

**LAKE LIMERICK COUNTRY CLUB  
WATER COMMITTEE MEETING  
APRIL 9, 2016  
Minutes**

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

**Members Attending:** Chair Phyllis Antonsen, Secretary Don Bird, Treasurer Mark Franklin and Member Ken Ayers. Brian Parnell and Gary Lentz were excused.

**Employees Attending:** Sheila Hedlund

**Guests Attending:** Eric Thompson, Brandon Koch and Kelly Racke

**Approval of Minutes**

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

To approve the Minutes of March 12, 2016 as written

**Additions to Agenda** – None

**Comments from Guests** - None

**Financial Report** -attached

- 1) Review of percentages and they are on track.
- 2) Service Disconnect Status, 19 accounts paid in full, 2 accounts made partial payments.
- 3) Review financial reserves – money market and investments options were presented by Eric Thompson of ED Jones.

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

To transfer the \$105,718.06 (current value) from Lord Abbett funds to Hartford using the "A" Share program which requires 3.5% upfront fees at 35% stocks and 65% Bonds with a review in July that could possibly reverse the upfront fees of 3.5%.

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

To approve the financial report for March 2016 as presented

**Water Distribution Managers Report** ~ Attached

- 1) The Committee reviewed the Annual Reports with Kelly.
- 2) Kelly will contact Todd for a scope of work to prepare Bid Packets for engineering of the Mainline System.

**Action List** – Attached.

**Correspondence** - None

**Old Business**

- 1) The SCADA System is working well at this time. Don has not been available to work on the Radio System(s) this past month, we Welcome Don to Lake Limerick full time! Now that Don is settled in he will contact Sheila when ready to order the radios for a purchase order number.
- 2) Water rights, Kelly is still working with Todd to get this started.
- 3) Class – Sheila and Steve will be attending the free DOH Class "Asset Management; Financial Planning and Project Management" on June 8, 2016.
- 4) Consumer Education Meeting will be held during the Annual Meeting directly after the presentation by the Water Committee Chair Phyllis. Sean will be doing the presentation on behalf of NWS.
- 5) Annual Cross Connection Assembly Testing

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

To accept the bid from Back Flo Pros for \$2225.00 for the Annual Back Flow Testing .

**New Business**

Election of officers – it was discussed as to whether enough Members will be attending the Annual Meeting to conduct the Election of Officers on April 16<sup>th</sup>, it was decided to do the elections at the May Meeting.

**Announcements**

- 1.) Next meeting May 14 , 2016 followed by site inspection, Sheila will not be attending this meeting, she will have master forms ready for secretary's use prior to leaving.
- 2.) Annual meeting and elections April 16, 2016

3.) The Water Committee would like to thank Ken Ayers for his past three years of service on the Committee.

**Motion to adjourn**

**A motion** was made by Ken Ayers, seconded by Mark Franklin and passed with no nays as follows:  
To adjourn the meeting at 10:50a.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 Mark Franklin, seconded by Don Bird and passed with no nays as follows:  
To approve the Minutes of March 12, 2016 as written

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### March 2016 Financial Report

	Oct 15	Nov 15	Dec 15	Jan 16	Feb 16	Mar 16	TOTAL	ANNUAL BUDGET	%
Ordinary Income/Expense									Goal:50%
Income									
Gross Revenue									
Water									
Water Excess Use Charge	1,200.00	798.00	528.00	401.00	168.00	366.00	3,461.00	15,000.00	23%
Water Meter Hook UP	0.00	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	0.00	180.00	120.00	150%
Water Meter Locked	714.00	702.00	744.00	729.00	729.00	729.00	4,347.00	8,604.00	51%
Water Metered	30,483.00	30,483.00	30,444.00	30,483.00	30,483.00	30,483.00	182,859.00	365,796.00	50%
Water Non Metered	2,640.00	2,655.00	2,640.00	2,625.00	2,625.00	2,595.00	15,780.00	48,420.00	33%
Total Gross Revenue Water	35,097.00	34,698.00	34,416.00	34,238.00	34,005.00	34,173.00	206,627.00	439,940.00	47%
Total Income	35,097.00	34,698.00	34,416.00	34,238.00	34,005.00	34,173.00	206,627.00	439,940.00	47%
Gross Profit	35,097.00	34,698.00	34,416.00	34,238.00	34,005.00	34,173.00	206,627.00	439,940.00	47%
Expense									
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	0.00	1,256.59	2,600.00	48%
Depreciation	3,041.67	3,041.67	3,041.67	3,041.67	3,041.67	3,041.67	18,250.02	36,500.00	50%
Dues & Subscriptions	0.00	0.00		548.40	0.00	0.00	548.40	650.00	84%
Employee Expense							0.00		
Employee Retirement				487.63	0.00	0.00	487.63		
Education of Employees L&I	0.00	0.00			0.00	0.00	0.00	2,500.00	0%
Insurance Payroll Tax Expense	129.63	55.16	-334.23	137.37	40.30	46.39	74.62	2,000.00	4%
Retro Tax Expense	817.71	720.87	579.23	662.95	616.34	613.39	4,010.49	7,500.00	53%
Salaries & Wages	7,750.84	5,450.48	6,472.67	6,125.67	5,410.34	5,902.51	37,112.51	75,000.00	49%
Vacation & Sick Leave	0.00	1,966.50	368.00	0.00	368.00	0.00	2,702.50	0.00	
Total Employee Expense	8,698.18	8,193.01	7,142.86	7,413.62	6,434.98	6,562.29	44,444.94	87,000.00	51%
Equipment Rent	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,100.00	0%
Insurance License and Permits	861.22	1,722.44	861.22	1,006.89	1,006.89	1,006.89	6,465.55	10,000.00	65%
New Equipment Purchase	0.00	42.00	0.00	0.00	1,474.75	126.75	1,643.50	3,000.00	55%
Newsletter Expense	274.49	0.00	0.00	0.00	0.00	0.00	274.49	0.00	
Office Expense	456.01	0.00	0.00	0.00	0.00	402.94	858.95	2,500.00	34%
Postage	0.00	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	407.53	0.00	2,811.67	7,000.00	40%

