

**LAKE LIMERICK COUNTRY CLUB
WATER COMMITTEE MEETING
MAY 10, 2014
Minutes**

The meeting was called to order @ 8:55 a.m. by Chair Phyllis Antonsen.

Roll Call: Phyllis Antonsen, Don Bird, Scott Carey, Ken Ayers, and Brian Parnell. Brian Smith was excused.

Employees: Sheila Hedlund

Guests: Michael Smith

Approval of Minutes

A motion was made by Scott Carey, seconded by Don Bird and passed with no nays as follows:
To approve the minutes of April 12, 2014 as written

Election of Officers:

Nominations were open for the position of Chair person

A motion was made by Scott Carey, to nominate Phyllis Antonsen for Chairman:

A motion was made by Scott Carey to close the nominations

Phyllis Antonsen was elected Chair by acclamation, it was passed unanimously.

Nominations were open for the position of Treasurer.

A motion was made by Don Bird to nominate Scott Carey for Treasurer:

A motion was made by Don Bird to close the nominations

Scott Carey was elected Treasurer by acclamation, it was passed unanimously.

Nominations were open for the position of Secretary.

A motion was made by Scott Carey to nominate Don Bird for Secretary:

A motion was made by Scott Carey, to close the nominations

Don Bird was elected Secretary by acclamation, it was passed unanimously.

Additions to Agenda:

Newsletter suggestions and ideas

Monitoring and Improving Electrical Consumption at well sites

Comments from Guests

Michael Smith is concerned about Mason County using our water hydrants to fill County Trucks. It was explained that there is no cost to members, and it shows as a loss on our consumption reports. Bill and Steve will be requested to contact the County for explanation and to request they give us the amount of water pumped each month, this will help monitor the usage on our consumption reports for the State.

Financial Report

1) Review

Question regarding New Equipment, Sheila reported we bought a trencher, the cost will be split with Maintenance and Greens

2) Service disconnect status, 17 accounts have paid in full and 8 accounts have made partial payments.

A motion was made by Don Bird, seconded by Brian Parnell and passed with no nays as follows:
To approve the financial report for April 2014

Water Distribution Manager's Report ~ Attached.

Don Bird would like to take on as a project the possible reduction of electrical use at our well sites.

Action List

Bill has not had the opportunity to review this list, we will have an update at our next meeting

Correspondence: None

Old Business

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

New Business

1) Resolutions submitted by Bill Bernier – WPS

Bill will be requested to redo the Resolutions to reflect signatures required by the Board President and Secretary.

A motion was made by Scott Carey, seconded by Don Bird and passed with no nays as follows:

To forward the Resolutions for the Water System Plan and Water Use Efficiency Program to the Board of Directors for final approval.

2) Estimate from BackFlo Pros

When new backflows are installed on a member's property they should be notified that the new unit only protects the water system as well as from their neighbors, and they are responsible for the testing and maintenance of their personal devices.

Along with door hangers we will send out a letter to owners informing them that their water will be shut off for a short time during installation/testing.

A motion was made by Scott Carey, seconded by Don Bird and passed with no nays as follows:

To approve the estimate from Back Flo Pro's Inc, for the annual backflow testing and new installations @ \$6,388.44

3) Billing glitch

The previous months billing was not closed for the month, when forced to close to proceed it put the new readings into history. The next month each statement that shows an overage will be reviewed. The June statements will also have a comment stating that the usage is for two months.

4) Bids for work on Well #4 – are being requested at this time.

5) Newsletter

It was suggested that we thank Bill for his presentation at the Annual Meeting.

Put in the "odd/even" rules

Announcements Next meeting date - June 14, 2014 @9:00am

Closed Session: None

Motion to adjourn.

