

Minutes of February 10, 2024 8:36 am – 10:30 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, Don Bird , Dan Cossano (excused) and Wally Montz (unexcused).

Board Members: John Ingemi, Dean Dyson and Pat Paradise.

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

Guests: Dan Bussler 05/092 and Sandy Ohara-Nelson 4/183

APPROVAL OF MINUTES – JANUARY

Motion made by Don Bird to approve January’s minutes. Seconded by Sue Hearron and carried with no nays.

COMMENTS FROM THE CHAIR:

Chair Kelly Evans gave a brief overview of today’s meeting.

COMMENTS FROM GUEST

None

ADDITION TO THE AGENDA FROM COMMITTEE MEMBERS

None

OPERATIONS REPORT

Christy gave a bookkeeping update. Starting February 26th, an accountant with a contracting company will come in and get to know Lake Limerick’s processes.

Bank Accounts

Water Financials Update

• Heritage:	Checking-8937	Water Operating	\$502,392.71
	Estimated HOA Transfer Pending (10/23- 01/24) Expenses paid on behalf of Water		\$-140,902.66
	Transfer Pending to HOA for 1/3 Share of Tractor Purchased		\$ -22,666.74
	Transfer Pending to HOA for 1/3 Share of Truck Purchased		\$ -19,333.34
	Transfer Pending to MAINLINE RESERVES Edward Jones		\$-112,491.43
	Transfer Pending to WELL RESERVES Edward Jones		\$ -58,145.05
	Net Heritage Checking Available		\$148,853.49
	Money Market-8953	Water Mainline	\$15,003.70
	Money Market-8945	Well #6 Reserves	\$15,003.86
• OCCU	Savings ID-1002	LLCC Water Committee	\$102,580.99
	Checking ID-2001	LLCC Water Committee	\$76,809.16
• Edward Jones	Various CD InvestmentsMainline Reserves		\$733,842.12
	Various CD InvestmentsWell Reserves		\$406,819.33
	Various CD InvestmentsSavings		\$381,327.41
	TOTAL ALL SAVINGS & INVESTMENTS:		<u>\$1,880,240.06</u>

Reports Attached:

- Edwards Jones Detail Spreadsheet of CD Investments.
- Bookkeeper was let go 1/18/24 – no reports were requested by me to the office staff this month.

Accounts Receivables: See Attached AR Summary Report for YTD 2023.

	<u>Current</u>	<u>31-60 Days</u>	<u>61-90 Days</u>	<u>>90 Days</u>	<u>Total</u>
12/31/23	15,136.00	4,136.40	-2,228.66	21,693.38	38,946.12
01/31/24	9,882.18	-5,288.18	9,888.76	7,251.90	21,727.66

COLLECTION UPDATE:

- ❖ AR Report was provided to me 2/8/24 by Rhonda. We have not had an opportunity to review the data together. I plan to follow-up Monday 2/12/24 with Rhonda and will report back on what transpired to reduce the > 90-day AR and find out why we have a large credit balance in 31-60 Days.

FUNDS AVAILABLE for Dedicated Well Improvements that can be used for the ELEVATED WELL PROJECT – Estimate Up to \$175,000.00

- Well Reserves in Heritage Checking Account pending a transfer to Edward Jones for Investment \$58,145.05
- Well Reserves in Edward Jones CD Scheduled to mature \$40,000.40

Total Well Reserve Funds
\$98,145.45

Additional Funds Available:

Heritage Checking
 \$148,853.49
 OCCU Checking
 \$ 76,809.16

Financial Advisory Team: The team has not had a meeting since the last month’s meeting.

- Sue will transfer funds to keep accounts with in FDIC limits.
- Sue presented a plan to the committee to move monies and the committee agreed the plan is adequate.
- Checks written out of the mainline and well accounts will now be accompanied by clear documentation as to what the money is used for.

** Motion made by Anne Moen to approve February’s financial report. Seconded by Don Bird and carried with no nays.*

WATER SYSTEM MANAGER’S REPORT: CHRIS MCMULLEN

- 1) Managers’ Report & Consumption Spreadsheet** – See attached consumption report.
 - Don and Chris are working on edits to the consumption report in efforts to create an accurate report.
 - Numerous leaks last month. Chris is repairing them and calculating the quantity to include int the Consumption Report.
 - Additionally, Chris is calculating the amount of water used during the system flushing to be included in the Consumption Report.
- 2) Project Status:**
 - **Water Quality Testing Stations** – On hold until spring.
 - **SCADA Upgrades** – Chris is waiting for additional details from Coast Controls before writing a PAR.
 - **Elevated Storage Feasibility Study** – On hold until well assessment is completed.
- 3) Maintenance Status:**
 - **Equipment** – Numerous leaks due to “O” rings malfunctioning during extreme cold weather. Chris will research to see if the “O” ring is a faulty product.
 - **PARS** – The Board is requesting and as per by-laws, they need the PARs two weeks prior to their meeting for thorough review before voting. Chris did not have the complete form for submitting PARS, he has been given the complete form to use from now on.

