

Minutes of April 13,2024 8:30 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 Steve Saylor.

Employees Attending: Water System Manager Chris McMullen.

Guests: Dan Bussler 05/092, and Sandy Ohara-Nelson 04/183

APPROVAL OF MINUTES – MARCH

Motion made by Wallace Montz to approve March’s minutes. Seconded by Don Bird and carried with no nays.

COMMENTS FROM THE CHAIR:

Chair Kelly Evans emphasized the importance of getting our votes in for the new Lake Limerick committee positions. Kelly has been directing community members to the Lake Limerick website to answer questions about the various candidates.

COMMENTS FROM GUEST

None

ADDITION TO THE AGENDA FROM COMMITTEE MEMBERS

None

FINANCIAL REPORT: SUE HEARRON

TREASURERS FINANCIALS UPDATE REPORT

Submitted By Sue Hearron, Treasurer

For March 2024

Bank Accounts and Investments:

• Heritage:	Checking-8937	Water Operating	\$467,439.73
	Money Market-8953	Water Mainline	\$15,224.29

	Money Market-8945	Well #6 Reserves	\$15,189.36
• OCCU	Savings ID-1002	LLCC Water Committee	\$102,597.85
	Checking ID-2001	LLCC Water Committee	\$76,821.78
• Edward Jones	Various CD Investments	Mainline Reserves	\$737,204.81
	Various CD Investments	Well Reserves	\$407,472.06
	Various CD Investments	Savings	\$383,198.91
	TOTAL ALL SAVINGS & INVESTMENTS:		<u>\$2,205,148.79</u>

Bank Action Item 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.
- Mainline Reserve and Well Reserve Reconciliation Update:
 1. Sue Hearn performed an audit of all Water Deposits for Fiscal Year 10/22-9/23 and for the current Fiscal Year 10/23-2/23 for the Water Reserve Accounts.
 2. Rhonda and I had a telephone conference with Ampstun to determine the correct monthly report to use for determining the correct amounts each month associated with Water Mainline and Well #6 Reserves.
 3. The previous bookkeeper was not running the correct reports so adjustments needed to be done to transfers she had previously done. The audit also uncovered that Dec-22, & Jan-Mar-23 had never been processed by her.
 4. Reports were run for Jun-23 thru Sep23 (Fiscal YE 2023) and Oct-23 thru Feb-24 to determine the transfers needed for YTD amounts for Fiscal YE 2024.
 5. 3/29/24, \$50656.20 (Fiscal YE 2023) and \$59,563.24 (YTD Fiscal YE 2024) were transferred out of Heritage Water Operating Account and into the Heritage Mainline Reserve Money Market Account.
 6. 3/29/24, \$20,204.59 (Fiscal YE 2023) and \$31,980.08 (YTD Fiscal YE 2024) were transferred out of Heritage Water Operating Account and into the Heritage Well Reserve Money Market Account.
 7. 3/29/24, \$110,000.00 was transferred from Heritage Mainline Money Market into Heritage Operating Account.
 8. 3/29/24, \$52,000.00 was transferred from Heritage Well Reserve Money Market Account into Heritage Operating Account.
 9. 4/2/24 a check in the amount of \$162,000 was cut to Edwards Jones Investments with \$110K allocated to Main Line Reserve Investment Accounts and \$52K allocated to Well Reserve Investment Accounts.
- Reconciliation for Amounts due from Water to HOA Update:
Sue will work with Angelina over the next month to get the financials together to get HOA reimbursed for expenses paid by HOA on behalf of Water.
- Sue will work with Rhonda and Christi on a monthly process for Mainline and Well Reserves to be done monthly.
- Sue has received a Lake Limerick laptop since she is working on numerous financial reports.

Office Bookkeeper Update: Angelina our contract bookkeeper that started working for us in Feb-24 has been working hard to reconcile quick books for water financials. Her work has uncovered many issues in both the work performed by Shauna in her last months of employment and with McKenna's (bookkeeper hired late fall and then terminated 2 months later) work. She is wrapping prior work for clients for tax season so has not been able to work full time but will be available after 4/15. She has been lot of questions around the work Shauna did the last few months of her employment. She is not available full time yet as she had commitments to clients for tax season.

