

**LAKE LIMERICK COUNTRY CLUB
WATER COMMITTEE MEETING
Minutes
JUNE 14, 2014**

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

Members Attending: Chair Phyllis Antonsen, Secretary Don Bird, Treasurer Scott Carey, Members; Ken Ayers, Brian Smith and Brian Parnell

Employees Attending: Sheila Hedlund

Guests: None

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 May 10, 2014 as written
(Brian Smith abstained as he was not at the last meeting)

Additions to Agenda:

Correspondence: Forgiveness Requests from Beynon and Wagner.

Comments from Guests: None

Financial Report

1) Review

Check new equipment expenditures.

The List includes Compactor, Dump Trailer, Concrete Saw, and Trencher.

2) Service disconnect status, 15 Accounts have paid in full, while 7 have made partial payments

A Motion was made by Don Bird, seconded by Brian Smith and passed with no nays as follows:
To Approve the Financial Report for May 2014 as presented

Water Distribution Manager's Report

Action List

1) The purpose of the action list was discussed

2) Revisions - additions and deletions

a) Remove Item #1, Loan Payment, part of the Annual Budget

b) Item #2, Radio License Renewal Leave on list, Budget reminder

c) Item #4 ERU, this is part of the WSP, and will be added to Item #6

d) Item #5 System Wide Water Line Replacement, Items 7,8, and 9 will be added to Item #5

e) Item #6 WSP, will be kept on the list and the due date will be updated upon Approval of the current report

f) Item #7 Clonakilty Loop, add to Item #5

g) Item #8 ~ 04-030, eliminate from the lot, relocate to greenbelt, add to Item #5

- h) Item #9 Ballantrae/Aycliffe Valve Replacement, add to Item #5
- i) Item #10, Annual Consumer Education Meeting, keep on list
- (Item #11, Secondary BFA Testing, Keep on list
- κ) Item #12 Annual Well Site Inspection, keep on list
- l) Item #13 Replace Well#3 Pump house, no further action required, remove from list
- m) Item #14 Response to DOH re WSP, no further action required, remove from list
- n) Item #15 Sanitary Survey, Leave on list, budget reminder
- o) Item #16, Well Steps #3, project should be completed this fall.

Items from Bill's Maintenance list will be added to the current Action Item List, first 4 Items on the "A" list, and all of the "Y" List, Sheila will add due dates where applicable. New Action Item List is attached.

Correspondence

Forgiveness Requests were received from the Beynon's and the Wagner's.

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

To Approve the Forgiveness requests from the Beynon's for the amount of \$166, and from the Wagner's for \$30.00.

It is noted here that the Wagner's were asked in person if they would prefer to pay their current bill and keep the One Time Forgiveness for a later time, they agreed to cancel their request.

Old Business

- 1) BackFlo Pros - testing complete

New Installations will be completed next week.

The Committee would like to see the test results at the next meeting.

- 2) WSP - resolutions signed, the final step for submittal

- 3) Bid requests for work on Well #4

The Bid Package was approved with the following correction to be made;

On page 2, the List Section, "The following is a list of new materials which will be required for the project" The Committee would like this line to not sound so precise, i.e. add at the beginning of the line, "At A Minimum" or after the phrase "The following is an "anticipated" list of new....."

The Committee also noted that they would like the letters to go out individually, to each vendor, (do not have all three listed) Sheila will check with Bill but feels that this is a sample letter and lets you know who the letter will be going out to.

Phyllis also noted that she has been to Well#4 since the tree cutting has been accomplished and said that there is a stump that may be a hindrance to accessing the site. The stump can not be removed due to underground piping, but stump grinding may be a consideration.

- 4) Don's analysis of power usage

Don is continuing to investigate the power usage at each site, and is now working on an Annual Basis Report. Some thoughts to consider may be space heaters with thermostats or heat pumps.

New Business:

- 1) Don's request to Bill for a SCADA Wish List (see manager's report page 2 - Thoughts)

Don will work with Bill to accomplish the list, items one – three will be in house, the fourth request for internet access will take more research for security.

Don also mentioned that the SCADA Program is still running on XP and will need to be upgraded, this most likely will prompt an update for the SCADA System as well, this could cost several thousand, this item will be considered for next year's budget.

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

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 9:51 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 Scott Carey, seconded by Don Bird and passed with no nays, as follows:
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June 10, 2014

Lake Limerick Water System June 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 is operating normally.

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.

We finally received our Water Quality Monitoring Schedule from the State. We need to sample nitrates from every well this year (like every year). We also have our 3-year lead and copper sampling this year. We have our list from the last set of samples and will be asking those same people for their cooperation this time. Lead and copper samples are the only samples that are required to be taken inside houses and have special procedures that need to be taken. I have attached the WQMS and the sampling procedures for anyone that is interested.

