

**LAKE LIMERICK COUNTRY CLUB
WATER COMMITTEE
Minutes
August 10, 2013**

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

Roll Call; Chair Phyllis Antonsen, Treasurer Scott Carey, Committee Members Brian Smith, and Ken Ayers. Secretary Don Bird and Steve Saylor are excused.

Employees: Sheila Hedlund

Guest ~ 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 July 13, 2013 as written

Additions to Agenda:

Christopher Ray, over charge on account

DOH Letter regarding WSP corrections and updates needed to complete the project.

Comments from Guests ~ None

Financial Report

1) Review

Questions regarding License & Permits expense and telephone expense, after checking expense detail, all figures were accurate. Question also raised about negative Interest Income, Sheila will check with CPA to see if there is a better place to record losses on capital investments.

It is also noted that our employees are encouraged to use the entire amount budgeted for education each year.

2) Service disconnect status; 25 accounts paid in full and 4 past due accounts made partial payments.

A motion was made by Ken Ayers, Seconded by Brian Smith as passed with no nays as follows:

To approve the Financial Report for July 2013

Action Items

1) Update

Remove Item #11, Well #3 Roof repair, this project has been completed.

Add "Replace Well#3 pump house as per DOH request in WSP comment letter"

Add "Respond to DOH about WSP, with Jester of NWS having the responsibility"

Water Distribution Manager's Report ~ See attached.

1) Add well depth sensor to new budget - \$2500, Committee determined that this project should be done prior to the end of the year so that Well #6 repairs are done in their entirety.

2) Old meter posting continuation, it is agreed we should leave the meters on Craig's List

Correspondence ~ None

Old Business

1) Budget

The budget was reviewed with updates to several items. NWS presented the Committee with projects for the upcoming year(s) that were taken into consideration while creating this year's budget. Determination was made as to which items on NWS's list were capital items, these will be presented as such. The budget with changes made at the meeting will be attached to the minutes for review and final comment from the committee at their September meeting.

2) DOH Letter regarding WSP corrections and updates needed to complete the project. The DOH response to the WSP was discussed with concern about the Chapter 8 improvements suggested. Some of which may have been addressed with the ongoing roof repairs. Bill will be consulted. Additional ways of meeting concerns about the WUE (Water Use Efficiency) in Chapter 4, such as combining the public meeting with one of the annual meetings.

New Business

Christopher Ray called into the office inquiring about his billing rate on Division 3, Lot 231 as he was sure he had requested a "locked" meter some time ago. After researching this matter it was determined that Mr. Ray had requested the meter be locked in July 1999. The account however was not adjusted to reflect the new rate. It has also been determined that Mr. Ray has over paid in the amount of \$1848.00.

A motion was made by Brian Smith, Seconded by Scott Carey as passed with no nays as follows:
To refund the overpayment of \$1,848.00 to Christopher Ray.

Announcements Next meeting date - Saturday, September 14@ 9:00 am

Motion to adjourn.

A motion was made by Brian Smith, Seconded by Scott Carey as passed with no nays as follows:
To Adjourn the meeting at 10:07 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 Ken Ayres and passed with no nays as follows:
To approve the minutes of July 13, 2013 as written

A motion was made by Brian Smith, Seconded by Scott Carey as passed with no nays as follows:
To refund the overpayment of \$1,848.00 to Christopher Ray

