

**LAKE LIMERICK COUNTRY CLUB
WATER COMMITTEE MEETING**

Minutes of March 13th, 2021

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 9:02 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 & Brian Smith

Employees Attending: Water Manager Doug Carothers & Mike Boyd

Contractors Attending: none

Guests Attending: none

Approval of Minutes:

A motion was made by Esther Springer-Johannesen, seconded by Kelly Evans, and passed with no nays to approve the minutes of February 13th 2021 as written.

Additions to Agenda: Under Financial Report – sale of surplus LLCC properties and a request to hold a closed session

Comments from any Guests: none

Introduction of Mike Boyd: LLCC water system recent hire Mike Boyd was introduced to the water committee members. Mike lives locally and is very pleased to be on board in his new position.

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, water revenue, and fund transfers from water to HOA. Water budget to date is ahead of forecasts and revenues are up. Contractor KCL invoices have been paid. Year ending 2019/2020 books have yet to be closed out.
- 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. Water budget is ahead of projections. Past due water accounts were discussed. Member lots that are not currently using water (non metered or locked out) are the largest 90 day past due balance at \$9,379 including prepayments of \$1,114 giving net balance of \$8,267. Member lots that are currently using water and past due 90 days have balance of \$8,273 including prepayments of \$4,908 giving a net balance of \$3,364.00. This is an improvement from recent past due balances. Front office continues to work diligently to collect past due amounts.
- 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. Accounts are coming due and will be re-invested at best rates available.

- 4) **Reserve Study Status:** HOA reserve study draft is complete. Esther and Don 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. There was a Zoom meeting last week to review the HOA draft report.
- 5) **Sale of Lake Limerick Properties:** Lake Limerick HOA will be selling surplus and repossessed properties. Water Department will be looking for re-imburement by HOA of past due water accounts associated with the list of properties for sale. Details to be determined.

Motion to Approve Financial Report:

A motion was made by Kelly Evans, seconded by Brandon Koch, 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 – (report attached).

Consumption spreadsheet (attached): The calculated water loss for the month is 25.3% and for the year is 17.3% with a goal of remaining under 10%. The consumption report is attached for record. Suspected leaks have been located at Dartmoor, Road of Tralee, and Clonakilty.

Dartmoor repairs planned for week of March 15.

Water Manager updated leak repairs onto spreadsheet to document ongoing repairs. Water testing/sampling are satisfactory – no issues. Well 2 is currently offline due to electrical issues. Ram Electric is scheduled to troubleshoot issues. 12 locate requests were received this month.

2) **SCADA System:** Installation of new “external” antenna provided better coverage for new cellular radios. SCADA alerts are working well.

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.

4) **RH2 Engineering Contract:**

RH2 contract has been executed and work is proceeding with input from Water Manager and Don Bird. RH2 consultant civil and electrical engineers were onsite last week. Hydrant pressure testing and VFD operation were performed, a detailed report will follow.

5) **Office/Shop/Storage research:** Water Manager has been researching options and costs for additional office and support space for water department. A budget of “not to exceed \$18,000 has been approved. There are plans to reconfigure existing space at the maintenance building. A new construction estimate exceeding \$31,000 was provided by a contractor but was incomplete. The increased estimate is due to “in house” labor being

too busy to do the work. After discussion – no motion was made to accept the contractor’s estimated proposal.

Correspondence:

- 1) **Forgiveness Letter:** none

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. The Navy’s contractor could be utilized to do the installation instead of LLCC. An updated survey of the proposed routing is being prepared and the routing of the existing water main has been confirmed.

- 2) **NWS Water System Plan Status- Don:**

Final review still needs to be completed after receiving RH2 engineering report.

- 3) **NWS 2021 contract negotiation:** Some contract discussions were moved to closed session. It was decided that Doug, Roger and Don would meet with NWS to negotiate a revised contract based on a new division of responsibilities between LLWS and NWS.

New Business:

- 1) **Water Committee Nominations:** It appears that there will be two candidates for the two water committee positions.
- 2) **Budget Preparations:** Preparation of the 2021/2022 budget is due the end of May. Capital budget is due by 21st of August. It is time to start the process of creating the budget.
- 3) **Discuss next meeting location and format:** Discussion on best practices for next month’s meeting resulted in an agreement to utilize ZOOM online meeting format into next month.

