

**LAKE LIMERICK WATER COMMITTEE**  
**Minutes**  
**March 8, 2014**

**The Meeting was called to order @ 9:00 a.m.**

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

**Employees:** Sheila Hedlund

**Guests:** Brian and Cheryl Parnell

**Approval of Minutes:**

**A motion was made** by Don Bird, seconded by Brian Smith and passed with no nays as follows:  
To Approve the minutes of February 8, 2014 as written

**Additions to Agenda:** None

**Comments from Guests:** None

**Financial Report**

1) Review, bottom line is showing 84% of budgeted amount, it is thought it may have to do with the change in the depreciation amount. Sheila will investigate and make necessary corrections.

**A motion was made** by Brian Smith, seconded by Don Bird and passed with no nays as follows:  
To Approve the financial report for February 2014 with understanding of correction

2) Service disconnect status: 65 Accounts paid in full while 8 made partial payments

**Water Distribution Manager's Report** ~ Attached

**Action List** - Review and Update

**Correspondence:** None

**Old Business**

1) L&I license, see Manager's Report

Sheila reported that Bill and Steve will be working on the application next week.

2) Nicholson contract progress, see Manager's Report

3) Clarification: Consumer Education Session at the Annual Meeting

It is agreed that in the spirit of the DOH requirements that Bill will give a five minute presentation and then will be available for questions. Brochures will also be available.

4) Elections, Brian Parnell has applied for a position on the Water Committee

**New Business:** None

**Announcements**

Next meeting date - April 12, 2014 @9:00am

LLCC Annual Meeting and Elections April 19, 2014 @2:00

**Motion to adjourn.**

**A motion was made** by Steve Saylor, seconded by Brian Smith and passed with no nays as follows:  
To Adjourn the meeting at 9:20 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 Don Bird, seconded by Brian Smith and passed with no nays as follows:  
To Approve the minutes of February 8, 2014 as written

Lake Limerick Water System  
Financial Statement  
Fiscal Year 2013 - 2014  
as of February 28, 2014

	TOTAL	Annual Budget	YTD %	
<b>Ordinary Income/Expense</b>				Goal 42%
<b>Income</b>				
<b>Gross Revenue - Administration</b>				
NSF Check Fees	\$ 30.00	\$ -	0%	
<b>Total Gross Revenue - Administration</b>	\$ 30.00	\$ -	0%	
<b>Gross Revenue Water</b>				
Water Disconnect Fee	\$ -	\$ 150.00	0%	
Water Excess Use Charge	\$ 2,411.62	\$ 10,000.00	24%	
Water Meter Hookup	\$ 1,000.00	\$ 2,000.00	50%	
Water Meter Lock/Lockout	\$ 60.00	\$ 120.00	50%	
Water Meter Locked	\$ 3,920.00	\$ 10,000.00	39%	
Water Metered	\$ 152,022.00	\$ 364,000.00	42%	
Water Non Metered	\$ 9,060.00	\$ 22,200.00	41%	
<b>Total Gross Revenue Water</b>	\$ 168,473.62	\$ 408,470.00	41%	
<b>Total Income</b>	\$ 168,503.62	\$ 408,470.00	41%	
<b>Gross Profit</b>	\$ 168,503.62	\$ 408,470.00	41%	
<b>Expense</b>				
<b>Accounting</b>				
Accounting Assistance	\$ 591.75	\$ 2,000.00	30%	
Accounting Audit	\$ -	\$ -	0%	
Accounting Review	\$ 57.38	\$ 2,000.00	3%	
<b>Total Accounting</b>	\$ 649.13	\$ 4,000.00	16%	
<b>Bank Service Charges</b>	\$ 308.00	\$ 400.00	77%	
<b>Credit Card Service Charges</b>	\$ 945.97	\$ 2,500.00	38%	
<b>Depreciation</b>	\$ 24,330.00	\$ 58,400.00	42%	<Correction Made
<b>Dues &amp; Subscriptions</b>	\$ 510.00	\$ 800.00	64%	
<b>Employee Expense</b>				
Education of Employees	\$ 461.00	\$ 1,500.00	31%	
Health Insurances	\$ -	\$ -	0%	
L&I Insurance	\$ 343.70	\$ 1,100.00	31%	
Payroll Tax Expense	\$ 3,116.54	\$ 6,930.00	45%	
Salaries & Wages	\$ 27,992.59	\$ 59,409.00	47%	
Retro Tax Expense	\$ -	\$ -		
Vacation & Sick Leave	\$ -	\$ 3,990.00	0%	
<b>Total Employee Expense</b>	\$ 31,913.83	\$ 72,929.00	44%	
<b>Engineering Services</b>	\$ -	\$ 7,500.00	0%	
<b>Equipment Rent</b>	\$ 521.79	\$ 1,000.00	52%	
<b>Insurance</b>	\$ 4,091.54	\$ 9,500.00	43%	
<b>Legal Fees</b>	\$ -	\$ 1,000.00	0%	
<b>License &amp; Permits</b>	\$ 1,516.75	\$ 3,000.00	51%	
<b>New Equipment Purchase</b>	\$ 7,724.40	\$ 10,000.00	0%	
<b>Newsletter Expense</b>	\$ -	\$ 2,000.00	0%	
<b>Office Expense</b>	\$ 1,245.26	\$ 3,500.00	36%	
<b>Postage</b>	\$ 2,765.56	\$ 9,000.00	31%	
<b>Professional Services</b>	\$ 18,482.65	\$ 52,000.00	36%	
<b>Repairs &amp; Maintenance</b>				
Equipment	\$ 1,699.00	\$ 5,000.00	34%	
General	\$ 1,123.35	\$ 52,000.00	2%	
Auto Maintenance	\$ 75.96	\$ -	0%	



