

**LAKE LIMERICK COUNTRY CLUB
WATER COMMITTEE
Minutes
November 9, 2013**

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

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

Employees: Sheila Hedlund

Guests: None

Approval of Minutes

A motion was made by Scott Carey, Seconded by Steve Saylor and passed with no nays as follows:

To approve the Minutes of October 12, 2013 as written

Additions to Agenda: None

Comments from Guests: None

Financial Report

- 1) Review of October Financial Report
- 2) Service disconnect status: 12 Accounts paid in full, and 9 made partial payments
- 3) Edward D Jones account statement was distributed for review.

A motion was made by Brian Smith, Seconded by Steve Saylor and passed with no nays as follows:

To approve the Financials for October 2013 as presented

Water Distribution Manager's Report

1) "Thoughts"

Steve had mentioned giving Christmas gifts to Larry and Joe for all of the work they have done for the Water Department this year. The consensus is to forego the gifts, but to recognize their special team efforts with a letter of commendation and to note this on their performance reviews.

The Water Committee would like to send a note of appreciation for the team work that is currently being shown between our employees and all departments.

2) Steps at well #3b

Steps between the Wellhouse and Booster Pump housing are old railroad ties. In response to a question about the status of the steps at well #3b, Bill said he preferred to wait until next year to redo the steps because he wanted more time to come up with a better design.

Action List: No additions or changes.

Correspondence

1) Forgiveness letters

Excess Usage Forgiveness requests were received from Kathlyn Linke and Douglas Devlin.

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

To approve the Forgiveness requests from Kathlyn Linke in the amount of \$120.00 and Douglas Devlin in the amount of \$122.00, assuring that the letter makes it clear to the member(s) that this is a one time forgiveness.

Old Business

1) Fiscal Year 2013 – 2014 Budget was approved by the membership @ the October 19, 2013 Semi Annual Meeting.

New Business

1) Capital budget items

Phyllis has asked Bill to go over the list of projects that was presented to the Committee for this year's budget and to prioritize them for our next meeting.

2) Evergreen Rural Water letter

It was the consensus of the Committee to continue our membership with Evergreen Rural Water. Phyllis has asked Bill to inquire regarding the Member Training endorsement for \$150.00 to see what that includes. The Committee has authorized approval contingent on the results of the inquiry.

Announcements:

- Next meeting date - Saturday, December 13, 2013 @9:00am
- Employee's party December 16, 2013

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 @ 9:38 a.m.

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

MOTIONS FOR THE BOARD

A motion was made by Scott Carey, Seconded by Steve Saylor and passed with no nays as follows:

To approve the Minutes of October 12, 2013 as written

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

To approve the Forgiveness requests from Kathlyn Linke in the amount of \$120.00 and Douglas Devlin in the amount of \$122.00, assuring that the letter makes it clear to the member(s) that this is a one time forgiveness.

Lake Limerick Water System

Financial Statement

Fiscal Year 2013 - 2014

as of October 31, 2013

	TOTAL	Annual Budget	YTD %
Ordinary Income/Expense			
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	719.48	10000	7%
Water Meter Hookup	0.00	2000	0%
Water Meter Lock/Lockout	0.00	120	0%
Water Meter Locked	760.00	10000	8%
Water Metered	30,429.00	364000	8%
Water Non Metered	1,822.00	22200	8%
Total Gross Revenue Water	33,730.48	408470	8%
Total Income	33,730.48	408,470.00	8%
Gross Profit	33,730.48	408,470.00	8%
Expense			
Accounting			
Accounting Assistance	0.00	2,000.00	0%
Accounting Audit	0.00	0.00	0%
Accounting Review	0.00	2,000.00	0%
Total Accounting	0.00	4,000.00	0%
Bank Service Charges	145.00	400.00	36%
Credit Card Service Charges	0.00	2,500.00	0%
Depreciation	4,866.00	36,500.00	13%
Dues & Subscriptions	0.00	800.00	0%
Employee Expense	0.00	0.00	
Education of Employees	0.00	1,500.00	0%
Health Insurances	0.00	0.00	0%
L&I Insurance	266.43	1,100.00	24%
Payroll Tax Expense	747.76	6,930.00	11%
Salaries & Wages	6,879.89	59,409.00	12%
Retro Tax Expense	0.00	0.00	
Vacation & Sick Leave	0.00	3,990.00	0%
Total Employee Expense	7,894.08	72929	11%
Engineering Services	0.00	7500	0%
Equipment Rent	92.16	1000	9%
Insurance	789.70	9500	8%
Legal Fees	0.00	1000	0%
License & Permits	0.00	3000	0%
New Equipment Purchase	699.00	10000	0%
Newsletter Expense	0.00	2000	0%
Office Expense	972.81	3500	28%
Printing	495.60	9000	6%
Professional Services	3,464.30	52000	7%
Repairs & Maintenance			
Equipment	1,699.00	5000	34%
General	245.11	52000	0%