- **Hydrant Testing and Maintenance** – This will begin after #2 is fully operational, including SCADA control.

4) **New Information:**

- Chris is gathering information to replace well house doors. Well #2 will be the first one to be installed. Due to existing structures, the work will most likely be done by a contractor and not in-house.
- Picatti will be doing an on-site assessment February 22nd. Additionally, Chris will work with Picatti to gain clarity on the approved bid per the Board's request. Kelly will work with Chris and Picatti to review the work contract.

FORGIVENESS

There were no requests submitted for the committee to review.

UNFINISHED BUSINESS:

- 1) **Water System Plan** – The plan is now with DOH for review. They should be done reviewing by the end of the month. Lake Limerick will then make edits as needed.
- 2) **Navy Water Line Easements** – Kelly is working with Doug Eklund to clarify the Navy's questions. Currently the project is in the Navy's hands. Kelly is monitoring the developments.
- 3) **2024 – 2025 Budget** –
 - Meeting set March 13th @ 5:00 for the committee to begin work on the 2024 -2025 budget.
 - A bi-annual budget process will be assessed for future planning.

NEW BUSINESS

- 1) **SCADA** – The system is important because it enables the Water manager to remotely view and control the wells and gather real time data.
- 2) **Pump House Wiring** – Two contractors have submitted good, comparable bids. Chris will move forward with the project, motion and PAR not needed for this project due to cost.

ACTION ITEMS

Kelly is going to reformat the action item tracker.

ANNOUNCEMENTS

Next meeting: March 9th, 8:30am

Location: Zoom for committee members and guests.

Events: BOD Meeting – February 17, 9:00 am Hybrid

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

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

*Motion made by Sue Hearron to return to open session. Second by Anne Moen, 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

None

EDWARD JONES INVESTMENTS as of 01/03/24

ACCT #841-11177-1-9 MAINLINE *USE RESTRICTED TO MAINLINE REPAIRS*** TAXES Imposed on Interest Earned if not used for Mainline Repairs**

	NEW CD	MATURING CD					
<u>Type</u>	<u>Value</u>	<u>Purchase Date</u>	<u>Maturity Date</u>	<u>Fund Name</u>	<u>Rate</u>	<u>FDIC</u>	
CD	41,020.50	07/19/23	07/25/24	BANK AMER NA CHARLOTTE NC	5.25%	Yes	
CD	33,000.00	07/27/23	02/08/24	BERKSHIRE BK PITTSFIELD MA	5.20%	Yes	
CD	56,810.76	01/05/24	01/10/25	BMO BK NATL ASSN CHICAGO ILL	4.50%	Yes	
CD	50,100.50	11/27/23	09/05/24	CITIZENSBK NATL ASSN SIOUX FALLS SD	5.35%	Yes	
CD	36,078.84	11/13/23	08/16/24	COMERICA BK DALLAS TEX	5.45%	Yes	
CD	49,906.50	01/09/24	01/17/25	FIRST BK UPPER MICH GALDSTONE MICH	4.65%	Yes	
CD	54,271.08	10/13/23	10/18/24	FIRSTBANK OF PUERTO RICCO SANTURE INSTLF CTF DEP PROGRAM	5.40%	Yes	
CD	44,037.40	12/11/23	12/17/24	GOLMAN SACHS BK USA NEW YORK	5.00%	Yes	
CD	40,001.60	06/16/23	04/01/24	OCEANFIRST BK NATL ASSN TOMS RIV NEW JERSEY	5.30%	Yes	
CD	44,011.00	08/18/23	05/28/24	PLAINS COMM BK HOVEN SD	5.30%	Yes	
CD	43,002.15	08/18/23	02/29/24	RELIANCE SVGS BK ALTOONA PA	5.25%	Yes	
CD	46,001.84	06/12/23	06/17/24	VALLEY NATL BK PASSAIC NJ	5.25%	Yes	
CD	41,008.20	09/15/23	03/19/24	WASHINGTON TR CO WESTERLY RI	5.35%	Yes	
CD	49,979.50	11/28/22	12/05/24	WELLS FARGO BK N A SIOUZ FALLS SD	4.85%	Yes	
CD	40,154.80	12/11/23	06/19/25	WELLS FARGO BK N A SIOUZ FALLS SD	5.00%	Yes	
MFIS	64,457.45			Money Market Fund Investment Shares - TO BE INVESTED			
	733,842.12						
				5,112.55 CHANGE FROM PREVIOUS MONTH			

