

**LAKE LIMERICK COUNTRY CLUB
WATER COMMITTEE MEETING
MAY 14, 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 Members Gary Lentz and Brandon Koch. Brian Parnell was excused.

Election of Officers:

Nominations were open for the position of Chairperson.

A motion was made by Mark Franklin and seconded by Gary Lentz to nominate Phyllis Antonsen for Chairperson: Phyllis Antonsen was elected Chairperson by acclamation, it was passed unanimously.

Nominations were open for the position of Treasurer.

A motion was made by Gary Lentz and seconded by Brandon Koch to nominate Mark Franklin for Treasurer: Mark Franklin was elected Treasurer by acclamation, it was passed unanimously.

Nominations were open for the position of Secretary.

A motion was made by Mark Franklin and seconded by Gary Lentz to nominate Don Bird for Secretary: Don Bird was elected Secretary by acclamation, it was passed unanimously.

Employees Attending: Steve Wheaton

Contractors Attending: Sean Burns, NWS - Sean will be replacing Kelly Racke as the normal NWS representative assisting LLWS staff.

Guests Attending: None

Approval of Minutes

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

To approve the Minutes of April 9, 2016 as written

Additions to Agenda – Add discussion to the PROTELCO topic in New Business regarding e-mailed question about water usage for the project.

Comments from Guests - None

Financial Report -attached

- 1) Review of percentages and they are on track with income somewhat above usual.
- 2) Service Disconnect Status, 10 accounts paid in full, 5 accounts made partial payments.
- 3) Review financial reserves – Transferring of funds or opening new bank accounts was discussed due to FDIC insurance limits. Mark will talk to Norm Bartoo regarding coordinating LLCC and LWS funds within various banking institutions and concerns about FDIC insurance limitations. Mark previously rescinded the Motion at the April Board Meeting to allow consideration by new members and those who could not attend the April meeting. Because not all members were attending, it was decided to postpone decision on Edward Jones investment changes until the June meeting.

A motion was made by Brandon Koch, seconded by Gary Lentz and passed with no nays as follows:

To approve the financial report for May 2016 as presented

Water Distribution Managers Report ~ Attached

- 1) The Committee reviewed the Managers Report with Steve and Sean. Steve indicated Well 5 is now operating in order to be available for the summer.
- 2) Sean was asked if NWS would be assisting to come up with a requirements document for beginning the mainline replacement engineering studies. Sean had reminded Todd of the need for a scope of work to prepare Bid Packets for engineering of the Mainline System.
- 3) Backflow Pros completed the work of testing the backflow assemblies. They also gave an estimate of \$800 to replace a bad backflow assembly at 111 Weymouth. Steve volunteered that it would be more cost effective to have the work done in house and it was agreed by the Committee to have Steve proceed with the work instead of hiring Backflow Pros.
- 4) Regarding the new Badger meters, Steve indicated that the meters are warranted for 20 years and that there are about 15 years left on the warranty. He also indicated that 25 of the older style meters are on order in order to have

extras in stock in order to avoid potential meter reading issues with a mix of old and new meters.

Action List – Attached.

- 1) Sean and Steve confirmed that the Consumer Confidence Report and Water Use Efficiency Report are in process and will be completed by July.
- 2) Aquifer level testing. Steve indicated that the first set of tests will be done by the end of May and that the next set will be done in October.

Correspondence - None

Old Business

- 1) The SCADA System is working well at this time. Don will be placing the order with the radio system vendor prior to the next meeting.
- 2) Water rights, Sean confirmed that Todd is working on this issue and will request an update.
- 3) Annual Cross Connection Assembly Testing was completed. See Managers Report for details.
- 4) Steve presented information on a specific asphalt roller that had been previously budgeted and approved by LLWS and the BOD. The Committee gave approval to proceed with the selected asphalt roller.
- 5) Steve indicated that the type of asphalt sealer that they had been using was not as durable as the County uses. Steve requested that they be able to purchase a small asphalt melter and supplies to complete asphalt repairs that meet the County standards.

A motion was made by Mark Franklin, seconded by Brandon Koch and passed with no nays as follows:

To approve up to \$2,000 for purchasing a small asphalt melter and supplies to do asphalt repairs upon receipt of a second bid for similar equipment.