Professional Services	6,933.74	4,119.02	2630.08	2505.29	2317.45	0.00	18,505.58	65,000.00	28%
Repairs & Maintenance	99.82	729.53	255.75	437.13	9927.55	0.00	11,449.78	30,000.00	38%
Security Service Contracts	462.00	462.00	462.00	462.00	462.00	462.00	2,772.00	6,000.00	46%
Supplies	769.78	383.05	784.65	0.00	0.00	0.00	1,937.48	3,000.00	65%
Taxes	1,765.03	1,765.04	1730.78	1721.83	1710.11	1718.56	10,411.35	25,400.00	41%
Telephone	54.39	74.40	54.40	174.94	54.78	121.73	534.64	2,000.00	27%
Utilities	1,669.16	1,039.08		2416.23	1382.50	0.00	6,506.97	25,000.00	26%
Vehicle Expense	349.59	635.01	281.08	595.96	236.92	172.66	2,271.22	6,000.00	38%
Water Testing	361.00	260.00	120.00	100.00	40.00	40.00	921.00	2,000.00	46%
<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>28,709.28</b>	<b>13,655.49</b>	<b>131,895.13</b>	<b>318,650.00</b>	<b>41%</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>5,295.72</b>	<b>20,517.51</b>	<b>74,731.87</b>	<b>121,290.00</b>	<b>62%</b>
<b>Other Income/Expense</b>									
<b>Other Income</b>									
Interest Income	0.00	0.00	0.77	41.81	7.94	0.74	51.26	800.00	6%
Miscellaneous Income	0.00	0.00			0.00	0.00	0.00	700.00	0%
Service Charges	661.61	569.63	599.59	623.60	589.02	543.64	3,587.09	8,000.00	45%
<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>544.38</b>	<b>3,638.35</b>	<b>9,500.00</b>	<b>38%</b>
<b>Other Expense</b>									
Interest Expenses								3,500.00	0%
Well#6									
Miscellaneous Expense	102.31	0.00	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>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>544.38</b>	<b>3,536.04</b>	<b>5,800.00</b>	<b>61%</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>5,892.68</b>	<b>21,061.89</b>	<b>78,267.91</b>	<b>127,090.00</b>	<b>62%</b>



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April 7, 2016

#### Lake Limerick Water System April 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. Depending on spring weather will be flushed and brought on in May before Memorial Weekend.

Well #6 is operating normally.

#### **Water Sampling:**

The bacteria samples for March and April were Satisfactory. The WQMS has been posted and all the samples are as expected and listed in the budget for 2016. All samples other than bacteria will be collected in July or September.

#### **Water Usage:**

Water usage was well within normal for the month of March. The leak rate for the month is at 5.8% with some adjustments made for the two leaks on Way to Tipperary. The city also reported using 750 gallons. The leak rate is currently at 6.5% for the year.

#### **Customer Concerns:**

We had 3 locates, 1 shut-off and 1 turn-on.

#### **Thoughts:**

I have included the estimate from Backflow Pros for the annual testing of the 89 assemblies. They are charging \$25 per assembly.

We had two leaks show up on Way to Tipperary at the end of March. One of them was repaired in March and the other was repaired early April.

I have submitted the annual Water Use Efficiency report thru the online database. I have attached a copy for Lake Limerick.

**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 16, 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