

LAKE LIMERICK COUNTRY CLUB -WATER COMMITTEE MEETING

Minutes of July 27,2024 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

Board Members: John Ingemi, Dean Dyson, Pat Paradise

Employees Attending: Water System Manager Chris McMullen.

Guests: Dan Bussler 05/092

COMMENTS FROM THE ACTING CHAIR:

Following are the brief comments from the Chair:

- 1) There are two vacancies on the Board, Kelly is applying for one of them.
- 2) Shannon Ramos is the new GM and she has been doing an outstanding job after being at Lake Limerick for only 8 weeks. She has requested a presentation to the BOD from each of the staff managers.
- 3) There have been staff changes in the Office with Christy and Rhonda departing.
- 4) See attached Water Report for 07/20/24 that was presented at the Board meeting.

APPROVAL OF MINUTES – MAY

Motion made by Ann Moen to approve June minutes. Seconded by Keith Matches 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 June 2024*

Bank Accounts and Investments:

• Heritage: Checking-8937	Water Operating	\$522,064.10
Money Market-8953	Mainline Reserves	\$15,225.81
Money Market-8945	Capacity Reserves	\$15,190.87
• OCCU Savings ID-1002	LLCC Water Committee	\$102,623.71
Checking ID-2001	LLCC Water Committee	\$76,841.14
• Edward Jones Various CD Investments	Mainline Reserves	\$851,820.67
Various CD Investments	Well Reserves	\$464,224.96
Various CD Investments	Savings	\$387,416.50
	TOTAL ALL SAVINGS & INVESTMENTS:	<u>\$2,435,407.76</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:
 - Sue ran reports from Ampstun 7/26/24 and prepared transfer requests as follows:
 - \$47,880.40 from Operating to Heritage MLRR MM Account
 - \$26,369.10 from Operating to Heritage Capacity MM Account
 - Transfer request of \$48,106.21 from Heritage MLRR MM and \$30,559.97 from Heritage Capacity MM Account to Heritage Operating
 - Check Request in the amount of \$78,666.18 to Edward Jones from Heritage Operating Acct

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.

Office Financials Update:

- Tuesday 7/23 Sue & Angelina were both in the office working and discussed how to determine what items paid by HOA needed to be reimbursed by water. Esther stopped and told us to find a copy of an invoice from HOA to Water for reimbursement of expenses paid by HOA which was the previous process before Shuana left. We were unable to find one and had discussions with Shannon on how to proceed.
- Files in the office had been dumped into boxes when Christy and Rhonda rearranged the office prior to Shannon starting. Sue worked on going through them to find some of the office water

documents that had been moved since she last reconciled the reserve accounts and were needed to finish.

- Friday 7/26 Sue was in the office and continued looking through the documents in the boxes and found a HOA invoice to Water for \$133K dated 3/23. Unfortunately there weren't any reports attached or a description documenting how Shuana determined the amount billed.
- Don Bird came in later to work do some training on Ampstun. Sue mentioned to him about the missing information for determining the HOA billing to Water. He recalled and was able to locate a copy of the same invoice in his files at home and his copy had the backup attached! YEA!
- Sue reached out to Angelina to let her know so we could possibly get some reports run. It was after 3 pm and Angelina had a prior commitment and was not able to get back to Sue.
- Sue will get an email out to Angelina over the weekend and follow-up with a phone call on Monday as well, to request reports from QuickBooks to start working on a reconciliation and getting a figure together for an invoice from HOA to Water.
- Sue will be in the office Wednesday 7/31 to work on this and hopes to complete the process.

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
05/30/24	18,663.35	7,459.81	-1,026.32	12,526.41	37,623.25
06/30/24	21,694.33	7,755.08	5,667.41	10,085.50	45,202.32

Reports Attached:

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

** Motion made by Anne Moen to approve June's financial report with limited information. Seconded by Don Bird, carried with one abstain by Dan Cossano.*

WATER SYSTEM MANAGER'S REPORT: CHRIS MCMULLEN

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

- Chris will be meeting with Badger (Beacon) and Ampstun to review meter reading process and import/export to Ampstun to see if there is any reason for the high calculated distribution system loss.
- Reviewing the latest Consumption Report, Chris was noticing that electrical costs were higher for lower well production. One possible reason is that Picatti was using well site power to run their well tests but the water used wasn't being accurately measured.

- Residential meters need to be replaced periodically due to several factors including loss of accuracy, sealed battery in the electronic portion wears out.
- Overall, consumption was up substantially to over 5.2 million gallons, and leakage returned to over 1.0 million gallons in May or about 16% of the total source pumped.

