

**LAKE LIMERICK COUNTRY CLUB
WATER COMMITTEE MEETING**

**Minutes of December 12th, 2020
Meeting Location: ZOOM Internet Meeting**

Call to Order: The Meeting was held online via ZOOM Meeting on the internet. The meeting was called to order at 9:00 am by Chairman Don Bird.

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

Board of Directors Attending: Dean Dyson

Employees Attending: Water Manager Doug Carothers

Contractors Attending: none

Guests Attending: none

Approval of Minutes:

A motion was made by Kelly Evans, seconded by Esther Springer-Johannesen, and passed with no nays to approve the minutes of November 14th 2020 as written.

Additions to Agenda: none

Comments from any Guests: none

Financial Report:

- 1) **Water System Financial Report:** A draft financial report was provided by treasurer Esther Springer-Johannesen including budget to actual expenditures, investments, cash on hand, and water revenue. Revenues are up due to recent rate structure approval. Closing out of the 2019/2020 budget is in process, waiting on some financial numbers to come in to close out the 2019/2020 budget.
- 2) **Accounts Payable/Receivable:** Treasurer Esther Springer-Johannesen Accounts payable/receivable is tracking and there is no documented decline in revenue due to impacts of the Corona Virus. A graph was provided to indicate water cash collected. (see attached). Front office is considering updating the language of “past due” letters to provide payment plans – and also remind members that even if behind on payments – the monies are still due and payable.
- 3) **Cd and Money Market Review:** A Cd and Money Market report was provided by Esther and attached for record. Current available Cd interest rates are low – alternative investment interest rates were investigated. Recent available interest rates have been only 0.01% . Esther met with Scott Davis of Edward Jones to review best possible interest rates on our Cd’s. Esther was able to convert expiring Cd’s with a higher 2 to 3% interest rates and a relatively short investment period.
- 4) **Reserve Study Status:** HOA reserve study contract has been awarded. Vendor representative expects draft copy of report by end of December. Esther followed up with HOA representative Connie Wong for updates. Don Bird will follow up with Northwest Water Services for updates.

Water Department will follow HOA plan to list assets of \$15,000.00 or more to be included in study inventory.

A motion was made by Brandon Koch, seconded by Phyllis Antonsen, and passed with no nays to accept the financial report as presented.

Water Distribution Mangers Report:

1) Manager’s report and consumption spreadsheet: The report was very complete and is attached for record. Water System is in good shape overall – Water Manager is monitoring and operating SCADA system every day.

Consumption spreadsheet (attached): The calculated water loss for the month is 4.7% and for the year is 8.2% with a goal of remaining under 10%. The consumption report is attached for record. A suspected leak has been located at Dartmore, waiting on a few days of dry weather to investigate. Mason County has approved probing asphalt with a drill to look for water seepage. Water Manager will update leak repairs onto spreadsheet to document repairs. Graffiti reported at well 1 and 3. Researching cameras and other security measures (fencing). Water testing/sampling are satisfactory – no issues.

2) SCADA System: Pumps are running – but we are experiencing communication faults. Water manager to continue to troubleshoot causes. Installation of new “external” antenna will provide better coverage for new cellular radios. Signal coverage has been an issue due to metal building construction of maintenance shop.

3) Badger Analytics meter reading and billing status: Doug provided a summary of the Badger Analytics meter reading and billing experience. The upgraded software and meter reading hardware is working very well. 6 meters were having issues reading and all of them have been repaired. Recalibration of some meters was required to get correct readings – ie: decimal point calibrations. Water Manager has about 20 meters in stock for future buildouts.

4) New employee and part time help status:

- a) Water Assistant: Michael Boyd has started working for the LLCC water department as an assistant.
- b) Part time greens staff for well site grounds maintenance, water box clearing and inventory, valve exercising, etc: Great progress is being made by greens team in clearing/cleaning water meter boxes. Approximately 50% complete already. Several minor (but cumulative) leaks have been discovered and repaired as a result of this deferred maintenance work effort.

5) Fire hydrant fill stations at reservoirs – Doug: A discussion including the quantity of fill stations (one , two, or three) and at which well locations, who could access the locations, and the reasons for adding the fill locations was debated. In conclusion, - additional simulation, testing and documentation of current fire flow capability was agreed to. A simulation of available fire flow requirements at various times and a documentation of results will lead to determination of the quantity and location these fill stations and if they may be needed.

