial Report -March 31, 2020

Overall we are still in good shape. Income YTD is 46% of the budget to date of 50%. This is in the normal range due to late payments.

There are no startling new overages in expenditures. Professional fees are up, but employee expenditures are down. YTD operating expenditures are 56% of the budget to date.

Total operating reserves: \$139,300.

CD

A \$160,000 CD has matured and will be rolled over to a six month CD. It is anticipated that the rate will be .95%, lower than the current CDs.

Accounts payable/receivable

Lake Limerick Water Systems

BUDGET TO ACTUAL

Month Ended Mar 31, 2020

Variance	Month Budget	Month Actual		Year to Date Actual	Year to Date Budget	Variance	2020 Budget	% of Budget 50%
Revenue								
\$ 2,090	\$ 42,673	\$ 44,763	Gross Revenue Water	\$ 226,312	\$ 219,517	\$ 6,795	\$ 495,900	45.64 %
\$ 2,090	\$ 42,673	\$ 44,763	Total Revenue	\$ 226,312	\$ 219,517	\$ 6,795	\$ 495,900	45.64 %
Operating Expenses								
\$ (996)	\$ 1,250	\$ 254	Automobile Expense	\$ 3,579	\$ 7,500	\$ (3,921)	\$ 15,000	23.86 %
\$ (51)	\$ 100	\$ 49	Bank Service Charges_	\$ 425	\$ 600	\$ (175)	\$ 1,200	35.41 %
\$ 886	\$ 42	\$ 927	Computer and Internet Expenses	\$ 3,591	\$ 250	\$ 3,341	\$ 500	718.19 %
\$ (28)	\$ 28	\$ 0	Dues & Subscriptions	\$ 1,914	\$ 1,863	\$ 51	\$ 2,000	95.70 %
\$ (7,829)	\$ 11,008	\$ 3,179	Employee Expense	\$ 50,324	\$ 66,050	\$ (15,726)	\$ 132,100	38.10 %
\$ 152	\$ 0	\$ 152	Equipment Rental	\$ 10,091	\$ 4,000	\$ 6,091	\$ 4,000	252.28 %
\$ (105)	\$ 1,708	\$ 1,604	General Liability Expense	\$ 7,010	\$ 10,250	\$ (3,241)	\$ 20,500	34.19 %
\$ 0	\$ 0	\$ 0	Interest Expense	\$ 1,631	\$ 1,500	\$ 131	\$ 1,500	108.74 %
\$ 0	\$ 0	\$ 0	License & Permits	\$ 1,605	\$ 1,500	\$ 105	\$ 2,200	72.95 %
\$ (25)	\$ 25	\$ 0	Meals and Entertainment	\$ 69	\$ 150	\$ (81)	\$ 300	23.10 %
\$ 277	\$ 200	\$ 477	Merchant Account Charges	\$ 2,785	\$ 1,200	\$ 1,585	\$ 2,400	116.03 %
\$ (25)	\$ 25	\$ 0	NSF Check Fees Returned Items	\$ 30	\$ 150	\$ (120)	\$ 300	10.00 %
\$ (67)	\$ 67	\$ 0	Office Supplies	\$ 90	\$ 400	\$ (310)	\$ 800	11.23 %
\$ (125)	\$ 125	\$ 0	Office Expense	\$ 122	\$ 750	\$ (628)	\$ 1,500	8.13 %
\$ 734	\$ 375	\$ 1,109	Postage and Delivery	\$ 3,128	\$ 2,250	\$ 878	\$ 4,500	69.51 %
\$ 5,391	\$ 4,000	\$ 9,391	Professional Fees	\$ 26,835	\$ 24,000	\$ 2,835	\$ 55,000	48.79 %
\$ 4,394	\$ 1,000	\$ 5,394	Repairs and Maintenance	\$ 35,791	\$ 17,000	\$ 18,791	\$ 30,800	116.20 %
\$ (267)	\$ 267	\$ 0	Service Contracts	\$ 0	\$ 1,600	\$ (1,600)	\$ 3,200	0.00 %
\$ (333)	\$ 333	\$ 0	Small Tools and Equipment	\$ 1,489	\$ 2,000	\$ (511)	\$ 4,000	37.23 %
\$ (1,000)	\$ 1,000	\$ 0	Supplies_	\$ 5,443	\$ 6,000	\$ (557)	\$ 12,000	45.36 %
\$ 0	\$ 0	\$ 0	Taxes - Property	\$ 365	\$ 0	\$ 365	\$ 0	
\$ (73)	\$ 1,338	\$ 1,265	Taxes - Public Utility	\$ 8,027	\$ 6,630	\$ 1,397	\$ 15,000	53.51 %
\$ 83	\$ 158	\$ 241	Telephone Expense	\$ 2,893	\$ 950	\$ 1,943	\$ 1,900	152.25 %
\$ (42)	\$ 42	\$ 0	Travel Expense	\$ 7	\$ 250	\$ (243)	\$ 500	1.40 %
\$ (250)	\$ 250	\$ 0	Uniforms	\$ 0	\$ 500	\$ (500)	\$ 1,000	0.00 %
\$ 169	\$ 1,650	\$ 1,819	Utilities v	\$ 12,933	\$ 9,700	\$ 3,233	\$ 21,000	61.58 %
\$ (365)	\$ 417	\$ 52	Water Testing	\$ 1,107	\$ 2,500	\$ (1,393)	\$ 5,000	22.15 %
\$ 507	\$ 25,407	\$ 25,914	Total Operating Expenses	\$ 181,282	\$ 169,542	\$ 11,739	\$ 338,200	53.60 %
\$ 1,583	\$ 17,266	\$ 18,849	Operating Income (Loss)	\$ 45,030	\$ 49,975	\$ (4,944)	\$ 157,700	28.55 %
Other Income								
\$ 1,641	\$ 67	\$ 1,708	Interest Income_	\$ 4,653	\$ 400	\$ 4,253	\$ 800	581.58 %
\$ 1,641	\$ 67	\$ 1,708	Total Other Income	\$ 4,653	\$ 400	\$ 4,253	\$ 800	581.58 %
\$ 3,224	\$ 17,332	\$ 20,557	Net Income (Loss)	\$ 49,683	\$ 50,374	\$ (692)	\$ 158,500	31.35 %
	<u>(11,092)</u>		Main Line and Well Capacity Reserves	<u>\$ (64,753)</u>	<u>\$ (59,270)</u>		<u>\$ (130,400)</u>	
	9,465			<u>(15,070)</u>	<u>(8,896)</u>		<u>28,100</u>	
			Well #6 Loan Repayment	<u>\$ (18,123)</u>	<u>\$ (18,100)</u>		<u>\$ (18,100)</u>	
				<u>\$ (33,193)</u>	<u>\$ (26,996)</u>		<u>\$ 10,000</u>	

