

**LAKE LIMERICK COUNTRY CLUB  
WATER COMMITTEE MEETING  
April 12, 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; Brian Smith, and Ken Ayers. Steve Saylor was excused.

**Employees;** Sheila Hedlund, Steve Wheaton, and Bill Bernier

**Guests:** Brian Parnell

**Approval of Minutes**

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

To approve the minutes of March 8, 2014 as written

**Additions to Agenda** ~ None

**Comments from Guests** ~ None

**Financial Report**

1) The Review noted that the New Equipment and Total Maintenance and Repairs line items are not calculating they are showing a zero at this time, Sheila will correct this.

**Motion was made by** Brian Smith, seconded by Don Bird and passed with no nays as follows:  
To approve the financial report for March 2014 with corrections

2) Service disconnect status  
Eleven accounts paid in full, while 9 made partial payments

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

**Motion was made by** Scott Carey, seconded by Brian Smith and passed with no nays as follows:  
To accept the lowest bid from either Cody Tree Service or Beco's Tree Service for tree removal at Well #4

**Action List – Review**

#10 Annual Consumer Education Meeting will be changed to an annual meeting date of April each year and will coincide with the Annual Meeting.

#12 Ann Well Site Inspection will continue to be held May of each, it will be noted that this years inspection was held in April

Bill will review the Action Item List and submit any changes for the next Water Committee Meeting.

**Correspondence** ~ None

**Old Business**

1) L&I license ~ See Manager's Report  
Sheila will work with the Insurance Company to obtain the needed documents for submittal with the L&I Application.

- 2) Review of projects in process and planned for 2014  
Work on Well #1 should be completed next week.  
Work on Well #5 will begin when Well #4 work is done and the well is back on line.  
All other well sites only need regular in house maintenance and repairs  
Bill will submit a detailed list for the committee and for use at the Annual Meeting for Phyllis' presentation to the membership.
- 3) Nicholson Contract  
Nicholson's Contracted work will be completed within the next week.
- 4) Consumer Education at Annual Meeting  
Bill will be presenting a brochure regarding winterizing your personal water system as well a review of our Conservation Program.

#### **New Business**

- 1) Election of Water Committee officers ~ May Meeting
- 2) Support for Microsoft XP is ending this month, there is no need to upgrade the LLWS SCADA system immediately because it is a standalone system not connected to the internet. However, the Water Committee will be investigating upgrade options so that the SCADA system is not dependent on an unsupported operating system

#### **Announcements**

Next meeting date - May 10, 2014 @9:00am  
LLCC Annual Meeting and Elections April 19, 2014 @2:00  
Consumer Education April 19 after annual meeting and before election returns

#### **Motion to adjourn.**

**Motion was made by** Scott Carey, seconded by Ken Ayres and passed with no nays as follows:  
To adjourn the meeting at 9:33 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** Brian Smith, seconded by Scott Carey and passed with no nays as follows:

To approve the minutes of March 8, 2014 as written

**Motion was made by** Scott Carey, seconded by Brian Smith and passed with no nays as follows:  
To accept the lowest bid from either Cody Tree Service or Beco's Tree Service for tree removal at Well #4

