

**LAKE LIMERICK COUNTRY CLUB  
WATER COMMITTEE MEETING  
March 12, 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, Members, Brian Parnell and Gary Lentz. Treasurer Mark Franklin is excused. Ken Ayres was absent.

**Employees Attending:** Sheila Hedlund

**Guests Attending:** Brandon Koch.

**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 February 13, 2016 as written

**Additions to Agenda**

Whitner forgiveness request  
Consumer Education Presentation at the April Meeting

**Comments from Guest:** None

**Financial**

1) Report is attached

2) Service Disconnect Status, 29 accounts paid in full, two lots were taken into possession by LLCC and removed from the accounts Receivable, one lot was sold where previous owner owed over \$775.00

3) Review financial reserves – Sheila spoke with Gail Weston of Key Bank regarding the FDIC limits. Gail stated that the \$250,000.00 pertains to "each tax ID number". To this respect, LLCC is over the FDIC limit by quite a large amount. Gail stated that consumers need to be confident in the strength of their banking institutions.

Gail presented a couple of options for investment opportunities. CD can be purchased for \$50,000 for either 25 or 35 months. The 25 month CD offers an interest rate of 1.5% and the 35 month has an interest rate of 1.75%.

Another investment option is called a "Gold Money Market" this is an initial investment of \$30,000 and keeps your cash liquid. The first three months offers .55% interest rate then will go no lower than .1% going forward.

Mark reported to Sheila prior to leaving on vacation that Eric from ED Jones will be attending our April meeting.

A motion was made by Brian Parnell, seconded by Gary Lentz and passed with no nays as follows:  
To approve the Financial Report for the Month of February 2016

**Water Distribution Managers Report ~ attached**

**Action List**

The Aquifer Testing schedule was added as Item 20, the testing will be done in June and October.

**Correspondence**

The Whitner's requested the one time forgiveness for their rental property. The problem has been repaired and they would like a credit for the month of January where the excess use was \$68.00.

A motion was made by Don Bird, seconded by Brian Parnell and passed with no nays as follows:  
To approve the one time forgiveness request for the Whitner's in the amount of \$68.00 and the \$2.00 late fee.

**Old Business**

1) NWS contract status ~ the contract renews automatically each year, we would only be notified if there was a difference in rates.

2) SCADA, radio – Don received a quote of \$7500 for the radios and that the total equipment costs would not go over \$10,000. The installation will be done by Don, Joe and Steve (in house) with minimal labor involved. Don will start the

installation with Well #2 (it is off line) this will be the test run to determine the difficulty of the installation and the connection with the SCADA System.

3) Water rights, see Manager's Report

4) We have one more candidate for the water committee: Brandon Koch, thank you!

#### **New Business**

1) The Manager's Report mentions a review of the CCR (Consumer Confidence Report) prior to mailing, as Don had offered a couple of changes after the last one was sent out. The Committee determined that they do not need to approve prior to sending but would like a copy in advance so that they are able to address any questions or concerns from the membership.

2) Sheila inquired about attending a class in June, she will bring the information to the April Meeting.

#### **Announcements**

Candidates night March 26, 2016, Brandon will not be attending

Next meeting April 9, 2016

Annual meeting and elections April 16, 2016

#### **Motion to adjourn**

**A motion was made** by Don Bird, seconded by Brian Parnell and passed with no nays as follows:

To adjourn the meeting at 9:40 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 February 13, 2016 as written

**A motion was made** by Don Bird, seconded by Brian Parnell and passed with no nays as follows:

To approve the one time forgiveness request for the Whitner's in the amount of \$68.00 and the \$2.00 late fee.