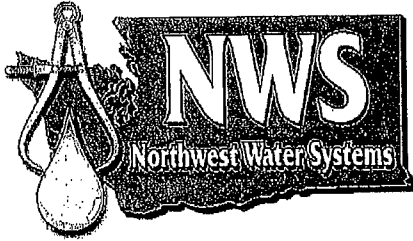
Financial Report as of July 31, 2013

	TOTAL	Annual Budget	YTD %
Ordinary Income/Expense			goal 83%
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	11,383.83	10000	114%
Water Meter Hookup	0.00	2000	0%
Water Meter Lock/Lockout	300.00	120	250%
Water Meter Locked	7,324.00	10000	73%
Water Metered	304,938.00	364000	84%
Water Non Metered	19,052.00	22200	86%
Total Gross Revenue Water	342,997.83	408470	84%
Total Income	342,995.83	408,470.00	84%
Gross Profit	342,995.83	408,470.00	84%
Expense			
Accounting			
Accounting Assistance	270.00	2,000.00	14%
Accounting Audit	0.00	0.00	0%
Accounting Review	714.30	2,000.00	36%
Total Accounting	984.30	4,000.00	25%
Bank Service Charges	115.03	400.00	29%
Credit Card Service Charges	2,034.92	2,500.00	81%
Depreciation	50,000.00	60,000.00	83%
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	982.26	1100	89%
Payroll Tax Expense	5,712.07	6600	87%
Salaries & Wages	53,451.64	56580	94%
Retro Tax Expense	-651.95		
Vacation & Sick Leave	54.00	3800	1%
Total Employee Expense	59,809.02	69580	86%
Engineering Services	15,000.00	17000	88%
Equipment Rent	717.76	1000	72%
Insurance	7,090.87	9500	75%
Legal Fees	0.00	1000	0%
License & Permits	2,456.64	1500	164%
New Equipment Purchase	50.49	0	0%
Newsletter Expense	1,112.29	2000	56%

Office Expense	3,650.16	3300	111%
Postage	7,363.93	6500	113%
Professional Services	46,609.08	47500	98%
Repairs & Maintenance			
Equipment	993.36	5000	20%
General	53,415.05	23000	232%
Auto Maintenance	502.97	0	0%
Total Repairs & Maintenance	54,911.38	28,000.00	0%
Security Service Contracts	5,187.00	6400	81%
Service Contracts	1,400.94	1500	93%
Supplies	2,154.31	5000	43%
Taxes			
Property Taxes	894.71	2500	36%
WA St Excise Tax	16,150.71	19200	84%
Total Taxes	17,045.42	21700	79%
Telephone	2,299.99	2000	115%
Utilities	14,046.21	20000	70%
Vehicle Expense	4,714.04	6000	79%
Water Testing	0.00	200	0%
Well # 6 Annual Payment	0.00	18000	0%
Total Expense	299,396.78	335,380.00	89%
Net Ordinary Income	43,599.05	73,090.00	60%
Other Income/Expense			
Other Income			
Interest Income	-3,867.32	4000	-97%
Miscellaneous Income	0.00	500	0%
Service Charges	5,533.16	5400	102%
Total Other Income	1,665.84	9900	17%
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	1,591.94	5900	27%
Net Income	45,190.99	78,990.00	57%

**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 10/1/13
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 2013
11	Secondary BFA testing	Every Three Years, last done 2012	Pending approval by DOH of WSP
12	Annual Well Site Inspection	Every Year In May for new Committee Members	May 2013 Inspection Complete
13	Replace Well#3 pump house	FY 2013 - 2014	Per WSP Review Letter
14	Respond to DOH about WSP, with NWS having the responsibility	ASAP	Sheila and Jester will work together to complete required information



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August 6, 2013

Lake Limerick Water System August 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. We increased the length of time we ran this pump while #6 was down. We have now put it back to running from 10:00 A.M. to 6:00 P.M (prime lawn sprinkler time).

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

Wells #3A and B are operating normally.

Well #4 is operating normally.

Well #5 is operating properly.

Well #6 is back in operation. The erroneous signal that we are receiving from the well depth sensor caused some problems with the normal operation of the system. Jester came out and adjusted the controller to interpret that signal differently. The system is operating normally but I recommend that we replace the well depth sensor (~\$2,500) when convenient to restore the unit to its original operations.

I have not gotten any information from the State about the original approval of this well. Regina took some vacation and so did I. I am hoping we can get on the same page soon.

I also have not gotten the DVD from Arcadia from the well cleaning. I will stop in to get it the next time I am in that area.

Water Sampling:

The monthly routine bacteria samples were satisfactory. We have taken the required Nitrate samples from all the wells and the required Volatile Organic Compounds samples from wells #3b and #5. This satisfies all the necessary "special" water samples for the year as listed on the Water Quality Monitoring Report. Results from these samples will arrive in September. I do not suspect any contaminants to be found.

Water Usage:

Water usage calculations indicate a loss of 1.6%. Hooray!

Customer Concerns:

Steve had 9 utility locates, investigated a high water user and a low pressure condition. Both investigations determined that the problem was on the customer's side of the meter. Steve also went to someone's house that is complaining about train noises at night from his water lines. I am suspecting that his water heater is failing and he is getting steam bubbles in his line that are collapsing when they come in contact with the cold water.

Steve sends a "Thank You" for the on-call help.

