

**LAKE LIMERICK COUNTRY CLUB
WATER COMMITTEE
January 12, 2013
Minutes**

The Meeting was called to Order at 9:00 a.m. by Chair Phyllis Antonsen

Members attending:

Chair Phyllis Antonsen, Secretary Don Bird, Treasurer Scott Carey, and Committee member Ken Ayres. Brian Smith and Steve Saylor are excused.

Employees

Sheila Hedlund and Bill Bernier

Guests ~ None

Approval of Minutes

A motion was made by Scott Carey, seconded by Ken Ayres and passed with no nays as follows:
To approve the minutes of December 8, 2012 as written.

Additions to Agenda ~ None

Comments from Guests ~ None

Financial Report

- 1) Review of December 2012 Financial Report
There were questions regarding the after market wheels on the water truck and whether NWS has been billing separately for the Small Water System Plan. These items will be discussed at the next meeting.
- 2) Service disconnect status
No letters were sent in December, but a count of past due account payments results in the following, November 66 payments were made and 17 were made in December.
- 3) Investments, Confirmations were received and the Mutual Bond Funds have been established.

A motion was made by Don Bird, seconded by Ken Ayres and passed with no nays as follows:
To approve the Financial Report for December 2012 as presented

Action Items

- 1) Hazard survey are completed. The Cross Connection Control Packet will be submitted to Teri Notestein at the DOH next week. No response is expected, we are just getting the completed plan on file as completed.
- 2) Backflow assemblies needed are as follows:
37 – Installations are needed, 22 Tested or Installations, these are the people who are unsure if they have a backflow assembly installed because they had a company install their sprinklers or it was there when they purchased the property, and 32 need to be tested, they already have an assembly but they have not been tested yet. The question of whether these installations will be done by a contractor or in house was brought up. Bill will obtain bids so that the installation method can be discussed at the next meeting.

Also there are 2 customers who have an in ground sprinkler system that they haven't used and don't plan to ever use. There has been discussion as to who (LLCC or Customer) is going to cut and cap the line, there are only 2 customers that need this done. It was determined that Steve will handle this project.

- 3) SCADA - Training - Don Bird
The will begin on Monday and may go into Tuesday. There will be classroom training as well as field training. Attending will be Steve, Bill and Jester. Joe will be invited to attend, it will depend on his schedule for Monday.

Water Distribution Manager's Report, attached

Action Item List

Changes to the following items were made:

- ✓ Item 4, SCADA, Project Completed, remove from list
- ✓ Item 6, Meters left to install as of January 10, 2013 is 30. It is noted that this project will be completed far ahead of schedule, the action item goal was set for Spring of 2014.
- ✓ Item 8, will note that the Hazard Surveys have been completed.

Correspondence ~ None

Old Business

- 1) Well #3 CPU unit needs to be replaced, the part has been received, the goal is for Don and Jester to do the installation on Tuesday afternoon.
- 2) Well #5 pump shows that the pump is running continually through the SCADA program, Don and Jester will determine if this is true and/or determine if repairs are needed.
- 3) The nominating letter for "most improved water system" draft has been presented to the committee. There is room for more additions and/or information if so desired. The Committee would like the emphasis that the system was good prior to the loss of the WDM, but is much better now.
- 4) Water Credit Card was brought up, Sheila reported that our current bank does not issue business credit cards and that we will apply for one from the bank that ultimately loans us the funds for the bank dredging.

New Business

- 1) Bill would like Steve to attend the Hydrant Training Class in May, this was approved by the Committee.
- 2) Bill presented the Annual Maintenance Schedule
- 3) The Consumer Confidence Report, including Cross Connection Control Information will be prepared for the June Newsletter
- 4) Bill reported three leaking roofs at pump houses, he inquired as to whether these should be repaired in house or redone by a contractor. Quotes will be obtained for discussion at the next meeting.
- 5) Bill also reported that Steve is very near to completing the necessary hours to qualify for the WDMII testing.

Announcements Next meeting date - Saturday, February 9 @ 9:00 am

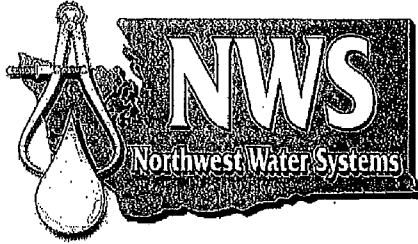
Closed Session ~ None

Motion to adjourn.

A motion was made by Scott Carey, seconded by Don Bird and passed with no nays as follows:
To adjourn the meeting at 9:42 a.m.

**These Minutes have not been approved by the Water Committee
Respectfully Submitted by Sheila Hedlund**

MOTIONS TO THE BOARD: None



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January 7, 2013

Lake Limerick Water System January Meeting

The general condition of the water system is good with no concerns as to system pressures or water availability to the customers.

