

LAKE LIMERICK WATER COMMITTEE
Minutes
February 9, 2013

The meeting was called to order @ 9:00 a.m. by Chair Phyllis Antonsen

Roll Call: Chair Phyllis Antonsen, Secretary Don Bird, Treasurer Scott Carey, Committee members Ken Ayres, Brian Smith and Steve Saylor.

Employees: Sheila Hedlund

Guests None

Approval of Minutes

A motion was made by Don Bird, seconded by Ken Ayres and passed with 0 nays and Brian Smith abstaining (was not at last meeting) as follows:

To approve the Minutes of January 12, 2013 as written

Additions to Agenda

Correspondence from Benedict regarding Forgiveness Request.

Comments from Guests None

Financial Report

1) Review January P&L

2) Service disconnect status, 13 payments made on past due accounts in the past month

3) NWS Contract Renewal

It is believed that the contract may automatically renew, Sheila will check into this.

***The contract states as follows:

The contract shall remain in effect for a period of one year from the effective date. After the initial one year period, the contract continues in a month-to-month status.

4) NWS Billing separately for Water System Plan?

Reviewed invoices thru June 2012, there has been no Small Water System Plan Charges to date.

A motion was made by Brian Smith, seconded by Don Bird and passed with no nays as follows:

To approve the financial report from January 2013 as presented

Action Items None

Water Distribution Manager's Report ~ attached

Action Item List – review

Item #6 Water Meter replacements with Badger Meters ~ this project is completed

Item #9 WSP Updates required every 5-6 years, the draft is expected to be completed by the end of the month, a copy of the draft will be sent to DOH at the same time for review.

Correspondence

Letter received from Tony and Prapha Benedict for a one time forgiveness request.

A motion was made by Scott Carey, seconded by Ken Ayres and passed with no nays as follows:

To grant the one time forgiveness for \$104.00 (includes \$4.00 late fee) subject to no previous forgiveness requests.

Old Business

1) Water Tasting Contest

Steve will be asked if he would like to attend, if he can not Don will attend the tasting contest. Bill will be responsible for getting the samples to the event at the required time.

2) After Market Wheels on Truck

Ford does not make a stock tire/wheel for this model of truck, they had be special ordered by Carey's tires, and these were the only ones available. These are winter tires only and will only be on the truck a few months out of the year, it is expected that they will last the life time of the truck.

3) Cap on customer's sprinkler systems ~ See Manager's Report

This will be done in house. Scott recommended that each customer sign a one page agreement to have LLCC cap their sprinkler system, this way it will be on file for future buyers should they want to reactivate the system.

4) The Most Improved Water System application has been filed

5) Leaks in pump house roofs; this will be discussed at the next meeting once the actual condition of the roofs has been determined.

New Business

1) Rapid Response Training, Sheila reported that Jester came in to go over the Rapid Response system with her, Steve, and Bill. The system is still in very rough form but is useable should we need it right away. Sheila has been asked to help with the testing and procedures lists.

2) Don reported the SCADA training with Steve, Bill and Jester went very well, 1/2 was classroom time the other 1/2 was in the field.

3) Well #5 is having some communication problems, Don and Bill will look into this on Monday

4) Newsletter Suggestions:

Rapid Response System, "be sure LLCC has your phone number"

Submittal for "Most Improved System"

Submittal for "Water Taste Test"

Thank you to all for completion of Hazard Survey requirement

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

Closed Session None

Motion to adjourn.

A motion was made by Brian Smith, seconded by Scott Carey and passed with no nays as follows:
To adjourn the meeting @ 9:35 a.m.

