

**LAKE LIMERICK COUNTRY CLUB
WATER COMMITTEE MEETING
March 9, 2013
Minutes**

The meeting was called to order @ 9:07 a.m. by Phyllis Antonsen, Chair.

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

Employees: Sheila Hedlund

Guests: None

Approval of Minutes

A motion was made by Scott Carey, seconded by Don Bird and passed with no nays as follows:
To approve the Minutes of February 9, 2013 as written

Additions to Agenda: Closed Session

Comments from Guests: None

Financial Report

1) Review of February Financials

A motion was made by Scott Carey, seconded by Steve Saylor and passed with no nays as follows:
To approve the rollover of the excess funds from the Meter Replacement Account to the new Main Line Replacement Account

2) Service disconnect status

Since our last meeting 22 past due accounts paid in full, and 11 accounts made partial payments

A motion was made by Don Bird, seconded by Steve Saylor and passed with no nays as follows:
To approve the Financial Report for February 2013 as presented

Action Items

1) Roof leaks - Bill's recommendation ~ See Manager's Report

Steve will be asked to get 3 bids for roof replacements.

Sheila will look into the date of the metal roof replacement done on #3 to determine if there is a warranty.

Water Distribution Manager's Report ~ Attached

Action Item List –

#9 Water System Plan – Jester is asking for some additional information regarding the history of the system. Scott will look into the history files after the meeting.

Correspondence - forgiveness letter

A motion was made by Don Bird, seconded by Scott Carey and passed with no nays as follows:
To approve the forgiveness request from Martha Simmons for a repaired water leak, in the amount of \$360.00 plus \$3.87 in late fees for a total of \$363.87

Old Business -

1) Well #5 Communication problem solved, it was decided by Committee that a spare CPU unit as well as a base be ordered for spare parts.

2) Letter written for sprinkler system capping home owner consent., letter was approved.

Don will attend the water tasting event. Bill will deliver samples. - see manager's report for details.

New Business: None

Announcements Next meeting date - Saturday, April 13 @ 9:00 am
Don Bird will not be at the April Meeting.

Motion to convene to closed session

A motion was made by Don Bird, seconded by Ken Ayres and passed with no nays as follows:
To convene to closed session regarding personnel

Closed Session *as necessary to deal with personnel matters, legal council or communication with legal council, or likely or pending litigation of an owner to the association.*

Motion to reconvene to open session

A motion was made by Scott Carey, seconded by Steve Saylor and passed with no nays as follows:
To reconvene to open session

Motion to accept all closed session motions – No Motions were made in closed session

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 9:46 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 Scott Carey, seconded by Don Bird and passed with no nays as follows:
To approve the Minutes of February 9, 2013 as written

A motion was made by Scott Carey, seconded by Steve Saylor and passed with no nays as follows:
To approve the rollover of the excess funds from the Meter Replacement Account to the new Main Line Replacement Account

A motion was made by Don Bird, seconded by Scott Carey and passed with no nays as follows:
To approve the forgiveness request from Martha Simmons for a repaired water leak, in the amount of \$360.00 plus \$3.87 in late fees for a total of \$363.87



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Lake Limerick Water System March 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.

Well #2 is still in stand-by and its use will only be required in extreme cases.

Wells #3A and B is operating normally.

Well #4 is operating normally. This well had an undervoltage fault that reset without issue.

Well #5 had a communication error early in the month. We ordered a new CPU unit and Don installed it.

Well #5 is back in normal operation. This well had an undervoltage fault that reset without issue (the same night as #4).

Well #6 is operating properly. We had the propane tank topped off.

Water Sampling:

The monthly routine bacteria samples were satisfactory.

Water Usage:

The water usage data indicates a loss of 22.2% in February. The loss for the year is now 3.8% which is right where I would expect it; but I am still leary. Jester looked at the billing software for a few minutes after the phone training last month, but it was assumed that Vince had corrected the problems. I am not convinced this is the case and I have asked Jester to stop in and take a more thorough look in the coming weeks.