Well Conditions:

Well #1 booster pump is operating with the timer to prevent it from "competing" with the other booster pumps on the system with pressure settings. It is important to keep a turn-over of water in the reservoir and this will ensure proper consumption.

Well #2 is still in stand-by and its use will only be required in extreme cases. We installed the new pressure sensor into the water line and it appears to be working properly. We will leave this in the system as an "installed spare".

We cleaned out the pumphouse for Well #2. There were 7 large boxes of old documents and miscellaneous paperwork. I went through all of it and have it reduced to one small box of useful papers which will be filed in the water office. While cleaning I found various computer discs which I have given to Jester. He will go through them as he has time to determine if there is any useful information.

Wells #3A and B are not in operation at this time. We have lost communications through the SCADA system. Don has completed the troubleshooting and found the CPU module to be bad. We have ordered the necessary part and hope to have it installed and programmed this week.

While these sources were down, we took the opportunity to install the new source meter on Well #3A. The installation went well and these sources are ready to use when the SCADA system operational.

Well #4 is operating normally.

Well #5 has no problems. We are limiting the usage of Well #5 because it does not have a reservoir associated with it and we do not need to worry about stagnant water. We will likely continue to use the water in the reservoirs as much as possible to ensure the highest quality water delivered to the customers and just periodically flush Well #5.

Well #6 is operating properly.

Water Sampling:

The monthly routine bacteria samples were satisfactory.

Water Usage:

The water usage data indicates a loss of 21.9% and the yearly losses up to 5.5%. Steve drove around the entire system and could not find any sign of a leak. There are some anomalies on the billing software print-out that will need to be investigated before we call in a leak detection service. There are a lot of "0's" and negative numbers on the print-out. Steve is going to ask the IT guy to look into it the next time he is in. If he cannot find anything, I will ask Jester to confirm that the number the computer generates is accurate.

Meters:

We received 120 new service meters. Steve has installed 39 meters in December and will finish the installation this month.

Customer Concerns:

Steve had 5 utility locates and replaced a backflow box lid. Steve was called in to turn the water on at a residence that was accidentally turned off by a neighbor leaving for the winter. We made a laminated sign to put in the backflow box informing them to shut the water off at the meter next time.

Cross Connection Control:

We hung all the "Door Hangers" on the 17th and 18th. We spoke with about 50 people and most of them filled out the survey on the spot. We have about another 50 that were not home and we hung them on the door knobs. (There was only one person that was upset with us!) Most said that they did not receive a certified mailing; some admitted that someone came with a certified letter but they refused to sign because they were only renters. Some of the addresses were abandoned houses and one was an empty lot.

Linda has entered all of the data and we will be shutting water off on the afternoon of January 8th. There are still 35 unaccounted surveys.

Water System Plan

Jester is expecting a rough draft for your review this month.

Thoughts:

Don has scheduled the SCADA training session for January 14th.

I was unable to determine what can be repaired or replaced for the pump controller at well #5 to make it communicate with the SCADA system. I will need to do some more research.

Jester is going to provide some training on the phone system in the coming weeks with Sheila.

Steve would still like to have a Lake Limerick credit card to make small purchases.

Should you have any questions, or require further information, please call.

William Bernier

LAKE LIMERICK WATER SYSTEM
FINANCIAL STATEMENTS
FISCAL YEAR 2012 - 2013

	TOTAL	Annual Budget	YTD %
Ordinary Income/Expense			goal 25%
Income			
Gross Revenue - Administration			
NSF Check Fees	0.00	0.00	0%
Total Gross Revenue - Administration	0.00	0.00	0%
Gross Revenue Water			
Water Disconnect Fee	0.00	150	0%
Water Excess Use Charge	1,880.00	10000	19%
Water Meter Hookup	0.00	2000	0%
Water Meter Lock/Lockout	60.00	120	50%
Water Meter Locked	2,145.00	10000	21%
Water Metered	91,125.00	364000	25%
Water Non Metered	5,748.00	22200	26%
Total Gross Revenue Water	100,958.00	408470	25%
Total Income	100,958.00	408,470.00	25%
Gross Profit	100,958.00	408,470.00	25%
Expense			
Accounting			
Accounting Assistance	135.00	2,000.00	7%
Accounting Audit	0.00	0.00	0%
Accounting Review	0.00	2,000.00	0%
Total Accounting	135.00	4,000.00	3%
Bank Service Charges	40.43	400.00	10%
Credit Card Service Charges	476.52	2,500.00	19%
Depreciation	15,000.00	60,000.00	25%
Dues & Subscriptions	250.00	800.00	31%
Employee Expense			
Education of Employees	87.00	1500	6%
Health Insurances	0.00	0	0%
L&I Insurance	807.56	1100	73%
Payroll Tax Expense	1,704.58	6600	26%
Salaries & Wages	17,074.83	56580	30%
Vacation & Sick Leave	0.00	3800	0%
Total Employee Expense	19,673.97	69580	28%
Engineering Services	0.00	17000	0%
Equipment Rent	167.71	1000	17%
Insurance	2,344.45	9500	25%
Legal Fees	0.00	1000	0%
License & Permits	169.50	1500	11%
New Equipment Purchase	50.49	0	0%