A motion was made by Scott Carey, seconded by Ken Ayers and passed with no nays as follows:

To adjourn the meeting at 9:47

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

MOTIONS TO THE BOARD

Approval of Minutes

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Section of Officers:

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Lake Limerick Water System	
Statement of Income and Expenses - Fiscal Year Oct 2013 through Sept 2014	
Status as of 4/30/14	
O.C.C.U. Savings Account	\$ 9,016.69
O.C.U. Checking Account	\$ 63,642.80
Key Bank Checking	\$ 108,811.50
ED Jones Designated Savings	\$ 155,947.38
Key Bank Main Line Replacement Account	\$ 89,291.57
Accounts Receivable	\$ 63,312.97
	\$ 490,022.91

Capital Improvements	Budget	Actual Cost	Budget Balance
Well #4, Replace Hydroneumattick tank with bladder tank	\$ 10,000.00	\$ -	\$ 10,000.00
Well #5, Replace Hydroneumattick 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:			
Date	#of \$3 pymts	Amt Collected Per month	Maint. & Inspection Costs:
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	1391	\$ 4,173.00	6388.44
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	\$ 42,105.00	\$ 28,637.00

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	1085	\$ 5,425.00	\$ 66,533.87
March-14	1171	\$ 5,855.00	\$ 72,388.87
April-14	1266	\$ 6,330.00	\$ 78,718.87
May-14			
June-14			
July-14			
August-14			
September-14			

Lake Limerick Water System
Financial Statement
Fiscal Year 2013 - 2014
as of April 30, 2014

	TOTAL	Annual Budget	YTD %	
Ordinary Income/Expense				Goal 58%
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	\$ 1,136.37	\$ 10,000.00	11%	
Water Meter Hookup	\$ 1,000.00	\$ 2,000.00	50%	
Water Meter Lock/Lockout	\$ 60.00	\$ 120.00	50%	
Water Meter Locked	\$ 5,500.00	\$ 10,000.00	55%	
Water Metered	\$ 212,814.00	\$ 364,000.00	58%	
Water Non Metered	\$ 12,749.00	\$ 22,200.00	57%	
Total Gross Revenue Water	\$ 233,259.37	\$ 408,470.00	57%	
Total Income	\$ 233,289.37	\$ 408,470.00	57%	
Gross Profit	\$ 233,289.37	\$ 408,470.00	57%	
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	\$ 335.00	\$ 400.00	84%	
Credit Card Service Charges	\$ 1,393.04	\$ 2,500.00	56%	
Depreciation	\$ 34,062.00	\$ 58,400.00	58%	<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	\$ 547.14	\$ 1,100.00	50%	
Payroll Tax Expense	\$ 4,075.73	\$ 6,930.00	59%	
Salaries & Wages	\$ 36,671.15	\$ 59,409.00	62%	
Retro Tax Expense	\$ -	\$ -		
Vacation & Sick Leave	\$ -	\$ 3,990.00	0%	
Total Employee Expense	\$ 41,755.02	\$ 72,929.00	57%	
Engineering Services	\$ -	\$ 7,500.00	0%	
Equipment Rent	\$ 767.29	\$ 1,000.00	77%	
Insurance	\$ 5,813.95	\$ 9,500.00	61%	
Legal Fees	\$ -	\$ 1,000.00	0%	
License & Permits	\$ 1,611.75	\$ 3,000.00	54%	
New Equipment Purchase	\$ 10,982.40	\$ 10,000.00	110%	
Newsletter Expense	\$ 840.77	\$ 2,000.00	42%	
Office Expense	\$ 1,404.20	\$ 3,500.00	40%	
Supplies	\$ 4,348.88	\$ 9,000.00	48%	
Professional Services	\$ 25,846.01	\$ 52,000.00	50%	
Repairs & Maintenance				
Equipment	\$ 2,993.59	\$ 5,000.00	60%	
General	\$ 6,864.27	\$ 52,000.00	13%	
Auto Maintenance	\$ 124.40	\$ -		