Commitments Review: None

Closed Session: A motion was made by Esther Springer-Johannesen, seconded by Brandon Koch, and approved with no nays to move into a closed session discussion.

Reconvene into open session: A motion was made by Kelly Evan, seconded by Esther Springer-Johannesen, and approved with no nays to re-convene into open session. No motion made regarding closed session discussion.

Announcements:

- 1) Next meeting 9am Saturday April 10th, 2021 – location and format to be ZOOM online format.

Motions to recommend to the LLCC Board of Directors:

Motion to adjourn:

A motion to adjourn was made by Brandon Koch, seconded by Esther Springer-Johannesen , and passed with no nays as follows: To adjourn the meeting at 11:35am

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 Esther Springer-Johannesen, seconded by Kelly Evans, and passed with no nays to approve the minutes of February 13th 2021 as written.

Approval of Financial Report:

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

Lake Limerick Water Systems
BUDGET TO ACTUAL
Month Ended Feb 28, 2021

Variance	Month Budget	Month Actual		Year to Date Actual	Year to Date Budget	Variance	2021 Budget	% of Budget
			Revenue					
6,761	27,505	34,266	Gross Revenue Water	175,128	173,345	1,783	447,600	39.1%
3,000.00	0	3,000.00	Meter Installation	4,500	0	4,500	0	
(3)	10,875	10,872	Reserves	54,352	54,375	(23)	130,500	41.7%
9,758	38,380	48,138	Total Revenue	233,980	227,720	6,260	578,100	40.5%
			Operating Expenses					
130.74	510	641	Fuel/Gas Expense	3,509	3,510	(1)	7,500	46.8%
(330.00)	330	0	Auto Repair & Maintenance	0	1,650	(1,650)	4,000	0.0%
9	70	79	Bank Service Charges_	399	360	39	900	44.3%
(341)	420	79	Computer and Internet Expenses	679	2,060	(1,381)	5,000	13.6%
(80)	80	0	Dues & Subscriptions	1,985	400	1,585	1,000	198.5%
			Employee Expense	0	0	0	0	
(86)	170	84	401k	421	810	(389)	2,000	21.0%
(800)	800	0	New Hire Expense	0	800	(800)	800	0.0%
77	0	77	Education & Training	389	1,000	(611)	3,000	13.0%
(1,013)	13,100	12,087	Salaries & Wages	61,434	65,300	(3,866)	157,000	39.1%
(148)	1,310	1,162	Payroll Expenses	5,783	6,530	(747)	15,700	36.8%
(217)	220	3	Payroll Tax Expense	13	1,100	(1,087)	2,650	0.5%
(1,000)	1,000	0	Tree Felling / Trimming	0	5,000	(5,000)	12,000	0.0%
(120)	120		Employee Expense other	0	560	(560)	1,400	0.0%
(103)	1,250	1,147	Legal Expenses	3,565	6,250	(2,685)	15,000	23.8%
(1,170)	1,170	0	Equipment Rental	0	5,810	(5,810)	14,000	0.0%
(1,205)	1,810	605	General Liability Expense	5,294	8,430	(3,136)	21,100	25.1%
(601)	1,170	569	Health Insurance	2,885	5,810	(2,925)	14,000	20.6%
-	0	0	Interest Expense	1,417	1,400	17	1,400	101.2%
(250)	250	0	License & Permits	1,641	1,250	391	3,000	54.7%
(20)	20	0	Meals and Entertainment	0	100	(100)	300	0.0%
213	380	593	Merchant Account Charges	2,845	2,280	565	5,800	49.1%
(10)	10	0	NSF Check Fees Returned Items	0	30	(30)	100	0.0%
(29)	40	11	Office Supplies	507	200	307	500	101.4%
(4)	60	56	Office Expense	398	280	118	700	56.8%
(1,100)	1,100	0	Postage and Delivery	2,019	2,200	(182)	5,500	36.7%
(1,307)	2,500	1,193	Professional Fees	11,678	12,500	(822)	30,000	38.9%
476	2,800	3,276	Repairs and Maintenance	7,864	14,000	(6,136)	33,700	23.3%
572	220	792	Small Tools and Equipment	1,901	1,100	801	2,650	71.7%
(737)	770	33	Supplies_	2,511	3,850	(1,339)	9,300	27.0%
-	0	0	Taxes - Property	0	0	0	0	
373	1,350	1,723	Taxes - Public Utility	9,085	8,520	565	22,000	41.3%
59	210	269	Telephone Expense	1,323	1,030	293	2,500	52.9%
(250)	250	0	Travel Expense	0	1,250	(1,250)	3,000	0.0%
(80)	80	0	Uniforms	548	400	148	1,000	54.8%
50	2,080	2,130	Utilities v	9,380	11,440	(2,060)	27,000	34.7%
(284)	330	46	Water Testing	299	1,650	(1,351)	4,000	7.5%
(9,324)	35,980	26,656	Total Operating Expenses	139,772	178,860	(39,088)	429,500	32.5%
19,082	2,400	21,482	Operating Income (Loss)	94,208	48,860	45,348	148,600	63.4%
			Other Income					
-	-	-	Gain on Disposal of Assets	-	-	-	-	
1,893	-	1,893	Interest Income_	4,682	-	4,682	-	
1,893	-	1,893	Total Other Income	4,682	-	4,682	-	
20,975	2,400	23,375	Net Income (Loss)	98,890	48,860	50,030	148,600	66.6%
		<u>(10,872)</u>	<i>Main Line and Well Capacity Reserves</i>	<u>(54,352)</u>	<u>(54,375)</u>		<u>(130,500)</u>	
		12,503		44,538	(5,515)		18,100	
			<i>Well #6 Loan Repayment</i>	<u>(18,123)</u>	<u>(18,100)</u>		<u>(18,100)</u>	
				<u>26,415</u>	<u>(23,615)</u>		<u>-</u>	