Lake Limerick Water System
 Financial Statement
 Fiscal Year 2013 - 2014
 as of October 31, 2013

Ar Maintenance	0.00	0	0%				
Tl Repairs & Maintenance	1,944.11	57,000.00	0%				
Security Service Contracts	462.00	6400	7%				
Service Contracts	0.00	1500	0%				
Supplies	63.35	5000	1%				
Taxes	0.00						
Property Taxes	676.89	2500	27%				
WA St Excise Tax	1,676.71	19200	9%				
Total Taxes	2,353.60	21700	11%				
Telephone	38.50	2500	2%				
Utilities	1,569.78	20000	8%				
Vehicle Expense	1,081.08	6000	18%				
Water Testing	1,836.00	200	918%				
Well # 6 Annual Payment	0.00	0					
Total Expense	28,767.07	335,929.00	9%				
Net Ordinary Income	4,963.41	72,541.00	7%				
Other Income/Expense							
Other Income							
Interest Income	25.19	4000	1%				
Miscellaneous Income	0.00	500	0%				
Service Charges	586.93	6500	9%				
Total Other Income	612.12	11000	6%				
Other Expense							
Interest Expense Well #6	0.00	3800	0%				
Misc. Expense	0.00	200	0%				
Total Other Expenses	0.00	4000	0%				
Net Other Income	612.12	7000	9%				
Net Income	5,575.53	79,541.00	7%				

Lake Limerick Water System			
Statement of Income and Expenses - Fiscal Year Oct 2013 through Sept 2014			
Status as of 10/31/13			
O.C.C.U. Savings Account	\$	9,012.18	
O.C.C.U. Checking Account	\$	63,561.90	
Key Bank Checking	\$	50,807.10	
El... Designated Savings	\$	146,799.27	
Key Bank Main Line Replacement Account	\$	59,226.57	
Accounts Receivable	\$	68,510.16	
	\$	397,917.18	

Capital Improvements	Budget	Actual Cost	Budget Balance
Well #4, Replace Hydroneumatik tank with bladder tank	\$ 10,000.00	\$ -	\$ 10,000.00
Well #5, Replace Hydroneumatik tank with bladder tank	\$ 10,000.00	\$ -	\$ 10,000.00
Well #6, Retaining wall with steps up to wellhead	\$ 4,000.00	\$ -	\$ 4,000.00
Well #6, Replumb the reservoir fill line to go into the pumphouse before going to the reservoir	\$ 20,000.00	\$ -	\$ 20,000.00
F.Y. 2013 - 2014 Totals:	\$ 44,000.00	\$ -	\$ 44,000.00

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	\$ 3,258.39	\$ 18,102.16
October 2014 Loan Payment #10 (Estimated)	\$ 181,021.59	\$ 2,986.85	\$ 18,102.16