AR Summary Report for YTD 2024

	<u>Current</u>	<u>31-60 Days</u>	<u>61-90 Days</u>	<u>>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
03/31/24	19,030.85	6,120.74	-2,529.92	7,892.28	30,513.95

Reports Attached:

- Edwards Jones Detail Spreadsheet of CD Investments.
- Cash Accounts Summary
- AR Aging Report Summary
- **The Financial Advisory Team did not meet in the Month of March.**

** Motion made by Don Bird to approve March's financial report with limited information. Seconded by Anne Moen, carried with no nays and one abstention.*

WATER SYSTEM MANAGER'S REPORT: CHRIS MCMULLEN

- 1) Managers' Report & Consumption Spreadsheet** – See attached consumption report.
 - Chris continues to receive elevated loss readings. He anticipates once the new meters get installed, about 3 -4 weeks, the loss data will become increasingly more accurate.
- 2) Project Status:**
 - **Water Quality Testing Stations** – This is still a work in progress.
 - **Well Output Testing Contract Update** – The project is still tentatively scheduled for late spring. Picatti had a delay due to equipment repairs, but the project is still going to happen this spring or summer.
 - **Well #2 SCADA Upgrades and Elevated Storage Feasibility Study** –Waiting for the data from the well assessment to be completed before the PAR can be finalized.
 - **Source Meters** – Have been approved by the Board and will be installed when they arrive.
- 3) Maintenance Status:**
 - **Doors**– Chris is waiting for contractors to call him back with bids for installing new well doors. This project is too big to be done in house.
 - **Leaks** – The Water Department continues to survey and repair leaks. He suspects there is a significant leak in the system and continues to try and identify it.
- 4) New Information:**
 - **LCRI survey** required by DOH and EPA were sent out and Chris has received inquiries of how to fill them out. The committee discussed putting a link on the website to help guide community members who have questions about identifying what type of water pipes their homes have. All homes need to get the information to Chris in whatever format they find best to submit it.

- **Flagging School-** Lake Limerick will be hosting flaggers training at Lake Limerick. This will allow for staff to be trained when needing to help flag traffic during water repairs on the roadways.

FORGIVENESS

The committee discussed the request submitted by Torey Smith and agreed to move forward with the one-time forgiveness. However, we agreed that a policy needs to be developed for forgiveness guidance.

**Motion made by Wallace Montz to approve the one-time forgiveness to Torey Smith, daughter of Tina Schafer at 1311 Saint Andrew in the amount of \$1,027.00 for the excess consumption portion of the bill. Seconded by Sue Hearron and carried with no nays.*

UNFINISHED BUSINESS:

- 1) **Water System Plan** – Kelly has still not received an update from DOH about the plan. Kelly will follow up this week.
- 2) **Navy Trestle Project** – The project is still moving forward smoothly. Chris stays up to date with the Navy to stay informed of updates that affect the community’s water operations.
- 3) **Navy Water Line Easements** – The Saint Andrews easement application is with the Navy and the Mason Lake Rd will need a survey to assure the water line placement will be accurate.
- 4) **2024 – 2025 Budget** – The next study session will be Wednesday April 24th at 5:00, Crow’s Nest. If Kelly has not received enough updated financial data, the meeting may be postponed.
- 5) **New Flow Meter Purchase** – On order, once they are in Chris will start working on them. He will start with well 3A and 4.

NEW BUISINESS

- 1) **Summer Water Conservation Planning** – Discussion of conservation topics to present to the community and how to deliver the message. The community needs to start conserving water resources. The committee discussed how to proceed with water conservation asks to the community and follow through.
- 2) **Multi Lot Owner Unused Meter Charge** – The committee and guests discussed the reason behind the charge of metered locked and non-metered rates. The committee needs to discuss it more to gain a better understanding of the fee and then decide if it will be changed in the future.

ANNOUNCEMENTS

Next meeting: May 11, 8:30AM Hybrid in the Crow’s Nest

Events:

- 1) BOD Meeting – April 20th 9:00 am
- 2) Deadline for HOA and Water position voting ballot return: April 19, 2024
- 3) 2024 – 2025 Water Budget Study Session Wednesday April 24th – 5:00pm
- 4) Next Water Committee meeting: May 11, 2024

Adjourn:

*Motion made by Anne Moen to adjourn the meeting. Seconded by Sue Hearn carried with no nays.

