

**LAKE LIMERICK COUNTRY CLUB  
WATER COMMITTEE MEETING  
February 13, 2016  
MINUTES**

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

**Members Attending:** Chair Phyllis Antonsen, Secretary Don Bird, Treasurer Mark Franklin, Members, Brian Parnell and Gary Lentz. Ken Ayres was absent.

**Employees Attending:** Sheila Hedlund

**Guests Attending:** None

**Approval of Minutes**

**A motion was made** by Don Bird, seconded by Gary Lentz and passed with no nays as follows:  
To Approve the Minutes of January 9, 2016 as written

**Additions to Agenda**

- 1) Rapid Response Service is no longer available from NWS; the employee who created this system is no longer there to maintain the system.
- 2) Sheila reported that she will not be at the May 2016 as she will be out of town on vacation

**Financial Report -Attached**

- 1) Review shows nothing out of the ordinary except for the increase in the Liability insurance this year.
- 2) Service Disconnect Status; - 22 Accounts paid in full and 10 accounts made partial payments.
- 3) Review financial reserves – It was decided that after much conversation more research regarding our reserve accounts is needed. Mark will talk to ED Jones regarding their low risk options and if they are covered by the FDIC. Sheila will contact Key Bank to determine if the FDIC limit pertains to each account or the total sum of money by one entity.

**A motion was made** by Gary Lentz, seconded by Don Bird and passed with no nays as follows:  
To Accept the Financial Report for January 2016 as presented.

**Water Distribution Managers Report -Attached**

**Action List**

- 1) Add primary BFD testing yearly in May.
- 2) Add aquifer monitoring; Steve informed Sheila that the equipment we purchased is easy to use and that he would like to test twice per year. Sheila will contact Steve regarding the months that he would like to do them in and add it to the Action Item List.

**Correspondence**

Forgiveness Request Letter from Richard Quirke

**A motion was made** by Don Bird, seconded by Mark Franklin and passed with no nays as follows:  
To Approve the One Time Forgiveness for Richard Quirke, in the amount of \$168.00

**Old Business**

- 1) NWS contract rolls over automatically each year. It discussed annually whether to keep the base rate or go with an hourly rate. It was determined that the current contract is the best option.
- 2) SCADA, radio – inside or contracted installation Don Bird is in the process of moving to LLCC on a permanent basis so had no time to work on this project. Once they are settled in next month he will continue with the research and planning.

3) Water rights, work in progress at NWS

4) Generator Maintenance – Approved by BOD. Question about sharing cost?

Sheila inquired as to the generator at well#2 and its actual function since well#2 is not being used. The generator is still hooked up to the well but its main function is to keep the Inn freezers and walk-ins running as well as lights. Standard procedure on shared expenses between the water system and the HOA is a 75% 25% split with water paying the 25%. In this case it was decided that the HOA would pay 25% and water 75% of the annual costs of \$3095.00

### **New Business**

Candidates for Water Committee ~ Phyllis has turned in her candidacy form but there is no one to run for the second open position.

### **Announcements**

Next meeting – March 12, 2016

Mark will be out of town for the next meeting.

May Meeting Sheila will be out of town.

**Closed Session** - None

### **Motion to adjourn**

**A motion was made** by Brian Parnell, seconded by Mark Franklin and passed with no nays as follows:  
To adjourn the meeting at 9:56 a.m.

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

### **MOTIONS FOR THE BOARD**

**A motion was made** by Don Bird, seconded by Gary Lentz and passed with no nays as follows:  
To Approve the Minutes of January 9, 2016 as written

**A motion was made** by Don Bird, seconded by Mark Franklin and passed with no nays as follows:  
To Approve the One Time Forgiveness for Richard Quirke, in the amount of \$168.00