ACCT #841-20044-1-1 WELL RESERVES *USE RESTRICTED TO WELL REPAIRS*** TAXES Imposed on Interest Earned if not used for Well Repairs**

	NEW CD	MATURING CD					
<u>Type</u>	<u>Value</u>	<u>Purchase Date</u>	<u>Maturity Date</u>	<u>Fund Name</u>	<u>Rate</u>	<u>FDIC</u>	
CD	19,021.66	08/18/23	08/23/24	BANK BARODA NEW YORK BRH	5.30%	Yes	
CD	40,057.20	09/20/23	06/28/24	BANK BARODA NEW YORK BRH	5.50%	Yes	
CD	16,955.46	01/05/24	07/14/25	BANK HAPOALIM B M NEW YORK BRH	4.50%	Yes	
CD	53,089.57	10/04/23	07/11/24	CITIZENS BK NA PROVIDENCE RI	5.50%	Yes	
CD	40,000.40	08/18/23	02/22/24	FIFTH THIRD BK CINCINNATI OHIO	5.20%	Yes	
CD	51,953.72	01/11/24	01/22/25	FIRSTBANK NATL BK LONG IS NY	4.75%	Yes	
CD	36,110.16	11/16/23	09/27/24	FIRSTBANK PUERTO RICO SANTURCE INSTL CTF DEP PROGRAM	5.45%	Yes	
CD	37,112.85	10/11/23	10/15/24	GOLDMAN SACHS BK USA NEW YORK	5.45%	Yes	
CD	23,994.48	07/19/23	03/28/24	INDEPENDENT BK MEMPHIS TENN	5.10%	Yes	
CD	50,001.50	07/19/23	04/26/24	MERRIMACK CNTY SVGS BK CONCORD NH	5.30%	Yes	
CD	38,018.62	09/20/23	05/28/24	PROVIDENT SVGS BK F S B RIVERSIDE CA	5.35%	Yes	
CASH	503.71			Cash - To Be Invested			
	406,819.33						
				1,342.15 CHANGE FROM PREVIOUS MONTH			

ACCT #841-22968-1-9 SAVINGS

*** TAXES Imposed on Interest Earned if USED ***

	NEW CD	MATURING CD					
<u>Type</u>	<u>Value</u>	<u>Purchase Date</u>	<u>Maturity Date</u>	<u>Fund Name</u>	<u>Rate</u>	<u>FDIC</u>	
CD	45,096.75	11/17/23	08/28/24	ASSOCIATEDE BK NATL ASSN GREEN BAY WIS	5.40%	Yes	
CD	40,019.20	09/28/23	07/25/24	BANK HAPOALIM BM NEW YOURK BRH	5.50%	Yes	
CD	40,014.00	10/04/23	12/21/23	CENTIER BK WHITING IND	5.40%	Yes	
CD	40,001.60	09/28/23	02/05/24	FIRSTBANK PUERTO RICO SANTURCE INSTL CTF DEP PROGRAM	5.45%	Yes	
CD	51,075.99	10/13/23	06/20/24	FIRSTBANK PUERTO RICO SANTURCE INSTL CTF DEP PROGRAM	5.45%	Yes	
CD	40,931.12	01/05/24	10/15/24	MORTON CMNTY BK ILL	4.70%	Yes	
CD	21,015.12	07/19/23	07/24/24	PEOPLES BK MARIETTA OHIO	5.30%	Yes	
CD	20,998.11	07/19/23	04/26/24	PNC BK NATL ASSN WILMINGTON DEL	5.25%	Yes	
CD	40,058.80	10/06/23	07/11/24	PNC BK NATL ASSN WILMINGTON DEL	5.45%	Yes	
CASH	42,116.72			Cash - To Be Invested			
	381,327.41		01/26/24				
				1,465.07 CHANGE FROM PREVIOUS MONTH			
	1,521,988.86			TOTAL ALL EDWARD JONES INVESTMENTS			
	7,919.77			CHANGE FROM PREVIOUS MONTH			