Thoughts:

Larry has changed the roof at Well #2 to meet the roofer's needs. They will be out on Thursday to begin the project of replacing the pumphouse roofs. They will take pictures of any rotten boards that will need replaced prior to fixing them.

Steve has called Backflow Pros to see if they are still interested in purchasing the Backflow Assembly Test Kit. We are waiting to hear back.

We have not received any interest in our meters. I sure thought more people would want them. I suggest we keep them posted; the 2015 deadline is approaching and all Group A systems will need to be metered.

Well #6 is back on line and we are going to start installing sample stations throughout the system to facilitate the Coliform Monitoring Plan. We are also going to bury the control wire at Well #3.

Larry has taken measurements on the door for the booster house at Well #3. We will panel the inside while the door is out.

I have not heard anything from our Sanitary Survey or the Water System Plan. They are supposed to only have 90 days for review so we should hear something soon.

I have prepared a "wish list" with this report. I tried to think of everything that I have noticed but I am sure I left things out.

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

William Bernier

**PROPOSED
BUDGET FOR F.Y
2013 - 2014**

	Oct '08 - Sep 09	Oct '09 - Sep 10	Oct '10 - Sep 11	Oct '11 - Sep 12	Oct '12 - Sep 13	NEW BUDGET Oct 13 - Sep 14
Ordinary Income/Expense						
Income						
Gross Revenue Water NSF FEES						
Water Disconnect Fee	1,000.00	500.00	150.00	150.00	150.00	150.00
Water Excess Use Charge	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
Water Line Damage - Contractor	0.00	0.00	0.00	0.00		
Water Meter Hookup	3,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
Water Meter Lock/Lockout	100.00	200.00	0.00	120.00	120.00	120.00
Water Meter Locked	0	0.00	9,560.00	10,000.00	10,000.00	10,000.00
Water Metered	275,000.00	314,400.00	363,852.00	364,000.00	364,000.00	364,000.00
Water Non Metered	26,000.00	34,164.00	22,200.00	22,200.00	22,200.00	22,200.00
Water Spigot Hookup	0.00	0.00	0.00	0.00	0.00	0.00
Total Gross Revenue Water	315,100.00	361,264.00	407,762.00	408,470.00	408,470.00	408,470.00
Total Income	315,100.00	361,264.00	407,762.00	408,470.00	408,470.00	408,470.00
Gross Profit	315,100.00	361,264.00	407,762.00	408,470.00	408,470.00	408,470.00
Expense						
Accounting						
Accounting Assistance	0.00	1,875.00	0.00	2,000.00	2,000.00	2,000.00
Accounting Audit	0.00	2,500.00	2,000.00	2,000.00	0.00	0.00
Accounting Review	2,500.00	0.00	2,000.00	0.00	2,000.00	2,000.00
Total Accounting	2,500.00	4,375.00	4,000.00	4,000.00	4,000.00	4,000.00
Bank Service Charges	500.00	400.00	250.00	100.00	400.00	400.00
Credit Card Service Charges	0.00	1,250.00	1,500.00	3,000.00	2,500.00	2,500.00
Depreciation	50,000.00	50,000.00	60,000.00	60,000.00	60,000.00	36,500.00
Dues & Subscriptions	250.00	250.00	700.00	700.00	800.00	800.00
Employee Expense						
Education of Employees	1,000.00	1,000.00	2,000.00	1,500.00	1,500.00	1,500.00
Health Insurances	5,000.00	4,500.00	5,000.00	5,000.00	0.00	0.00
L&I Insurance	1,000.00	1,160.00	3,000.00	3,000.00	1,100.00	1,100.00
Payroll Tax Expense	7,500.00	8,670.00	10,000.00	11,000.00	6,600.00	6,930.00
Retro Tax Expense	0.00	0.00	0.00	0.00	0.00	0.00
Salaries & Wages	75,000.00	86,700.00	120,000.00	128,000.00	56,580.00	59,409.00
Vacation & Sick Leave	3,000.00	3,000.00	3,500.00	3,800.00	3,800.00	3,990.00
Total Employee Expense	92,500.00	105,030.00	143,500.00	152,300.00	69,580.00	72,929.00