<b>Lake Limerick Water System</b>			
<b>Statement of Income and Expenses - Fiscal Year Oct 2013 through Sept 2014</b>			
<b>Status as of 2/28/14</b>			
O.C.C.U. Savings Account	\$	9,014.46	
O.C.C.U. Checking Account	\$	63,602.78	
Key Bank Checking	\$	94,620.88	
ED Jones Designated Savings	\$	154,331.38	
Key Bank Main Line Replacement Account	\$	82,961.57	
Accounts Receivable	\$	64,913.21	
	\$	469,444.28	

<b>Capital Improvements</b>	<b>Budget</b>	<b>Actual Cost</b>	<b>Budget Balance</b>
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
<b>F.Y. 2013 - 2014 Totals:</b>	<b>\$ 44,000.00</b>	<b>\$ 1,726.32</b>	<b>\$ 42,273.68</b>

<b>Non Budgeted Capital Improvements</b>		\$ -	
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<b>St of WA Dept of Public Works Loan Well #6</b>	<b>Loan Amt</b>	<b>Int Pymts</b>	<b>Principle Paid</b>
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

<b>Cross Connection Control Devices: Collection &amp; Expense Report:</b>			
<u>Date</u>	<u>#of \$3 pymts</u>	<u>Amt Collected Per month</u>	<u>Maint. &amp; 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	1174	\$ 3,522.00	
March-14		\$ -	
April-14		\$ -	
May-14		\$ -	
June-14		\$ -	
July-14		\$ -	
August-14		\$ -	
September-14		\$ -	

	<b>Budgeted Amt</b>	<b>Payments Made</b>	<b>Budget Balance</b>
Reserve Acct for Main Line Replacement Engineering	\$ 70,742.00	\$ 29,920.00	\$ 40,822.00

<b>Payments Collected for Mainline Replacements</b>	<b>#of \$5 pymts</b>	<b>Total / Month</b>	<b>Total Collected</b>
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	1085	\$ 5,425.00	\$ 66,533.87
March-14			
April-14			
May-14			
June-14			
July-14			
August-14			
September-14			



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March 6, 2014

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 when we pulled the spare booster pump out of storage; it was just a motor without the pump. I did some research and the internal replacement parts for the existing pump were over \$1,000 while a new pump (and motor) was less than \$2,000. Both the existing and spare motor had been repaired in the past and the old pump end was reinstalled after the repairs to the motor. This may be why we are having problems now.