EDWARD JONES INVESTMENTS

28-Feb-21

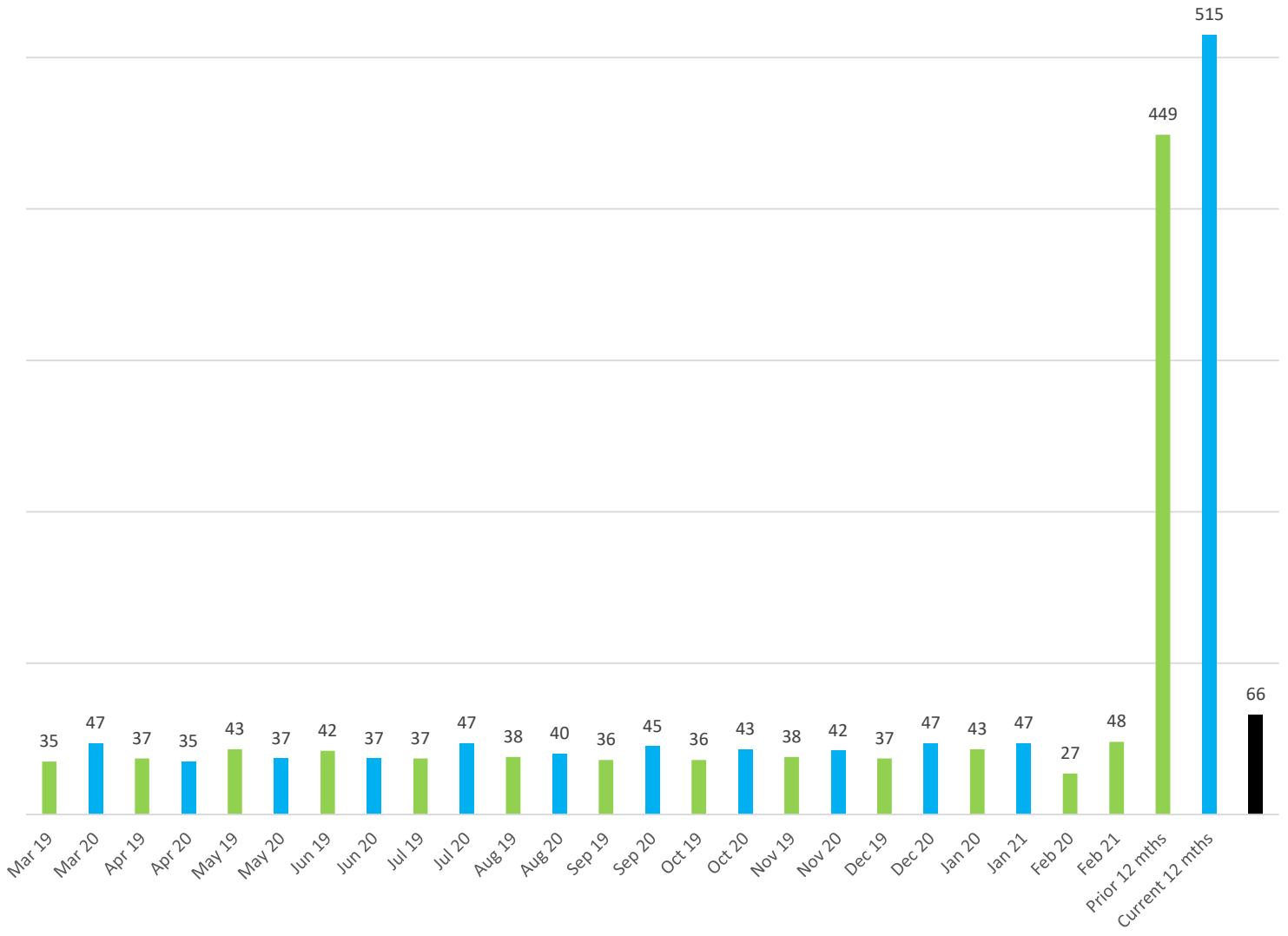
<u>Acct No.</u>	<u>Type</u>	<u>Value</u>	<u>Purchase date</u>		<u>Rate</u>	<u>Maturity Date</u>	<u>Maturity Value</u>	<u>Interest at Maturity</u>	<u>FDIC Insured</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>Jun</u>	<u>Jul</u>	<u>Aug</u>
WATER															
841-11177-1-9	Cert of Deposit	\$ 40,407.56	10/22/2020	Wells Fargo Bank	2.25%	3/29/2021	\$ 40,408	\$ 394	Yes	\$ 40,408					
	Cert of Deposit	\$ 78,000.00	10/29/2020	Bank of China Ny	0.10%	4/29/2021	\$ 78,000	\$ 39	Yes		\$ 78,000				
	Cert of Deposit	\$ 20,273.11	10/23/2020	Wells Fargo Bank	2.45%	5/3/2021	\$ 20,273	\$ 261	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	Yes						\$ 54,501
	Cert of Deposit	\$ 89,005.63	11/17/2020	State Bank of India	0.10%	4/5/2021	\$ 89,006	\$ 34	Yes	\$ 89,006					
	Cert of Deposit	\$ 30,074.59	12/28/2020	Bank of China Ny	0.30%	5/21/2021	\$ 30,075	\$ 36	Yes			\$ 30,075			
	Cert of Deposit	\$ 24,345.61	2/2/2021	Goldman Sachs	2.95%	5/24/2021	\$ 24,346	\$ 218	yes			\$ 24,346			
