

WATER COMMITTEE
JUNE 8, 2013
Minutes

The Meeting was called to order by Chair Phyllis Antonsen @ 9:04 a.m.

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

Employees: Sheila Hedlund and Bill Bernier

Guests: Kristopher Nelsen sat in prior to Architectural Meeting

Approval of Minutes

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

To approve the minutes of May 11, 2013 as written

Additions to Agenda:

Correspondence: Kathlyn Linke regarding excess water billing

WSP update, SEPA permits

Comments from Guests None

Financial Report

1) Review

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

To approve the Financial Report for May 2013 as presented

2) Service disconnect status

27 accounts paid in full, 5 accounts made partial payments

3) Professional vs. engineering allocation of expenses has been corrected.

Action Items

1) Annual well site inspection, today after meeting, Bill will give the tour
This item needs to be added to the Action Item list as an annual event

2) Items to be removed

#4 Install Back Flow Assemblies

#6 Water Meter Replacements

#8 Cross Connection Control Program

Water Distribution Manager's Report

1) Well #6 Status – See Manager's Report

- Bill also supplied the Committee with a timeline report which included proposals for work completed and work still needing to be accomplished.
- Bill will consult with Nicholson Drilling to determine the steps we are taking are the correct ones.
- The DOE Permits applications have been submitted
- The pump is repaired and is ready for installation

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

To approve getting Well#6 back on line with a cost not to exceed \$15,000.00

2) Electrical usage

The number on last month's report was an error, it was either due to a misread or the meter rolled over.

Correspondence -

Kathlyn Linke submitted a forgiveness request due to vandalism.

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

To grant the one time forgiveness and credit the account \$190.00

Old Business -

1) Proposal from NWS to fill in for Steve on alternate weekends and vacations was approved by the Board

() Proposal to sell BFA testing device and old meters was approved by the Board

3) Well roof - estimates and repairs

Three Bids were submitted for approval ranging in price from \$9,500.00 to \$12,000.00.

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

To Approve the Bid from Ascend Roofing in the amount of \$10,974.00 following clarification of "*ALTERNATE BID: Polyflex - G Modified Bitumen (Touichdown) for on structure on well #3*"

4) Phyllis reported that DOH send a letter regarding the receipt of Water System Plan. Sheila reported that the SEPA check was written for signature today to be submitted to Mason County next week.

New Business -

1) Sanitary survey will be conducted June 28, 2013 @ 1:00 pm.

Announcements Next meeting date - Saturday, July 13, 2013 @ 9:00 am

Closed Session - None

Motion to adjourn.

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

To adjourn the meeting @ 10:20 a.m.

These minutes have not been approved by the Water Committee
Respectfully Submitted by: Sheila Hedlund

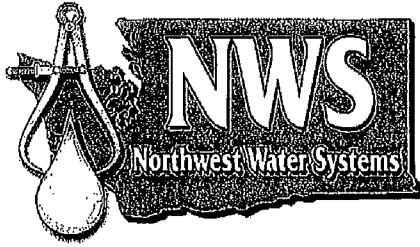
MOTIONS TO THE BOARD

A motion was made by Scott Carey, seconded by Brian Smith and passed with no nays as follows:
To approve the minutes of May 11, 2013 as written

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To approve getting Well#6 back on line with a cost not to exceed \$15,000.00

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June 3, 2013

Lake Limerick Water System June 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.

Wells #3A and B is operating normally.

Well #4 is operating normally.

Well #5 is operating properly.

Well #6 is still down. When we replaced the pump at Well #6 it ran well and filled the reservoir. We chlorinated the well and reservoir and let it set for a couple of days. We drained the reservoir and filled it again and the pump did not give us any problem. We drained the tank again to make sure the chlorinated water was rinsed before putting the system back on-line. When we tried to fill the tank a third time... we received a fault signal and the pump would not run.

We called Arcadia to see if they knew what was wrong. They guessed that the wire for the pump was pinched during the installation. They called out a crane and pulled the pump back up. When they did; they found the pump screen collapsed and a rock wedged against the pump shaft.

This surprised everyone and they sent a camera down to investigate the well casing. At the bottom they found that the well screen had holes in it. We suspect that the new pump was operating more efficiently than the old one and the increased suction on the aquifer caused the aging screen to breakdown.

The pump was sent to a specialist and repaired.

We are going to excavate the area around the wellhead “in-house” with Larry’s help. We need to remove everything down to the pitless adaptor so Arcadia can have access to do their work.

The casing itself looked in good condition except for some scaling. Arcadia will set up a drill rig and cut off the pitless assembly. They will brush, bail, and chemically treat the well; then do a thorough cleaning. They will install a smaller diameter screen inside the current screen with the issue before re-installing the pump.