Cross Connection Control Devices: Collection & Expense Report:			
<u>Date</u>	<u>#of \$3 pymts</u>	<u>Amt Collected YTD</u>	<u>Maint. & Inspection Costs:</u>
October-13	1425	\$ 4,275.00	
November-13		\$ -	
December-13		\$ -	
January-14		\$ -	
February-14		\$ -	
March-14		\$ -	
April-14		\$ -	
May-14		\$ -	
June-14		\$ -	
July-14		\$ -	
August-14		\$ -	
September-14			

	Budgeted Amt	Payments Made	Budget Balance
Reserve Acct for Main Line Replacement Engineering	\$ 70,742.00	\$ 6,185.00	\$ 64,557.00

Payments Collected for Mainline Replacements	#of \$5 pymts	Total / Month	Total Collected
amount collected April 2013 - Sept 2013		\$ -	\$ 36,613.87
October-13	1237	\$ 6,185.00	\$ 42,798.87
November-13			
December-13			
January-14			
February-14			
March-14			
Apr 14			
Ma, .4			
June-14			
July-14			
August-14			
September-14			



Planning • Management • Engineering
P.O. Box 123 • Port Orchard, WA 98366 • 888-881-0958 • 360-876-0958

November 6, 2013

Lake Limerick Water System November 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 are down at this time. The signal wire between the reservoir level sensor and the upper pumphouse was installed over the fences and brush. We buried a conduit between the houses and pulled the wire through. I am not sure how, but the sensor now indicates that the reservoir is empty. Jester is coming on the 7th of this month to help me troubleshoot the problem. I disconnected the wire from the sensor end and reconnected it in the same position. I am suspecting that something needs to be reset in the panel.

Well #4 is operating normally.

Well #5 is operating properly.

Well #6 is operating properly. The replacement for the depth sensor should be delivered on the 7th or 8th of this month. We will install it shortly after that.

I have the DVD from Arcadia and will put it in the file in the water office. I have still not gotten any information from the State about the original approval of this well, I am suspecting that not much information exists.

Water Sampling:

The monthly routine bacteria samples were satisfactory.

Water Usage:

Water usage calculations indicate a loss of 6.9%. This is a little high because we read meters a day early. The yearly losses are at 4.1% which is very good.

We repaired a leak on Old Lyme Road. This was just a service lateral in the ditch. A big thank you to Larry for operating the excavator.

Customer Concerns:

Steve had 4 utility locates, investigated 2 high water user and had 2 water shut-offs. Steve also had a complaint about "stinky" water. We told the owner to flush his hot water heater and Steve flushed the water mains in that area as a precaution.

There was also a call about the ditch eroding around the meter at a customer's house. We reconstructed the hill and installed a short retaining wall with landscaping timbers to hold the hill in place.

Thoughts:

I spoke with Scot at Backflow Pros and he is interested in purchasing our Backflow Assembly Test Kit. He is out of town for the next 2 weeks and will call when he gets back to make arrangements.

Steve was wondering if it is possible to buy Larry and Joe a Christmas present for all the work they have done for us. I will let Steve and Sheila work out the details.

I received a call from Clearwater Utilities about buying some meters. The board is having a meeting this week and will let us know what they decide.

We had the seasonal workers from the golf course for a couple of weeks and they did a ton of work. They paneled the inside of the booster house at #3, built a nice retaining wall around the wellhead at #6, cleaned the brush away from the fences at all the pumphouses, and a bunch of small jobs that had lingered.

I am preparing a short response to the sanitary survey comments; I will have them submitted well before the deadline.

Jester has one project that he is finishing and the Lake Limerick WSP comments will be next.