Roofs:

We went through and looked at all the pumphouse roofs.

- #1 is 3-tab and has a small leak
- #2 is a bigger roof and has several leaks
- #3 booster house is 3-tab and not leaking. Wellhouse is the new metal roof and is leaking. The generator roof is cedar shake and fine. Well doghouse is fine (we may rebuild the whole house this summer).
- #4 has roll roofing and lots of tar. It leaks.
- #5 has roll roofing and does not leak. Wellhouse doghouse is fine.
- #6 is brand new still.

None of these leaks are bad and I recommend that we just try to repair the leaks in house this summer and try to budget new roofs for next year if the repairs do not hold or we find much damage. It may be nice to have them all done in coordinated materials and colors.

Customer Concerns:

Steve had 8 utility locates and repaired a pressure reducing valve that was leaking.

Water System Plan:

If you do not already have a draft Water System Plan in your email, you will early next week. Please look this over and ask any questions you have.

Cross Connection Control:

Steve and I went to 64 of the 92 homes identified as having a hazard in the surveys. Of these we will need to install assemblies at 24 lots. We cannot make any assumptions about the remaining 28 homes because people that thought they had assemblies did not and some that said they did not have them actually did. We have also added a couple of properties to the list because we found sprinkler systems that were not identified (one of which already had a backflow assembly).

I wrote a disconnection letter for Steve to give the 2 customers who have in ground sprinkler systems that want them disconnected. He will contact them to make sure this is what they want to do and have them sign before he does any work. This letter will remain on file in the office.

I called Backflow Pros about installation and testing and they gave me a rough quote of; "300 Backflow Assembly Tests discounted down to \$25 each, 50 Double Check Assembly installs with all parts needed and labor discounted down to \$475 each". This seems very reasonable to me. I asked Steve to get a price from H.D. Fowler for backflow assemblies and installation parts to compare.

SCADA:

Don spent some time tweaking the SCADA system. He has fixed the runtimes on Well #6 and calibrated the sensors reading at Well #3 and #5. It is nice to be to the point where we are fixing small issues.

STEVE:

Steve is now qualified as a CCS!!! He will be eligible to take his WDM2 exam this summer (3 years of experience). Does Lake Limerick have automatic pay increases for qualifications?

Thoughts:

I made laminated cards for the Emergency Call System with all the relevant numbers. Steve, Sheila, and I have cards. I did not want to have too many out there to maintain the integrity of the system.

Peggy made labels for the bottles we will be using for the water tasting competition. I will turn the samples in by noon on the 15th and Don will be attending the ceremony.

Steve cut the low hanging branches back at Well #3. When the weather turns a little drier, we are going to bury the communication wire between the reservoir level sensor and the SCADA control box. Currently that wire is hanging in the bushes.

The DOE was back to test the static water levels in the wells. This is part of the Johns Creek groundwater modeling project which is a long-term study. Reports will eventually be made publicly available by the Department of Ecology but not for a couple of years. I have requested a copy for Lake Limerick's records. They lost a level sensing probe at the bottom of Well #5. This is a small stainless steel probe and should not cause any long term problems; but I wrote an email to the surveyor just to have a record of the event.

Steve is taking the Fire Hydrant Training class on the 8th. I am looking forward to talking with him afterward. We are losing a lot of the brass fire hydrant caps throughout the system. I found some plastic caps online for \$13 each and Steve is checking with H.D. Fowler to see if they have a similar product. We would like permission to purchase 20 caps to protect the hydrants on the system. We can do this for under \$300.

The radio license we have has Ken Douglas as the contact person. I called the Business Radio Licensing Company to make sure that this will not be an issue with the FCC. They said that it is nothing to worry about and we can change it in 2015 (when it needs renewed) without issue. If we wanted to deal with it now; they can change it for an administrative fee of \$110. I will take no further action unless asked.