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

MOTIONS TO THE BOARD:

A motion was made by Don Bird, seconded by Ken Ayres and passed with 0 nays and Brian Smith abstaining (was not at last meeting) as follows:

To approve the Minutes of January 12, 2013 as written

A motion was made by Scott Carey, seconded by Ken Ayres and passed with no nays as follows:

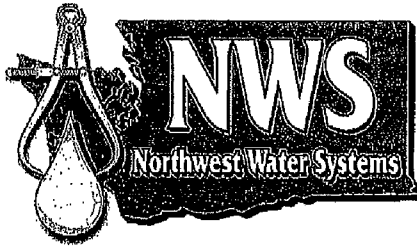
To grant the one time forgiveness for \$104.00 (includes \$4.00 late fee) subject to no previous forgiveness requests.

LAKE LIMERICK WATER SYSTEM
FINANCIAL STATEMENTS
FISCAL YEAR 2012 - 2013

JANUARY 2013			
	TOTAL	Annual Budget	YTD %
Ordinary Income/Expense			goal 33%
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	2,618.00	10000	26%
Water Meter Hookup	0.00	2000	0%
Water Meter Lock/Lockout	60.00	120	50%
Water Meter Locked	2,860.00	10000	29%
Water Metered	121,500.00	364000	33%
Water Non Metered	7,664.00	22200	35%
Total Gross Revenue Water	134,702.00	408470	33%
Total Income	134,702.00	408,470.00	33%
Gross Profit	134,702.00	408,470.00	33%
Expense			
Accounting			
Accounting Assistance	270.00	2,000.00	14%
Accounting Audit	0.00	0.00	0%
Accounting Review	0.00	2,000.00	0%
Total Accounting	270.00	4,000.00	7%
Bank Service Charges	55.03	400.00	14%
Credit Card Service Charges	629.15	2,500.00	25%
Depreciation	20,000.00	60,000.00	33%
Dues & Subscriptions	643.00	800.00	80%
Employee Expense			
Education of Employees	87.00	1500	6%
Health Insurances	0.00	0	0%
L&I Insurance	1,186.47	1100	108%
Payroll Tax Expense	2,320.02	6600	35%
Salaries & Wages	22,450.07	56580	40%
Vacation & Sick Leave	34.00	3800	1%
Total Employee Expense	26,077.56	69580	37%
Engineering Services	0.00	17000	0%
Equipment Rent	223.62	1000	22%
Insurance	1,562.97	9500	16%
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 %
Letter Expense	424.15	2000	21%
Office Expense	1,982.71	3300	60%
Postage	3,634.53	6500	56%
Professional Services	20,723.47	47500	44%
Repairs & Maintenance			
Equipment	605.89	5000	12%
General	1,716.85	23000	7%
Auto Maintenance	383.14	0	0%
Total Repairs & Maintenance	2,705.88	28,000.00	0%
Security Service Contracts	1,911.00	6400	30%
Service Contracts	0.00	1500	0%
Supplies	811.59	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	908.31	2000	45%
Utilities	5,178.47	20000	26%
Vehicle Expense	1,324.82	6000	22%
Water Testing	0.00	200	0%
Well # 6 Annual Payment	0.00	18000	0%
Total Expense	94,363.42	335,380.00	28%
Net Ordinary Income	40,338.58	73,090.00	55%
Other Income/Expense			
Other Income			
Interest Income	-937.78	4000	-23%
Miscellaneous Income	0.00	500	0%
Service Charges	2,130.73	5400	39%
Total Other Income	1,192.95	9900	12%
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	1,157.22	5900	20%
Net Income	41,495.80	78,990.00	53%



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February 6, 2013

Lake Limerick Water System February 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. The new pressure sensor has allowed us to operate this well site in automatic. If for some reason the other well pumps are unable to keep system pressures up, Well #2 will activate and provide an additional 200gpm. This scenario is unlikely but having this option is nice insurance.

Wells #3A and B is back in normal operation. Don and Jester installed the new CPU module after the SCADA training and the programming went well.

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 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.

Don and Jester also corrected the pump controller signal issue after the SCADA training. A wire was installed in the wrong output port giving an erroneous indication to the SCADA system. They were able to move that wire to the correct port and the error signal is no longer received.

Well #6 is operating properly.