New Business

- 1) Brian Purcell asks: Will heavy equipment and dredging material transportation impact our waterlines and are there mitigating steps that could be taken? These issues were discussed. It was noted that they are County roads so the County would be responsible for road repair. Steve indicated that he wasn't concerned about St. Andrews but that the few properties on the dead end road to Log Toy Park might be impacted. The Lake Dam Committee and BOD needs to be sure the selected dredging contractor is properly insured.
- 2) PROTELCO and concerns about their water use: There have been questions about the use of LLWS water by the natural gas pipeline contractor for road cleaning and for drilling operations. Phyl was initially contacted and gave permission for limited water usage up to about 40,000 gallons (equivalent to about 4 consumer's base level water consumption for a month). However, there is concern that the contractor is getting "free water", using more water than the agreed upon amount and that the process of filling their water tanker truck is causing low pressure in the morning. According to Sheila the Water System is not allowed to "sell" water to a third party. There was also discussion about drawing from the Lake instead of from the water system. There was some discussion about trading resources - e.g. water for natural gas. Steve will be meeting with PROTELCO Monday morning and addressing the issues and will indicate that if they are using more than the agreed upon amount that they will need to get approval from the Water Committee, Lake Dam Committee and the BOD.

Announcements

- 1) Next meeting June 11, 2016.
- 2) Well site inspection will immediately follow today's meeting.

Motion to adjourn

A motion was made by Mark Franklin, seconded by Gary Lentz and passed with no nays as follows:

To adjourn the meeting at 10:30a.m.

These minutes have not been approved by the Water Committee

Respectfully Submitted by: Don Bird, Secretary

MOTIONS FOR THE BOARD

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

To approve the Minutes of April 9, 2016 as written

A motion was made by Brandon Koch, seconded by Gary Lentz and passed with no nays as follows:

To approve the financial report for May 2016 as presented

A motion was made by Mark Franklin, seconded by Brandon Koch and passed with no nays as follows:

To approve up to \$2,000 for purchasing a small asphalt melter and supplies to do asphalt repairs upon receipt of a second bid for similar equipment.

April 2016 Financial Report

	Oct 15	Nov 15	Dec 15	Jan 16	Feb 16	Mar 16	Apr 16	TOTAL	ANNUAL BUDGET	%
Ordinary Income/Expense										
Income									Goal:58%	
Gross Revenue										
Water										
Water Excess Use Charge	1,200.00	798.00	528.00	401.00	168.00	366.00	422.00	3,883.00	15,000.00	26%
Water Meter Hook UP	0.00	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	0.00	180.00	120.00	150%
Water Meter Locked	714.00	702.00	744.00	729.00	729.00	729.00	729.00	5,076.00	8,604.00	59%
Water Metered	30,483.00	30,483.00	30,444.00	30,483.00	30,483.00	30,483.00	30,483.00	213,342.00	365,796.00	58%
Water Non Metered	2,640.00	2,655.00	2,640.00	2,625.00	2,625.00	2,595.00	2,595.00	18,375.00	48,420.00	38%
Total Gross Revenue Water	35,097.00	34,698.00	34,416.00	34,238.00	34,005.00	34,173.00	34,229.00	240,856.00	439,940.00	55%
Total Income	35,097.00	34,698.00	34,416.00	34,238.00	34,005.00	34,173.00	34,229.00	240,856.00	439,940.00	55%
Gross Profit	35,097.00	34,698.00	34,416.00	34,238.00	34,005.00	34,173.00	34,229.00	240,856.00	439,940.00	55%
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	254.63	238.29	231.15	288.22	0.00	1,559.31	2,600.00	60%
Depreciation	3,041.67	3,041.67	3,041.67	3,041.67	3,041.67	3,041.67	3,041.67	21,291.69	36,500.00	58%
Dues & Subscriptions	0.00	0.00		548.40	0.00	0.00	0.00	548.40	650.00	84%
Employee Expense										
Employee Retirement				487.63	0.00	0.00	0.00	487.63		
Education of Employees	0.00	0.00			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	46.39	38.82	113.44	2,000.00	6%
Payroll Tax Expense	817.71	720.87	579.23	662.95	616.34	613.39	496.25	4,506.74	7,500.00	60%
Retro Tax Expense			57.19	0.00	0.00	0.00	0.00	57.19		
Salaries & Wages	7,750.84	5,450.48	6,472.67	6,125.67	5,410.34	5,902.51	4,705.07	41,817.58	75,000.00	56%
Vacation & Sick Leave	0.00	1,966.50	368.00	0.00	368.00	0.00	92.00	2,794.50	0.00	
Total Employee Expense	8,698.18	8,193.01	7,142.86	7,413.62	6,434.98	6,562.29	5,332.14	49,777.08	87,000.00	57%
Equipment Rent	0.00	0.00	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	1,006.89	1,006.88	7,472.43	10,000.00	75%
License and Permits	0.00	42.00	0.00	0.00	1,474.75	126.75	126.25	1,769.75	3,000.00	59%
New Equipment Purchase	274.49	0.00	0.00	0.00	0.00	0.00	0.00	274.49	0.00	
Newsletter Expense	456.01	0.00	0.00	0.00	0.00	402.94	229.41	1,088.36	2,500.00	44%
Office Expense	0.00	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	1,493.45	4,305.12	7,000.00	62%
Professional Services	6,933.74	4,119.02	2,630.08	2,505.29	2,317.45	0.00	5,206.92	23,712.50	65,000.00	36%