Repairs & Maintenance	\$ 9,982.26	\$ 57,000.00	18%		
Security Service Contracts	\$ 3,234.00	\$ 6,400.00	51%		
Service Contracts	\$ -	\$ 1,500.00	0%		
Supplies	\$ 978.28	\$ 5,000.00	20%		
Taxes					
Property Taxes	\$ 1,225.01	\$ 2,500.00	49%		
WA St Excise Tax	\$ 11,730.60	\$ 19,200.00	61%		
Total Taxes	\$ 12,955.61	\$ 21,700.00	60%		
Telephone	\$ 347.75	\$ 2,500.00	14%		
Utilities	\$ 12,338.69	\$ 20,000.00	62%		
Vehicle Expense	\$ 4,004.26	\$ 6,000.00	67%		
Water Testing	\$ 1,836.00	\$ 200.00	918%		
Well # 6 Annual Payment	\$ -	\$ -			
Total Expense	\$ 175,996.29	\$ 357,829.00	49%		
Net Ordinary Income	\$ 57,293.08	\$ 50,641.00	113%		
Other Income/Expense					
Other Income					
Interest Income	\$ 816.89	\$ 4,000.00	20%		
Miscellaneous Income	\$ 727.80	\$ 500.00	146%		
Service Charges	\$ 4,354.93	\$ 6,500.00	67%		
Total Other Income	\$ 5,899.62	\$ 11,000.00	54%		
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	\$ 5,792.63	\$ 7,000.00	83%		
Net Income	\$ 63,085.71	\$ 57,641.00	109%		



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May 8, 2014

Lake Limerick Water System May 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 all of the modifications and replacements have been made and this well site is back in operation.

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:

There was some confusion in the water billing this month where the previous month was not deleted before entering the new month readings. I only mention this because the usage totals for this month was over 7,000,000 gallons which would give us a gain in water of over 50%. I can play with the math and dates to justify a small percentage increase from the water we pump from the ground to the water delivered; but not that much.

Looking at last month's data I noticed that if I subtracted last month's consumer usage from this month's consumer usage; the result is very close to where I would expect the number to be. Because of the computer entry error stated earlier, I think it is a safe assumption that these errors are correlated and the corrected number is the number I am using for the consumption report.

The water loss calculation this month indicated a loss of 5.4%. The yearly average is right where we want it to be at 3.8%.

Steve spoke with the County and they decided that we don't need the contractor's license after all. I am not sure why they changed their mind, but we got a permit and repaired the leak on St. Andrews. The asphalt company will call us the next time they are making asphalt and we will

repave the hole then. All of the new equipment worked very well and it is nice to have it start paying for itself.

Customer Concerns:

We had 4 utility locates and turned the water on to 4 customers.

Thoughts:

I have attached an estimate from Backflow Pros for our annual backflow assembly testing. I also asked them to give an estimate on replacing some of the assemblies that were in poor condition last year. They want to do the testing on the first week of June and do the replacements on the second week in June. If the Water Committee approves this estimate, we will hang notices on the doors of those customers that are affected on May 30th.

The Water Committee must adopt two resolutions for the completion of the WSP; one is for the Water Use Efficiency Goals and the other is the WSP as a whole. I have prepared and attached resolution documents but you do not need to use them if you have a format you already like.

I have submitted the Cross Connection Control Annual Summary Report to the State.

Beco's Tree service gave us an estimate of just under \$2,000 and we have asked them to do the work. We submitted an application to the Agricultural Committee to get approval to do the work. We will schedule the work to be done as soon as we can.

We secured the conduit outside the building at the booster house #3 and the reservoir level sensing wire has been secured inside the building above the door.

The Water Quality Monitoring Reports have **still** not been prepared by DOH. They claim they will be out in the middle of May. I will let everyone know when they mail them out and if there are any special samples they want.

I have started preparing simple bid documents for the work at Well #4. I am planning to ask for bids from Arcadia Well Drilling, Nicholson Well Drilling, and All American Waterworks. Please let me know if there is someone else you would like me to contact.

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

William Bernier

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