

## LAKE LIMERICK COUNTRY CLUB -WATER COMMITTEE MEETING

**Minutes** of March 10, 2024, 8:32 am

**Meeting Location:** Oline 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 and Wally Montz.

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

**Employees Attending:** Water System Manager Chris McMullen.

**Guests:** Dan Bussler 05/092, Sandy Ohara-Nelson 04/183 and Jennifer Thompson / Bob Baldwin 03/225

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### APPROVAL OF MINUTES – FEBRUARY

Motion made by Don Bird to approve February's minutes. Seconded by Wally Montz and carried with no nays.

### COMMENTS FROM THE CHAIR:

Chair Kelly Evans thanked everyone for attending and their hard work.

### COMMENTS FROM GUEST

- John Ingemi stated there will be a motion, approved by Lake Limerick's attorney, to move the annual membership meeting from October to September. The change is to help with budget items.
- Pat Paradise is concerned that the community has not been updated nor had a voice in the recent hydrant discussion. Kelly reassured Pat the Water Committee will be transparent and present the community with hydrant information once the facts and data are all collected.

### ADDITION TO THE AGENDA FROM COMMITTEE MEMBERS

None

### OPERATIONS REPORT

N/A

**Bank Accounts**

• Heritage:	Checking-8937	Water Operating	\$566,219.51
	Money Market-8953	Water Mainline	\$15,004.34
	Money Market-8945	Well #6 Reserves	\$15,004.18
• OCCU	Savings ID-1002	LLCC Water Committee	\$102,589.70
	Checking ID-2001	LLCC Water Committee	\$76,815.68
• Edward Jones	Various CD Investments Mainline Reserves		\$734,521.81
	Various CD Investments Well Reserves		\$407,531.97
	Various CD Investments Savings		\$382,008.32
<b>TOTAL ALL SAVINGS &amp; INVESTMENTS:</b>			<b><u>\$2,299.695.51</u></b>

**Reports Attached:**

- Edwards Jones Detail Spreadsheet of CD Investments.
- Cash Accounts Summary
- AR Aging Report Summary

**Bank Updates:**

- **OCC Bank Account is currently asleep as it has not had any activity in over 6 months. We need to make a deposit or a transfer to wake up the account.**
- **Heritage Bank Account Balance is too high. FDIC insures to \$250K. Action Items include;**
  1. **A reconciliation is in process to determine of the \$566K balance what amount of the balance represents payments by HOA Members for the Water Reserve Accounts. Once that is determine a transfer will be made from the Checking account into Water Mainline and Well #6 Money Markets Accounts.**
  2. **After the transfer is made into the Money Market Accounts a check will be cut to Edward Jones Investments.**
  3. **A reconciliation will be done to determine the amount remaining that needs to be transferred to the HOA bank account for monthly expenses paid on behalf of water.**

**Office Updates:** Angelina a contract bookkeeper started the week of February 2/21/24. I was in the office on Friday 2/23 to work on water. Monday 2/26 I was contacted by Tam to let me know office staff was out sick with COVID. Kristi & Rhonda were both out sick the week of 2/26. Rhonda was back Monday 3/4 and Krisit Wednesday 3/6. Angelina was back in the office this week with the return of Kristi. Due the office being out sick and no bookkeeper available to work with the financial reports this month are limited.

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

	<u>Current</u>	<u>31-60 Days</u>	<u>61-90 Days</u>	<u>&gt;90 Days</u>	<u>Total</u>
01/31/24	9,882.18	-5,288.18	9,888.76	7,251.90	21,727.66
02/29/24	19,417.13	-1,316.95	-272.14	8,666.55	26,494.59

**COLLECTION UPDATE:**

- ❖ \$9,883.64 was collected in January 2024 on an old account. The property was sold and the new owner assumed the debt and paid off the past due balance and brought the account current.

## ***Financial Advisory Team: The team did not meet in the Month of February***

- OCCU Checking needs to have more activity to keep it in an “active status.
- Sue and Esther are working with Ampstun to create updated and accurate reports.
- Currently the Water Department is solvent.
- Pat Paradise asked Sue for her opinion as to what the breakdown in the office was that led to inaccurate and incomplete financial reports? Sue’s response was shortage of staff and lack of continuity of operations / cross training.

*\* 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 in 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** – Anticipating spring to have this project wrapped up.
- **Well Output Testing Contract Update** – The project is tentatively scheduled for late spring early summer. Kelly will work with Chris to decide what information is still needed in the contract / bid from Picatti Brothers.
- **Well #2 SCADA Upgrades** – The PAR is ready, but waiting on the data from the well assessment to be completed before the PAR can be finalized.
- **Elevated Storage Feasibility Study** - The PAR is ready, but waiting for the data from the well assessment to be completed before the PAR can be finalized.
- **Source Meters** – Source meter upgrades are needed to ensure accurate water usage reading. The water system high calculated water loss is possibly due in part to inaccurate meters.