William Bernier

Lake Limerick Consumption 2013

	Jan-13	Feb-13	Mar-13	Apr-13	May-13	Jun-13	Jul-13	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13
Well #1	167,851	139,502	152,303	412,522	419,478	395,944	1,809,861	952,420	434,842	258,153	0	0
Well #2	0	0	0	0	0	0	0	0	0	0	0	0
Well #3a	476,200	469,100	523,800	1,294,500	1,228,800	1,470,600	1,744,400	1,245,800	1,193,700	113,500	0	0
Well #3b	644,400	634,100	701,700	1,728,000	1,637,200	1,989,100	2,394,300	1,706,700	1,743,300	151,300	0	0
Well #4	624,700	524,700	771,400	617,100	1,650,000	1,486,100	1,137,000	980,700	1,514,800	142,500	0	0
Well #5	9,900	15,400	25,200	1,600	12,600	13,300	2,358,400	350,200	0	600	0	0
Well #6	1,812,400	1,388,100	1,165,200	0	0	0	297,200	2,450,600	84,900	3,381,800	0	0
total:	3,735,451	3,170,902	3,339,603	4,053,722	4,948,078	5,355,044	9,741,161	7,686,420	4,971,542	4,047,853	0	0

Flushing	0	0	0	10,120	0	0	0	0	10,000	30,000	0	0
Dumping	0	0	0	150,000	450,000	0	182,700	0	0	0	0	0
Leakage	0	0	0	518,400	144,000	250,000	100,000	46,000	0	150,000	0	0
Fire/Cnty	0	0	0	0	0	15,000	5,800	203,500	5,000	0	0	0
total:	0	0	0	678,520	594,000	265,000	288,500	249,500	15,000	180,000	0	0

Meters	4,016,143	2,372,412	3,277,169	2,813,155	4,082,164	4,959,512	9,300,534	7,410,348	4,867,124	3,590,377	0	0
--------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	---	---

Loss	-280,692	798,490	62,434	562,047	271,914	130,532	152,127	26,572	89,418	277,476	0	0
------	----------	---------	--------	---------	---------	---------	---------	--------	--------	---------	---	---

Percent	-7.5%	25.2%	1.9%	13.9%	5.5%	2.4%	1.6%	0.3%	1.8%	6.9%	0.0%	0.0%
---------	-------	-------	------	-------	------	------	------	------	------	------	------	------

	Right (acrf/yr)	Total	Acre-feet	%Water right
Well #1	117	5,142,876	15.8	13.5%
Well #2	166	0	0.0	0.0%
Well #3	84	23,090,500	70.9	84.4%
Well #4	79	9,449,000	29.0	36.7%
Well #5	152	2,787,200	8.6	5.6%
Well #6	160	10,580,200	32.5	20.3%

Year to Date Total Loss: 4.1%

Electrical Usage in KWH

	Jan-13	Feb-13	Mar-13	Apr-13	May-13	Jun-13	Jul-13	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13
Well #1	746	916	975	1,451	1,108	880	3,564	2,030	1,380	1,708	0	0
Well #2	0	0	0	0	0	0	0	0	0	0	0	0
Well #3	3,861	3,792	3,922	775	6,998	7,948	9,527	6,832	7,138	1,917	0	0
Well #4	1,969	1,643	2,263	1,888	4,281	3,738	2,643	2,355	3,785	736	0	0
Well #5	360	329	359	336	322	299	4,845	995	469	686	0	0
Well #6	0	6,428	5,831	1,771	2,990	830	1,815	9,275	1,520	14,850	0	0
total:	6,936	13,108	13,350	6,221	15,699	13,695	22,394	21,487	14,292	19,897	0	0

Gallons Per KWH

Well #1	225	152	156	284	379	450	508	469	315	151		
Well #2	0	0	0	0	0	0	0	0	0	0		
Well #3	290	291	312	0	410	435	434	432	411	138		
Well #4	317	319	341	327	385	398	430	416	400	194		
Well #5	28	47	70	5	39	44	487	352	0	1		
Well #6	0	216	200	0	0	0	164	264	56	228		
total:	539	242	250	652	315	391	435	358	348	203		

Historical Data

	Pumped	Sold	Loss
2010	69,790,309	66,840,300	4.2%
2011	60,958,882	56,483,665	7.3%
2012	56,874,086	53,685,498	5.5%
2013	48,779,256	46,688,938	4.1%

Gal/KWH YTD

Well #1	309
Well #3	315
Well #4	353
Well #5	107
Well #6	113