6) Engineering firm search for water system review – Doug: Water Manager solicited 7 engineering firms. None have committed to working with us to date. Water Manager is working to procure engineering services to establish/document baseline of existing water system. Loop flows, well, pump, fire flow, and VFD capacities.

7) Office/Shop/Storage research: Water Manager has been researching locations and costs for additional office and support space for water department operations. Only 12K has been budgeted into this year's capital budget to provide a metal canopy/building for storage of pipe materials. Further investigation and existing space configuration utilization are ongoing. Most options researched are cost prohibitive to date. No written scope of work or budget was presented.

Correspondence:

- 1) Tammy Hall 11-20-20 forgiveness request
- 2) Richard Sawyers 11-23-20 forgiveness request
- 3) Forgiveness request process:

A motion was made by Pat Paradise, seconded by Kelly Evans, and passed with no nays to accept two members water overconsumption forgiveness letters. (letters attached)

Old Business:

- 1) Navy railroad trestle seismic retrofit project:

The Navy has responded to our requests to sit down and resolve right of way issues. Our engineer has submitted routing/sequencing of a temporary main line "by-pass" to the Navy. There is also legal research being provided by the LLCC attorney. No additional update.

- 2) NWS Water System Plan status:

NWS provided a draft water system plan upgrade. Draft Water System Plan was reviewed and comments forwarded to NWS for incorporation in final draft of document. Water Manager, Don Bird, and Esther Springer-Johannesen will meet Thursday December 17th to review status and make any final review comments

- 3) NWS 2020 Water Rate and Reserve Study: Draft study has been reviewed and comments forwarded to NWS for incorporation into final document. Status: pending comments back from NWS on LLCC water committee comments to draft. Results expected this week.

New Business:

- 1)

Commitments Review: None

Announcements:

- 1) Next meeting 9am Saturday January 9th, 2021 – location and format to be determined on social distancing guidelines.

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:

Motion to adjourn:

A motion to adjourn was made by Pat Paradise, seconded by Kelly Evans , and passed with no nays as follows: To adjourn the meeting at 10:40am

These minutes have not been approved by the Water Committee.

They have been respectfully submitted by Pat Paradise.

MOTIONS FOR BOARD:

Approval of Minutes:

A motion was made by Kelly Evans, seconded by Esther Springer-Johannesen, and passed with no nays to approve the minutes of November 14th 2020 as written.

Approval of Financial Report:

A motion was made by Brandon Koch, seconded by Phyllis Antonsen, and passed with no nays to accept the financial report as presented.

Correspondence: Water overage forgiveness requests by two members.

A motion was made by Pat Paradise, seconded by Kelly Evans, and passed with no nays to accept two members water overconsumption forgiveness letters. (letters attached)

Motion to adjourn:

A motion to adjourn was made by Esther Springer-Johannesen, seconded by Kelly Evans , and passed with no nays as follows: To adjourn the meeting at 11:04am