CASH ACCOUNTS

March 2020

Location	Type	Name	Balance	Operating	Savings	Reserve
<u>HOA</u>						
Heritage	Checking-0214	Operating	\$ 142,938.95	\$ 142,938.95		
	Money Market-4023	LLCC Savings	\$ 1,081.63		\$ 1,081.63	
	Savings-5841	Golf Projects	\$ 8,836.07		\$ 8,836.07	
Edward Jones # 01533	Various Investments	HOA Capital Svgs	\$ 517,038.55			\$ 517,038.55
Edward Jones # 20043	Various Investments	HOA Capital Asset Repair	\$ 73,048.58			\$ 73,048.58
Total HOA			\$ 742,943.78	\$ 142,938.95	\$ 9,917.70	\$ 590,087.13
<u>WATER</u>						
Heritage	Checking-8937	Water Operating	\$ 23,144.52	\$ 23,144.52		
	Money Market-8953	Water Mainline	\$ 45,407.12			\$ 45,407.12
	Money Market-8945	Well #6 Reserves	\$ 34,394.39			\$ 34,394.39
OCCU	Checking-0216S50	Water Committee	\$ 116,163.28	\$ 116,163.28		
	Savings-0216S7	Water Committee	\$ 101,971.45		\$ 101,971.45	
Edward Jones #11177	various length investments	LLWS Mainline Reserve	\$ 432,312.67			\$ 432,312.67
Edward Jones #20044	various length investments	LLWS Capacity Reserve	\$ 247,579.84			\$ 247,579.84
Total Water			\$ 1,000,973.27	\$ 139,307.80	\$ 101,971.45	\$ 759,694.02
<i>Heritage Bank</i>	\$	255,802.68				
<i>OCCU</i>	\$	218,134.73				
<i>Edward Jones</i>	\$	1,269,979.64				
	\$	1,743,917.05				
TOTAL:			\$ 1,743,917.05	\$ 282,246.75	\$ 111,889.15	\$ 1,349,781.15