	Oct 15	Nov 15	Dec 15	Jan 16	TOTAL	ANNUAL BUDGET	%
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
<b>Gross Revenue Water</b>							
Water Excess Use Charge	1,200.00	798.00	528.00	401.00	2,927.00	15,000.00	20%
Water Meter Hook UP	0.00	0.00	0.00	0.00	0.00	2,000.00	0%
Water Meter Lock/Lockout	60.00	60.00	60.00	0.00	180.00	120.00	150%
Water Meter Locked	714.00	702.00	744.00	729.00	2,889.00	8,604.00	34%
Water Metered	30,483.00	30,483.00	30,444.00	30,483.00	121,893.00	365,796.00	33%
Water Non Metered	2,640.00	2,655.00	2,640.00	2,625.00	10,560.00	48,420.00	22%
<b>Total Gross Revenue Water</b>	<b>35,097.00</b>	<b>34,698.00</b>	<b>34,416.00</b>	<b>34,238.00</b>	<b>138,449.00</b>	<b>439,940.00</b>	<b>31%</b>
<b>Total Income</b>	<b>35,097.00</b>	<b>34,698.00</b>	<b>34,416.00</b>	<b>34,238.00</b>	<b>138,449.00</b>	<b>439,940.00</b>	<b>31%</b>
<b>Gross Profit</b>	<b>35,097.00</b>	<b>34,698.00</b>	<b>34,416.00</b>	<b>34,238.00</b>	<b>138,449.00</b>	<b>439,940.00</b>	<b>31%</b>
<b>Expense</b>							
Accounting Review	0.00	0.00			0.00	1,500.00	0%
Bank Service Charges	3.00	28.00			31.00	400.00	8%
Credit Card Service Charges	257.38	289.64	215.63	226.94	989.59	2,600.00	38%
Depreciation	3,041.67	3,041.67	3,041.67	3,041.67	12,166.68	36,500.00	33%
Dues & Subscriptions	0.00	0.00		548.40	548.40	650.00	84%
<b>Employee Expense</b>							
Employee Retirement				487.63	487.63		
Education of Employees	0.00	0.00			0.00	2,500.00	0%
L&I Insurance	129.63	55.16	-334.23	137.37	-12.07	2,000.00	-1%
Payroll Tax Expense	817.71	720.87	579.23	662.95	2,780.76	7,500.00	37%
Retro Tax Expense			57.19	0.00	57.19		
Salaries & Wages	7,750.84	5,450.48	6,472.67	6,125.67	25,799.66	75,000.00	34%
Vacation & Sick Leave	0.00	1,966.50	368.00	0.00	2,334.50	0.00	
<b>Total Employee Expense</b>	<b>8,698.18</b>	<b>8,193.01</b>	<b>7,142.86</b>	<b>7,413.62</b>	<b>31,447.67</b>	<b>87,000.00</b>	<b>36%</b>
Equipment Rent	0.00	0.00	0.00	0.00	0.00	1,100.00	0%
Insurance	861.22	1,722.44	861.22	1,006.89	4,451.77	10,000.00	45%
License and Permits	0.00	42.00	0.00	0.00	42.00	3,000.00	1%
New Equipment Purchase	274.49	0.00	0.00	0.00	274.49	0.00	
Newsletter Expense	456.01	0.00	0.00	0.00	456.01	2,500.00	18%
Office Expense	0.00	0.00	0.00	0.00	0.00	2,000.00	0%
Postage	0.00	1,588.42	285.14	530.58	2,404.14	7,000.00	34%
Professional Services	6,933.74	4,119.02	2,630.08	2,505.29	16,188.13	65,000.00	25%
Repairs & Maintenance	99.82	729.53	255.75	437.13	1,522.23	30,000.00	5%
Security Service Contracts	462.00	462.00	462.00	462.00	1,848.00	6,000.00	31%
Supplies	769.78	383.05	784.65	0.00	1,937.48	3,000.00	65%
Taxes	1,765.03	1,765.04	1,730.78	0.00	5,260.85	25,400.00	21%
Telephone	54.39	74.40	54.40	174.94	358.13	2,000.00	18%
Utilities	1,669.16	1,039.08		2,416.23	5,124.47	25,000.00	20%
Vehicle Expense	349.59	635.01	281.08	0.00	1,265.68	6,000.00	21%

Goal:33%

Water Testing	361.00	260.00	120.00	100.00	841.00	2,000.00	42%
<b>Total Expense</b>	<b>26,056.46</b>	<b>24,372.31</b>	<b>17,865.26</b>	<b>18,863.69</b>	<b>87,157.72</b>	<b>318,650.00</b>	<b>27%</b>
<b>Net Ordinary Income</b>	<b>9,040.54</b>	<b>10,325.69</b>	<b>16,550.74</b>	<b>15,374.31</b>	<b>51,291.28</b>	<b>121,290.00</b>	<b>42%</b>
<b>Other Income/Expense</b>							
<b>Other Income</b>							
Interest Income	-0.03	0.00	0.77	41.81	42.55	800.00	5%
Miscellaneous Income	0.00	0.00			0.00	700.00	0%
Service Charges	661.61	569.63	599.59	623.60	2,454.43	8,000.00	31%
<b>Total Other Income</b>	<b>661.58</b>	<b>569.63</b>	<b>600.36</b>	<b>665.41</b>	<b>2,496.98</b>	<b>9,500.00</b>	<b>26%</b>
<b>Other Expense</b>							
Interest Expensen Well#6						3,500.00	0%
Miscellaneous Expense	102.31	0.00	0.00	0.00	102.31	200.00	51%
<b>Total Other Expense</b>	<b>102.31</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>102.31</b>	<b>3,700.00</b>	<b>3%</b>
<b>Net Other Income</b>	<b>559.27</b>	<b>569.63</b>	<b>600.36</b>	<b>665.41</b>	<b>2,394.67</b>	<b>5,800.00</b>	<b>41%</b>
<b>Net Income</b>	<b>9,599.81</b>	<b>10,895.32</b>	<b>17,151.10</b>	<b>16,039.72</b>	<b>53,685.95</b>	<b>127,090.00</b>	<b>42%</b>



