

**LAKE LIMERICK COUNTRY CLUB
WATER COMMITTEE
February 8, 2014
Minutes**

The meeting was called to order at 9:00 a.m.

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

Employees: Sheila Hedlund and Bill Bernier

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 January 11, 2014 as written

Additions to Agenda ~ None

Comments from Guests ~ None

Financial Report

1) Review

A motion was made by Steve Saylor, seconded by Don Bird and passed with no nays as follows:
To approve the financial report for January 2014 as presented

2) Service disconnect status, 32 Accounts paid in full, and 15 accounts made partial payments

Water Distribution Manager's Reports – See Manager's Report

1) Nicholson Drilling estimates

A motion was made by Scott Carey, seconded by Brian Smith and passed with no nays as follows:
To accept the Estimate Package from Nicholson Drilling for repairs to wells 1, 3, and 6.

2) L&I license

Bill and Steve will begin work on preparing the Application, Sheila will assist with any information needed, and Steve will submit the application in person so that if there are any problems with the application they can be dealt with at the time of submittal.

3) Budget

The Capital Budget Items for Well #6 and Well #4 were discussed. Well #6 capital repairs are not urgent so can be put on hold. Well #4 Capital Items are not urgent, but need attention as soon as possible, it was agreed that all work needed on Well #4 be done whether it exceeds budget expectations or not as Well#6 repairs can be delayed without any problems. The work on Well #4 will begin upon approval of the Water System Plan.

Agenda List - Review – Annual Consumer Education Meeting.

The announcement of this meeting being combined with the April Annual meeting will be put into the Newsletter in March, also will be repeated in the Election Newsletter. Bill will prepare hand outs on winterizing and will attend the meeting to answer any questions from the Members.

Correspondence ~ None

Old Business ~ None

New Business

1) April elections, Steve Saylor is not available to run for another Term, Don Bird will be running again. The Committee was requested to try and think of friends and neighbors who may wish to run for election on the Committee.

2) Newsletter ~ Phyllis and Bill will work together on the article for the Annual Consumer Education meeting.

Announcements

Next meeting date - March 8, 2014 @9:00am

Sheila introduced Sarah Hedlund as the new "Back Up Meter Reader". Sarah is fully trained and able to perform the meter reading duties from beginning to end. Thank You Sarah!

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 at 9:40 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 January 11, 2014 as written

A motion was made by Scott Carey, seconded by Brian Smith and passed with no nays as follows:
To accept the Estimate Package from Nicholson Drilling for repairs to wells 1, 3, and 6.

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

	TOTAL	Annual Budget	YTD %	
Ordinary Income/Expense				Goal 33%
Income				
Gross Revenue - Administration				
NSF Check Fees	\$ 30.00	\$ -	0%	
Total Gross Revenue - Administration	\$ 30.00	\$ -	0%	
Gross Revenue Water				
Water Disconnect Fee	\$ -	\$ 150.00	0%	
Water Excess Use Charge	\$ 2,287.62	\$ 10,000.00	23%	
Water Meter Hookup	\$ 1,000.00	\$ 2,000.00	50%	
Water Meter Lock/Lockout	\$ 60.00	\$ 120.00	50%	
Water Meter Locked	\$ 3,130.00	\$ 10,000.00	31%	
Water Metered	\$ 121,593.00	\$ 364,000.00	33%	
Water Non Metered	\$ 7,248.00	\$ 22,200.00	33%	
Total Gross Revenue Water	\$ 135,318.62	\$ 408,470.00	33%	
Total Income	\$ 135,348.62	\$ 408,470.00	33%	
Gross Profit	\$ 135,348.62	\$ 408,470.00	33%	
Expense				
Accounting				
Accounting Assistance	\$ 591.75	\$ 2,000.00	30%	
Accounting Audit	\$ -	\$ -	0%	
Accounting Review	\$ 23.63	\$ 2,000.00	1%	
Total Accounting	\$ 615.38	\$ 4,000.00	15%	
Bank Service Charges	\$ 308.00	\$ 400.00	77%	
Credit Card Service Charges	\$ 765.61	\$ 2,500.00	31%	
Depreciation	\$ 19,464.00	\$ 36,500.00	53%	
Dues & Subscriptions	\$ 510.00	\$ 800.00	64%	
Employee Expense				
Education of Employees	\$ 368.00	\$ 1,500.00	25%	
Health Insurances	\$ -	\$ -	0%	
L&I Insurance	\$ 191.08	\$ 1,100.00	17%	
Payroll Tax Expense	\$ 2,600.06	\$ 6,930.00	38%	
Salaries & Wages	\$ 23,520.58	\$ 59,409.00	40%	
Retro Tax Expense	\$ -	\$ -		
Vacation & Sick Leave	\$ -	\$ 3,990.00	0%	
Total Employee Expense	\$ 26,679.72	\$ 72,929.00	37%	
Engineering Services	\$ -	\$ 7,500.00	0%	
Equipment Rent	\$ 399.04	\$ 1,000.00	40%	
Insurance	\$ 3,230.32	\$ 9,500.00	34%	
Legal Fees	\$ -	\$ 1,000.00	0%	
License & Permits	\$ 1,516.75	\$ 3,000.00	51%	
New Equipment Purchase	\$ 7,724.40	\$ 10,000.00	0%	
Newsletter Expense	\$ -	\$ 2,000.00	0%	
Office Expense	\$ 1,139.64	\$ 3,500.00	33%	
Professional Services	\$ 1,718.60	\$ 9,000.00	19%	
Professional Services	\$ 13,958.88	\$ 52,000.00	27%	
Repairs & Maintenance				
Equipment	\$ 1,699.00	\$ 5,000.00	34%	
General	\$ 1,123.35	\$ 52,000.00	2%	
Auto Maintenance	\$ 75.96	\$ -	0%	