	Cert of Deposit	\$ 10,117.06	2/17/2021	Ally Bk Sandy Utah	2.40%	5/10/2021	\$ 10,117	\$ 55	yes			\$ 10,117			
	Money Market	\$ 89,846.14		Edward Jones	0.01%				Yes						
		<u>\$ 436,571.08</u>													
WATER															
841-20044-1-1	Cert of Deposit	\$ 25,252.30	11/17/2020	State Bank of India	1.05%	3/30/2021	\$ 25,252	\$ 97	Yes	\$ 25,252					
	Cert of Deposit	\$ 37,893.39	10/22/2020	Morgan Stanley BK NA Salt	2.50%	6/7/2021	\$ 37,893	\$ 592	Yes				\$ 37,893		
	Cert of Deposit	\$ 27,492.86	12/28/2020	CIT Bank Pasadena CA	1.90%	8/23/2021	\$ 27,493	\$ 341	Yes						\$ 27,493
	Cert of Deposit	\$ 51,462.84	1/25/2021	Bmw Bk NA Salt Lake	3.00%	8/17/2021	\$ 51,463	\$ 863	Yes						\$ 51,463
	Cert of Deposit	\$ 25,279.13	1/28/2021	Truist Bank Charlotte NC	1.15%	4/20/2021	\$ 25,279	\$ 65	Yes	\$ 25,279					
	Cert of Deposit	\$ 8,085.19	2/16/2021	Capital One Bank	2.20%	5/3/2021	\$ 8,085	\$ 37	Yes			\$ 8,085			
	Cash	\$ 75,547.81			0.01%				Yes						
		<u>\$ 251,013.52</u>								<u>\$ 65,660</u>	<u>\$ 192,285</u>	<u>\$ 92,896</u>	<u>\$ 37,893</u>		<u>\$ 133,457</u>