CAPITAL EXPENDITURE BUDGET FOR 2019/2020

<u>HOA Capital Expenditure</u>	<u>Budget</u>	<u>Committed</u>	<u>Spent to date</u>	<u>Remaining</u>
Inn reffloor Rest & Lounge	\$ 14,000.00		\$ 13,875.84	\$ -
Inn Refloor entrance & stairs	\$ 5,000.00		\$ 5,068.52	\$ -
Inn Architect review	\$ 5,000.00			\$ 5,000.00
Inn ADA bathroom construction	\$ 11,500.00			\$ 11,500.00
Lake Olde Lyme Park	\$ 15,000.00			\$ 15,000.00
Lake Reseal Sport court	\$ 6,000.00	\$ 5,994.72		\$ 6,000.00
Lake Inn Island repair	\$ 25,000.00			\$ 25,000.00
Golf Cart replacement	\$ 25,000.00		\$ 25,000.00	\$ -
Golf Landscaping enhancement	\$ 5,000.00			\$ 5,000.00
Golf Greens Equipment	\$ 5,500.00			\$ 5,500.00
	<u>\$ 117,000.00</u>	<u>\$ 5,994.72</u>	<u>\$ 43,944.36</u>	<u>\$ 73,000.00</u>

<u>Water System Capital Expenditure</u>	<u>Budget</u>	<u>Committed</u>	<u>Spent to date</u>	<u>Remaining</u>
Upgrade ladders, hatches and openings on tanks (4) for DOH and OSHA compliance	\$32,000		\$ 18,217.15	\$ 13,782.85
Hydrologic study regarding well capacity improvements and well consolidation	\$30,000			\$ 30,000.00
Recondition Well 6 or add new well to improve flow	\$20,000			\$ 20,000.00
Well level meters to monitor aquifer level and add to SCADA	\$9,500			\$ 9,500.00
Flow meters to water network to measure demand and detect leaks and add to SCADA	\$8,500			\$ 8,500.00
Test and calibrate or replace source meters to improve accuracy and add to SCADA	\$11,000			\$ 11,000.00
Generator at Well 4 and/or Well 1 (natural gas or propane?)	\$49,000			\$ 49,000.00
Storage Building for pipes etc	\$12,000			\$ 12,000.00
	<u>\$172,000</u>	<u>\$ -</u>	<u>\$ 18,217.15</u>	<u>\$ 153,782.85</u>



Lake Limerick Water

Manager's Report

April 9th, 2020

Lake Limerick Water System: Water Committee Meeting regarding March 2020.

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

SCADA is regularly monitored and operated everyday by NWS.

Well Conditions:

- ✦ Well #1 is operating “normally”.
- ✦ Well #2 is still in stand-by and is considered a Seasonal use per Water Rights.
- ✦ Wells #3A/3B are operating “normally”.
- ✦ Well #4 is operating “normally” with oversight.
- ✦ Well #5 is operating “normally”.
- ✦ Well #6 is operating “normally”.

Water Usage:

4.3 million gallons were pumped in total from the sources for February, and 4.0 million gallons are documented as “sold”. The loss for the month is 5.5%. Total loss for the year is 9.3%.

As anticipated, the initial meter reading with new equipment / programs presented some challenges. Efforts are underway to ensure problems are resolved as they are identified. All “bugs” should be worked out following the next billing cycle.

Customer Concerns:

LLWS had 12 regular locates.

Water Sampling:

The bacteria samples for March were satisfactory.

Action Items

Well Site #4: There is a small leak at a 4" pipe joint in the pump house. This line is from the reservoir feeding the booster pump. Replacement booster pump is already onsite. Replacement of the booster pump and re-plumb to repair the leak has been scheduled for April 28th.

Well Site #3: The enclosure for Well #3b has been left unfinished. NWS repairs lead has been able to get his eyes on this. Will request formal estimate with approval to do so from the committee. Open to suggestions from the committee for any other contractors.

Well Site #2: The enclosed VFD has been mounted. A fair amount of electrical re-configuration is in process, but left unfinished. I will contact RAM electric for estimate to complete this work. Open to suggestions from the committee for any other contractors.

Well Site #1: VFD is onsite. Installation has not begun. RAM for estimate...
Open to suggestions...

Reservoir top needs:

Temporary cover is installed over target float wire entrance. Permanent solution is needed. Per email correspondence with DOH; since a transducer exists and is used to monitor the reservoir level, a physical target is not necessary.

SCADA

Nearly all issues have been resolved. The interface is working properly. The only alarms still present are with Site #2, which I believe is just a result of having the pump "not in auto". Also Site #5 has an intrusion alarm. Which remains false, as there are no intrusion measures yet installed.

