

LAKE LIMERICK COUNTRY CLUB - WATER SYSTEM COMMITTEE MEETING

Minutes of November 23, 2024 9:00 am

Meeting Location: Hybrid: For Water Committee & 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

Employees Attending: Water System Manager Chris McMullen.

Guests: Sandy Nelson 04-183, Steve Saylor 02-126

COMMENTS FROM THE CHAIR:

The Board approved the Water Use Efficiency goals proposed at the previous Water Committee Meeting where the public was invited. Now that the WUE goals have been set, they can be incorporated in the Water System Plan (WSP). The plan is to get the WSP finalized and approved by the Board by the end of the year.

The draft "SOP - Water One Time Forgiveness Request" policy and procedures document was approved by the Board with suggested revisions. Further review and approval will be included later in the meeting.

See attached Water Report for 24-11-16 BOD for more information.

APPROVAL OF MINUTES

Motion made by Keith Matches to approve October minutes. Seconded by Anne Moen and carried with no nays.

COMMENTS FROM THE BOARD OR COMMUNITY MEMBERS

None

ADDITION TO THE AGENDA FROM COMMITTEE MEMBERS

None

*LAKE LIMERICK WATER SYSTEM
TREASURERS FINANCIALS UPDATE REPORT*

*Submitted By Sue Hearron, Treasurer
October 2024*

Bank Accounts and Investments:

• Heritage:	Checking-8937	Water Operating	\$388,872.19
	Money Market-8953	Mainline Reserves	\$ 15,013.09
	Money Market-8945	Capacity Reserves	\$11,001.60
• OCCU	Savings ID-1002	LLCC Water Committee	\$102,658.03
	Checking ID-2001	LLCC Water Committee	\$76,866.84
• Edward Jones	Various CD Investments - Mainline Reserves		\$916,672.72
	Various CD Investments - Well Reserves		\$504,252.15
	Various CD Investments - Savings		\$394,859.57
TOTAL:			\$2,410,196.19

Water Financials Update:

- 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.
- Angelina our contract bookkeeper who provides the monthly P&L Reports lost power in the storm Tuesday night (November 19) and as of the meeting remains without power or internet and is unable to provide reports. As soon as power and internet are restored she will send the reports to Sue.

HOA REIMBURSEMENT STATUS:

RESERVES STATUS:

7/26/24 Sue requested the following transfers and checks cut:

1. A transfer in the amount of \$48,106.21 from Heritage Water Mainline Reserve into Heritage Checking AND
NOT DONE
- A transfer requested in the amount of **\$48,106.21 from Heritage Water Mainline Reserve** into Heritage Checking was not completed and is an outstanding action item.
An email dated 10/25/24 was sent to Shannon to complete this transaction **at the earliest possible date.**
TRANSFER WAS COMPLETED 11/4/24

PENDING ACTION ITEMS:

- In reviewing the OCCU Water Statement the authorized signers on the account need to be updated. The following individuals need to be removed and added:

Remove: Roger Milliman, Christy Smith, John Ingemi and Esther Springer-Johanssen.

Added: Mitch Robinson and Shannon Ramos

[Kelly indicated this is partially complete.]

- A transfer needs to be processed for the months of July, August, September & October 2024 from the Water Operating into the Heritage Money Market accounts for Mainline & Capacity Reserve Accounts.

Miscellaneous:

- ❖ A question was asked at the October water committee meeting, what are the Edward Jones commission charges for our 3 investment accounts. Attached is an explanation and documents provided by Scott Davis.

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
07/31/24	15,780.24	5,732.18	5,080.01	14,088.70	40,681.13
08/31/24	25,569.24S	-3,495.79	12,976.08	17,414.49	53,404.02
09/30/24	16,436.54	7,782.91	-2,495.76	26,617.68	48,341.37
10/31/24	12,110.06	7,197.26	5,871.512	20,455.20	45,634.03

Reports Attached:

- Edward Jones Detail Spreadsheet of CD Investments.
- Cash Accounts Summary
- AR Aging Report Summary
- Edward Jones documents providing an explanation of commission charges for our investment account.
 - Scott's notes are written in pencil and do not come through readable on the scanned document. They say: Document "A" shows the commissions associated with all of LLCC Accounts. The highlighted commissions were paid to Edward Jones by the banks issuing the CD's via a "markup". Example (see attached to "A")

\$53K CD @ 4.35% compound interest for 1 year

Lake Limerick will receive \$53K plus interest of 4.35% for the 1 yr CD at Maturity

The purchase includes a markup of .0500% or \$26

*The markup of .0500% does not come out of your proceeds or initial purchase of the \$53K in this example.