2) Project Status:

- **Water Quality Testing** – 3 of 12 test stations have been installed. The rest are on hold because of working with Picatti and two guys are required to do the installation.
- **PFAS Testing** – Chris needs to schedule polyfluoroalkyl (PFAS) testing at all well sites. The tests are being funded by the DOH. These tests have stringent requirements for performing these tests so that they aren't compromised.
- **Well Output Testing Contract Update** – The contractor, Picatti, plan to schedule test Well 6 the 3rd week of 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. Ordered new gaskets but still waiting on additional fittings to install the new source meters.

3) Maintenance Status:

- **Leaks** - As noted on the Consumption Report, leaks were down in May but have increased in June. Now that the tank level sensor at Well 3 has been repaired, the well is not overflowing so the overall leakage should be reduced in July.
- **Customer Meter Replacement** – Customer meters wear out and get out of calibration. This might be a contributing factor to the higher than normal distribution system leakage if the customer meters are not accurately measuring all of the consumption. Chris would like to begin a program of replacing a portion of the customer meters every year.
- **LCRR Surveys** - Only about a third of the consumer surveys, to determine the water type of water pipe and fittings, have been returned. The forms are due to DOH by October 16. More effort will need to be made to get all the surveys returned. This survey has been mandated by the EPA.

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.
- **PUD Electrical Changes** – The PUD has made some changes to improve power quality because some pump VFDs have been faulting due to the power fluctuating too much. Chris was also able to locate another contractor, Simply Controls of Tumwater, that was able to help fix some electrical fault issues.

- 1) Neil Burkel requested compensation for landscape damage after Water staff made repairs to his water service that was within the street easement. It was decided by the Water Committee, that because the landscaping damage was within the street and water utility right of way, that compensation was not justified.

MOTIONS TO THE BOARD FROM PREVIOUS MEETING

- 1) There were no new Motions made at the June meeting.

UNFINISHED BUSINESS:

- 1) **Water System Plan** – Chris continues to work with Lydia Bower of Northwest Water Systems to complete responses to DOH questions regarding the WSP. No new status at this time.
- 2) **Navy Trestle Project** – The project has been completed including installation of a new water main under Mason Lake Road as it goes under the railroad trestle.
- 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) **Summer Water Conservation Planning** – Compared to 2023, the Water Conservation measures are working. In May and June 2023 the consumption was 5.8 M gallons and 6.4 M gallons whereas in 2024 the consumption dropped down to 4.5 M gallons and 5.3 M gallons respectively.
- 5) **BOD WSP Study Session Proposal** - The Board had requested that the Water Committee prepare a study session to review the updates to the Water System Plan. It will be scheduled after we get the WSP final updates and after Picatti completes their final report on the well capacity tests that will hopefully be completed in August

NEW BUSINESS

- 1) **FY 2024-2025 Water Budget** - The remainder of the Water Committee meeting was taken up by work on the FY 2024-2025 Water Operating and Capital Budgets. The final budget documents as submitted to the Board are attached.

**Motion made by Dan Cossano to approve the Water Committee Operating Budget as amended.
Seconded by Keith Matches and carried with no nays.*

**Motion made by Dan Cossano to approve the Water Committee Capital Budget as amended.
Seconded by Keith Matches and carried with no nays.*

- 2) **New Laptop for Water Committee Chair** – During the meeting, Kelly’s laptop stopped working abruptly, likely due to the additional load of the Yeti microphone and Epson projector, causing multiple delays in the meeting. The Committee voted unanimously that a new laptop should be purchased for the Water Committee Chair.

**Motion made by Keith Matches to approve purchase of a new laptop for the Water Committee Chair with a budget not to exceed \$2,000. Seconded by Ann Moen and carried with no nays.*

ANNOUNCEMENTS

Next meeting: August 31th, 9:00 AM Hybrid in the Crow's Nest

Events:

- 1) BOD Meeting – August 24, 2024 9:00 AM
- 2) Next Water Committee meeting: August 31, 2024

**Motion made by Dan Cossano to move into a closed session. Seconded by Sue Hearn, 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 Don Bird, 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

**Motion made by Dan Cossano to approve the Water Committee Operating Budget as amended. Seconded by Keith Matches and carried with no nays.*

**Motion made by Dan Cossano to approve the Water Committee Capital Budget as amended. Seconded by Keith Matches and carried with no nays.*

**Motion made by Keith Matches to approve purchase of a new laptop for the Water Committee Chair with a budget not to exceed \$2,000. Seconded by Ann Moen and carried with no nays.*