

**LAKE LIMERICK COUNTRY CLUB
WATER COMMITTEE
MINUTES
October 11, 2014**

The meeting was called to order at 9:02 a.m. by Chair Phyllis Antonsen

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

Employees Attending: Sheila Hedlund

Guests ~ None

Approval of Minutes

A motion was made by Don Bird, seconded by Ken Ayers and passed with no nays as follows:
To approve the Minutes of September 13, 2014 as written.

Additions to Agenda

Correspondence: Forgiveness requests for Lux and So
Old Business: Well #4

Comments from Guests ~ None

Financial Report

1) Reviewed End Of Year Reports.

Service disconnect status; 31 accounts paid in full, while 14 made partial payments.

Water Distribution Manager's Report ~ Attached.

Action List - nothing pending

Correspondence

Forgiveness Request Lux:

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

To grant the one time forgiveness to Mrs. Lux via their daughter Ms. Maldonado for \$716 in excess usage and \$23.11 in late fees

Forgiveness Request So via Beckman Realty Group as Agent

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

To grant the one time forgiveness to Mr. So via their agent Beckman Realty Group for the Month of August 2013 (time of first request) for \$156 in excess usage

Old Business

1) SCADA - Don Bird

Don reported that there is currently a problem controlling the Well#1 well pump to maintain the tank level between the set points, Don will work with Bill to correct this issue.

New Business

1) Bid on Well #5 tank removal.

The Water Committee approved the Bid from Nicholson Drilling for \$2058.26 for repairs at Well #5.

Newsletter for December -

Suggestions were as follows; report on completed projects for the year, winterizing, and report on the end of year financial report

3) Well #4

When Don and Phyl reviewed the work that was done at Well#4 they noticed that some water system control valves were located outside the well site perimeter fence. The Committee approved expanding the fence around the exposed valves. It was also noted that the tank needs to be pressure washed on the outside.

Announcements

Semi- Annual Meeting October 18, 2014 @2:00 Please try to be there.
Next meeting date - November 8, 2014 @9:00am

A motion was made by Scott Carey, seconded by Don Bird and passed with no nays as follows:
To convene to closed session for personnel discussion

Closed Session

A Motion was made by Scott Carey, seconded by Don Bird and passed with no nays as follows:
To reconvene to open session

Motion to accept all closed session motions - No motions were made in closed session

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 9:36 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 Ken Ayers and passed with no nays as follows:
To approve the Minutes of September 13, 2014 as written.

A motion was made by Scott Carey, seconded by Don Bird and passed with no nays as follows:
To grant the one time forgiveness to Mrs. Lux via their daughter Ms. Maldonado for \$716 in excess usage and \$23.11 in late fees

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To grant the one time forgiveness to Mr. So via their agent Beckman Realty Group for the Month of August 2013 (time of first request) for \$156 in excess usage