Engineering Services	7,000.00	5,000.00	3,000.00	2,000.00	17,000.00	7,500.00
Equipment Rent	2,000.00	2,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Insurance	8,000.00	10,000.00	10,000.00	12,000.00	9,500.00	9,500.00
Legal Fees	5,000.00	2,500.00	2,500.00	1,000.00	1,000.00	1,000.00
License & Permits	5,000.00	3,000.00	3,000.00	3,000.00	1,500.00	3,000.00
New Equipment Purchase	0.00	15,000.00	0.00	0.00	0.00	10,000.00
Newsletter Expense	1,500.00	1,500.00	1,500.00	1,500.00	2,000.00	2,000.00
Office Expense	3,000.00	2,500.00	2,500.00	3,000.00	3,300.00	3,500.00
Postage	8,000.00	8,500.00	8,500.00	8,500.00	6,500.00	9,000.00
Professional Services	2,500.00	1,000.00	1,000.00	2,500.00	47,500.00	52,000.00
Reconciliation Discrepancy					0.00	
Repairs & Maintenance						
Equipment	2,000.00	2,000.00	2,000.00	5,000.00	5,000.00	5,000.00
Extraordinary	0.00	8,000.00	10,000.00		0.00	0.00
General	12,500.00	0.00	10,000.00	20,000.00	23,000.00	52,000.00
Total Repairs & Maintenance	14,500.00	10,000.00	22,000.00	25,000.00	28,000.00	57,000.00
Security Service Contracts						
Security Service Contracts	5,000.00	3,000.00	5,000.00	5,500.00	6,400.00	6,400.00
Service Contracts	0.00	0.00	0.00	4,000.00	1,500.00	1,500.00
Supplies	5,000.00	2,000.00	4,000.00	5,000.00	5,000.00	5,000.00
Taxes						
Property Taxes	1,000.00	1,400.00	1,500.00	1,700.00	2,500.00	2,500.00
WA St Excise Tax	12,000.00	12,000.00	14,000.00	12,000.00	19,200.00	19,200.00
Total Taxes	13,000.00	13,400.00	15,500.00	13,700.00	21,700.00	21,700.00
Telephone	2,500.00	2,000.00	2,500.00	2,500.00	2,000.00	2,500.00
Utilities	21,000.00	21,000.00	21,000.00	21,000.00	20,000.00	20,000.00
Vehicle Expense	4,500.00	4,000.00	4,500.00	6,000.00	6,000.00	6,000.00
Water Testing	5,000.00	2,500.00	2,500.00	2,500.00	200.00	200.00
Well #6 Annual Payment	0.00	18,300.00	18,100.00	18,000.00	18,000.00	0.00
Total Expense	258,250.00	288,505.00	338,050.00	357,800.00	335,380.00	335,929.00
Net Ordinary Income	56,850.00	72,759.00	69,712.00	50,670.00	73,090.00	72,541.00
Other Income/Expense						
Other Income						
Interest Income	6,000.00	6,000.00	4,000.00	4,000.00	4,000.00	4,000.00
Miscellaneous Income	400.00	300.00	1,000.00	1,000.00	500.00	500.00
Service Charges	7,500.00	7,000.00	7,000.00	7,000.00	5,400.00	6,500.00
Total Other Income	13,900.00	13,300.00	12,000.00	12,000.00	9,900.00	11,000.00
Other Expense						
2010 Project Legal Expenses	2,500.00	2,000.00	5,000.00	0.00	0.00	

Federal Income Tax Expense	10,000.00	0.00	0.00	0.00		
Interest Expense Well#6 Loan	4,300.00	4,100.00	3,900.00	3,800.00	3,800.00	3,800.00
Miscellaneous Expense	500.00	0.00	0.00	200.00	200.00	200.00
Total Other Expense	17,300.00	6,100.00	8,900.00	4,000.00	4,000.00	4,000.00
Net Other Income	-3,400.00	7,200.00	3,100.00	8,000.00	5,900.00	7,000.00
Net Income	53,450.00	79,959.00	72,812.00	58,670.00	78,990.00	79,541.00

CAPITAL EXPENDITURES FOR F.Y.						
2013-2014:						79541
Well #4 Replace hydropneumatic tank with bladder tank						10000
Well #5 Replace hydropneumatic tank with bladder tank						10000
Well #6 Retaining Wall with steps for hill up to wellhead						4000
Well #6 Replumb the reservoir fill line to go into the pumphouse before going to the reservoir						20000
Well#6 Loan Payment						18000
Remainder to Main Line Replacement Reserve Account						17,541.00

Please note these are not in priority order, that will be determined by committee in September

Well #6 Replace control panel when existing system no longer functions	20000
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