Lake Limerick Water Systems

BUDGET TO ACTUAL

Month Ended Nov 30, 2020

Variance	Month Budget	Month Actual		Year to Date Actual	Year to Date Budget	Variance	2021 Budget	% of Budget
Revenue								
4,803	34,125	38,928	Gross Revenue Water	76,562	68,220	8,342	447,600	16.7%
(11)	10,875	10,864	Reserves	21,744	21,750	(6)	130,500	16.7%
4,792	45,000	49,792	Total Revenue	98,306	89,970	8,336	578,100	17.0%
Operating Expenses								
(139.51)	890.00	750.49	Fuel/Gas Expense	1,590.98	1,590.00	0.98	7,500.00	21.2%
(330.00)	330.00	0.00	Auto Repair & Maintenance	0.00	660.00	(660.00)	4,000.00	0.0%
(23)	90	67	Bank Service Charges_	141	160	(19)	900	15.7%
(331)	410	79	Computer and Internet Expenses	333	820	(487)	5,000	6.7%
(80)	80	-	Dues & Subscriptions	0	160	(160)	1,000	0.0%
(76)	160	84	401k	168	320	(152)	2,000	8.4%
0	0	0	New Hire Expense	0	0	0	800	
(1,000)	1,000	0	Education & Training	224	1,000	(776)	3,000	7.5%
(3,430)	13,000	9,570	Salaries & Wages	18,518	26,000	(7,482)	157,000	11.8%
(408)	1,300	892	Payroll Expenses	1,722	2,600	(878)	15,700	11.0%
(217)	220	3	Payroll Tax Expense	5	440	(435)	2,650	0.2%
(1,000)	1,000	-	Tree Felling / Trimming	-	2,000	(2,000)	12,000	0.0%
(110)	110	-	Employee Expense other	-	220	(220)	1,400	0.0%
(1,250)	1,250	-	Legal Expenses	-	2,500	(2,500)	15,000	0.0%
(1,160)	1,160	-	Equipment Rental	-	2,320	(2,320)	14,000	0.0%
4	1,600	1,604	General Liability Expense	3,207	3,200	7	21,100	15.2%
(581)	1,160	579	Health Insurance	1,158	2,320	(1,162)	14,000	8.3%
-	-	-	Interest Expense	1,359	1,400	(41)	1,400	97.1%
(131)	250	119	License & Permits	119	500	(381)	3,000	4.0%
(20)	20	-	Meals and Entertainment	-	40	(40)	300	0.0%
155	450	605	Merchant Account Charges	1,129	900	229	5,800	19.5%
(5)	5	-	NSF Check Fees Returned Items	-	10	(10)	100	0.0%
97	40	137	Office Supplies	314	80	234	500	62.9%
9	50	59	Office Expense	59	100	(41)	700	8.5%
(91)	1,100	1,009	Postage and Delivery	2,019	1,100	919	5,500	36.7%
(1,249)	2,500	1,251	Professional Fees	3,067	5,000	(1,933)	30,000	10.2%
(1,401)	2,800	1,399	Repairs and Maintenance	1,399	5,600	(4,201)	33,700	4.2%
165	220	385	Small Tools and Equipment	863	440	423	2,650	32.6%
(879)	770	(109)	Supplies_	2,207	1,540	667	9,300	23.7%
278	1,680	1,958	Taxes - Public Utility	3,850	3,360	490	22,000	17.5%
0	200	200	Telephone Expense	409	400	9	2,500	16.4%
(250)	250	-	Travel Expense	-	500	(500)	3,000	0.0%
453	80	533	Uniforms	533	160	373	1,000	53.3%
(717)	2,250	1,533	Utilities v	3,604	4,360	(756)	27,000	13.4%
(284)	330	46	Water Testing	161	660	(499)	4,000	4.0%
(14,000)	36,755	22,755	Total Operating Expenses	48,162	72,460	(24,298)	429,500	11.2%
18,792	8,245	27,037	Operating Income (Loss)	50,144	17,510	32,634	148,600	33.7%
Other Income								
113	-	113	Interest Income_	1,408	-	1,408	-	
113	-	113	Total Other Income	1,408	-	1,408	-	
18,905	8,245	27,150	Net Income (Loss)	51,552	17,510	34,042	148,600	34.7%
		<u>(10,864)</u>	<i>Main Line and Well Capacity Reserves</i>	<u>(21,744)</u>	<u>(21,750)</u>		<u>(130,500)</u>	
		16,286		29,808	(4,240)		18,100	
			<i>Well #6 Loan Repayment</i>	<u>(18,123)</u>	<u>(18,100)</u>		<u>(18,100)</u>	
				<u>11,685</u>	<u>(22,340)</u>		<u>-</u>	