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

| | TOTAL | Annual Budget | YTD % | |
|---|---------------|---------------|-------|-----------|
| Ordinary Income/Expense | | | | Goal 100% |
| 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 | \$ 21,435.21 | \$ 10,000.00 | 214% | |
| Water Meter Hookup | \$ 1,000.00 | \$ 2,000.00 | 50% | |
| Water Meter Lock/Lockout | \$ 180.00 | \$ 120.00 | 150% | |
| Water Meter Locked | \$ 9,520.00 | \$ 10,000.00 | 95% | |
| Water Metered | \$ 364,878.00 | \$ 364,000.00 | 100% | |
| Water Non Metered | \$ 21,777.00 | \$ 22,200.00 | 98% | |
| Total Gross Revenue Water | \$ 418,790.21 | \$ 408,470.00 | 103% | |
| Total Income | \$ 418,820.21 | \$ 408,470.00 | 103% | |
| Gross Profit | \$ 418,820.21 | \$ 408,470.00 | 103% | |
| Expense | | | | |
| Accounting | | | | |
| Accounting Assistance | \$ - | \$ 2,000.00 | 0% | |
| Accounting Audit | \$ - | \$ - | 0% | |
| Accounting Review | \$ 1,545.30 | \$ 2,000.00 | 77% | |
| Total Accounting | \$ 1,545.30 | \$ 4,000.00 | 39% | |
| Bank Service Charges | \$ 541.66 | \$ 400.00 | 135% | |
| Credit Card Service Charges | \$ 2,914.56 | \$ 2,500.00 | 117% | |
| Depreciation | \$ 58,392.00 | \$ 58,400.00 | 100% | |
| Dues & Subscriptions | \$ 510.00 | \$ 800.00 | 64% | |
| Employee Expense | | | | |
| Education of Employees | \$ 1,050.00 | \$ 1,500.00 | 70% | |
| Health Insurances | \$ - | \$ - | 0% | |
| L&I Insurance | \$ 982.42 | \$ 1,100.00 | 89% | |
| Payroll Tax Expense | \$ 6,813.85 | \$ 6,930.00 | 98% | |
| Salaries & Wages | \$ 61,943.26 | \$ 59,409.00 | 104% | |
| Retro Tax Expense | \$ - | \$ - | | |
| Vacation & Sick Leave | \$ - | \$ 3,990.00 | 0% | |
| Total Employee Expense | \$ 70,789.53 | \$ 72,929.00 | 97% | |
| Engineering Services | \$ - | \$ 7,500.00 | 0% | |
| Equipment Rent | \$ 1,196.55 | \$ 1,000.00 | 120% | |
| Insurance | \$ 9,258.79 | \$ 9,500.00 | 97% | |
| Legal Fees | \$ - | \$ 1,000.00 | 0% | |
| License & Permits | \$ 1,335.00 | \$ 3,000.00 | 45% | |
| New Equipment Purchase | \$ 11,492.61 | \$ 10,000.00 | 115% | |
| Newsletter Expense | \$ 1,177.04 | \$ 2,000.00 | 59% | |
| Office Expense | \$ 1,814.37 | \$ 3,500.00 | 52% | |
| Postage | \$ 7,116.20 | \$ 9,000.00 | 79% | |
| Professional Services | \$ 51,372.58 | \$ 52,000.00 | 99% | |
| Repairs & Maintenance | | | | |
| Equipment | \$ 2,993.59 | \$ 5,000.00 | 60% | |
| General | \$ 7,200.18 | \$ 52,000.00 | 14% | |
| Auto Maintenance | \$ 538.66 | \$ - | | |

| | | | |
|-----------------------------|---------------|---------------|------|
| Total Repairs & Maintenance | \$ 10,732.43 | \$ 57,000.00 | 19% |
| Security Service Contracts | \$ 5,544.00 | \$ 6,400.00 | 87% |
| Service Contracts | \$ 1,400.94 | \$ 1,500.00 | 93% |
| Supplies | \$ 2,350.65 | \$ 5,000.00 | 47% |
| Taxes | | | |
| Property Taxes | \$ 1,225.01 | \$ 2,500.00 | 49% |
| WA St Excise Tax | \$ 19,311.21 | \$ 19,200.00 | 101% |
| Total Taxes | \$ 20,536.22 | \$ 21,700.00 | 95% |
| Telephone | \$ 1,520.17 | \$ 2,500.00 | 61% |
| Utilities | \$ 21,897.28 | \$ 20,000.00 | 109% |
| Vehicle Expense | \$ 7,908.30 | \$ 6,000.00 | 132% |
| Water Testing | \$ 1,916.00 | \$ 200.00 | 958% |
| Well # 6 Annual Payment | \$ - | \$ - | |
| Total Expense | \$ 293,262.18 | \$ 357,829.00 | 82% |
| Net Ordinary Income | \$ 125,558.03 | \$ 50,641.00 | 248% |
| Other Income/Expense | | | |
| Other Income | | | |
| Interest Income | \$ 1,093.59 | \$ 4,000.00 | 27% |
| Miscellaneous Income | \$ 727.80 | \$ 500.00 | 146% |
| Service Charges | \$ 7,201.61 | \$ 6,500.00 | 111% |
| Total Other Income | \$ 9,023.00 | \$ 11,000.00 | 82% |
| Other Expense | | | |
| Interest Expense Well #6 | \$ 2,986.86 | \$ 3,800.00 | 79% |
| Misc. Expense | \$ 100.41 | \$ 200.00 | 50% |
| Total Other Expenses | \$ 3,087.27 | \$ 4,000.00 | 77% |
| Net Other Income | \$ 5,935.73 | \$ 7,000.00 | 85% |
| Net Income | \$ 131,493.76 | \$ 57,641.00 | 228% |
| | | | |
| | | | |

