

**LAKE LIMERICK COUNTRY CLUB
WATER COMMITTEE
MINUTES
July 12, 2014**

The Meeting was called to order @ 9:00 a.m. by Chair Phyllis Antonsen

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

Employees Attending: Sheila Hedlund

Guests: None

Approval of Minutes:

A motion was made by Scott Carey, seconded by Ken Ayers and passed with no Nays as follows:
To approve the Minutes of June 14, 2014 as written

Additions to Agenda ~ Correspondence from Lee Howard, forgiveness request

Comments from Guests ~ None

Financial Report

- 1) Review
- 2) Service disconnect status
11 Accounts paid in full, 2 legal accounts paid in full for a total of \$2924.13, and eight of our members made partial payments.

A motion was made by Brian Smith, seconded by Don Bird and passed with no Nays as follows:
() approve the Financial Report for June 2014 as presented

Water Distribution Manager's Report ~ See attached.

Action List ~ See attached

The list has been updated to coincide with the approval of the Water System Plan (WSP). Part of the WSP was the Cross Connection Control Program for testing of secondary units, it was approved as presented to test every three years. The last tests were done May 2013, Action Item list will be updated to reflect next testing due date will be May 2016.

Correspondence

Lee Howard requested a forgiveness for his overage from May 2014 for the amount of \$394.00

A motion was made by Don Bird, seconded by Scott Carey and passed with no Nays as follows:
To approve the Forgiveness request from Lee Howard for the amount of \$394.00

Old Business

- 1) Annual Backflow Assemblies testing has been completed for this year with a total cost of \$3736.04
- 2) WSP – Has been approved, the next update is due July 2, 2020
- 3) Bids for work on Well #4

All bidders were given a letter with a scope of work for the well#4, the bids came back with a wide range as follows:
Nicholson's \$8,423
American \$21,942
Arcadia \$16,802

() will be asked to review the bids due to the wide variance on the bids, the Committee would also like Bill to comment on the recommendations made by American, and to possibly request more detail from American and Arcadia to see if we can specify what the large differences are.

The Committee will review Bill's recommendations once received and vote via email.

4) Don's analysis of power usage

Don has determined that \$60-\$80 per month per well is for heating (during the winter months). This is a total of \$1,500 - \$2,000 per year per well. Our total electrical expense per year is \$15,000 - \$20,000 which indicates that the heating portion of our annual billing is 10%.

Recommendations are, better heaters with more efficient thermostats, a freeze stat which will only come on when there is a danger of freeze, 220/440 heater but the rewiring may be expensive to change over, and to contact the PUD to see what energy saving ideas they may have to offer.

5) SCADA

The system is working fine. Don has been in contact with Brown and Caldwell, our contact person there no longer works for them. Don has also contacted HDR and they have indicated that they would like to help with or be project manager for the SCADA upgrade. It is recommended that we get the expandable upgrade which costs \$6,000 for just the software, no installation costs are included in this price. It is also recommended that a new computer be purchased along with the upgrade.

New Business

1) Budget considerations for Fiscal Year 2014-2015

Add SCADA Upgrade along with Computer

Three CCC Testing, next due date May 2016, consider this a budget item and begin transferring the \$3.00 per month into the Main Line replacement Account. This will take a Motion from the Committee and will have to be presented to the Membership as part of the Budget process. This discussion will continue at the next meeting when the budget is finalized.

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

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 9:50 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 Ken Ayers and passed with no Nays as follows:

To approve the Minutes of June 14, 2014 as written

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

To approve the Forgiveness request from Lee Howard for the amount of \$394.00

Lake Limerick Water System	
Statement of Income and Expenses - Fiscal Year Oct 2013 through Sept 2014	
Status as of 5/31/14	
O.C.C.U. Savings Account	\$ 9,017.43
O.C.C.U. Checking Account	\$ 63,656.15
Key Bank Checking	\$ 121,622.19
ED Jones Designated Savings	\$ 156,183.63
Key Bank Main Line Replacement Account	\$ 99,826.57
Accounts Receivable	\$ 76,958.65
	\$ 527,264.62

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:			
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	
May-14	1184	\$ 3,552.00	
June-14	1155	\$ 3,465.00	\$ 3,736.04
July-14		\$ -	
August-14		\$ -	
September-14		\$ -	

	Budgeted Amt	Payments Made	Budget Balance
Reserve Acct for Main Line Replacement Engineering	\$ 70,742.00	\$ 52,640.00	\$ 18,102.00