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

Repairs & Maintenance	\$ 2,898.31	\$ 57,000.00	0%		
Security Service Contracts	\$ 1,848.00	\$ 6,400.00	29%		
Service Contracts	\$ -	\$ 1,500.00	0%		
Supplies	\$ 867.81	\$ 5,000.00	17%		
Taxes					
Property Taxes	\$ 1,225.01	\$ 2,500.00	49%		
WA St Excise Tax	\$ 6,805.17	\$ 19,200.00	35%		
Total Taxes	\$ 8,030.18	\$ 21,700.00	37%		
Telephone	\$ 294.30	\$ 2,500.00	12%		
Utilities	\$ 7,049.27	\$ 20,000.00	35%		
Vehicle Expense	\$ 2,493.15	\$ 6,000.00	42%		
Water Testing	\$ 1,836.00	\$ 200.00	918%		
Well # 6 Annual Payment	\$ -	\$ -			
Total Expense	\$ 103,347.36	\$ 335,929.00	31%		
Net Ordinary Income	\$ 32,001.26	\$ 72,541.00	44%		
Other Income/Expense					
Other Income					
Interest Income	\$ 53.80	\$ 4,000.00	1%		
Miscellaneous Income	\$ 664.00	\$ 500.00	133%		
Service Charges	\$ 2,901.90	\$ 6,500.00	45%		
Total Other Income	\$ 3,619.70	\$ 11,000.00	33%		
Other Expense					
Interest Expense Well #6	\$ -	\$ 3,800.00	0%		
Misc. Expense	\$ 106.99	\$ 200.00	53%		
Total Other Expenses	\$ 106.99	\$ 4,000.00	3%		
Net Other Income	\$ 3,512.71	\$ 7,000.00	50%		
Net Income	\$ 35,513.97	\$ 79,541.00	45%		

Lake Limerick Water System			
Statement of Income and Expenses - Fiscal Year Oct 2013 through Sept 2014			
Status as of 1/31/14			
O.C.C.U. Savings Account	\$	9,013.69	
O.C.C.U. Checking Account	\$	63,589.00	
Key Bank Checking	\$	80,011.28	
ED Jones Designated Savings	\$	146,757.02	
Key Bank Main Line Replacement Account	\$	77,836.57	
Accounts Receivable	\$	65,009.77	
	\$	442,217.33	

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	\$ 1,726.32	\$ 2,273.68
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	\$ 1,726.32	\$ 42,273.68

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	1264	\$ 3,792.00	
December-13	1311	\$ 3,933.00	
January-14	1553	\$ 4,659.00	
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	\$ 24,495.00	\$ 46,247.00

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	1123	\$ 5,615.00	\$ 48,413.87
December-13	1188	\$ 5,940.00	\$ 54,353.87
January-14	1351	\$ 6,755.00	\$ 61,108.87
February-14			
March-14			
April-14			
May-14			
June-14			
July-14			
August-14			
September-14			



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February 6, 2014

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 was getting very warm while running. We are suspecting that the pump has a worn impeller and needs to be replaced. We have a replacement pump in storage and we would like to install it when the work is done to disconnect the hydropneumatic tank and install a bladder tank. I have asked Nicholson Drilling to prepare an estimate for this work (including cleaning up the pumphouse wiring) and it is attached.