EDWARD JONES INVESTMENTS

30-Nov-20

Acct No.	Type	Value	Purchase date		Rate	Maturity Date	Maturity Value	Interest at Maturity	FDIC Insured	Jan	Mar	Apr	May	Jun	Aug
HOA															
841-01533-1-9	Cert of Deposit	\$ 116,000.00	6/25/2020	Bank of India New York	0.15%	1/27/2021	\$ 116,000	\$ 102.97	Yes	\$ 116,000					
	Cert of Deposit	\$ 140,000.00	7/17/2020	First Rep BK San Francisco CA	0.10%	1/15/2021	\$ 140,000	\$ 69.81	Yes	\$ 140,000					
	Cert of Deposit	\$ 40,479.06	10/23/2020	Bank Hapoalim BM New York	1.30%	4/1/2021	\$ 40,479	\$ 230.68	Yes			\$ 40,479			
	Cert of Deposit	\$ 150,353.75	10/23/2020	UBS Bk Salt Lake City UT	1.05%	1/8/2021	\$ 150,354	\$ 333.04	Yes	\$ 150,354					
	Cert of Deposit	\$ 64,884.75	11/19/2020	Wells Fargo Bank	2.90%	5/10/2021	\$ 64,885	\$ 886.70	Yes				\$ 64,885		
	Cert of Deposit	\$ 100,020.58	11/17/2020	First Fini BK Cincinnati	0.10%	3/15/2021	\$ 100,021	\$ 32.34	Yes		\$ 100,021				
	Cash	\$ 10,320.31		Edward Jones	0.01%				Yes						
		<u>\$ 622,058.45</u>								<u>\$ 406,354</u>	<u>\$ 100,021</u>	<u>\$ 40,479</u>	<u>\$ 64,885</u>	<u>\$ -</u>	<u>\$ -</u>
HOA															
841-20043-1-2	Bank Deposit	\$ 1,286.43		Bank of China	0.03%				Yes						
	Bank Deposit	\$ 33,951.15		State Street Bank	0.03%				Yes						
	Bank Deposit	\$ 0.01		Truist Bank	0.03%				Yes						
	Bank Deposit	\$ 54,453.06		Citibank	0.03%				Yes						
		<u>\$ 89,690.65</u>													
WATER															
841-11177-1-9	Cert of Deposit	\$ 40,407.56	10/22/2020	Wells Fargo Bank	2.25%	3/29/2021	\$ 40,408	\$ 393.56	Yes		\$ 40,408				
	Cert of Deposit	\$ 25,399.66	10/21/2020	Bank Amer NC	1.65%	1/22/2021	\$ 25,400	\$ 106.78	Yes	\$ 25,400					
	Cert of Deposit	\$ 25,399.66	10/21/2020	Morgan Stanley BK NA	1.65%	1/22/2021	\$ 25,400	\$ 106.78	Yes	\$ 25,400					
	Cert of Deposit	\$ 50,000.00	10/29/2020	Bank of China Ny	0.10%	4/29/2021	\$ 50,000	\$ 24.93	Yes			\$ 50,000			
	Cert of Deposit	\$ 20,273.11	10/23/2020	Wells Fargo Bank	2.45%	5/3/2021	\$ 20,273	\$ 261.27	Yes				\$ 20,273		
	Cert of Deposit	\$ 54,501.38	10/21/2020	Sallie Mae Bk Salt Lake City	3.00%	8/16/2021	\$ 54,501	\$ 1,339.39	Yes						\$ 54,501
	Cert of Deposit	\$ 89,005.63	11/17/2020	State Bank of India	0.01%	4/5/2021	\$ 89,006	\$ 3.39	Yes						
	Money Market	\$ 130,410.20		Edward Jones	0.01%				Yes						
		<u>\$ 435,397.20</u>													
WATER															
841-20044-1-1	Cert of Deposit	\$ 97,000.00	7/17/2020	First Rep BK San Francisco CA	0.10%	1/15/2021	\$ 97,000	\$ 48.37	Yes	\$ 97,000					
	Cert of Deposit	\$ 25,252.30	11/17/2020	State Bank of India	1.05%	3/30/2021	\$ 25,252	\$ 96.62	Yes		\$ 25,252				
	Cert of Deposit	\$ 37,893.39	10/22/2020	Morgan Stanley BK NA Salt	2.50%	6/7/2021	\$ 37,893	\$ 591.76	Yes				\$ 37,893		
	Cash	\$ 89,338.85			0.01%				Yes						
		<u>\$ 249,484.54</u>								<u>\$ 147,799</u>	<u>\$ 65,660</u>	<u>\$ 50,000</u>	<u>\$ 20,273</u>	<u>\$ 37,893</u>	<u>\$ 54,501</u>

HOA	YTD Interest	
841-01533-1-9	\$ 714.00	\$ 135.33
841-20043-1-2	\$ 7.74	
	<u>\$ 721.74</u>	