#### **3) Maintenance Status:**

- **Equipment** – F- 350 and F-450 were both out of service due to maintenance items. The F- 350 is back in service, F-450 is still being repaired.
- **PARS** – Chris and Kelly will work together to complete PARS in the new format to ensure all the information is presented.
- **Leaks** – The Water Department has frequently been repairing small water leaks. These are mostly due to improper backfilling during installation and “O-rings” on the backflow assembly during the freezing weather. Chris is investigating the possibility of the “O-rings” being a faulty product due to the number of failed assemblies.

- **Hydrant testing and maintenance schedule** – The maintenance schedule is ready to go when the hydrants go into service. Hydrant testing will begin once well site #2 goes into service.

#### 4) **New Information:**

- Chris received a quote from PUD 3 of a \$100.00 initial connection and \$70.00 /month fee to have reliable Wi-Fi connectivity ran to the maintenance shop. Chris will get quotes from Wi-Fi providers for the monthly service.
- Don gave a brief tutorial describing how the consumption data is compiled. Including the loss value and how the readings are done.
- A summer help employee may ne hired.
- New Flow Meters – Three flow meters (3A, 3B and well #4) are not functioning and need to be replaced with updated meters.

*\* Motion made by Don Bird to approve the bid from Coast Controls to replace and connect 3 source meters (3A, 3B and well #4), not to exceed \$5,500.00 per meter. Seconded by Dan Cossano and carried with no nays.*

#### FORGIVENESS

There were no requests submitted for the committee to review.

#### UNFINISHED BUSINESS:

- 1) **Water System Plan** – The plan is still with DOH and waiting on their edits.
- 2) **Navy Water Line Easements** – No updates at this time. Kelly continues to monitor the developments. Chris stays connected with the crew at least twice a week.
- 3) **2024 – 2025 Budget** –
  - An in person study session set March 13<sup>th</sup> @ 5:00 for the committee to begin work on the 2024 - 2025 budget.
  - Goals for this study session will be to set up future study sessions and Identify capital projects.

#### NEW BUISINESS

- 1) **Summer Water Conservation Planning** – Discussion of conservation topics to present to the community and how to deliver the message.

#### ACTION ITEMS

Did not review during the meeting.

#### ANNOUNCEMENTS

**Next meeting:** April 13, 8:30am

**Location:** Zoom for committee members and guests.

**Events:**

- 1) BOD Meeting – March 16<sup>th</sup> 9:00 am
- 2) BOD and Water Candidates Night – Saturday April 6<sup>th</sup> – 3:30 to 5:30pm, Great Hall
- 3) 2024 – 2025 Water Budget Study Session Wednesday April 13<sup>th</sup> – 5:00pm

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

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

\*Motion made by Don Bird to return to open session. Second by Dan Cossano, carried with no nays.

**Adjourn:**

\*Motion made by Anne Moen to adjourn the meeting. Seconded by Dan Cossano carried with no nays.

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### Motions for the Board

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\* Motion made by Don Bird to approve the bid from Coast Controls to replace and connect 3 source meters (3A, 3B and well #4), not to exceed \$5,500.00 per meter. Seconded by Dan Cossano and carried with no nays.

**EDWARD JONES INVESTMENTS as of 02/1/24**

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

<b>NEW CD</b>		<b>MATURING CD</b>				
<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
<b>MFIS</b>	<b>64,457.45</b>			<b>Money Market Fund Investment Shares - TO BE INVESTED</b>		
	<b>733,842.12</b>					

**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**

<b>NEW CD</b>		<b>MATURING CD</b>				
<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
<b>CASH</b>	<b>503.71</b>			<b>Cash - To Be Invested</b>		
	<b>406,819.33</b>					

**1,342.15 CHANGE FROM PREVIOUS MONTH**

**ACCT #841-22968-1-9 SAVINGS \*\*\* TAXES Imposed on Interest Earned if USED \*\*\***

	<b>NEW CD</b>	<b>MATURING CD</b>					
<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	
<b>CD</b>	<b>40,001.60</b>	<b>09/28/23</b>	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	
<b>CD</b>	<b>40,931.12</b>	<b>01/05/24</b>	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	
<b>CASH</b>	<b>42,116.72</b>			<b>Cash - To Be Invested</b>			
	<b>381,327.41</b>		01/26/24				
			<b>1,465.07</b>	<b>CHANGE FROM PREVIOUS MONTH</b>			
	<b>1,521,988.86</b>			<b>TOTAL ALL EDWARD JONES INVESTMENTS</b>			
	<b>7,919.77</b>			<b>CHANGE FROM PREVIOUS MONTH</b>			