	Oct 15	Nov 15	Dec 15	Jan 16	Jan 17	TOTAL	ANNUAL BUDGET	%
<b>Ordinary Income/Expense</b>								
<b>Income</b>							Goal:42%	
<b>Gross Revenue Water</b>								
Water Excess Use Charge	1,200.00	798.00	528.00	401.00	168.00	3,095.00	15,000.00	21%
Water Meter Hook UP	0.00	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	0.00	180.00	120.00	150%
Water Meter Locked	714.00	702.00	744.00	729.00	729.00	3,618.00	8,604.00	42%
Water Metered	30,483.00	30,483.00	30,444.00	30,483.00	30,483.00	152,376.00	365,796.00	42%
Water Non Metered	2,640.00	2,655.00	2,640.00	2,625.00	2,625.00	13,185.00	48,420.00	27%
<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>34,005.00</b>	<b>172,454.00</b>	<b>439,940.00</b>	<b>39%</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>34,005.00</b>	<b>172,454.00</b>	<b>439,940.00</b>	<b>39%</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>34,005.00</b>	<b>172,454.00</b>	<b>439,940.00</b>	<b>39%</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	281.79	212.15	1,256.59	2,600.00	48%
Depreciation	3,041.67	3,041.67	3,041.67	3,041.67	3,041.67	15,208.35	36,500.00	42%
Dues & Subscriptions	0.00	0.00		548.40	0.00	548.40	650.00	84%
Employee Expense						0.00		
Employee Retirement				487.63	0.00	487.63		
Education of Employees	0.00	0.00			0.00	0.00	2,500.00	0%
L&I Insurance	129.63	55.16	-334.23	137.37	40.30	28.23	2,000.00	1%
Payroll Tax Expense	817.71	720.87	579.23	662.95	616.34	3,397.10	7,500.00	45%
Retro Tax Expense			57.19	0.00	0.00	57.19		
Salaries & Wages	7,750.84	5,450.48	6,472.67	6,125.67	5,410.34	31,210.00	75,000.00	42%
Vacation & Sick Leave	0.00	1,966.50	368.00	0.00	368.00	2,702.50	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>6,434.98</b>	<b>37,882.65</b>	<b>87,000.00</b>	<b>44%</b>
Equipment Rent	0.00	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	1,006.89	5,458.66	10,000.00	55%
License and Permits	0.00	42.00	0.00	0.00	1,474.75	1,516.75	3,000.00	51%
New Equipment Purchase	274.49	0.00	0.00	0.00	0.00	274.49	0.00	
Newsletter Expense	456.01	0.00	0.00	0.00	0.00	456.01	2,500.00	18%
Office Expense	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00	0%
Postage	0.00	1,588.42	285.14	530.58	0.00	2,404.14	7,000.00	34%
Professional Services	6,933.74	4,119.02	2,630.08	2,505.29	2,317.45	18,505.58	65,000.00	28%
Repairs & Maintenance	99.82	729.53	255.75	437.13	9927.55	11,449.78	30,000.00	38%
Security Service Contracts	462.00	462.00	462.00	462.00	462.00	2,310.00	6,000.00	39%
Supplies	769.78	383.05	784.65	0.00	0.00	1,937.48	3,000.00	65%
Taxes	1,765.03	1,765.04	1,730.78	1,721.83	1,710.11	8,692.79	25,400.00	34%
Telephone	54.39	74.40	54.40	174.94	54.78	412.91	2,000.00	21%
Utilities	1,669.16	1,039.08		2,416.23	0.00	5,124.47	25,000.00	20%
Vehicle Expense	349.59	635.01	281.08	595.96	0.00	1,861.64	6,000.00	31%

Water Testing	361.00	260.00	120.00	100.00	40.00	881.00	2,000.00	44%
<b>Total Expense</b>	<b>26,056.46</b>	<b>24,372.31</b>	<b>17,865.26</b>	<b>21,236.33</b>	<b>26,682.33</b>	<b>89,530.36</b>	<b>318,650.00</b>	<b>28%</b>
<b>Net Ordinary Income</b>	<b>9,040.54</b>	<b>10,325.69</b>	<b>16,550.74</b>	<b>13,001.67</b>	<b>7,322.67</b>	<b>48,918.64</b>	<b>121,290.00</b>	<b>40%</b>
<b>Other Income/Expense</b>								
<b>Other Income</b>								
Interest Income	0.00	0.00	0.77	41.81	7.94	50.52	800.00	6%
Miscellaneous Income	0.00	0.00			0.00	0.00	700.00	0%
Service Charges	661.61	569.63	599.59	623.60	589.02	3,043.45	8,000.00	38%
<b>Total Other Income</b>	<b>661.61</b>	<b>569.63</b>	<b>600.36</b>	<b>665.41</b>	<b>596.96</b>	<b>3,093.97</b>	<b>9,500.00</b>	<b>33%</b>
<b>Other Expense</b>								
Interest Expenses Well#6							3,500.00	0%
Miscellaneous Expense	102.31	0.00	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>0.00</b>	<b>102.31</b>	<b>3,700.00</b>	<b>3%</b>
<b>Net Other Income</b>	<b>559.30</b>	<b>569.63</b>	<b>600.36</b>	<b>665.41</b>	<b>596.96</b>	<b>2,991.66</b>	<b>5,800.00</b>	<b>52%</b>
<b>Net Income</b>	<b>9,599.84</b>	<b>10,895.32</b>	<b>17,151.10</b>	<b>13,667.08</b>	<b>7,919.63</b>	<b>59,232.97</b>	<b>127,090.00</b>	<b>47%</b>



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March 10, 2016

#### Lake Limerick Water System March 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:**

We will be collecting March's water samples on the 15<sup>th</sup> as I was in Florida March 3-8<sup>th</sup>. The WQMS's are online but DOH is still correcting some errors that are appearing. The final upload of corrected WQMS's will be done at midnight March 10<sup>th</sup>. After that I will be printing out the WQMS. There should be no changes from what we know based off of last year's WQMS.

#### **Water Usage:**

Water usage was well within normal for the month of February. The leak rate for the month is at 5.3% with no adjustments made for leaks or city usage. No leaks were reported so this number is strictly off of meter reads which is fantastic.

#### **Customer Concerns:**

We had 8 utility locates.

#### **Thoughts:**

The utility trailer has been picked up by Steve.

It has been a quiet couple of months which is nice after the culvert project. I have been in contact with Backflow Pros regarding the testing for this year. It is only the primary assemblies this year. I will get a quote from them once I have the number of assemblies (I believe it is 78, but need to double check that number).

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). I am hoping to have the CCR and WUE reports done by the April meeting. I have to wait for the email from DOH on the Annual Summary Report. I have the suggestions from Don regarding last years CCR and will try to incorporate what I can into this year's report. If the Water Committee would like to see the report to go over it before it is finalized please let me know.

I also have talked to Todd regarding the Water Right paperwork and he said it is on his list of items to complete.

Terry 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 June and October	Next testing due: June 2016