

**LAKE LIMERICK COUNTRY CLUB
WATER COMMITTEE MEETING
August 13, 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 Brandon Koch and Gary Lentz. Brian Parnell were excused.

Board of Directors Attending: Kelly Evans, Paul Wagner, Penny Cory, Norm Bartoo, John Rizzo

Employees Attending:

Contractors Attending:

Guests Attending:

Approval of Minutes

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

To approve the Minutes of July 9, 2016 as written.

Additions to Agenda

Comments from Guests

Financial Report

- 1) Status of financial reports and accounts payable:
 - a) Mark indicated he had talked to Becky Birdsong and financial report information will be available again by the next meeting.
 - b) The BOD members indicated that in the past insufficient funds had been transferred from the Water System accounts to the HOA accounts to account for labor and other items that were paid out of the HOA accounts for services that should have been paid by the Water System. According to Norm Bartoo an analysis was made of the past 3 years and there was a shortfall of about \$120,000. Further analysis may be necessary to determine an actual amount. An agreement was made with the Water Committee to pay back these amounts from one of the Water System accounts as it was for services provided to the Water System but not paid back to the HOA account. Norm also provided an estimate of the 2017 Direct Costs to Water so that the Water Committee can include that in the Water budget for 2016-2017.
 - c) Within the next month there will be another meeting among Paul, Norm, Mark, Phyl and LLCC's CPA Rick Thornebrue to discuss how to resolve the imbalance and move forward with the next fiscal year budget. They'll also ask about how to set up an appropriate reserve account for future water system maintenance expenses.
- 2) Budget: More detailed financial information will be available from Becky Birdsong by the next meeting in order to prepare the Water budget for 2016-2017. According to the BOD, the initial budget may need to be modified during the year based on results of the financial audit that will begin after the end of the current fiscal year.

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

To approve the financial status report and discussion.

Water Distribution Managers Report ~ Attached

- 1) Calculated water losses continue to be high. Because the losses increased at the time of the office staff transition it is thought that maybe the reports on total consumer consumption may be higher than reported. Also, there are LLCC accounts that are not billed as they are part of the HOA and maybe they are not being included in the total consumption. Don will discuss with Vince Smith who runs the water billing software to see if there may be a discrepancy.
- 2) Sean noted that Wells 1 and 5 were not being controlled by the SCADA setpoints. Don checked with Steve and reviewed the SCADA reports and noted that Well 5 pressure is holding steady at between 72 and 73 PSI at all times which is not normal. Don suspects that there is a malfunctioning pressure sensor at Well 5.
- 3) Estimates were provided regarding the total water usage by the County water trucks and by the Cascade Natural Gas pipeline construction project. The County water trucks are now using log sheets to account for their water usage and they used 12,000 gallons in July. Protelco, the gas pipeline project contractor, used a metered amount of 106,186 gallons for the month of July.

Action List – Attached.

- 1) The payment for the Well 6 loan needs to be paid by October. Mark will follow up with Becky to be sure this gets paid in August or September.
- 2) Nitrate testing was to be completed in July but there was no status in the Manager's report. Don will follow up with Steve and Sean to see if testing was done and what the results were.
- 3) Phyl requested that an item be added to the Action List to indicate that the Franchise and Bond agreement needs to be renewed every 10 years.

Correspondence –

There was one letter from Craig and Deborah Kelly requesting forgiveness for excess water usage on property they recently purchased. Don will write a letter to clarify that there is only a single one-time forgiveness available per property and verify if they want to apply the one-time forgiveness to the July invoice.

Old Business

- 1) SCADA: The SCADA System is working well at this time. The radio equipment has been received including some additional items that were not included in the initial shipments. Don intends to work with Steve and Joe to begin implementing the new radios in September.
- 2) Water rights: No further information has been received from Todd Krause on the status of the task to aggregate the water rights among all the eligible well sites.
- 3) Street Bond and Franchise: Phyl had obtained further details on this and determined that it is required to give LLCC the right to run the water service along and under a portion of Mason Lake Drive. This needs to be renewed every 10 years.
- 4) File Management: Phyl is working with office staff to develop a plan for filing of Water System documents.
- 5) Evergreen Rural Water of Washington conference: Steve Wheaton and Don Bird will be attending the conference from August 30 to September 1. Steve has made reservations for both of them with ERWW and the conference venue at Great Wolf Lodge. Steve will be attending seminars in the Water System track and Don will be attending seminars in the Management track.
- 6) Certification for Joe: Phyl indicated that Joe was enthusiastic about applying for Water Distribution Manager I testing and certification.
- 7) Metal detector: Steve was alerted that the purchase of a new metal detector was approved. This is required to accurately locate some water valves buried by the asphalt paving.

New Business

- 1) 2" meters and associated backflow device: Steve requested that they be able to purchase a new 2" water meter reading in gallons and an associated backflow prevention device to be used for monitoring usage water trucks. The Water Committee discussed this and determined that it should be purchased now rather than waiting until the next fiscal year.

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

To authorize up to \$2,000 for the purchase of a 2" water meter and associated backflow prevention device in order to measure water usage by County and other authorized water trucks.