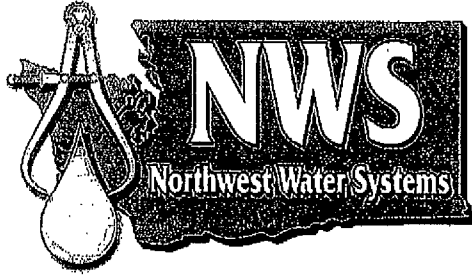
Payments Collected for Mainline Replacements	#of \$5 pymts	Total / Month	Total Collected
amount collected April 2013 - Sept 2013		\$ -	\$ 36,613.87
October-13	1237	\$ 6,185.00	\$ 42,798.87
November-13	1123	\$ 5,615.00	\$ 48,413.87
December-13	1188	\$ 5,940.00	\$ 54,353.87
January-14	1351	\$ 6,755.00	\$ 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	1060	\$ 5,300.00	\$ 84,018.87
June-14	1047	\$ 5,235.00	\$ 89,253.87
July-14			
August-14			
September-14			

UPDATE

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

	TOTAL	Annual Budget	YTD %	
Ordinary Income/Expense				Goal 75%
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	\$ 7,684.61	\$ 10,000.00	77%	
Water Meter Hookup	\$ 1,000.00	\$ 2,000.00	50%	
Water Meter Lock/Lockout	\$ 120.00	\$ 120.00	100%	
Water Meter Locked	\$ 7,125.00	\$ 10,000.00	71%	
Water Metered	\$ 273,645.00	\$ 364,000.00	75%	
Water Non Metered	\$ 16,383.00	\$ 22,200.00	74%	
Total Gross Revenue Water	\$ 305,957.61	\$ 408,470.00	75%	
Total Income	\$ 305,987.61	\$ 408,470.00	75%	
Gross Profit	\$ 305,987.61	\$ 408,470.00	75%	
Expense				
Accounting				
Accounting Assistance	\$ 591.75	\$ 2,000.00	30%	
Accounting Audit	\$ -	\$ -	0%	
Accounting Review	\$ 1,020.38	\$ 2,000.00	51%	
Total Accounting	\$ 1,612.13	\$ 4,000.00	40%	
Bank Service Charges	\$ 335.00	\$ 400.00	84%	
Credit Card Service Charges	\$ 2,091.79	\$ 2,500.00	84%	
Depreciation	\$ 43,794.00	\$ 58,400.00	75%	
Dues & Subscriptions	\$ 510.00	\$ 800.00	64%	
Employee Expense				
Education of Employees	\$ 461.00	\$ 1,500.00	31%	
Health Insurances	\$ -	\$ -	0%	
L&I Insurance	\$ 661.03	\$ 1,100.00	60%	
Payroll Tax Expense	\$ 5,168.03	\$ 6,930.00	75%	
Salaries & Wages	\$ 46,717.08	\$ 59,409.00	79%	
Retro Tax Expense	\$ -	\$ -		
Vacation & Sick Leave	\$ -	\$ 3,990.00	0%	
Total Employee Expense	\$ 53,007.14	\$ 72,929.00	73%	
Engineering Services	\$ -	\$ 7,500.00	0%	
Equipment Rent	\$ 890.04	\$ 1,000.00	89%	
Insurance	\$ 6,675.17	\$ 9,500.00	70%	
Legal Fees	\$ -	\$ 1,000.00	0%	
License & Permits	\$ 1,738.00	\$ 3,000.00	58%	
New Equipment Purchase	\$ 10,982.40	\$ 10,000.00	110%	
Newsletter Expense	\$ 1,177.04	\$ 2,000.00	59%	
Office Expense	\$ 1,677.29	\$ 3,500.00	48%	
Postage	\$ 5,331.32	\$ 9,000.00	59%	
Professional Services	\$ 37,207.33	\$ 52,000.00	72%	
Repairs & Maintenance				
Equipment	\$ 2,993.59	\$ 5,000.00	60%	
General	\$ 6,807.40	\$ 52,000.00	13%	
Auto Maintenance	\$ 538.66	\$ -		