WATER CONSUMPTION REPORT - 2024

WATER VOLUME ENTERING DISTRIBUTION SYSTEM

1 A. Total Volume Produced	Jan.	Feb.	Mar.	Apr.	May	June	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.	Totals
Total Volume Produced Well #1	373,500												373,500
Total Volume Produced Well #2	1,000												1,000
Total Volume Produced Well #3a [2]	1,076,953												1,076,953
Total Volume Produced Well #3b	0												0
Total Volume Produced Well #4 [1]	2,275,623												2,275,623
Total Volume Produced Well #5	24,200												24,200
Total Volume Produced Well #6	1,396,500												1,396,500
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:	5,147,776	0	0	0	0	0	0	0	0	0	0	0	5,147,776

TOTAL VOLUME CONSUMED

2 A. Water Volume Metered <small>(Billed and Unbilled)</small>	3,917,784												3,917,784
2 C. Estimated Authorized Uses <small>(may be billed or Unbilled)</small>													0
Utility Flushing and Tank Cleaning													0
Firefighting and Training													0
Net Flow into Storage	-782												-782
Well flushing	1,000												1,000
Meter Reading Adjustment													0
Unauthorized Consumption (e.g. tamper)													0
2. Total Authorized Consumption	3,918,002	0	0	0	0	0	0	0	0	0	0	0	3,918,002

Total Volume DSL	1,229,774	0	0	0	0	0	0	0	0	0	0	0	1,229,774
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Percent DSL	23.9%												23.9%
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Year to Date Total DSL:	23.9%	Compliance with leakage standard is based on a 3-year average from last three	8.3%
		Next years 3 year average based on current data	11.7%

Water Rights Data	Right (acrft/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%	373,500	1.1	1.0%	1.1	0.7%	100
5587-A AHA-978 S02 Well #2	166	0.0%	1,000	0.0	0.0%	4.4	2.7%	200
5888-A (G2-08834) AHA-976 S03 Well #3A	84	13.5%	1,076,953	3.3	3.9%	3.3	2.1%	100
APP G2-29483 AHA-975 S06 Well #3B	254	40.9%	0	0.0	0.0%		0.0%	210
7012-A (G2-09889) AHA-973 S04 Well #4	79	12.7%	2,275,623	7.0	8.8%	7.0	4.4%	100
G2-27215 AHA-977 S07 Well #5*	152	17.8%	24,200	0.1	0.0%		0.0%	190
G2-27443 S08 Well #6*	160	18.8%	1,396,500	4.3	2.7%		0.0%	200
Total AFY without supplementals	700	122.6%	5,147,776	15.8	2.3%	15.8	9.9%	710
Total*	1,012							1100

Electrical Usage in kWh

	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
Well #1	1,675												1,675
Well #2	1,038												1,038
Well #3	4,839												4,839
Well #4	4,807												4,807
Well #5	1,322												1,322
Well #6	7,427												7,427
Total	21,108	0	0	0	0	0	0	0	0	0	0	0	21,108

Gallons Per kWh

													Gal/kWh YTD
Well #1	223												223
Well #2	1												1
Well #3	223												223
Well #4	473												473
Well #5	18												18
Well #6	188												188
AVG Gal/Kwh combined =	244												244

Historical Data

	Pumped	Sold	Loss	3-year Avg.
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%	5.6%
2013	56,859,553	54,275,297	4.5%	5.8%
2014	62,649,611	60,973,228	2.7%	4.2%
2015	66,109,416	61,749,171	6.6%	4.6%
2016	66,784,811	62,157,037	6.9%	5.5%
2017	64,963,044	62,010,322	4.5%	6.0%
2018	67,149,235	64,162,480	4.4%	5.3%
2019	79,119,500	61,189,708	22.7%	11.3%
2020	71,162,988	65,090,958	8.5%	12.4%
2021	66,707,700	63,814,600	4.3%	12.4%
2022	64,810,761	56,991,583	12.1%	8.3%
2023	70,711,997	57,769,938	18.3%	11.7%
2024				
2025				

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.

Notes:

- [1] New network flow meters installed at wells 1, 3 and 4 in Q1 2022. Well 4 source meter failed in June 2023 and was 15% to 20% low before that. Use booster flow to network (**bold #s**) instead of source meter at Well #4.
- [2] Well 3A source meter froze or stalled