Document "B" is Lake Limerick's statement for the above example.

- P&L Excel Spreadsheet for Fiscal YTD 10/23 thru 09/24 **Not Attached due to Power/Internet Outage**
- P&L Excel Spreadsheet for 10/24 **Not Attached due to Power/Internet Outage**

** Motion made by Anne Moen to approve the October financial report without the P&L reports. 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.

- Overall, consumption was down by about 1.1 million gallons to 3.8 million gallons in October.
- Water distribution system loss (DSL) was back up to 20.2% in October and calculated net loss was just over 1 million gallons. The fact that consumption was down meant that the loss of about 0.95 million gallons was a higher percentage of the total.
- Need to continue to review the water distribution system and customer meter readings to determine the causes of apparent losses.
- After the meeting it was determined that there are some customer meters not being read by the meter reading software which would contribute to the higher DSL. Further investigation will be required to determine the causes.

2) Project Status:

- **Well Analysis by Picatti Brothers** – The contractor, Picatti, is finishing the report summarizing the well analysis results. They are also reviewing and formatting videos taken of each of the Well casings and screens. The invoices for their services are projected to be well under the amount budgeted for the project even though they had to test Well #5 twice. The treatments they made significantly improved the flow at that well site and warranted a retest. See details provided in Kelly's report to the Board.
- **Lead and Copper Inventory (LCRI)** – The required lead and copper inventory was turned into the DOH but will need some additional updates. Volunteers could help check and update Mason County parcel information for some parcels.
- **Wellhead Radius Protection Letters** – The wellhead radius protection letters had been sent to those properties outside Lake Limerick that are within the wellhead protection radius. Similar letters will be sent via Ampstun broadcast e-mail next week to Lake Limerick members falling within the radius of any of the seven Lake Limerick Water System wells.
- **Source Flow Meter Installation** – Chris determined that before new source flow meters can be installed at Well 3B, new check valves will be required. There are three new source meters in stock waiting to be installed. Coast Controls can install and connect the

new source meters to the new SCADA system. Chris is proposing to have Coast Controls do this work.

3) Maintenance Status:

- **System Leaks and Repairs** – No new system leaks were detected but some customer leaks were located. A leak at a fire hydrant was reported, however, when it was investigated it appeared to be a spring instead.
- **Well #6 Well Pump** – Currently, the well pump at Well #6 is not operating in automatic mode and needs to be started and stopped with specific commands. Coincidentally, the PUD installed a new electric meter at that well site and Chris wonders if that contributed to the problem.

4) New Information:

- **Upcoming Project PARS** – Chris would like to get the SCADA project going soon.
- **WSP** – Now that the Water Use Efficiency goals have been established and approved by the Board, they will be included in the WSP so that it can be finalized.
- **PFAS Testing** – Chris has received the results of the PFAS testing and NONE of those specific chemicals were detected.

CORRESPONDENCE FROM MEMBERS

- 1) **Written** - None
- 2) **Email** - None

ONE TIME WATER USAGE FORGIVENESS REQUESTS

- 1) None received
- 2)

MOTIONS TO THE BOARD FROM PREVIOUS MEETING

** Motion made by Dan Cossano to approve the SOP - Water One Time Forgiveness Request as amended with Water Committee suggestions. Seconded by Anne Moen. Approved by all present (Sue Hearron left early). Resubmitted from the September 28th meeting.*

The Board Approved this motion with some minor requested revisions.

** Motion made by Don Bird to approve the proposed Water Use Efficiency goals including:*

Reduce the distribution system leakage (DSL) by 0.5% per year.

Reduce annual consumption of the top 5% of customers by number, by 1% total over the year.

Seconded by Anne Moen and approved by all.

This motion was approved by the Board and can be included in the final WSP.

UNFINISHED BUSINESS:

- 1) **Water Forgiveness Policy Approval** – The draft of the Standard Operating Procedures *SOP - Water One Time Forgiveness Request* to the Water Committee was submitted to the Board at their November meeting and they suggested some revisions. These edits were incorporated into the final draft of the policy.
- 2) **Water System Plan** – All necessary information required by DOH has been submitted to Lydia Bower of Northwest Water Systems to complete the WSP. See comments from above.
- 3) **Water Funds Transfer to HOA** – Kelly and Shannon have finalized a form to formalize the steps in this process.
- 4) **Approval of Picatti Brothers Invoice for well system analysis** – Kelly has reviewed the invoices from Picatti Brothers and believes that a partial payment would be in order based on the work done and invoices received while continuing to hold back 10% until the final report is submitted. The Committee agreed that another partial payment is warranted.