Water Sampling:

The monthly routine bacteria samples were satisfactory.

Water Usage:

The water usage data indicates a loss of -11.9%. Vince worked on the meter software and has corrected the flaws which led to the large indicated losses in the previous two consumption reports. If we take the surplus this month and add it to the deficit we had last month; the total losses would be approximately 5% each month, which is what we would expect.

I am still not convinced that we are getting an accurate monthly total. I have asked Jester to stop in the next time he has an open date (and is in the area) to look over the programs. Steve has said that his handheld data retriever used to do more things than it can do now and I am sure that the billing software is capable of more analysis than we are using it for. We have the tools; I just want to make sure we are using them to the fullest capabilities.

Meters:

The service meter installation project is complete. We have 15 extra meters for replacements.

Customer Concerns:

Steve had 3 utility locates, repaired a backflow assembly that was run over, and installed a hosebib and meter for an empty lot. Steve also had a "water shut-off" and hung a notice for non-payment.

Cross Connection Control:

We have 100% compliance with the Hazard Survey! Steve has shut the water off for the vacant homes and empty lots that have not responded but I don't think any of those will have hazards.

These are the totals that we have;

37 - That we know will need an assembly installed.

22 - Test or Installations - These are the people who are unsure if they have a backflow assembly installed because they had a company install there sprinklers or it was there when they purchased the property.

32 - Test - They already have an assembly that has not been tested yet.

Steve and I will visit these properties and mark on a map where the assembly is located and write down all the relevant information about it. This will save time when it comes time to test them and give us an exact number for the assemblies to be installed. We can get cost estimates for installation after that and decide if it is something to do "in-house".

There are 2 customers who have an in ground sprinkler system that they have not used and do not plan to ever use. I suggest that we allow Steve to cut and cap these sprinkler systems. It will be less expensive than installing an assembly and testing it each year.

I wrote an email to Terri Notestine at DOH explaining what we have done so far with CCC, what we plan to do, and attached the Policy and Plan. As expected, she has not responded to my email.

Water System Plan:

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

SCADA:

I would like to give a very big **THANK YOU** to Don for his SCADA training. Steve and I have a better understanding of how to operate the system now. We still need to clear some of the locked-in alarms and calibrate some of the sensors to match the actual pressure and reservoir levels. The following table represents our findings on the system.

Well	Pressures		Tank Levels		Flow gpm
	Computer	Actual	Computer	Actual	
#1	66	66	16.3	16	49
#2	88	88			200
#3a	56	64	21	19	144
#3b					194
#4	69	69	24.6	24.3	74
#5	71	76			35
#6	69	71	27.4	28.1	248

Thoughts:

Jester is providing training on the phone system on Friday February 8th at 2:00 for anyone interested.

I submitted a letter to the State for the Drinking Water Week Award Nomination. I received a confirmation email from Ally Chess saying we will know award results in mid-March.

I also forwarded the "Best Tasting Water" competition email to Sheila and Phyl. If Lake Limerick would like to enter we must register no later than 5pm on Wednesday March 13, 2013. Please let me know if you want me to follow-up with this.

The Northwest Water annual cost increase has taken affect. It is based on the Consumer Price Index of 1.7%.

Category	Original Cost	Increase Rate	Increase Total	Final Cost
Phone System	\$96.64	%1.7	\$1.64	\$98.28
Monthly Rate	\$1,000.00	%1.7	\$17.00	\$1,017
Hourly Rate	\$50.00	%1.7	\$0.85	\$50.85
Hourly Rate OT	\$100.00	%1.7	\$1.70	\$101.70

Steve has signed up for the Fire Hydrant Training class.

And finally, I would like to make a "last call" for the performance evaluation forms I gave out last month. Please take a few minutes and let me know how NWS is doing. Thank you.

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

William Bernier

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 WDMII 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 COMPLETE REMOVE FROM ACTION ITEM LIST
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 / <i>Draft E.O.M.</i>
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.