Arcadia has said the new screen should have no issues standing up to the performance of this well and should be very good protection for any further deterioration to the existing screen.

Arcadia will prepare a dvd with before and after the cleaning shots for Lake Limerick's file.

We are going to make a few more changes to the original configuration before we put this well back on-line. First, we are going to remove a stick of drop pipe to keep the well pump above the well screens. This will reduce the direct pressure on the screening. Second, we are going to adjust the pump controller to limit the capacity of the submersible pump to 150 gpm. This will slightly lower the efficiency of the pump, but provide further protection to the well screens.

Water Sampling:

The monthly routine bacteria samples were satisfactory.

Water Usage:

Water usage calculations indicate a loss of 5.5%. I am still not happy with this loss percentage, but we have repaired two leaks in the last two months and hopefully our losses will go down. If there are more leaks, we should be able to find them with the dryer weather coming.

Customer Concerns:

Steve had 4 utility locates, had one water shut-off, and 2 after hour phone calls.

We repaired a leak on Old Lyme Rd. between the water main and the service meter. This leak was in the road and we asked Zephyr Excavation for assistance.

Steve installed a backflow assembly on one lot and investigated 3 low pressure complaints. One complaint was a customer who says his water pressure dropped when the original backflow assemblies were installed (years ago). Steve investigated and found his pressure to be 43 psi.

A second customer had lost pressure in his irrigation system but had 70 psi at his house. We tried to investigate, but the system was very expansive and appeared to have leaks. We requested that he draw a map of his irrigation system and trace the water from the source until he found where the water pressure dropped.

A third customer had a pressure reducing valve that needed to be adjusted after a new backflow assembly was installed.

Cross Connection Control:

We still need to replace one assembly that Backflow Pros could not repair. We decided it would be best to install this assembly at the road and this will be completed when Steve returns from vacation.

Thoughts:

Steve has still not gotten a response from the other two roofers. I called again and they said they will get me estimates before the Saturday meeting.

Steve is going to call Backflow Pros to see if they are still interested in purchasing the Backflow Assembly Test Kit that Lake Limerick owns for \$600.

I have placed an ad in the Evergreen Rural Water Classifieds for the old water meters. They are listed for \$10 apiece and hopefully we will get a good response. Larry suggested using Craigslist also, and I will do that soon.

We are going to start installing sample stations throughout the system to facilitate the Coliform Monitoring Plan. We are also planning on burying the control wire a Well #3 as soon as Well #6 is back on line.

We have established an on-call schedule between Steve and I. We are coordinating alternating schedules and insuring the system is always covered.

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 75%
Income			
Gross Revenue - Administration			
NSF Check Fees	-2.00	0.00	0%
Total Gross Revenue - Administration	-2.00	0.00	0%
Gross Revenue Water			
Water Disconnect Fee	0.00	150	0%
Water Excess Use Charge	4,430.00	10000	44%
Water Meter Hookup	0.00	2000	0%
Water Meter Lock/Lockout	240.00	120	200%
Water Meter Locked	5,789.00	10000	58%
Water Metered	244,200.00	364000	67%
Water Non Metered	15,328.00	22200	69%
Total Gross Revenue Water	269,987.00	408470	66%
Total Income	269,985.00	408,470.00	66%
Gross Profit	269,985.00	408,470.00	66%
Expense			
Accounting			
Accounting Assistance	270.00	2,000.00	14%
Accounting Audit	0.00	0.00	0%
Accounting Review	436.80	2,000.00	22%
Total Accounting	706.80	4,000.00	18%
Bank Service Charges	115.03	400.00	29%
Credit Card Service Charges	1,381.50	2,500.00	55%
Depreciation	40,000.00	60,000.00	67%
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	780.41	1100	71%
Payroll Tax Expense	4,535.73	6600	69%
Salaries & Wages	42,560.75	56580	75%
Retro Tax Expense	-1,418.31		
Vacation & Sick Leave	820.36	3800	22%
Total Employee Expense	47,539.94	69580	68%
Engineering Services	15,000.00	17000	88%
Equipment Rent	391.35	1000	39%
Insurance	4,721.77	9500	50%
Legal Fees	0.00	1000	0%
License & Permits	1,613.64	1500	108%
Equipment Purchase	50.49	0	0%
Newsletter Expense	768.18	2000	38%
Office Expense	2,974.28	3300	90%