Motions for the Board

**Motion made by Wallace Montz to approve the one-time forgiveness to Torey Smith, daughter of Tina Schafer at 1311 Saint Andrew in the amount of \$1,027.00 for the excess consumption portion of the bill. Seconded by Sue Hearn and carried with no nays.*

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	111,900										485,400
Total Volume Produced Well #2	1,000	0	0										1,000
Total Volume Produced Well #3a [2]	1,076,953	2,430,921	2,231,228										5,739,102
Total Volume Produced Well #3b	0	0	0										0
Total Volume Produced Well #4 [1]	2,275,623	1,681,667	1,794,809										5,752,099
Total Volume Produced Well #5	24,200	0	0										24,200
Total Volume Produced Well #6	1,396,500	270,700	451,100										2,118,300
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	4,383,288	4,589,037	0	0	0	0	0	0	0	0	0	14,120,101

TOTAL VOLUME CONSUMED

2 A. Water Volume Metered <small>(Billed and Unbilled)</small>	3,917,784	3,307,379	3,357,358										10,582,521
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	-37,812	19,193										-19,400
Well flushing	1,000												1,000
Meter Reading Adjustment													0
Unauthorized Consumption (e.g. tamper)													0
2. Total Authorized Consumption	3,918,002	3,269,568	3,376,551	0	0	0	0	0	0	0	0	0	10,564,121

Total Volume DSL	1,229,774	1,113,721	1,212,486	0	0	0	0	0	0	0	0	0	3,555,980
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Percent DSL	23.9%	25.4%	26.4%										25.2%
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Year to Date Total DSL:	25.2%	Compliance with leakage standard is based on a 3-year average from last three	11.7%
		Next years 3 year average based on current data	16.3%

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%	485,400	1.5	1.3%	1.5	0.9%	100
5587-A AHA-978 S02 Well #2	166	0.0%	1,000	0.0	0.0%	6.6	4.1%	200
5888-A (G2-08834) AHA-976 S03 Well #3A	84	13.5%	5,739,102	17.6	21.0%	17.6	11.0%	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%	5,752,099	17.7	22.3%	17.7	11.0%	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%	2,118,300	6.5	4.1%		0.0%	200
Total AFY without supplementals	700	122.6%	14,120,101	43.3	6.2%	43.3	27.1%	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	998	1,150										3,823
Well #2	1,038	1,080	1,045										3,163
Well #3	4,839	6,421	7,507										18,767
Well #4	4,807	4,934	4,455										14,196
Well #5	1,322	1,120	541										2,983
Well #6	7,427	3,107	3,339										13,873
Total	21,108	17,660	18,037	0	0	0	0	0	0	0	0	0	56,805

Gallons Per kWh

													Gal/kWh YTD
Well #1	223	0	97										107
Well #2	1	0	0										0
Well #3	223	379	297										299
Well #4	473	341	403										406
Well #5	18	0	0										6
Well #6	188	87	135										137
AVG Gal/Kwh combined =	244	248	254										249

Historical Data

	Pumped	Sold	Loss	3-year Avg.	
2010	69,790,309	66,840,300	4.2%		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 Leakaae Notes:
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	14,120,101	10,564,121	25.2%	16.3%	
2025					

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

EDWARD JONES INVESTMENTS as of 04/1/24

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	40,963.51	07/19/23	07/25/24	BANK AMER NA CHARLOTTE NC	5.25%	Yes	
CD	49,888.00	02/07/24	02/14/25	BANK AMER NA CHARLOTTE NC	4.90%	Yes	
CD	43,996.92	03/07/24	03/14/25	BANK AMER NA CHARLOTTE NC	5.10%	Yes	
CD	56,682.51	01/05/24	01/10/25	BMO BK NATL ASSN CHICAGO ILL	4.50%	Yes	
CD	47,891.04	02/08/24	02/06/25	CHARLES SCHWAB BK SSB WESTLAKE TEX	4.50%	Yes	
CD	49,989.00	11/27/23	09/05/24	CITIBANK NATL ASSN SIOUX FALLS SD	4.90%	Yes	
CD	36,002.88	11/13/23	08/16/24	COMERICA BK DALLAS TEX	5.45%	Yes	
CD	49,779.00	01/09/24	01/17/25	FIRST BK UPPER MICH GALDSTONE MICH	4.65%	Yes	
CD	42,007.14	03/20/24	03/27/25	FIRST NATL BK UPPER OMAHA NEB	5.10%	Yes	
CD	54,096.12	10/13/23	10/18/24	FIRSTBANK OF PUERTO RICCO SANTURE INSTLF CTF DEP PROGRAM	5.40%	Yes	
CD	43,914.64	12/11/23	12/17/24	GOLDMAN SACHS BK USA NEW YORK	5.00%	Yes	
CD	43,987.24	08/18/23	05/28/24	PLAINS COMM BK HOVEN SD	5.30%	Yes	
CD	45,968.72	06/12/23	06/17/24	VALLEY NATL BK PASSAIC NJ	5.25%	Yes	
CD	49,869.00	11/28/22	12/05/24	WELLS FARGO BK N A SIOUZ FALLS SD	4.85%	Yes	
CD	39,982.40	12/11/23	06/19/25	WELLS FARGO BK N A SIOUZ FALLS SD	5.00%	Yes	
CASH	41,608.88						
MFIS	577.81			Money Market Fund Investment Shares - TO BE INVESTED			
	737,204.81						