**LAKE LIMERICK WATER SYSTEM AR AGING SUMMARY 2024**

<b>As of Period Ending</b>	<b>0 - 30 Days</b>	<b># of Accts</b>	<b>31- 60 Days</b>	<b># of Accts</b>	<b>61- 90 Days</b>	<b># of Accts</b>	<b>&gt; 91 days</b>	<b># of Accts</b>	<b>Report Total</b>	<b>Proof</b>	<b>Total Accounts</b>	<b>Change in AR Balance</b>
12/31/23	15,136.00	695	4,345.40	270	(2,228.66)	44	21,693.38	185	38,946.12	38,946.12	1194	
01/31/24	9,626.16	663	(5,226.88)	86	9,901.77	220	7,426.61	150	21,727.66	21,727.66	1119	(17,218.46)
02/29/24	19,417.13	669	(1,316.95)	286	(272.14)	147	8,666.55	134	26,494.59	26,494.59	1236	4,766.93
							1.00					



**CASH ACCOUNTS****Feb-24**

<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	566,219.51	02/29/24			
	Money Market-8953	Water Mainline	15,004.34	02/29/24			
	Money Market-8945	Well #6 Reserve	15,004.18	02/29/24			
OCCU	Checking-216S50	Water Committee	76,815.68	02/29/24			
	Savings-0216S7	Water Committee	102,589.70	02/29/24			
Edward Jones #11177	Various length investments	LLWS Mainline Reserve	734,521.81	02/29/24			\$734,521.81
Edward Jones #20044	Various length investments	LLWS Capacity Reserve	407,531.97	02/29/24			\$407,531.97
Edward Jones #22968	Savings Account	LLWS	382,008.32	02/29/24		\$382,008.32	
			2,299,695.51				

## 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	0											373,500
Total Volume Produced Well #2	1,000	0											1,000
Total Volume Produced Well #3a [2]	1,076,953	2,430,921											3,507,874
Total Volume Produced Well #3b	0	0											0
Total Volume Produced Well #4 [1]	2,275,623	1,681,667											3,957,290
Total Volume Produced Well #5	24,200	0											24,200
Total Volume Produced Well #6	1,396,500	270,700											1,667,200
<b>1 B. Total Volume Purchased</b>	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
<b>1. Total Water Produced All Sources:</b>	<b>5,147,776</b>	<b>4,383,288</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>9,531,064</b>

### TOTAL VOLUME CONSUMED

<b>2 A. Water Volume Metered</b> <small>(Billed and Unbilled)</small>	3,917,784	3,307,379											7,225,163
<b>2 C. Estimated Authorized Uses</b> <small>(may be billed or Unbilled)</small>													0
Utility Flushing and Tank Cleaning													0
Firefighting and Training													0
Net Flow into Storage	-782	-37,812											-38,594
Well flushing	1,000												1,000
Meter Reading Adjustment													0
Unauthorized Consumption (e.g. tamper)													0
<b>2. Total Authorized Consumption</b>	<b>3,918,002</b>	<b>3,269,568</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7,187,570</b>

<b>Total Volume DSL</b>	<b>1,229,774</b>	<b>1,113,721</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,343,495</b>
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<b>Percent DSL</b>	<b>23.9%</b>	<b>25.4%</b>											<b>24.6%</b>
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<b>Year to Date Total DSL:</b>	<b>24.6%</b>	<b>Compliance with leakage standard is based on a 3-year average from last three</b>	<b>8.3%</b>
		<b>Next years 3 year average based on current data</b>	<b>11.7%</b>

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%	5.2	3.2%	200
5888-A (G2-08834) AHA-976 S03 Well #3A	84	13.5%	3,507,874	10.8	12.8%	10.8	6.7%	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%	3,957,290	12.1	15.4%	12.1	7.6%	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%	1,667,200	5.1	3.2%		0.0%	200
<b>Total AFY without supplementals</b>	<b>700</b>	<b>122.6%</b>	<b>9,531,064</b>	<b>29.2</b>	<b>4.2%</b>	29.2	18.3%	<b>710</b>
<b>Total*</b>	<b>1,012</b>							<b>1100</b>

### 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	998											2,673
Well #2	1,038	1,080											2,118
Well #3	4,839	6,421											11,260
Well #4	4,807	4,934											9,741
Well #5	1,322	1,120											2,442
Well #6	7,427	3,107											10,534
<b>Total</b>	<b>21,108</b>	<b>17,660</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>38,768</b>

### Gallons Per kWh

													Gal/kWh YTD	
Well #1	223	0												111
Well #2	1	0												0
Well #3	223	379												301
Well #4	473	341												407
Well #5	18	0												9
Well #6	188	87												138
<b>AVG Gal/KWh combined =</b>	<b>244</b>	<b>248</b>												<b>246</b>

### 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	9,531,064	7,187,570	24.6%	15.9%
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 in January 2024. Use booster flow to network (**bold #s**) instead of source meter at Well #3A