

LAKE LIMERICK COUNTRY CLUB -WATER COMMITTEE MEETING

Minutes of June 22,2024 9:00 am

Meeting Location: Hybrid: In person at the Inn Crow’s Nest for Water Committee & by Zoom for Community Members

Call to Order: Meeting called to order by Chairman Kelly Evans.

Members Attending: Chairman Kelly Evans, Secretary Don Bird, Treasurer Sue Hearron, Dan Cossano, Keith Matches and Anne Moen (returning member).

Board Members: John Ingemi, Dean Dyson

Employees Attending: Water System Manager Chris McMullen.

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

COMMENTS FROM THE ACTING CHAIR:

Chair Kelly Evans deferred his comments to be included in the regular meeting discussion.

APPROVAL OF MINUTES – MAY

Motion made by Dan Cossano to approve May’s minutes. Seconded by Anne Moen and carried with no nays.

COMMENTS FROM GUEST

None

ADDITION TO THE AGENDA FROM COMMITTEE MEMBERS

None

LAKE LIMERICK WATER SYSTEM TREASURERS FINANCIALS UPDATE REPORT

*Submitted By Sue Hearron, Treasurer
For May 2024*

Bank Accounts and Investments:

• Heritage:	Checking-8937	Water Operating	\$442,008.65
	Money Market-8953	Water Mainline	\$15,225.31
	Money Market-8945	Well #6 Reserves	\$15,190.37
• OCCU	Savings ID-1002	LLCC Water Committee	\$102,614.99
	Checking ID-2001	LLCC Water Committee	\$76,834.61
• Edward Jones	Various CD Investments	Mainline Reserves	\$849,663.69
	Various CD Investments	Well Reserves	\$462,436.97
	Various CD Investments	Savings	\$385,238.43
TOTAL ALL SAVINGS & INVESTMENTS:			<u>\$2,349,213.02</u>

Bank Action Item Updates:

- OCC Bank Account is currently asleep as it has not had any activity in months. We need to make a deposit or a transfer to wake up the account.
- Mainline Reserve and Well Reserve Reconciliation Update:
 - Another transfer needs to be made to Edwards Jones Investments to bring the Heritage Operating accounts closer to the FDIC Insured Amount of \$250K.

Pending Bank Action Items:

- Reconciliation for Amounts due from Water to HOA Update:
Sue to continue to 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 to work out a monthly process with Rhonda and Christi for Transfers to Mainline and Well Reserve investment accounts.

Office Bookkeeper Update:

- Angelina, the contract bookkeeper that is working with us, continues working to reconcile and clean up quick books for the water financials. Progress has been slow and hindered with issues of Quickbooks going down and not available to work with. Discussions have started to look into updating our Quickbooks to utilize The Cloud and avoid disruption of work.
- Attached is a copy of the P&L for 10/23-12/23. The format is not ideal and Angelina was working with Kyle @ Hood Canal Communications to get it corrected and allow Quickbooks to convert reports to PDF.
- I requested updated reports & status of current financials late on Thursday 6/20/24 but didn't have a response from Angelina.
- When I last spoke with Angelina on 6/13 they had hoped to have more financial information updated by today and available for our meeting.

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
04/30/24	17,082.24	6,716.46	3,700.20	4,729.60	32,228.50
05/31/24	18,663.35	7,459.81	-1,026.32	12,526.41	37,623.25

Reports Attached:

- Edwards Jones Detail Spreadsheet of CD Investments.
- Cash Accounts Summary
- AR Aging Report Summary (provided after the meeting by Don Bird)
- P & L October 23 thru December 23

➤ **The Financial Advisory Team did not meet in the Month of May.**

** Motion made by Anne Moen to approve May's financial report with limited information. Seconded by Keith Matches, carried with one nay by Dan Cossano.*

1) Managers' Report & Consumption Spreadsheet – See attached consumption report.

- Chris will be supplying a more complete list of recently fixed leaks to include in the Consumption Report. The current report only includes the most recent leak fixed in May.
- Well 3 tank meter was not reading because the pipe from the tank to the level sensor was totally clogged with rust in the galvanized pipe. This caused Well 3 tank to overflow when the water level was actually higher than what was being measured. The clogged pipe has been replaced and the Well 3 tank level is reading correctly now.
- Well 3 also had a check valve that was not fully closing when water from the rest of the system was trying to flow backwards into the tank. This also made the situation worse, causing additional overflow even when the source pump was turned off.
- Overall, consumption was up substantially to over 4.5 million gallons, but leakage was down from over 2.2 million gallons in April to less than 750,000 gallons, or about 14% of the total source pumped, due to fixing leaks and stopping Well 3 from overflowing.