LAKE LIMERICK WATER SYSTEM
FINANCIAL STATEMENTS
FISCAL YEAR 2012 - 2013

	TOTAL		Annual Budget	YTD %
Newsletter Expense	424.15		2000	21%
Office Expense	1,774.64		3300	54%
Postage	2,730.43		6500	42%
Professional Services	16,039.58		47500	34%
Repairs & Maintenance				
Equipment	478.20		5000	10%
General	852.74		23000	4%
Auto Maintenance	383.14		0	0%
Total Repairs & Maintenance	1,714.08	###	28,000.00	0%
Security Service Contracts	1,365.00		6400	21%
Service Contracts	0.00		1500	0%
Supplies	775.72		5000	16%
Taxes				
Property Taxes	0.00		2500	0%
WA St Excise Tax	5,077.17		19200	26%
Total Taxes	5,077.17		21700	23%
Telephone	747.40		2000	37%
Utilities	4,199.11		20000	21%
Vehicle Expense	1,037.41		6000	17%
Well Testing	0.00		200	0%
Well # 6 Annual Payment	0.00		18000	0%
Total Expense	74,192.76		335,380.00	22%
Net Ordinary Income	26,765.24		73,090.00	37%
Other Income/Expense				
Other Income				
Interest Income	606.56		4000	15%
Miscellaneous Income	0.00		500	0%
Service Charges	1,606.60		5400	30%
Total Other Income	2,213.16		9900	22%
Other Expense				
Interest Expense Well #6	0.00		3800	0%
Misc. Expense	35.73		200	18%
Total Other Expenses	35.73		4000	1%
Net Other Income	2,177.43		5900	37%
Net Income	28,942.67		78,990.00	37%

WATER COMMITTEE MEMBERS ACTION ITEMS LIST

ITEM	DATE TO BE DONE	STATUS
1. Loan for Well#6	20 year loan annual payments	Loan paid off 2026, Next Payment Due 10/1/12
2. Radio Communication License Fee	10 year Renewal, next due May 2015	Includes Rules and Updates
3. Budget for periodic pump replacement	Pump expense added to annual budget yearly	Well#1 booster slow, may need replacement
4. Install Back Flow Assemblies	September 2013	Install where required as per Survey Results.
5. Map Update/ERU increase Water Distribution System	2006 in-house update by hand converted to CAD (computer) version 2007 by JWM (Morrisette).	CAD map posted in Inn Dec 07. ERU increase request to JWM 4/2010, sent to WDMIII For review and Signature, never sent to DOH. GM has requested JWM submit to DOH, done February 2011, pending DOH decision.
6. Water Meter replacements w/Badger meters	Goal is to complete all installs by Spring 2014.	All Installed except for 30 as of January 12, 2013
7. System wide water line replacement	Long-range planning. Continue investigating financing opportunities.	JWM system evaluation for total replacement completed Feb 2009: estimated cost \$10,000,000. Feb 09 applied & Aug 09 reapplied for 20-yr 1% DWSRF \$1 million loan for first section - denied. Explored USDA loan options. We qualify but how do we pay? Need to check health AC pipes.
8. Cross Connection Control Program (Back Flow Prevention Device installation)	Contractor done 7/2/09. Final unit completed in-house March 2010..	Backflow devices tested April 2012 with 8% failure rate CCCP program approved by BOD April 2012, approved by Attorney May 2012, will be sent to DOH upon completion of Hazard Survey. Hazard Surveys completed January 15, 2013
9. WSP updates required every 5 – 6 years.	Next update required April 2013.	Meeting 9/19/12 @ 10a.m. for 2013 WSP Plan
10. Well #1, Clonakilty Loop	Included in Eng. Design for Div 5 main upgrades.	Incorporated into main upgrade plan.
11. 4" water main, 04-030: Eliminate from the lot, relocate to greenbelt.	Include in Div 4 Eng. Design for main upgrades.	Add to Div. 4 future main upgrade.
12. Ballantrae/Aycliffe Valve Replacement	WC agreed to defer this project until it can coincide with other projects	Valve not operative, no emergency, but must be replaced Cost \$2,000.