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

Wells #3A and B are operating normally. I asked Nicholson Drilling for an estimate for cleaning up the pumphouse wiring and it is attached.

Well #4 is operating normally.

Well #5 is operating properly.

Well #6 is not in operation. We attempted to replace the well depth sensor but could not pull the old wire through the existing conduit. The pressure transducer wire is run inside a ½" flexible conduit which is run inside a 2" rigid conduit with the submersible pump power cables. I asked Nicholson Drilling to take a look while they were giving me an estimate for Site #1 and #3 and hopefully point out an easy fix. He said the flexible conduit is likely pinched at some point keeping the wire from moving. He also stated (and Jester confirmed) that it is not a good idea to have the power cables in such close proximity to a sensing line. The electrical interference from the high voltage could cause the perceived signal to be compromised. He suggested that we run a separate conduit in a shallow trench to the control panel.

****MORE IMPORTANTLY**** While Nicholson was looking at the depth sensor he smelled something burning. He tracked the smell to the line reactor between the VFD drive and the submersible pump. The reactor was charred inside and some of the solder had melted. We immediately secured power to the control panel. After some research, they prepared an estimate for replacing the line reactor and it is attached. I also asked for an estimate for replacing the depth sensor.

Water Sampling:

The monthly routine bacteria samples were satisfactory.

Water Usage:

The second Saturday of the month is only the 8th and we did not have time to get the billing data yet. I did calculate the water pumped from the wells and it is consistent with historical usage. The billing information should be available on Friday and I will forward the water usage calculations as soon as I have that information (I wanted to give everyone a chance to read everything else before then).

The suspected leak on St. Andrews Dr. is back and we will dig it up when the weather warms a little.

Customer Concerns:

Steve had 4 utility locates and investigated 1 high water users.

Thoughts:

I have attached 4 separate estimates for work to be done on the system. The estimate for running the conduit at Well #6 seems a little high, but the other 3 seem low. The total for all the work is \$4,281.56 which is very reasonable. Finding the faulty line reactor likely saved us a lot of money. At a minimum, I would like to get Well #6 running again. There is a 2-day wait on parts and I would like to order them ASAP. Please.

I printed the L&I contractor registration form and I have attached it. This form can be filled out and taken to the regional office to file. I think this may be best so we are sure we completed the form properly.

Steve has recorded electrical readings at the pumphouses and we will have electrical consumption on the next report.

We have not heard from DOH about the WSP response he submitted. Jester left a couple of messages but has not heard back.

The Consumer Confidence Report, Water Use Efficiency Report, and Annual Summary Report are all due before July. I am hoping to get started soon so we do not need to worry about them.

Phyl sent me a copy of the most recent budget and I think something is mislabeled. We do not want to replumb Well #6. This would involve pulling the pump, cutting the pitless adaptor, and excavating the hillside. Replumbing #6 is something that DOH would like us to do because of the fear of stagnant water being stored next to the wellhead. The well is 400' deep and the danger from the vault next to the wellhead is insignificant. We punched a drain in the vault while the well pump was being worked on. It would be nice if the source meter could be read inside the pumphouse instead of climbing into the vault, but it is not worth the expense. The well is older, has lost capacity, and will likely need replaced in the next 10 – 15 years. The replacement well piping will route through the pumphouse before entering the reservoir.

I think the budget is supposed to be for rerouting the reservoir fill line at Well #4 (the project we are waiting on DOH to approve the WSP). This will include removing trees, cleaning the reservoir (inside and out), and cleaning up the piping and wiring.