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

William Bernier

Lake Limerick Water System		
Statement of Income and Expenses - Fiscal Year Oct 2012 through Sept 2013		
Status as of 2/28/13		
O.C.C.U. Savings Account	\$ 5,047.69	
O.C.C.U. Checking Account	\$ 175,799.90	
FD Jones Designated Savings	\$ 149,896.76	
OCCU Meter Replacement Account	\$ 15,272.26	<this acct owes checking \$16,385.00 then s/b closed and moved to the Main Line Replacement account
Accounts Receivable	\$ 59,194.12	
	\$ 405,210.73	

Capital Improvements	Budget	Actual Cost	Budget Balance
Meter Replacements, budget \$ from FY 10/11 & 11/12	\$ 99,918.00	\$ 237,821.13	\$ (137,903.13)
Back Flow Assemblies	\$ 62,500.00		
Well #4, Redesign of pumping system	\$ 5,000.00		
Reserve Acct for Main Line Replacement Engineering	\$ 11,490.00		
F.Y. 2012 - 2013 Totals:	\$ 78,990.00	\$ 237,821.13	\$ (137,903.13)

Non Budgeted Capital Improvements			
St of WA Dept of Public Works Loan Well #6	Loan Amt	Int Pymts	Principle Paid
Loan Amount	\$ 343,941.00		
October 2005 Loan Payment #1 (Int Only)	\$ 343,941.00	\$ 4,467.75	
October 2006 Loan Payment #2	\$ 325,838.85	\$ 5,159.13	\$ 18,102.15
October 2007 Loan Payment #3	\$ 307,736.70	\$ 4,887.58	\$ 18,102.15
October 2008 Loan Payment #4	\$ 289,634.55	\$ 4,616.05	\$ 18,102.15
October 2009 Loan Payment #5	\$ 271,532.39	\$ 4,344.52	\$ 18,102.16
October 2010 Loan Payment #6	\$ 253,430.23	\$ 4,072.99	\$ 18,102.16
October 2011 Loan Payment #7	\$ 235,328.07	\$ 3,801.45	\$ 18,102.16
October 2012 Loan Payment #8	\$ 217,225.91	\$ 3,529.92	\$ 18,102.16
October 2013 Loan Payment #9	\$ 199,123.75		

Total Cost of Cross Connection Control Devices:	(project completed June 2009)		\$ 252,626.01
	#of Payments @	Total Collected	Balance to pay off
	\$3/pymt		project
amt collected F.Y.06-07,07-08,08-09,09-10,10-11&11-12		\$ 2,229,560.32	\$ 23,065.69
Oct-12	1431	\$ 4,293.00	\$ 18,772.69
Nov-12	1312	\$ 3,936.00	\$ 14,836.69
Dec-12	1300	\$ 3,900.00	\$ 10,936.69
Jan-13	1193	\$ 3,579.00	\$ 7,357.69
Feb-13	1630	\$ 4,890.00	\$ 2,467.69
Mar-13	0	\$ -	\$ 2,467.69
Apr-13	0	\$ -	\$ 2,467.69
May-13	0	\$ -	\$ 2,467.69
Jun-13	0	\$ -	\$ 2,467.69
Jul-13	0	\$ -	\$ 2,467.69
Aug-13	0	\$ -	\$ 2,467.69
Sep-13	0	\$ -	\$ 2,467.69