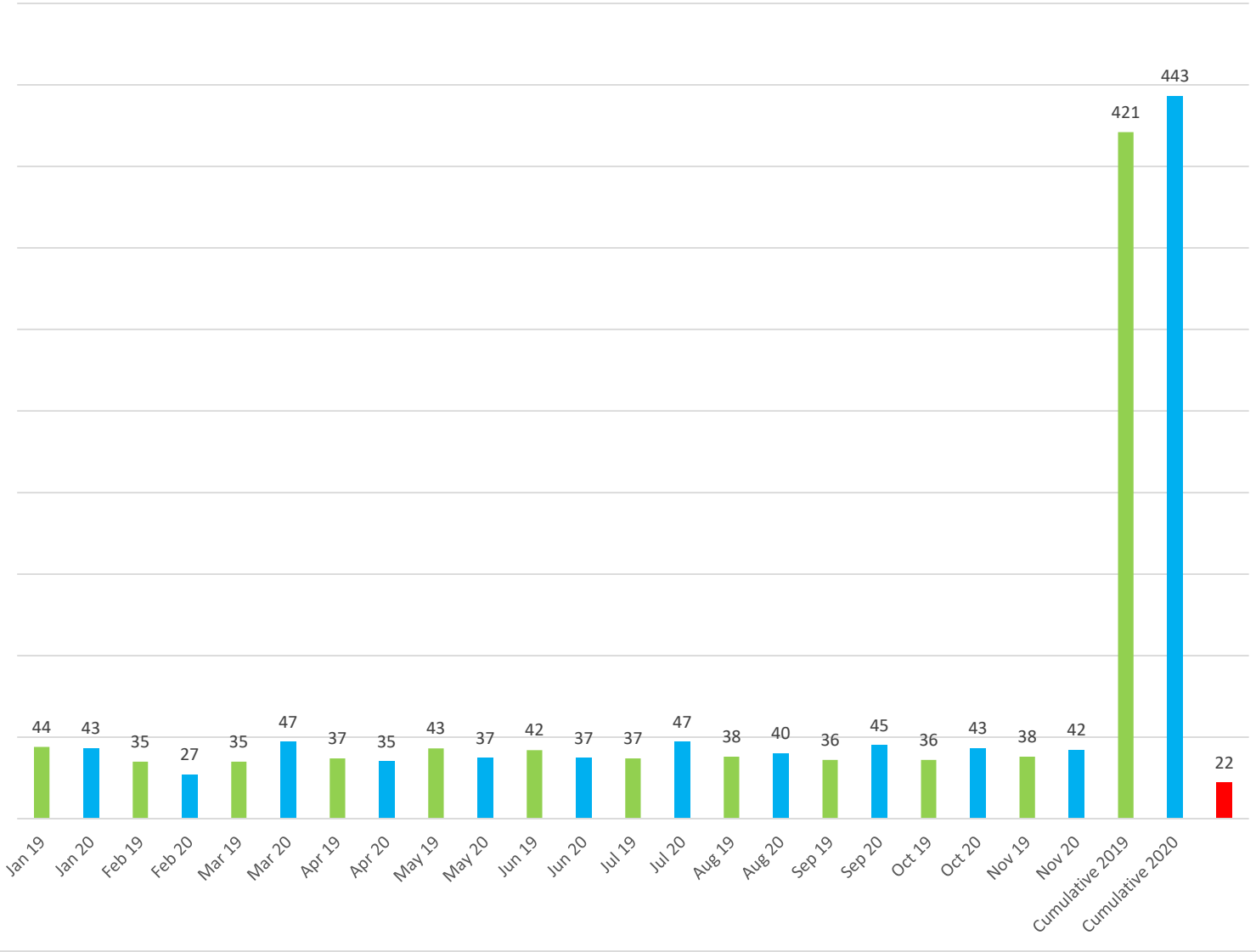
Water	YTD Interest	
841-11177-1-9	\$ 1,047.07	\$ 43.58
841-20044-1-1	\$ 226.05	\$ 0.92
	<u>\$ 1,273.12</u>	