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

	TOTAL	Annual Budget	YTD %	
Ordinary Income/Expense				
Income				Goal 50%
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	\$ 2,547.62	\$ 10,000.00	25%	
Water Meter Hookup	\$ 1,000.00	\$ 2,000.00	50%	
Water Meter Lock/Lockout	\$ 60.00	\$ 120.00	50%	
Water Meter Locked	\$ 4,710.00	\$ 10,000.00	47%	
Water Metered	\$ 182,439.00	\$ 364,000.00	50%	
Water Non Metered	\$ 10,862.00	\$ 22,200.00	49%	
Total Gross Revenue Water	\$ 201,618.62	\$ 408,470.00	49%	
Total Income	\$ 201,648.62	\$ 408,470.00	49%	
Gross Profit	\$ 201,648.62	\$ 408,470.00	49%	
Expense				
Accounting				
Accounting Assistance	\$ 591.75	\$ 2,000.00	30%	
Accounting Audit	\$ -	\$ -	0%	
Accounting Review	\$ 57.38	\$ 2,000.00	3%	
Total Accounting	\$ 649.13	\$ 4,000.00	16%	
Bank Service Charges	\$ 308.00	\$ 400.00	77%	
Credit Card Service Charges	\$ 1,183.34	\$ 2,500.00	47%	
Depreciation	\$ 29,196.00	\$ 58,400.00	50%	<Correction Made
Dues & Subscriptions	\$ 510.00	\$ 800.00	64%	
Employee Expense				
Education of Employees	\$ 461.00	\$ 1,500.00	31%	
Health Insurances	\$ -	\$ -	0%	
L&I Insurance	\$ 381.55	\$ 1,100.00	35%	
Payroll Tax Expense	\$ 3,550.77	\$ 6,930.00	51%	
Salaries & Wages	\$ 31,846.30	\$ 59,409.00	54%	
Retro Tax Expense	\$ -	\$ -		
Vacation & Sick Leave	\$ -	\$ 3,990.00	0%	
Total Employee Expense	\$ 36,239.62	\$ 72,929.00	50%	
Engineering Services	\$ -	\$ 7,500.00	0%	
Equipment Rent	\$ 644.54	\$ 1,000.00	64%	
Insurance	\$ 4,091.53	\$ 9,500.00	43%	
Legal Fees	\$ -	\$ 1,000.00	0%	
License & Permits	\$ 1,516.75	\$ 3,000.00	51%	
New Equipment Purchase	\$ 7,724.40	\$ 10,000.00	77%	> Calculate
Newsletter Expense	\$ 840.77	\$ 2,000.00	42%	
Office Expense	\$ 1,362.83	\$ 3,500.00	39%	
Professional Services	\$ 3,874.44	\$ 9,000.00	43%	
Repairs & Maintenance	\$ 22,421.30	\$ 52,000.00	43%	
Equipment	\$ 1,904.25	\$ 5,000.00	38%	
General	\$ 4,600.46	\$ 52,000.00	9%	
Auto Maintenance	\$ 75.96	\$ -	0%	

Total Repairs & Maintenance	\$ 6,580.67	\$ 57,000.00	12% 0%	<i>&gt; calculate</i>
Security Service Contracts	\$ 2,772.00	\$ 6,400.00	43%	
Service Contracts	\$ -	\$ 1,500.00	0%	
Supplies	\$ 964.46	\$ 5,000.00	19%	
Taxes				
Property Taxes	\$ 1,225.01	\$ 2,500.00	49%	
WA St Excise Tax	\$ 8,472.53	\$ 19,200.00	44%	
Total Taxes	\$ 9,697.54	\$ 21,700.00	45%	
Telephone	\$ 347.75	\$ 2,500.00	14%	
Utilities	\$ 10,235.02	\$ 20,000.00	51%	
Vehicle Expense	\$ 2,968.91	\$ 6,000.00	49%	
Water Testing	\$ 1,836.00	\$ 200.00	918%	
Well # 6 Annual Payment	\$ -	\$ -		
Total Expense	\$ 145,965.00	\$ 357,829.00	41%	
Net Ordinary Income	\$ 55,683.62	\$ 50,641.00	110%	
Other Income/Expense				
Other Income				
Interest Income	\$ 82.90	\$ 4,000.00	2%	
Miscellaneous Income	\$ 664.00	\$ 500.00	133%	
Service Charges	\$ 3,729.35	\$ 6,500.00	57%	
Total Other Income	\$ 4,476.25	\$ 11,000.00	41%	
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	\$ 4,369.26	\$ 7,000.00	62%	
Net Income	\$ 60,052.88	\$ 57,641.00	104%	

<b>Lake Limerick Water System</b>			
<b>Statement of Income and Expenses - Fiscal Year Oct 2013 through Sept 2014</b>			
<b>Status as of 3/31/14</b>			
O.C.C.U. Savings Account	\$	9,015.23	
O.C.C.U. Checking Account	\$	63,616.56	
Key Bank Checking	\$	99,427.94	
ED Jones Designated Savings	\$	154,567.24	
Key Bank Main Line Replacement Account	\$	83,391.57	
Accounts Receivable	\$	68,648.32	
	\$	478,666.86	

<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>		\$ -	
--	--	------	--

<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	1289	\$ 3,867.00	
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	\$ 35,775.00	\$ 34,967.00

<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	1171	\$ 5,855.00	\$ 72,388.87
April-14			
May-14			
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

April 8, 2014

#### Lake Limerick Water System April 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 the new pump was the wrong electrical configuration and we had to return it. The new pump is here and Nicholson should have it installed this week.