Total Repairs & Maintenance	\$ 10,339.65	\$ 57,000.00	18%
Security Service Contracts	\$ 4,158.00	\$ 6,400.00	65%
Service Contracts	\$ -	\$ 1,500.00	0%
Supplies	\$ 1,998.14	\$ 5,000.00	40%
Taxes			
Property Taxes	\$ 1,225.01	\$ 2,500.00	49%
WA St Excise Tax	\$ 13,462.89	\$ 19,200.00	70%
Total Taxes	\$ 14,687.90	\$ 21,700.00	68%
Telephone	\$ 347.75	\$ 2,500.00	14%
Utilities	\$ 15,584.79	\$ 20,000.00	78%
Vehicle Expense	\$ 5,334.03	\$ 6,000.00	89%
Water Testing	\$ 1,836.00	\$ 200.00	918%
Well # 6 Annual Payment	\$ -	\$ -	
Total Expense	\$ 221,314.91	\$ 357,829.00	62%
Net Ordinary Income	\$ 84,672.70	\$ 50,641.00	167%
Other Income/Expense			
Other Income			
Interest Income	\$ 830.98	\$ 4,000.00	21%
Miscellaneous Income	\$ 727.80	\$ 500.00	146%
Service Charges	\$ 5,478.09	\$ 6,500.00	84%
Total Other Income	\$ 7,036.87	\$ 11,000.00	64%
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	\$ 6,929.88	\$ 7,000.00	99%
Net Income	\$ 91,602.58	\$ 57,641.00	159%



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Nicholson 8423
American 21,942
Arcadee 16,802

July 8, 2014

Lake Limerick Water System July 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. We had a small issue with the cycle-stop valve that was installed by Nicholson Drilling. They came out and made the needed adjustments. But we dumped the reservoir before putting it back on-line as a precaution.

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.

I have prepared letters for the customers we are asking to take the Lead and Copper samples. Steve will take them door to door to make sure they will be home. We are using the same list that we used last time.

Water Usage:

The water loss calculation this month indicated a loss of 3.4%; the yearly average is 4.3%. This is where we want to be.

Customer Concerns:

We had 11 utility locates and turned the water on to a customer. One customer had concerns about bees in the valve box (Steve killed them).

Backflow assembly testing is complete for this year. We had a little mix-up with the instructions and they only replaced 2 assemblies. They performed 88 tests; 11 failed but were repaired. That is a 12.5% failure rate. The State average is reported as 10%, but this is a small sample size. I think we are in good shape.

I am only attaching one bid for the work at Well #4. Nicholson Drilling is preparing a bid and American Pump and Electric is visiting the site either tomorrow or the next day (they both promised to have them completed by Saturday). I will forward their bids when I get them.

I worked through the package I sent out and I was expecting the bids to come in around \$15,000; Arcadia is right in that ball park.

Steve painted some hydrants and the soffits of the pumphouses to prevent corrosion.

Thoughts:

The Water System Plan approval from the State is attached! Thank you Jester.

I will let Don update you on the SCADA improvements and electrical reduction investigations.

June was a pretty slow month (I took 2 weeks of vacation and Steve took 1).

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	0	77,049	79,817						
Well #2	0	0	0	0	0	0						
Well #3a	137,900	1,120,500	284,800	721,280	1,278,200	1,567,000						
Well #3b	184,000	1,249,800	406,400	901,600	1,719,600	1,924,200						
Well #4	133,200	120,100	201,600	505,100		156,300						
Well #5	725,100	6,300	0	0	1,794,800	1,972,600						
Well #6	2,516,000	1,106,000	2,413,500	2,686,100	387,200	1,751,400						
total:	3,696,200	3,602,700	3,306,300	4,814,080	5,256,849	7,451,317	0	0	0	0	0	0

Flushing				25,000	25,000							
Dumping	200,000					80,000						
Leakage		10,000	50,000	86,400								
Fire/Cnty		2,500		4,800	48,000							
total:	200,000	12,500	50,000	116,200	73,000	80,000	0	0	0	0	0	0

Meters	3,266,497	3,605,200	3,137,967	4,443,402	4,800,708	7,121,512						
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Loss	229,703	-15,000	118,333	254,478	383,141	249,805	0	0	0	0	0	0
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Percent **6.2%** **-0.4%** **3.6%** **5.3%** **7.3%** **3.4%**

	Right (acft/yr)	Total	Acre-feet	%Water right
Well #1	117	156,866	0.5	0.4%
Well #2	166	0	0.0	0.0%
Well #3	84	11,495,280	35.3	42.0%
Well #4	79	1,116,300	3.4	4.3%
Well #5	152	4,498,800	13.8	9.1%
Well #6	160	10,860,200	33.3	20.8%

Year to Date Total Loss: 4.3%

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	855	614	181						
Well #2						101						
Well #3		6,765	2,943	6,321	7,628	8,816						
Well #4		659	843	751	219	532						
Well #5		1,061	941	875	5,049	5,376						
Well #6		6,193		10,820	2,900	7,649						
total:	0	15,566	5,588	19,622	16,410	22,655	0	0	0	0	0	0

Gallons Per KwH

Well #1	0	0	0	125	441							
Well #2					0							
Well #3	350	235	257	393	396							
Well #4	182	239	673	0	294							
Well #5	6	0	0	355	367							
Well #6	179		248	134	229							
total:	231	592	245	320	329							