- 2) Cleaning Well #4 Tank: It has been noted in the past that Well #4 tank still has a substantial amount of moss on it in spite of being more exposed to sunlight now that a number of trees have been cut down on the site. The Water Committee recommended that this water tank cleaning proceed prior to this fall's inclement weather. This is a normal maintenance item.
- 3) Water System Paper File Management: Phyl has been has begun reviewing the past Water System files. One question is how long various Water System documents should be retained. Don will ask at the ERWW conference about retention policies for Water Systems in Washington State.
- 4) Protelco water usage agreement: It was noted that the agreement for allowing the gas company's contractor Protelco to use LLWS water during their construction project expired at the end of July and yet they are still using water. Phyl talked to the contractor and he indicated they should be done before the end of August. It was decided to extend the contract until the end of August.

A motion was made by Gary Lentz and seconded by Don Bird and passed with no nays as follows:

To extend the Protelco Water Usage agreement until August 31, 2016.

Announcements

- 1) Next meeting September 10, 2016.

Motion to adjourn

A motion was made by Brandon Koch, seconded by Mark Franklin and passed with no nays as follows:
To adjourn the meeting at 11:00 am.

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 Mark Franklin, seconded by Gary Lentz and passed with no nays as follows:
To approve the Minutes of July 9, 2016 as written.

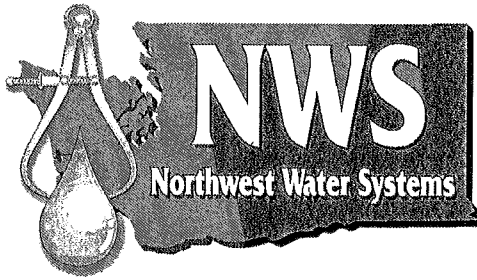
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WATER COMMITTEE MEMBERS ACTION ITEMS LIST

	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	Presented at Annual Meeting in April	Completed April 2016, Next Meeting April 2017
5.	Complete CCCD Testing	Every Three Years, last done May 2015	Next testing due: May 2018
6.	Primary CCCD Testing	Every Year in May - Done May 2016	Next Testing due May 2017
7.	Annual Well Site Inspection	Annually In May for new Committee Members	Done May 2016, Next Inspection May 2017
8.	Sanitary Survey	Every 5 year	Next Scheduled Survey 2018
9.	Consumer Confidence Report, to include Educational Materials	Annually Mailed with July 1 Deadline	CCR completed by NWS, mailed to consumers in July 2016. Next report due July 2017
10.	Water Use Efficiency Report	Annually Reported with July 1 st Deadline	Completed by NWS April 2016 and submitted. Next Report Due July 2017
11.	Nitrate Sampling	Annual Testing Required	Tests scheduled for 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	June 2016 test complete Next testing due: October 2016
21.	Well #6 Loan Payment	Annually in August or September	Next payment due: August 2016
22.	Mason Co. Franchise Agreement and Bond	Every 10 years	Renewal due June 2017



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August 10th, 2016

Lake Limerick Water System August Meeting

The general condition of the water system is good with only 1 concern as to system pressures, and none concerning the water availability to the customers.

Well Conditions:

Well #1 is operating normally. (Booster is on timer, runs from appx. 7am to 3pm)

Well #2 is still in stand-by and its use will only be required in extreme cases. (Run briefly in late July for source sample collection)

Wells #3A and #3B are operating in balance with well #6. (Steve forces off 3A and 3B during the day, then put's them back into AUTO overnight)

Well #4 is operating normally.

Well #5 is operating normally. (We did shut down for 1 week in July to see if there was any change in pressure at this site – no affect.)

Well #6 is operating in balance with 3A and 3B. (While the #3 system is forced off during the day, The boosters @ #6 provide the system)

Water Usage:

Water usage was well below average for the month of July, (Going back to averages for the past 3 years). The total amount of water pumped was 7.625 million gallons, a 27% decrease from last year.

The leak rate for the month is at 12.3%.

Currently the natural gas company is using water for their project. For the month of July the metered amount drawn was 106,186 Gallons. Mason Co. drew 12,000 Gallons.

Customer Concerns:

LLWS had 7 locates, 3 high water bill complaints, (proven to be leaks on properties), and 1 high pressure complaint. Pressure reducing valve has been installed at this property.

Water Sampling:

The bacteria samples for July were satisfactory, and the bacteria samples for August were collected and delivered to the lab on August 9th.

Thoughts:

July had a bit more excitement than June, but still quite tame in the vein of major issues. All source sampling has been completed for the year. I collected all source samples during my weekly site visits during July.

The water loss is really beginning to concern me. The previous 2 years in July it has been less than 1%. It is currently at 12.3% and has been steadily climbing since April. Steve is adamant about driving/scoping the system every day looking for possible leaks. Also when I am onsite, I drive a few roads each time keeping my eyes open. Nothing is obvious.

Steve did mention that when the service meter total was done in the past, he was provided 2 numbers. With the changes in the office this is no longer the case, and since that time is when the loss number began its increase.

Phyl had asked Steve and I about any "wish-list" items to be discussed concerning the upcoming budget. Steve would like a new 2" gallons meter to have use for companies that pull water from the system. The current meter that the gas company is using is old, and has rolled over. The only pressing matter on my mind is having the exterior of the reservoir at the #4 well site cleaned.

We will keep thinking if there are other wants/needs.