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February 10, 2016  
Lake Limerick Water System February 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 off for the winter.

Well #6 is operating normally.

**Water Sampling:**

The routine samples collected in January and February were all satisfactory. WQMS's are not online yet for 2016 but we have a good idea of the samples for 2016 based on 2015's WQMS

**Water Usage:**

Water usage was well within normal for the month of January. We have a loss of about 324,000 gallons (8.1%) which is higher than normal but is under the 10% leak rate goal. This comes out to about 7.5 gallons per minute. It could be a leak or several smaller leaks. It is significantly less than last January's leak rate of 17%. Since the system is not above the 10% goal (that is averaged over 3 years) I don't believe a leak detector is necessary at this time. If the number climbs in February then it might be something to consider.

**Customer Concerns:**

We had 7 utility locates. 2 Backflow Assemblies were repaired. Steve turned the water on at one lot.

**Thoughts:**

The utility trailer has been ordered and paid in full. They said it would take 4-6 weeks to build. It is week 3 so hopefully by the end of the month it will be ready for pick up

The New Total Coliform Rule takes effect on April 1<sup>st</sup>, 2016. I have read the information that has been released by DOH and I have meeting with NW Region's Coliform Program Manager on February 29<sup>th</sup>. Once I make sure that I understand what all the changes are I will provide a letter on what it means from Group A water systems. One of the upsides is that a system that collects less than 5 samples a month will no longer have to take 5 samples the following month of a positive coliform sample. It also reduces the number of repeat samples for small systems. In exchange for this there is now a report that must be submitted within 30 days of a confirmed coliform failure. I will follow up with more information after my meeting on the 29<sup>th</sup>.

This year only the primary BFA's (78 of them I believe) need testing. Last year's tests were completed in May so that is when they will be due this year.

As we move into spring I will begin the annual reports that are due to DOH (Consumer Confidence Report, Water Use Efficiency, and Annual Summary Report for Cross Connection).

Kelly Racke

**WATER COMMITTEE MEMBERS  
ACTION ITEMS LIST**

	<b>ITEM</b>	<b>DATE TO BE DONE</b>	<b>STATUS</b>
1.	Radio Communication License Fee	10 year Renewal, next due May 2025	Includes Rules and Updates
2.	System wide water line replacement to include: <ul style="list-style-type: none"> <li>• Well #1, Clonakilty Loop</li> <li>• 4" water main, 04-030: Eliminate from the lot, relocate to greenbelt</li> <li>• Ballantrae/Aycliffe Valve Replacement</li> </ul>	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, 2016
5.	Complete CCCD Testing	Every Three Years, last done May 2015	Next testing due: May 2018
6.	Primary CCCD Testing	Every Year in May	Next Testing due May 2016
7.	Annual Well Site Inspection	Annually In May for new Committee Members	Next Inspection May 2016
8.	Sanitary Survey	Every 5 year	Next Scheduled Survey 2018
9.	Consumer Confidence Report, to include Educational Materials	Annually Mailed with July 1 Deadline	Next CCR Due July 2016.
10.	Water Use Efficiency Report	Annually Reported with July 1 <sup>st</sup> Deadline	Next Report Due July 2016
11.	Nitrate Sampling	Annual Testing Required	Next Test Due July 2016
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 2017
17.	Cross Connection Hazard Surveys	Every 5 Years	Next Survey Due 2017
18.	Reservoir Cleaning (used divers)	Every 5 Years	Next Cleaning Due 2020
19.	Tops of Reservoir Cleaning	Every 5 Years	Next Cleaning Due 2017
20.	Aquifer Testing	Twice Per Year in ??? and ???	Next testing due: ?????