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	56,859,553	54,275,297	4.4%
2014	27,595,746	26,375,286	4.3%

Gal/KwH YTD

Well #1	113
Well #3	326
Well #4	278
Well #5	146
Well #6	197

JUL 08 2014



STATE OF WASHINGTON
DEPARTMENT OF HEALTH
SOUTHWEST DRINKING WATER REGIONAL OPERATIONS
PO Box 47823, Olympia, Washington 98504-7823
TDD Relay 1-800-833-6388

July 2, 2014

Jester Purtteman
Northwest Water Systems Inc.
Post Office Box 123
Port Orchard, Washington 98366-0123

Subject: Lake Limerick Water, ID #44150T, Mason County; Water System Plan, ODW Project #13-0502

Dear Mr. Purtteman:

The Water System Plan (WSP) received by the Office of Drinking Water (ODW) on May 9, 2013, along with additional information received on December 24, 2013, and June 16, 2014, has been reviewed and is **APPROVED**.

Approval of this WSP is valid as it relates to current standards outlined in Washington Administrative Code (WAC) 246-290 revised March 30, 2012, and RCW 70.116 (Municipal Water Law) effective September 2003, and is subject to the qualifications herein. Future changes in the rules and statutes may be more stringent and require facility modification or corrective action.

An approved update of this WSP is required on or before July 2, 2020, unless ODW requests an update or plan amendment pursuant to WAC 246-290-100(9).

APPROVED NUMBER OF CONNECTIONS

Based on the analysis presented in the WSP, the Lake Limerick water system is approved for 1,307 Equivalent Residential Units (ERUs), and for an ~~Unspecified number of connections~~. The capacity was determined based on an Average Day Demand (ADD) of 224 gallons per day per ERU (gpd/ERU) and a Maximum Day Demand (MDD) of 728 gpd/ERU. The limiting factor for the system is source capacity (maximum day demand).

You are responsible for permitting the addition of new service connections to your water system in a manner consistent with the approved document. We expect you to maintain a process, which recognizes all new connections added to the water system, and the water demands associated with each connection. Your process must assure that physical capacity and water right limitations are not exceeded.

LOCAL GOVERNMENT CONSISTENCY

Barbara Adkins, Director, Mason County Community Development Department signed the local consistency statement on May 13, 2013. This meets local government consistency requirements for WSP approval pursuant to RCW 90.03.386 and RCW 43.20.



SERVICE AREA AND DUTY TO SERVE

Pursuant to RCW 90.03.386(2), the service area identified in this WSP service area map may now represent an expanded "place of use" for this system's water rights. Changes in service area should be made through a WSP amendment.

Lake Limerick Water has a duty to provide new water service within its retail service area. This WSP includes service policies to describe how your system plans to provide new service within your retail service area.

CONSTRUCTION WAIVERS

Standard Construction Specifications for distribution main extensions in this WSP are approved. Consistent with WAC 246-290-125(2), this system may proceed with the installation of distribution main extensions provided this system completes and keeps on file a construction completion report form in accordance with WAC 246-290-125(2) and WAC 246-290-120(5) and makes it available for review upon request by ODW.

WATER RESOURCES

This approval does not provide any guarantee and should not be considered to provide any guarantee concerning legal use of water or any subsequent water right decisions by the Department of Ecology (Ecology). A copy of the WSP was sent to Ecology on May 13, 2013. As of the date of this letter, comments have not been received from Ecology. ODW is making this approval based upon the water system's water right analysis.

WATERSHED PLANNING

Ecology has not determined this WSP is "not inconsistent" with the approved watershed plan for WRIA 14, the Kennedy Goldsborough Watersheds. Please contact Ecology for more information.

We recognize the significant effort and resource commitment involved in the preparation of this WSP. Thank you for your cooperation.

If you have any questions, please contact Regina Grimm at (360) 236-3035 or Corina Hayes at (360) 236-3031.

Sincerely,



Corina Hayes
Office of Drinking Water, Regional Planner



Regina Grimm, P.E.
Office of Drinking Water, Regional Engineer

cc: Sheila Hedlund, Lake Limerick Country Club
Mason County Health Department
Mason County Planning Department
Tammy Hall, Department of Ecology

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 in 6 years	Next update required July 2, 2020.	DOH APPROVED JULY 2, 2014 Includes ERU approval of 1307 connections
4.	Annual Consumer Education Meeting	April of each Year	Next Meeting April 18, 2015
5.	Secondary BFA testing	Every Three Years, last done May 2013	Next testing due: May 2016
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