Electrical Usage in Kwh

	Jan-18	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Total
Well #1	2,170	1,869	2,464										6,503
Well #2		2844	1705										4,549
Well #3	6,319	5,698	4,964										16,981
Well #4	775	819	2,168										3,762
Well #5	403	720	2,177										3,300
Well #6	6,544	4,211	4,131										14,886
total:	16,211	16,161	17,609	0	0	0	0	0	0	0	0	0	49,981

Gallons Per Kwh

	Jan-18	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Gal/Kwh YTD
Well #1	341	353	370										355
Well #2		0	0										0
Well #3	293	315	268										292
Well #4	276	272	338										295
Well #5	61	169	247										159
Well #6	241	215	191										216
total:	272	229	244										248

AVG Gal/Kwh combined = 248

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	12,414,900	11,265,703	9.3%
2021	12,414,900	11,265,703	9.3%
2022	12,414,900	11,265,703	9.3%
2023	12,414,900	11,265,703	9.3%
2024	12,414,900	11,265,703	9.3%
2025	12,414,900	11,265,703	9.3%

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:

Water Committee Meeting
April 11, 2020
Topic Summaries by Don

Water System Manager's Report

- 1) Manager's report and Consumption spreadsheet provided by Sean, late updates by Don
 - a. Sean has noticed that, at times, booster pumps at Well 6 run in reverse and operate inefficiently. Sean and Kevin to check on the VFD settings.
 - b. After Sean discussed with me whether to have NWS or KCL repair the leak at Angus Ct. we decided to engage KCL to fix the leak there because KCL has a hydrovac and NWS doesn't. No schedule yet for the repair but Sean has initiated the 811 locate request.

- 2) SCADA system status – Don
 - a. SCADA system is operating normally
 - b. The last week of March, the internet wasn't working to the Water Office so neither Sean or SCADA engineers could access the SCADA system remotely. Chris Hasek, HCC, fixed the radio link to the Pro Shop and LLCC Office to fix the internet connection so remote access to SCADA worked again. Chris is working on a more permanent fix so that the maintenance shop is connected directly to the LLCC office instead of routing through the Pro Shop.
 - c. Ed Williams, the Tesco engineer (previously SCADA & Controls Engineering) made several updates to correct the scrambled status problem caused by Wonderware InTouch tech support. All status values are now reporting to the correct status locations and the bogus alarms have stopped.
 - d. He also corrected the logic for showing Well 5 Auto/Run status and corrected the display logic for Well 1.

- 3) Badger Beacon Analytics meter reading and billing experience – Don
 - a. On Tuesday March 31, Sean and I got the meter reading done using the new Dell rugged laptop installed in the Water truck using the meter route information downloaded from UMS. When we uploaded the new meter reads to UMS and ran the meter report we discovered that all of the meter current values were multiplied by 10 as the new software was using all 7 digits of the meter whereas previously UMS was only using the leading 6 digits. UMS tech support was able to correct the problem on Wednesday April 1 so that Rhonda could run new water bills.
 - b. Follow on is needed to be sure that Beacon Analytics meter reading process is matched to the UMS billing system format and that import and export files are properly named. There were also a few new customer locations that didn't read properly and need to be investigated.
 - c. Additional updates need to be made to the Dell rugged laptop including:
 - i. Configure printer connections to the Water and LLCC office printers
 - ii. Add a VPN connection to the LLCC Office so that the laptop can connect to UMS directly
 - iii. Configure Outlook to connect to the Water@LakeLimerick.com account.
 - iv. Activate the Verizon wireless connection to provide connectivity while performing the meter reads

Old Business

- 1) Navy railroad trestle seismic retrofit project – Don
 - a. At my request, Sean traced the water main running under the railroad trestle using the tracer wire installed with the water main. The water main follows closely the drawing submitted by Zephyr for the county permit when they installed the new main in 2005. The water main path runs from the valve at Olde Lyme Road under the railroad trestle directly adjacent to the trestle support structure and weaves its way through the guardrail supports on the east side of the trestle. Seeing the marked path it's surprising that the main wasn't punctured more times when the guardrail was installed.
 - b. According to recent communication that Roger has had with Mason County Public Works, the County has not yet issued a permit to work in the road. At this time the contractor is not planning to close Mason Lake Road but instead to operate traffic signals for one-way traffic during parts of the construction.

- 2) Water system staff hiring – Don
 - a. After our Water Committee March 14 meeting, we had a chance to meet and chat with Doug Carothers who was the only qualified candidate to respond to our Water System Manager advertisements. Doug seemed very personable and well qualified for the position. In fact he is qualified as both a water system manager and a water treatment plant operator. The fact that he is a certified water treatment operator could be very beneficial as we may be required by EPA and/or DOH to treat our water in the near future according to knowledge from several people.
 - b. Negotiations have continued with Doug Carothers and an offer has been made from Lake Limerick along with a request to supply some supporting information. As of Friday April 10 I have not heard if Doug will accept the offer.