| | | | |
|--|----|------------|--|
| Lake Limerick Water System | | | |
| Statement of Income and Expenses - Fiscal Year Oct 2013 through Sept 2014 | | | |
| Status as of 9/30/14 | | | |
| O.C.C.U. Savings Account | \$ | 9,019.71 | |
| O.C.C.U. Checking Account | \$ | 63,697.09 | |
| Key Bank Checking | \$ | 139,788.21 | |
| ED Jones Designated Savings | \$ | 157,085.24 | |
| Key Bank Main Line Replacement Account | \$ | 119,111.57 | |
| Accounts Receivable | \$ | 71,224.79 | |
| | \$ | 559,926.61 | |

| 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 Paid 9/8/14 | \$ 181,021.59 | \$ 2,986.86 | \$ 18,102.16 |

| Cross Connection Control Devices: Collection & Expense Report: | | | |
|---|----------------------|--------------------------------|---------------------------------------|
| <u>Date</u> | <u>#of \$3 pymts</u> | <u>Amt Collected Per month</u> | <u>Maint. & 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 | 1391 | \$ 4,173.00 | |
| May-14 | 1184 | \$ 3,552.00 | |
| June-14 | 1155 | \$ 3,465.00 | \$ 3,736.04 |
| July-14 | 1493 | \$ 4,479.00 | |
| August-14 | 1130 | \$ 3,390.00 | |
| September-14 | 1640 | \$ 4,920.00 | |

| | Budgeted Amt | Payments Made | Budget Balance |
|--|---------------------|----------------------|-----------------------|
| Reserve Acct for Main Line Replacement Engineering | \$ 70,742.00 | \$ 71,925.00 | \$ (1,183.00) |

| 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 | 1368 | \$ 6,840.00 | \$ 96,093.87 |
| August-14 | 988 | \$ 4,940.00 | \$ 101,033.87 |
| September-14 | 1501 | \$ 7,505.00 | \$ 108,538.87 |



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October 6, 2014

Lake Limerick Water System October 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. We changed the operating points for the well (not sure how) and this pump ran for a couple of hours this month. We changed the set-points back and did not receive any complaints. We will keep an eye on this.

Wells #3A and B are operating normally.

Well #4. The work has been completed and this site is operating normally.

Well #5 is operating properly.

Well #6 is operating normally.

Water Sampling:

The monthly routine bacteria samples were satisfactory.

Water Usage:

Water losses were excellent this month. Our annual usage will be up this year after 4 straight years of using less. This is to be expected with a 5 month summer. Usage will taper off soon.

Customer Concerns:

We had 9 utility locates, Steve turned the water on for a customer and locked off another.

Thoughts:

Steve is making a list of projects for the "Boys"...Thank you.

I am working up a short "scope of work" for replacing the hydropneumatic tank at Well #5. I would like to give this to Nicholson Drilling for an estimate. If it is reasonable, I will recommend just using them for the project. It should be around \$1,500.

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

William Bernier