2,683.00 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	18,985.75	08/18/23	08/23/24	BANK BARODA NEW YORK BRH	5.30%	Yes	
CD	40,000.40	09/20/23	06/28/24	BANK BARODA NEW YORK BRH	5.50%	Yes	
CD	16,888.99	01/05/24	07/14/25	BANK HAPOALIM B M NEW YORK BRH	4.50%	Yes	
CD	53,003.18	10/04/23	07/11/24	CITIZENS BK NA PROVIDENCE RI	5.50%	Yes	
CD	51,811.24	01/11/24	01/22/25	FIRSTBANK NATL BK LONG IS NY	4.75%	Yes	
CD	36,013.32	11/16/23	09/27/24	FIRSTBANK PUERTO RICO SANTURCE INSTL CTF DEP PROGRAM	5.45%	Yes	
CD	39,994.80	03/11/24	12/13/24	FULTON BK N A LANCASTER PA	5.20%	Yes	
CD	37,008.88	10/11/23	10/15/24	GOLDMAN SACHS BK USA NEW YORK	5.45%	Yes	
CD	49,993.50	07/19/23	04/26/24	MERRIMACK CNTY SVGS BK CONCORD NH	5.30%	Yes	
CD	37,993.92	09/20/23	05/28/24	PROVIDENT SVGS BK F S B RIVERSIDE CA	5.35%	Yes	
CASH	25,778.08			Cash - To Be Invested			
	407,472.06						

(59.91) CHANGE FROM PREVIOUS MONTH

ACCT #841-22968-1-9 SAVINGS

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

<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	44,997.75	11/17/23	08/28/24	ASSOCIATEDE BK NATL ASSN GREEN BAY WIS	5.40%	Yes
CD	40,000.00	10/04/23	12/21/23	CENTIER BK WHITING IND	5.40%	Yes
CD	39,978.80	09/16/24	03/07/24	FIRST NATL BK PA GREENVILLE	5.20%	Yes
CD	51,007.65	10/13/23	06/20/24	FIRSTBANK PUERTO RICO SANTURCE INSTL CTF DEP PROGRAM	5.45%	Yes
CD	42,994.41	03/07/24	12/13/24	FULTON BK N A LANCASTER PA	5.20%	Yes
CD	40,860.19	01/05/24	10/15/24	MORTON CMNTY BK ILL	4.70%	Yes
CD	20,984.46	07/19/23	07/24/24	PEOPLES BK MARIETTA OHIO	5.30%	Yes
CD	20,996.43	07/19/23	04/26/24	PNC BK NATL ASSN WILMINGTON DEL	5.25%	Yes
CD	39,996.80	10/06/23	07/11/24	PNC BK NATL ASSN WILMINGTON DEL	5.45%	Yes
CASH	41,382.42			Cash - To Be Invested		
	383,198.91		01/26/24			

1,190.59 CHANGE FROM PREVIOUS MONTH

1,527,875.78

TOTAL ALL EDWARD JONES INVESTMENTS

3,813.68

CHANGE FROM PREVIOUS MONTH

CASH ACCOUNTS Mar-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	467,439.73	03/31/24	467439.73		
	Money Market-8953	Water Mainline	15,224.29	03/31/24			15,224.29
	Money Market-8945	Well #6 Reserve	15,189.36	03/31/24			15,189.36
OCCU	Checking-216S50	Water Committee	76,821.78	03/31/24			
	Savings-0216S7	Water Committee	102,597.85	03/31/24			
Ed Jones #11177	Various length investments	LLWS Mainline Reserve	737,204.81	03/31/24			\$737,204.81
Ed Jones #20044	Various length investments	LLWS Capacity Reserve	407,472.06	03/31/24			\$407,472.06
Ed Jones #22968	Savings Account	LLWS	383,198.91	03/31/24		\$383,198.91	
			2,205,148.79				