CASH ACCOUNTS

February 2021

Location	Type	Name	Balance	Operating	Savings	Reserve
<u>WATER</u>						
Heritage	Checking-8937	Water Operating	\$ 37,390.27	\$ 37,390.27		
	Money Market-8953	Water Mainline	\$ 95,869.33			\$ 95,869.33
	Money Market-8945	Well #6 Reserves	\$ 79,272.36			\$ 79,272.36
OCCU	Checking-0216S50	Water Committee	\$ 76,576.14	\$ 76,576.14		
	Savings-0216S7	Water Committee	\$ 102,282.39		\$ 102,282.39	
Edward Jones #11177	various length investments	LLWS Mainline Reserve	\$ 436,571.08			\$ 436,571.08
Edward Jones #20044	various length investments	LLWS Capacity Reserve	\$ 251,013.52			\$ 251,013.52
Total Water			\$ 1,078,975.09	\$ 113,966.41	\$ 102,282.39	\$ 862,726.29

Water Cash Collected \$ '000s





Lake Limerick Water

Manager's Report February 2021







March 13th, 2021

Lake Limerick Water System: Water Committee Meeting regarding February 2021.

The general condition of the water system is currently good, with reliable water availability to the customers. We continue also have an ongoing leak on Dartmore which is supposed to be repaired in the next few business days.

SCADA is regularly monitored and operated everyday. There have been problem with PLC – SCADA comms.

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 currently working but reservoir values are not showing accurately.

Water Usage:

- 4,677,800 gallons were pumped.
- 3,370,458 gallons were metered/accounted for.
- 1,183,722 gallons net loss
25.3% Loss (*Three leaks all being repaired in the next 1 – 2 weeks*)

Customer Concerns:

LLWS had 12 regular locates.

Water Sampling:

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

Other items:

RH2's Electrical and Civil Engineering staff came to LLWS to accumulate more information and data. Since then their staff and I have had multiple conversations regarding the them acquiring more information, explanations from me on topics that they didn't a full understanding, and project progress.

All is proceeding well and we are hoping to have a completed assessment in the next few weeks. They are keeping me informed of general progress and giving me some verbal information. I do not want to report about too many specific in case I misunderstand something or the data changes as we compile more information. I can verbally give a general “rundown.”

Meeting with the engineering and survey crews regarding the Navy Railroad construction has gone well. We have identified how and where the temporary bypass will occur, and I have performed applicable survey locates for both easements.

Electrical Usage in Kwh

	Jan.-21	Feb.-21	Mar.-21	Apr.-21	May-21	Jun-21	Jul-21	Aug.-21	Sept.-21	Oct.-21	Nov.-21	Dec.-21	Total
Well #1	1,934	942											2,876
Well #2	150	350											500
Well #3	2,696	4,562											7,258
Well #4	3,402	2,322											5,724
Well #5	3,179	3,040											6,219
Well #6	6,544	1,837											8,381
total:	17,905	13,053	0	0	0	0	0	0	0	0	0	0	30,958

Gallons Per Kwh

													Gal/Kwh Y	
Well #1	279	23												151
Well #2		0												0
Well #3	316	582												449
Well #4	423	438												430
Well #5	250	258												254
Well #6	220	109												164
total:	283	358												315

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	9,741,300	8,058,166	17.3%
2022	9,741,300	8,058,166	17.3%
2023	9,741,300	8,058,166	17.3%
2024	9,741,300	8,058,166	17.3%
2025	9,741,300	8,058,166	17.3%

Updated March 7, 2019 per Water Use Efficiency Guide Book Third Edition (Jan. 2017) per WSDOH Division of Environmental Health Office of Drinking

Distribution System Leakage Notes: 1. Current leaks Dartmoore 4" AC, Clonakilty, and Road of Tralee 2. (2019) 60 Errigal 4" AC. 3. (2019) Angus Ct 4" AC. 4. (2019) 2224 St. Andrews 4" AC. 5. (2020) 170 Sleaford 47" AC. 6. (2020) 370 Penzance 4" AC. 7. (2020) 2340 St. Andrews 4" AC. 8. (2020) 201 Balmoral 4" AC.