Water Usage:

The water loss calculation this month indicated a loss of 7.3%; the yearly average is 4.7%. I drove around looking for any leaks and did not see any. There is no need to panic, but we will keep an eye on this.

Customer Concerns:

We had 8 utility locates and turned the water on to 3 customers. One customer had concerns about low pressure and Steve adjusted his pressure reducing valve.

All of the backflow assembly testing was completed without incident and the new assemblies will be installed this week.

The County does use a hydrant on the Lake Limerick Water System to fill their trucks and they report that usage to us. We have an informal agreement that they use our water free of charge and they help us with permits, road repairs, and anything else that comes up. It has worked well this way for many years. I spoke with Steve about installing a fill station, but we could not think of anywhere to put it that would be convenient for larger trucks (County, Fire Department). If usage becomes a problem, we will explore this option further.

Thoughts:

We patched the road on St. Andrews and it looks good. Drew at County Public Works stopped by to inspect and give us some advice for next time. He has offered to take some time during the next patch job to show us how he patches roads (we will take him up on it!). A special thanks to Joe for helping. I believe that this will save the Water System a lot of money in the future.

Consumer Confidence Reports were mailed on 6/4/14 and I sent the confirmation letter to the State the same day. We are now done with all of our annual reports to the State.

The resolutions were signed and I have given copies to Jester. He has will be putting together the final package for the Water System Plan shortly.

The trees were removed at Well #4 and it looks amazing. I have attached the documents for the rest of the work at #4 for your review and comment before I get estimates from the contractors. Please let me know if there is anything you would like me to add or omit.

Don asked for a wish list for the SCADA system;

1. Repair, replace, or remove the "locked in" alarms
2. Auto-cycle between set points from day to day
3. Get phone calls when alarms happen
4. Be able to remotely monitor the system.

I was asked to review the Action Items List and provide comment with regards to omissions and additions.

1. Loan for Well #6 is depressing. 2026 seems like a long time
2. No comment
3. We replaced the booster pump at Well #1. I am not sure which will be the next pump to fail.
4. The ERU increase was established in the new WSP. The service area map is also updated.
5. Jester had an estimate of \$3,000,000 for the water line replacement which I think is a little low, but \$10,000,000 seems very high. There is no cost effective way to check the health of AC pipes; when we start getting water main breaks, we will know it is time to replace that section.
6. The WSP should be approved soon.
7. Part of item #5
8. Part of item #5
9. Part of item #5
10. No comment
11. No comment
12. No comment
13. There is no need to replace the pumphouse at Well #3. We paneled the walls, replaced the roof, and replaced the door. It is in fine shape now.

14. Part of item #6
15. No comment
16. No comment (we are planning to do this in the fall)

I have attached my maintenance schedule to see if you wanted to add any items to the Action Items List.

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.	Radio Communication License Fee	10 year Renewal, next due May 2015	Includes Rules and Updates
2.	System wide water line replacement to include: <ul style="list-style-type: none"> • Well #1, Clonakilty Loop • 4" water main, 04-030: Eliminate from the lot, relocate to greenbelt • Ballantrae/Aycliffe Valve Replacement 	Long-range planning.	Evaluation for total replacement completed Feb 2009: estimated cost \$10,000,000.
3.	WSP updates required every 5 – 6 years	Next update required April 2013.	plan has been sent to DOH May 2013 for approval, includes ERU increase
4.	Annual Consumer Education Meeting	April of each Year	Next Meeting April 18, 2015
5.	Secondary BFA testing	Every Three Years, last done June 2014	Pending approval by DOH of WSP
6.	Annual Well Site Inspection	Annually In May for new Committee Members	April 2015 Next Inspection
7.	Sanitary Survey	Every 5 year	Next Scheduled Survey 2018
8.	Well #3 Steps	Scheduled for Fall	To be completed as weather permits
9.	Consumer Confidence Report, to include Educational Materials	Annually Mailed with July 1 Deadline	Next CCR Due July 2015
10.	Water Use Efficiency Report	Annually Reported with July 1 st Deadline	Next Report Due July 2015
11.	Nitrate Sampling	Annual Testing Required	Next Test Due July 2014
12.	Herbicide Sampling	9 Year Waiver	Next Test Due July 2022
13.	Volatile Organics (VOC) Sampling	6 Year Waiver	Next Test Due July 2019
14.	Complete Inorganic (IOC) Sampling	9 Year Waiver	Next Test Due July 2019
15.	Pesticides Sampling	3 Year Waiver	No Test Date Supplied on DOH Schedule
16.	Lead and Copper Sampling	Every 3 Years	Next Test Date July 2014
17.	Cross Connection Hazard Surveys	Every 5 Years	Next Survey Due 2017
18.	Reservoir Cleaning	Every 5 Years	Next Cleaning Due 2015
19.	Tops of Reservoir Cleaning	Every 5 Years	Next Cleaning Due 2017