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

William Bernier

Well # 6 TRANSDUCER

*** ESTIMATE ***

NICHOLSON DRILLING, INC.
P.O. BOX 123
PORT ORCHARD, WA 98366
1-800-894-4421

ESTIMATE NO.: 000083910000
CUSTOMER NO.: 04528
DATE: 02/06/14

TO:
NORTHWEST WATER SYSTEMS
PO BOX 123
PORT ORCHARD, WA 98366

SHIP TO:
LAKE LIMERICK WATER SYS
790 E ST ANDREWS

Contacts: 1. (360) 876-0958
2. () -
3. () -
4. () -

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
	ESTIMATE PERTAINS TO WELL SITE #6		
	ESTIMATE FOR INSTALLING AND WIRING		
	WELL TRASDUCER		
3	MISC. WIRE CONDUIT AND ELEC. FITT.	100.00T	300.00
3	HOURLY CHARGE PER MANHOUR	110.00T	330.00
	NOT INCLUDING DITCHING		

* T H A N K Y O U *

SUB-TOTAL	630.00		
SALES TAX	54.18	TOTAL	684.18

Well #3 Wiring

*** ESTIMATE ***

NICHOLSON DRILLING, INC.
P.O. BOX 123
PORT ORCHARD, WA 98366
1-800-894-4421

ESTIMATE NO.:000083900000
CUSTOMER NO.:04528
DATE: 02/06/14

TO:
NORTHWEST WATER SYSTEMS
PO BOX 123
PORT ORCHARD, WA 98366

SHIP TO:
LAKE LIMERICK WATER SYS
790 E ST ANDREWS

Contacts: 1. (360) 876-0958
2. () -
3. () -
4. () -

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
2.50	ESTIMATE PERTAINS TO WELL SITE #3		
	HOURLY CHARGE PER MANHOUR	110.00T	275.00
1	MISC. WIRE CONDUIT AND ELEC. FITT.	100.00T	100.00
	FIX THE WIRING IN PUMP HOUSE		

* T H A N K Y O U *

SUB-TOTAL	375.00		
SALES TAX	32.26	TOTAL	407.26

Well #1 Plumbing AND Wiring

*** ESTIMATE ***

NICHOLSON DRILLING, INC.
 P.O. BOX 123
 PORT ORCHARD, WA 98366
 1-800-894-4421

ESTIMATE NO.: 000083890000
 CUSTOMER NO.: 04528
 DATE: 02/06/14

TO:
 NORTHWEST WATER SYSTEMS
 PO BOX 123
 PORT ORCHARD, WA 98366

SHIP TO:
 LAKE LIMERICK WATER SYS
 790 E ST ANDREWS

Contacts: 1. (360) 876-0958
 2. () -
 3. () -
 4. () -

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
	ESTIMATE PERTAINS TO WELL SITE #1		
1	TANK DIAPHRAGM 82 GAL FIBERGLASS	613.60T	613.60
2	MISC PIPE FITTINGS	100.00T	200.00
1	2" CYCLE STOP VALVE	797.30T	797.30
4	HOURLY CHARGE PER MANHOUR	110.00T	440.00
	CAPING OFF OLD LINE TO TANK		
	WIRING THE BOOSTER PUMP		
	PUTTING TANK IN PUMP HOUSE		

* T H A N K Y O U *

SUB-TOTAL	2,050.90		
SALES TAX	176.38	TOTAL	2,227.28

Well #6 Line Reactor

*** ESTIMATE ***

NICHOLSON DRILLING, INC.
P.O. BOX 123
PORT ORCHARD, WA 98366
1-800-894-4421

ESTIMATE NO.: 000083920000
CUSTOMER NO.: 04528
DATE: 02/06/14

TO:
NORTHWEST WATER SYSTEMS
PO BOX 123
PORT ORCHARD, WA 98366

SHIP TO:
LAKE LIMERICK WATER SYS
790 E ST ANDREWS

Contacts: 1. (360) 876-0958
2. () -
3. () -
4. () -

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
	ESTIMATE PERTAINS TO WELL SITE #6		
1	40HP 460V LINE REACTOR	566.59T	566.59
1	MISC. WIRE CONDUIT AND ELEC. FITT. THIS INCLUDES VENTING THE BOX	100.00T	100.00
2	HOURLY CHARGE PER MANHOUR	110.00T	220.00

* T H A N K Y O U *	SUB-TOTAL	886.59		
	SALES TAX	76.25	TOTAL	962.84