2) Project Status:

- **Water Quality Testing Stations** – 3 of 12 test stations have been installed. The rest are on hold because of working with Picatti.
- **Well Output Testing Contract Update** – The contractor, Picatti, has completed testing of Wells 1 through 5. In addition to what was reported last month, they installed some new pipe and treated the well at Well 5 with dry ice to clean the screen and loosen debris. In order to work on Well 6, that is over 400 feet deep, they need to bring a heavy duty crane truck. They plan to schedule that in August. Their report will be provided after that.
Although Picatti has done substantial work to replace pumps and do other remedial action they are still well under budget.
- **Well #2 SCADA Upgrades and Elevated Storage Feasibility Study** – Waiting for the data from the well assessment to be completed before the PARs can be finalized.
- **Source Meters** – Received the new source meters. Needed to get additional fittings to install the new source meters.

3) Maintenance Status:

- **Doors**– Well #2 door has been refurbished so that it looks much better.
- **Leaks**
- As noted on the Consumption Report, the Water Department repaired a leak on Aycliffe in May. See above for additional leakage repairs.
- Chris is still seeing significant middle of the night water usage that indicates either leaks or people irrigating or other unusual activity.

4) New Information:

- **Upcoming Project PARs** – As noted above, the SCADA system has had some issues that point to the fact that it needs significant updates and upgrades.

FORGIVENESS

No new forgiveness requests this month. The Committee needs to work on policies for determining when to approve forgiveness requests.

MOTIONS TO THE BOARD FROM PREVIOUS MEETING

- 1) Motion made by Keith Matches to approve the one-time forgiveness to Brian Drake in the amount of \$287.00 for the consumption portion of the bill. Seconded by Don Bird and carried with no nays. Approved by BOD.
- 2) Motion made by Keith Matches to approve the one-time forgiveness to Gloria and Gregg Crawford in the amount of \$367.00 for the consumption portion of the bill. Seconded by Don Bird and carried with no nays. Approved by BOD.

UNFINISHED BUSINESS:

- 1) **Water System Plan** – Although the Water System Plan was approved by DOH, they came back with a letter requiring clarifications. One of the things that DOH requires is that the Water System provide a public meeting to update the community and to set water conservation goals. In addition, the DOH requires that letters be mailed to residents and non-residents including a well site protection letter and map alerting people of the need to protect the area around each of our well sites. The cross-connection control policy also needs to be updated. Chris is working with Lydia Bower of Northwest Water Systems to take care of these items.
- 2) **Navy Trestle Project** – Chris indicated that the installation of the new replacement water line along Mason Lake Road went very well and the scheduled water outage was shorter than the contractor’s estimate. The tentative project completion date is still by the end of June.
- 3) **Navy Water Line Easements** – The Saint Andrews and Mason Lake Rd easement applications are with the Navy. It was determined that no new Mason Lake Rd survey would be required.
- 4) **2024 – 2025 Budget** – The budget study session is postponed until more complete financial data is available. Kelly is hopeful that enough information will be available to work on the budget in early July.
- 5) **Summer Water Conservation Planning** – A “Special Voluntary Water Restrictions Request” was distributed to all members on the back of the June water bills. See attached for reference.

NEW BUSINESS

- 1) BOD WSP Study Session Proposal** - The Board has requested that the Water Committee prepare a study session to review the updates to the Water System Plan. Kelly plans to meet with Pat Paradise and Chris the week of June 24th and then meet with Mitch Robinson, Board President and Shannon Ramos, General Manager to determine what should be covered in the study session.

ANNOUNCEMENTS

Next meeting: July 27th, 9:00 AM Hybrid in the Crow's Nest

Events:

- 1) BOD Meeting – July 20, 2024 9:00 AM
- 2) Next Water Committee meeting: July 27, 2024

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

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

*Motion made by Dan Cossano to return to open session. Second by Anne Moen, carried with no nays.

No motions were made in closed session.

Adjourn:

*Motion made by Dan Cossano to adjourn the meeting. Seconded by Keith Matches carried with no nays.

Motions for the Board

There were no Motions for the Board this meeting.