** Motion made by Anne Moen to approve a payment to Picatti Brothers of \$60,738.47 based on work done and invoices received. Seconded by Dan Cossano and carried with no nays.*

5) **FY 2025 Capital Projects Planning**

- **Meter replacement project** –Chris would like to investigate getting meters that would be read automatically using the cellular network or one installed specifically for the purpose. This may be more feasible as T-Mobile has turned up cellular service at a cell tower just outside of Lake Limerick.
- **SCADA Upgrade** – This is top of the list because of recent cybersecurity attacks on water systems including City of Aberdeen. Chris would like to include the installation of the source meters in the SCADA project because the new source meters will need to connect directly to the SCADA system for real time updates of source flow.

NEW BUSINESS

- 1) **Inaccurate Water Billing Recovery Remedies** – There was some discussion about the fact that, due to missing or inaccurate information in the Ampstun Water Billing software, some customers were not being charged at the correct billing rate. As some errors have existed for many years the total amount billed to the customer could be from hundreds to thousands of dollars less than it should have been. Because the underbilling was due to staff errors, the general consensus of the Committee was just to move on and not try to collect.

[Subsequent to the meeting, new information came up that might modify the opinion of the Committee.]

- 2) **Updating Meter Installation/use Information** – Don updated all the residential accounts to Locked Meter that are currently billed as Non-Metered but have meters. Chris will acquire security clips and install those or padlocks on the affected lots. Further analysis of the customer accounts will determine which general category below they fall into to and decide whether to install a security tag or a padlock:

- Customers with multiple adjacent lots, typically one with their residence and one vacant lot
- Camping or RV lots with at least an outdoor faucet and possibly a storage shed and no usage.
- Camping or RV lots with at least an outdoor faucet and possibly a storage shed with small spring/summer usage.
- Vacant lot and current on their water bills
- Vacant lot and way behind on water bills
- House with a meter but little usage since January 2023 and behind on water bills
- House with a meter but little usage since January 2023 and current on their water bills

3) Hiring for another Water staff position – Chris requested to move forward with hiring the additional full time staff position approved in the Water System budget. Because of multiple demands on his time and the fact that Mike has requested some time off, Chris is not able to spend as much time as he would like on the water system improvements and capital projects. This was discussed and agreed by the Committee to write up and submit two levels of job requirements. The consensus of the Committee was to try to find a fully qualified candidate but that a lower level candidate could be hired if a fully qualified candidate cannot be located within a reasonable time.

Action Items

- 1) Review water bill format including category descriptions, fonts and graph and see if base and excess water usage can be separated. – Superseded by change to Buildium HOA software.
- 2) Determine Office staff responsibilities.
- 3) Chris and Kelly to contact Lydia to provide any DOH required information to complete the WSP.
- 4) Work with Shannon, Don and Kelly to correct known billing system account anomalies. Need to review all residential “Non-Meter” properties to verify if being billed properly. – In process. Need to determine who on staff will do this after recent staff changes.
- 5) Water bill forgiveness policy and procedures to be drafted by sub-committee of Anne, Keith and Don. – Approved by Board with revisions. Need to review and finalize SOP Forgiveness Form.
- 6) Chris to acquire and install security tags or padlocks on consumer “Locked Meter” accounts.
- 7) Need to review Buildium software to determine if it includes PO tracking and/or check request procedures.
- 8) Chris to provide two job descriptions at different levels for review by the Water Committee.

Announcements

Next Water Committee meeting: December 28, 2024, 9:00 AM Hybrid only.

Events:

- 1) BOD Meeting December 21, 2024, 9:00 AM - Great Hall & Hybrid

Closed Session to discuss personnel and / or legal issues:

*Motion made by Anne Moen to move to closed session. Seconded by Keith Matches and carried with no nays.

Motion to return to open session

*Motion made by Anne Moen to return to open session. Seconded by Keith Matches and carried with no nays.

Motions from closed session (approval if necessary)

There were no motions made in the closed session.

Motion to Adjourn:

*Motion made by Anne Moen to move to adjourn. Seconded by Keith Matches and carried with no nays.

Motions for the Board

** Motion made by Anne Moen to approve a payment to Picatti Brothers of \$60,738.47 based on work done and invoices received. Seconded by Dan Cossano and carried with no nays.*