I decided it would be best to just start over with all new equipment. When we install the new pump/motor, we will get the old pump off, disassemble it, and see if replacing the internal parts will work or if there is more damage.

I have asked Nicholson Drilling to delay the repair work at #1 until we get the new pump/motor. It should arrive on March 12.

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

Wells #3A and B are operating normally. Nicholson Drilling came out and cleaned up the wiring. He found 4 ground wires that were being used for power. He reported that the pumphouse is now legal. We did not see a signal wire that would give the SCADA system a reservoir "high high" alarm.

Well #4 is operating normally.

Well #5 is operating properly.

Well #6 is back in operation. Nicholson Drilling came out and installed the well depth sensor and replaced the line reactor. The new reactor was larger than the one he replaced. We double checked that the replacement was appropriate and it was confirmed. We believe the old reactor was undersized and was the cause of the problem.

**Water Sampling:**

The monthly routine bacteria samples were satisfactory.

**Water Usage:**

We have a negative water loss calculation this month. I suspected this would happen because of the first two months of the year have ended on weekends. The yearly average is right where we want it to be at 2.9%.

The suspected leak on St. Andrews Dr. is still there and we will dig it up when the weather warms and we get the contractors registration.

**Customer Concerns:**

We had 14 utility locates and 2 lock-outs. We had two more backflow assemblies freeze and need repair (Joe and Jason repaired one-Thank you). We will double check the insulation in the boxes for backflow assemblies on vacant lots next fall.

**Thoughts:**

Steve and Sheila are working on the L&I contractor registration form. Steve will take it to the regional office in Tumwater when it is completed.

We have not heard from DOH about the WSP response we submitted. Jester spoke with the Regional Engineer and she was going to look at it two weeks ago...

The Consumer Confidence Report, Water Use Efficiency Report, and Annual Summary Report are all due before July. I have not started yet, but will soon.

When asked about the NWS bill rates during the January meeting I did not have any idea what was most cost effective. I prepared a short evaluation and emailed it. I have attached it to this report in case you wanted to discuss it.

I asked Steve to get some bids for removing the trees around Well #4 and to talk to the electric company about moving the power lines to a pole. This is all in preparation for making the modifications.

Steve's son had a very bad accident and he has had to deal with the repercussions. His son is out of the hospital now and things should be getting back to normal. We want to thank Joe, Jason, and Larry for all their help the last couple of weeks.

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

William Bernier

### Lake Limerick Consumption 2014

	Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14
Well #1	0	0										
Well #2	0	0										
Well #3a	137,900	1,120,500										
Well #3b	184,000	1,249,800										
Well #4	133,200	120,100										
Well #5	725,100	6,300										
Well #6	2,516,000	1,106,000										
<b>total:</b>	<b>3,696,200</b>	<b>3,602,700</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Flushing												
Dumping	200,000											
Leakage		10,000										
Fire/Cnty		2,500										
<b>total:</b>	<b>200,000</b>	<b>12,500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Meters	3,266,497	3,605,200										
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Loss	229,703	-15,000	0	0	0	0	0	0	0	0	0	0
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Percent            **6.2%**        **-0.4%**

	Right (acft/yr)	Total	Acre-feet	%Water right
Well #1	117	0	0.0	0.0%
Well #2	166	0	0.0	0.0%
Well #3	84	2,692,200	8.3	9.8%
Well #4	79	253,300	0.8	1.0%
Well #5	152	731,400	2.2	1.5%
Well #6	160	3,622,000	11.1	6.9%

**Year to Date Total Loss:                    2.9%**

### Electrical Usage in Kwh

	Jan-13	Feb-14	Mar-14	Apr-14	May-14	Jun-14	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14
Well #1		888										
Well #2												
Well #3		6,765										
Well #4		659										
Well #5		1,061										
Well #6		6,193										
<b>total:</b>	0	15,566	0	0	0	0	0	0	0	0	0	0