CASH ACCOUNTS

November 2020

Location	Type	Name	Balance	Operating	Savings	Reserve
<u>WATER</u>						
Heritage	Checking-8937	Water Operating	\$ 22,075.77	\$ 22,075.77		
	Money Market-8953	Water Mainline	\$ 100,787.03			\$ 100,787.03
	Money Market-8945	Well #6 Reserves	\$ 67,027.57			\$ 67,027.57
OCCU	Checking-0216S50	Water Committee	\$ 116,486.57	\$ 116,486.57		
	Savings-0216S7	Water Committee	\$ 102,230.28		\$ 102,230.28	
Edward Jones #11177	various length investments	LLWS Mainline Reserve	\$ 435,397.20			\$ 435,397.20
Edward Jones #20044	various length investments	LLWS Capacity Reserve	\$ 249,484.54			\$ 249,484.54
Total Water			\$ 1,093,488.96	\$ 138,562.34	\$ 102,230.28	\$ 852,696.34

Water Cash Collected
\$ '000s





Lake Limerick Water

Manager's Report November 2020







December 12th, 2020

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

The general condition of the water system is currently good, with reliable water availability to the customers. Although, we have had continued Communication faults at various well sites. We also have an ongoing leak on Dartmore.

SCADA is regularly monitored and operated everyday.

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”.
-  **Well #5** is operating “normally”.
-  **Well #6** is operating “normally”.

Water Usage:

4,202,100 gallons were pumped,
4,006,293 gallons were metered from distribution
196,107 gallons net loss
4.7% Loss

Customer Concerns:

LLWS had 9 regular locates.

Water Sampling:

LLWS performed regularly scheduled water sampling for the month of July and received and all were satisfactory.

Action Items

Part of this month's water loss is due to an ongoing mainline leak on Dartmore. This leak is best described as a “seepage” and is not a flowing leak. Thus, we are not yet able to determine where the actual leak is. Mason

Michael Boyd has starting working for LLWS and is performing well.

County has given us permission to use a hand drill to penetrate the asphalt in order to determine the path of flowing water. Still we are not able to do this until we have several continuous days of dry weather.

The meter maintenance work has revealed several small leaks and all but one has been repaired. We will repair the mentioned (very small) leak soon.

Fire hydrant evaluation has continued. I recommend a discussion about this during the meeting.

More graffiti has been painted on Reservoir #3. With other security concerns and Well 1 graffiti I am looking into installing the previously purchased cameras and possible adding trail cameras.

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	2,463	1,182	1,098	1,576	1,358	745	1,475	625		17,025
Well #2		2844	1705	506	522	407	388	304	300	286	202		7,464
Well #3	6,319	5,698	4,964	5,800	2,505	7,164	10,567	9,107	8,124	7,229	4,011		71,488
Well #4	775	819	2,168	2,213	4,025	2,639	2,706	3,341	1,920	1,626	2,202		24,434
Well #5	403	720	2,177	1,990	3,620	2,726	3,947	4,428	4,482	1,629	2,318		28,440
Well #6	6,544	4,211	4,131	3,486	9,116	4,632	6,111	9,783	6,552	2,821	3,743		61,130
total:	16,211	16,161	17,609	16,458	20,970	18,666	25,295	28,321	22,123	15,066	13,101	0	209,981

Gallons Per Kwh

												Gal/Kwh YTD		
Well #1	341	353	370	417	382	508	481	479	473	461	468		430	AVG
Well #2		0	0	0	0	0	0	0	0	0	0		0	AVG
Well #3	293	315	268	379	364	445	442	448	447	446	406		387	AVG
Well #4	276	272	338	334	373	425	460	442	426	360	419		375	AVG
Well #5	61	169	247	252	237	331	271	264	251	250	260		236	AVG
Well #6	241	215	191	149	256	233	241	253	237	177	202		218	AVG
total:	272	229	244	303	289	367	364	348	338	358	321		316	

AVG Gal/Kwh combined = 316

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	6.8%
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	66,449,388	60,969,175	8.2%
2021	66,449,388	60,969,175	8.2%
2022	66,449,388	60,969,175	8.2%
2023	66,449,388	60,969,175	8.2%
2024	66,449,388	60,969,175	8.2%
2025	66,449,388	60,969,175	8.2%

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: Leak on Dartmoore is still adding to our loss percentage. KLC will repair after we have a period of dry weather. This leak presents a seepage and not as flowing water.