Repairs & Maintenance	99.82	729.53	255.75	437.13	9927.55	0.00	175.92	11,625.70	30,000.00	39%
Security Service Contracts	462.00	462.00	462.00	462.00	462.00	462.00	462.00	3,234.00	6,000.00	54%
Supplies	807.73	383.05	784.65	0.00	0.00	0.00	519.91	2,495.34	3,000.00	83%
Taxes	1,765.03	1,765.04	1730.78	1721.83	1710.11	1718.56	0.00	10,411.35	25,400.00	41%
Telephone	54.39	74.40	54.40	174.94	54.78	121.73	203.56	738.20	2,000.00	37%
Utilities	1,669.16	1,039.08		2416.23	1382.50	0.00	1199.95	7,706.92	25,000.00	31%
Vehicle Expense	349.59	635.01	281.08	595.96	236.92	300.00	620.40	3,018.96	6,000.00	50%
Water Testing	361.00	260.00	120.00	100.00	40.00	40.00	80.00	1,001.00	2,000.00	50%
Total Expense	26,094.41	24,372.31	17,904.26	21,192.83	28,728.28	14,071.05	19,698.46	152,061.60	318,650.00	48%
Net Ordinary Income	9,002.59	10,325.69	16,511.74	13,045.17	5,276.72	20,101.95	14,530.54	88,794.40	121,290.00	73%
Other Income/Expense										
Other Income										
Interest Income	0.00	13.85	14.18	14.55	7.94	0.74	0.77	52.03	800.00	7%
Miscellaneous Income	0.00	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	589.03	4,176.12	8,000.00	52%
Total Other Income	661.61	583.48	613.77	638.15	596.96	544.38	589.80	4,228.15	9,500.00	45%
Other Expense										
Interest Expenses								0.00	3,500.00	0%
Well#6										
Miscellaneous Expense	102.31	0.00	0.00	0.00	0.00	0.00	0.00	102.31	200.00	51%
Total Other Expense	102.31	0.00	0.00	0.00	0.00	0.00	0.00	102.31	3,700.00	3%
Net Other Income	559.30	583.48	613.77	638.15	596.96	544.38	589.80	4,125.84	5,800.00	71%
Net Income	9,561.89	10,909.17	17,125.51	13,683.32	5,873.68	20,646.33	15,120.34	92,920.24	127,090.00	73%



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May 12, 2016

Lake Limerick Water System May 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 was flushed and an investigative sample was collected on Tuesday this week. The sample was satisfactory so the well was put online Friday for the summer.

Well #6 is operating normally.

Water Sampling:

The bacteria samples for May were Satisfactory. All samples other than bacteria will be collected in July or September.

Water Usage:

Water usage was well within normal for the month of April. The leak rate for the month is at 8.6% with an adjustment for a leak that was fixed early in April. Currently the natural gas company is using water for their project. They are metering the water they are using and when we get the meter back we can account for that water which will drop the leak rate. I didn't want to estimate for the report and be too low or too high.

Customer Concerns:

We had 4 locates, 3 service restorations, and one new water hook up.

Thoughts:

All 89 assemblies were tested the first week of May. 4 of the assemblies initially failed with 3 passing after repairs. There is one assembly that is still bad (111 Weymouth) and Backflow Pros recommends it be completely replaced since it cannot be repaired.

This is my last report for Lake Limerick. It has been fun and challenging at times for me but overall it was a great opportunity to learn and expand my knowledge. Sean Burns (sean@nwwatersystems.com) will be filling into my role at Lake Limerick and he will do a great job for you. He even has experience fixing leaks unlike me ☺. I am still available until May 19th if anyone has questions.

**WATER COMMITTEE MEMBERS
ACTION ITEMS LIST**

	ITEM	DATE TO BE DONE	STATUS
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"> • 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 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 st 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