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 operating normally.

#### **Water Sampling:**

The monthly routine bacteria samples were satisfactory.

#### **Water Usage:**

The water loss calculation this month indicated a loss of 5.1%. The yearly average is right where we want it to be at 3.6%.

I am struggling with the contractor's registration website. I have not committed the time I should to it yet, but I think we may go to the regional office location in Tumwater and ask for help. The suspected leak on St. Andrews Dr. has still not been repaired.

#### **Customer Concerns:**

We had 6 utility locates and 1 lock-out.

#### **Thoughts:**

I contacted Backflow Pro's about our annual backflow assembly testing. They are preparing an estimate to include replacing some of the assemblies which gave them trouble last year.

We have gotten another response letter from DOH for the Water System Plan. We just have a few final things needed to finish. We will meet the public hearing for the WSP and documentation of the Water Use Efficiency goal notice to the public during the Annual Meeting on the 19<sup>th</sup>. After

that, I will have two resolutions for the Water Committee to adopt at the May meeting and we will be done.

I have prepared a short presentation and pamphlet on winterizing the water lines in your home. Please provide input if there is something additional you would like me to cover at the annual meeting.

The Consumer Confidence Report and Water Use Efficiency Report have been completed and Sheila has a copy of the CCR to distribute to the customers before July 1. There was a problem with the DOH computer and the Annual Summary Report website was down; it has now returned to service and I will submit that report soon.

The Water Quality Monitoring Reports have still not been prepared by DOH. I will let everyone know when they mail them out and if there are any special samples they want.

Steve has gotten a bid for removing the trees from Well #4 and he is getting another soon. The electric company was very helpful and will not charge us anything for moving the power line to a pole.

Steve will be at this (April) meeting to take the Committee to Well #4 to discuss the project there and answer any questions. He has also offered to give a tour of the other sites if desired.

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	0									
Well #2	0	0	0									
Well #3a	137,900	1,120,500	284,800									
Well #3b	184,000	1,249,800	406,400									
Well #4	133,200	120,100	201,600									
Well #5	725,100	6,300	0									
Well #6	2,516,000	1,106,000	2,413,500									
<b>total:</b>	<b>3,696,200</b>	<b>3,602,700</b>	<b>3,306,300</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	3,137,967									
--------	-----------	-----------	-----------	--	--	--	--	--	--	--	--	--

Loss	229,703	-15,000	168,333	0	0	0	0	0	0	0	0	0
------	---------	---------	---------	---	---	---	---	---	---	---	---	---

Percent            **6.2%**        **-0.4%**        **5.1%**

	Right (acrfi/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	3,383,400	10.4	12.4%
Well #4	79	454,900	1.4	1.8%
Well #5	152	731,400	2.2	1.5%
Well #6	160	6,035,500	18.5	11.6%

**Year to Date Total Loss:                    3.6%**



### 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	861									
Well #2												
Well #3		6,765	2,943									
Well #4		659	843									
Well #5		1,061	941									
Well #6		6,193										
<b>total:</b>	0	15,566	5,588	0	0	0	0	0	0	0	0	0

### Gallons Per Kwh

Well #1	0	0										
Well #2												
Well #3	350	235										
Well #4	182	239										
Well #5	6	0										
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	10,392,700	10,009,664	3.6%

#### Gal/Kwh YTD

Well #1	0
Well #3	293
Well #4	211
Well #5	3
Well #6	179

## 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	April of each Year	Next Meeting April 19, 2014
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	April 2014 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