LAKE LIMERICK WATER SYSTEM
FINANCIAL STATEMENTS
FISCAL YEAR 2012 - 2013

	TOTAL	Annual Budget	YTD %
Age	6,142.23	6500	94%
Professional Services	38,987.92	47500	82%
Repairs & Maintenance			
Equipment	750.56	5000	15%
General	21,986.85	23000	96%
Auto Maintenance	459.12	0	0%
Total Repairs & Maintenance	23,196.53	28,000.00	0%
Security Service Contracts	4,095.00	6400	64%
Service Contracts	0.00	1500	0%
Supplies	1,858.10	5000	37%
Taxes			
Property Taxes	937.67	2500	38%
WA St Excise Tax	10,767.33	19200	56%
Total Taxes	11,705.00	21700	54%
Telephone	1,835.52	2000	92%
Utilities	11,257.77	20000	56%
Vehicle Expense	3,263.36	6000	54%
Water Testing	0.00	200	0%
Well # 6 Annual Payment	0.00	18000	0%
Total Expense	218,247.41	335,380.00	65%
Net Ordinary Income	51,737.59	73,090.00	71%
Other Income/Expense			
Other Income			
Interest Income	558.16	4000	14%
Miscellaneous Income	0.00	500	0%
Service Charges	4,484.45	5400	83%
Total Other Income	5,042.61	9900	51%
Other Expense			
Interest Expense Well #6	0.00	3800	0%
Misc. Expense	73.90	200	37%
Total Other Expenses	73.90	4000	2%
Net Other Income	4,968.71	5900	84%
Net Income	56,706.30	78,990.00	72%
*** Note for June Meeting, Budget for WSP was under "Engineering Services" but got applied to "Professional Services" This has been corrected.			

Lake Limerick Water System			
Statement of Income and Expenses - Fiscal Year Oct 2012 through Sept 2013			
Status as of 5/31/13			
O.C.C.U. Savings Account	\$	9,007.65	
O.C.C.U. Checking Account	\$	113,311.44	
Key Bank Checking	\$	18,925.83	
ED Lines Designated Savings	\$	150,864.90	
OCCU Meter Replacement Account	\$	4,435.82	<this account will be closed in May 2013
Key Bank Main Line Replacement Account	\$	29,969.07	
Accounts Receivable	\$	63,770.02	
	\$	390,284.73	

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	\$ 24,057.56	\$ 38,442.44
Well #4, Redesign of pumping system	\$ 5,000.00		
Reserve Acct for Main Line Replacement Engineering	\$ 11,490.00	\$ 8,617.50	\$ 2,872.50
F.Y. 2012 - 2013 Totals:	\$ 78,990.00	\$ 237,821.13	\$ (137,903.13)

Non Budgeted Capital Improvements Well #6 Repairs		\$ 17,379.70	
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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
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Date	#of \$3 pymts	Total Collected	Balance to pay off
amount 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	1251	\$ 2,467.69	\$ -

The WC has determined that the \$3 charge will remain on the monthly billing and will be used for the installation of the 44 new BFA units as required by the results of the Hazard Survey. Once the units are installed the future collection of the \$3 will be used for testing and ongoing maintenance of the assemblies

Mar-13, Balance Forward:		\$ 1,285.31	\$ 1,285.31
Apr-13	1385	\$ 4,155.00	\$ 5,440.31
May-13	1130	\$ 3,390.00	\$ 8,830.31
5/14/13 BackFlo Pros-Installs \$23132.56 Testing \$925.00		\$ (24,057.56)	\$ (15,227.25)
Jun-13			\$ (15,227.25)
Jul-13			\$ (15,227.25)
Aug-13			\$ (15,227.25)
Sep-13			\$ (15,227.25)

Payments Collected for Meter Replacements	#of Payments @ \$5/pymt	Total / Month	Total Collected
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	1115	\$ 5,575.00	\$ 240,120.00
CO... TO COMPLETE METER INSTALLATION:			\$ 237,821.13
REFERENCE TO MAIN LINE REPLACEMENT ACCOUNT:	Dep4/13/13		\$ 2,298.87
Apr-13	1227	\$ 6,135.00	\$ 8,433.87
May-13	996	\$ 4,980.00	\$ 13,413.87
Jun-13			
Jul-13			
Aug-13			

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.	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.
5.	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.
6.	WSP updates required every 5 – 6 years.	Next update required April 2013.	plan has been sent to DOH May 2013 for approval
7.	Well #1, Clonakilty Loop	Included in Eng. Design for Div 5 main upgrades.	Incorporated into main upgrade plan.
8.	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.
9.	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.
10	Annual Consumer Education Meeting	November of Each Year	Next Meeting November 2103
11	Well #3 Roof Repair Warranty	Prior to End of Summer	Contractor has been notified
12	Secondary BFA testing	Every Three Years, last done 2012	Pending approval by DOH of WSP
13	Annual Well Site Inspection	Every Year In May for new Committee Members	May 2013 Inspection Complete