Payments Collected for Meter Replacements			
Date	#of Payments @	Total / Month	Total Collected
	\$5/pymt		
amount collected F.Y. 09-10, 10-11 & 11-12		\$ 204,065.00	\$ 204,065.00
Oct-12	1337	\$ 6,685.00	\$ 210,750.00
Nov-12	1210	\$ 6,050.00	\$ 216,800.00
Dec-12	1184	\$ 5,920.00	\$ 222,720.00
Jan-13	1028	\$ 5,140.00	\$ 227,860.00
Feb-13	1337	\$ 6,685.00	\$ 234,545.00
Mar-13	0	\$ -	\$ 234,545.00
Apr-13	0	\$ -	\$ 234,545.00
May-13	0	\$ -	\$ 234,545.00
Jun-13	0	\$ -	\$ 234,545.00
Jul-13	0	\$ -	\$ 234,545.00
Aug-13	0	\$ -	\$ 234,545.00
Sep-13	0	\$ -	\$ 234,545.00

LAKE LIMERICK WATER SYSTEM
FINANCIAL STATEMENTS
FISCAL YEAR 2012 - 2013

	TOTAL	Annual Budget	YTD %
Ordinary Income/Expense			goal 42%
Income			
Gross Revenue - Administration			
NSF Check Fees	32.00	0.00	0%
Total Gross Revenue - Administration	32.00	0.00	0%
Gross Revenue Water			
Water Disconnect Fee	0.00	150	0%
Water Excess Use Charge	2,743.00	10000	27%
Water Meter Hookup	0.00	2000	0%
Water Meter Lock/Lockout	60.00	120	50%
Water Meter Locked	3,575.00	10000	36%
Water Metered	151,875.00	364000	42%
Water Non Metered	9,580.00	22200	43%
Total Gross Revenue Water	167,833.00	408470	41%
Total Income	167,801.00	408,470.00	41%
Gross Profit	167,801.00	408,470.00	41%
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	85.03	400.00	21%
Credit Card Service Charges	751.49	2,500.00	30%
Depreciation	25,000.00	60,000.00	42%
Dues & Subscriptions	643.00	800.00	80%
Employee Expense			
Education of Employees	261.00	1500	17%
Health Insurances	0.00	0	0%
L&I Insurance	567.96	1100	52%
Payroll Tax Expense	2,836.40	6600	43%
Salaries & Wages	26,990.26	56580	48%
Retro Tax Expense	-651.95		
Vacation & Sick Leave	34.00	3800	1%
Total Employee Expense	30,037.67	69580	43%
Engineering Services	0.00	17000	0%
Equipment Rent	223.62	1000	22%
Insurance	3,142.37	9500	33%
Legal Fees	0.00	1000	0%
License & Permits	1,436.64	1500	96%

LAKE LIMERICK WATER SYSTEM
FINANCIAL STATEMENTS
FISCAL YEAR 2012 - 2013

	TOTAL	Annual Budget	YTD %
Equipment Purchase	50.49	0	0%
Newsletter Expense	424.15	2000	21%
Office Expense	2,098.23	3300	64%
Postage	4,081.27	6500	63%
Professional Services	25,812.94	47500	54%
Repairs & Maintenance			
Equipment	750.56	5000	15%
General	2,002.85	23000	9%
Auto Maintenance	383.14	0	0%
Total Repairs & Maintenance	3,136.55	28,000.00	0%
Security Service Contracts	2,184.00	6400	34%
Service Contracts	0.00	1500	0%
Supplies	1,474.89	5000	29%
Taxes			
Property Taxes	0.00	2500	0%
WA St Excise Tax	7,341.68	19200	38%
Total Taxes	7,341.68	21700	34%
Telephone	1,122.73	2000	56%
Utilities	7,083.25	20000	35%
Vehicle Expense	1,569.30	6000	26%
Testing	0.00	200	0%
Well # 6 Annual Payment	0.00	18000	0%
Total Expense	117,969.30	335,380.00	35%
Net Ordinary Income	49,831.70	73,090.00	68%
Other Income/Expense			
Other Income			
Interest Income	-514.94	4000	-13%
Miscellaneous Income	0.00	500	0%
Service Charges	2,637.06	5400	49%
Total Other Income	2,122.12	9900	21%
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	2,086.39	5900	35%
Net Income	51,918.09	78,990.00	66%