### Gallons Per Kwh

Well #1	0											
Well #2												
Well #3	350											
Well #4	182											
Well #5	6											
Well #6	179											
<b>total:</b>	231											

#### 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	7,086,400	6,871,697	2.9%

#### Gal/Kwh YTD

Well #1	0
Well #3	350
Well #4	182
Well #5	6
Well #6	179



**Bill Bernier**

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**From:** Bill Bernier <bill@nwwatersystems.com>  
**Sent:** Monday, February 17, 2014 11:43 AM  
**To:** Phyl (fearlessphyl@q.com)  
**Cc:** llcchk@hctc.com; llcsteve@gmail.com  
**Subject:** NWS Fee Schedule  
**Attachments:** DOC021714-02172014111003.pdf

Hello Phyl,

I am sorry that I did not get to this earlier (I had a busy last week). I worked through the last 6 months of billing information and entered it into the attached spreadsheet. I took the hours we worked and compared the actual billing rate (\$50/hr +\$1,000/month) to the optional billing rate (\$90/hr). I found the results to be very interesting.

If we would have billed at the \$90/hr rate you would have been charged nearly \$1,500 more over the last 6 months, but there were 3 months were you would have saved money. I extrapolated the numbers a little further and found that the break even hours are 26 hours per month at the current rates.

26 hours a month is actually close to the "normal" working hours I spend on Lake Limerick. As you can see in the table, sometimes there is work that needs to be done beyond the "normal" and the cost savings go up quickly. I recommend that Lake Limerick keep the \$1,000 "buy-in" rate.

There were also some questions about what work the \$1,000/month covers. I checked with Jon and that fee is only a "buy-in" rate and does not cover any work or travel. I checked my files and I charged you last year for preparing the State reports that we talked about in the meeting and I have to charge you for them again this year. With the records we have been keeping, the reports will not be time consuming projects.

Please let me know if you have any questions or want me to put together more information.

**Bill Bernier**  
**Northwest Water Systems**  
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### LAKE LIMERICK RATE EVALUATION STUDY

Date	Base	Hours	Current Rate	Current Hourly	Current Total	Proposed Rate	Proposed Total	Proposed Effect
Jan-14	\$1,032.26	22.50	\$51.61	\$1,161.23	\$2,193.49	\$91.60	\$2,061.01	-\$132.48
Dec-13	\$1,017.00	30.00	\$50.85	\$1,525.50	\$2,542.50	\$90.26	\$2,707.80	\$165.30
Nov-13	\$1,017.00	49.00	\$50.85	\$2,491.65	\$3,508.65	\$90.26	\$4,422.74	\$914.09
Oct-13	\$1,017.00	37.00	\$50.85	\$1,881.45	\$2,898.45	\$90.26	\$3,339.62	\$441.17
Sep-13	\$1,017.00	25.00	\$50.85	\$1,271.25	\$2,288.25	\$90.26	\$2,256.50	-\$31.75
Aug-13	\$1,017.00	25.00	\$50.85	\$1,271.25	\$2,288.25	\$90.26	\$2,256.50	-\$31.75
Jul-13	\$1,017.00	30.00	\$50.85	\$1,525.50	\$2,542.50	\$90.26	\$2,707.80	\$165.30
<b>Total</b>								<b>\$1,489.88</b>

<b>Net Zero</b>	<b>\$1,032.26</b>	<b>25.81</b>	<b>\$51.61</b>	<b>\$1,332.21</b>	<b>\$2,364.47</b>	<b>\$91.60</b>	<b>\$2,364.47</b>
Hours per week		6.45					

## 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 10/1/14
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 20 <del>10</del> <sup>13</sup>
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
15.	Sanitary Survey	Every 5 years	Next Scheduled Survey 2018
16.	Well #3 Steps	ASAP	To be completed as weather permits