

**LAKE LIMERICK COUNTRY CLUB  
WATER COMMITTEE MEETING  
September 10, 2016  
Minutes**

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

**Members Attending:** Chair Phyllis Antonsen, Secretary Don Bird, Treasurer Mark Franklin and Members Gary Lentz and Brian Parnell. Brandon Koch was excused.

**Board of Directors Attending:**

**Employees Attending:**

**Contractors Attending:**

**Guests Attending:**

**Approval of Minutes**

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

To approve the Minutes of August 13, 2016 as written

**Additions to Agenda –**

1) Asset Management Inventory training

**Financial Report** - proposed budget attached

1) Status of financial reports and accounts payable

Updated financial information still not available from LLCC staff including status of budget vs. actual expenses or accounts receivables and late accounts.

2) Budget

Mark presented a draft budget for 2016-2017 based on the prior year's budget since we didn't have updated financial data. Several line items were modified based on estimates for the next year. The proposed capital budget includes the following items:

- SCADA system computer and software upgrade
- Well 6 capacity improvements
- Mainline engineering

Mark will update the draft budget and send to Phyl and Don for review and submittal to the BOD.

3) Water Utility Meeting results

Based on the meeting with Paul Wagner, Penny Cory, Rick Thornbrue (CPA), Phyl, Mark and Don it was agreed that funds had not been properly transferred for several years from the Water System accounts to the Association accounts to compensate for expenses paid by the Association on behalf of the Water System. Transfers of about \$120,000 have been made from the Water System general account to the appropriate Association accounts.

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

To accept the draft Water System Budget for 2016-2017 as amended.

**Water Distribution Managers Report** - Attached.

1) The leak rate for the month of August was still high at 11.5%. This does not include water usage by Mason County, there was a significant leak on Dartmoor Rd that was identified and repaired and there is still some question whether the total metered consumption from the billing system includes all accounts.

2) For the month of July the natural gas company project used 95,571 gallons.

3) Sean included estimates for the Water System Budget including the capital project to improve the capacity at Well #6. The well pump that fills the tank is operating significantly below the capacity of the two booster pumps to supply water into the water system.

4) Don noted that based on measurements from the SCADA system, the well pump at Well #6 is not operating as efficiently as it could. It's possible that changes to the variable frequency drive settings could make the pump operate more efficiently but this would likely not improve the total capacity of the well.

**Action List** – Attached.

1) Need to add the CCC report to the Action List due annually by September 1st.

2) Add an item to review and update the Emergency Response Plan annually in June after new Board and Committee officers are elected.

**Correspondence** - We received a request in August from Mr and Mrs Kelly requesting forgiveness for excess usage that they had discovered and they indicated had been fixed. Don wrote to them and explained that only a single forgiveness for a single month could be granted and asked for confirmation that they wanted to use their one time forgiveness for the excess usage but no reply had been received. Checking the water billing records, the leak has apparently not been fixed and they have not paid for past bills.

### **Old Business**

- 1) SCADA and radios - Don reported that the SCADA system is operating fine. He will work with the maintenance staff to begin installing the new radios and antennas in September but will wait until November to install most of the upgrades until after the high water usage period.
- 2) Water rights - At the ERWOW conference, asked Todd Krause, NWS to check on progress on the water rights aggregation task and get back to the Water Committee.
- 3) Conference - Don reported that the ERWOW conference was very informative. Steve attended sessions in the Water System track and Don attended sessions in the Management track. Don submitted a summary report to the committee members on the management sessions he attended and key points that were presented.
- 4) Old Files - Phyl reported that she has finished reviewing the old files and segregating them into ones to keep and ones to discard.
- 5) Potelco finished - billing? - Phyl reported that the total usage was around 300,000 gallons spanning 4 months. At normal Water System rates that amounts to a bill of about \$652 which will be sent to the contractor.
- 6) Exterior tank cleaning - Sean's manager's report included an estimate for getting the moss cleaned from the exterior of Well #4. At the ERWOW conference, one of the vendors recommended to Don that hot water pressure washing could be used to clean moss off the exterior of a cement tank. The Water Committee approved the Well 4 tank cleaning as regular maintenance and Phyl was going to direct Sean and Steve to proceed with that work.
- 7) 2" meters - Don indicated he had suggested to Steve to install the new 2" meter and backflow prevention device at Well 2 and to have all water trucks use that well to fill the trucks since Well 2 at this time is not used for anything but emergency flows because of poor taste in the water. This would control and meter the water usage from the county and contractor water trucks. Steve and Sean were going to discuss if this was practical to implement.

### **New Business**

- 1) Cross Connection Control Annual Summary Report - Kevin Odegard, NWS sent confirmation that the CCC ASR had been successfully submitted and received by DOH. This annual report requirement will be added to the Action List as a reminder.
- 2) Asset Management Inventory training - At the ERWOW conference Don learned that there were a number of sources of grants and loans for water system improvements. A number of these grants and loans require a good summary of the water system inventory and age of the various components before approving the loans and grants. DOH has a sample Asset Management Inventory spreadsheet and provides training on filling out the information. The next training class will be in January or February 2017 and Don signed up for the training at the conference.

### **Announcements**

- 1) Next Water Committee meeting October 8, 2016.
- 2) Semi-annual meeting October 17, 2016 at 2:00pm

### **Motion to adjourn**

**A motion** was made by Mark Franklin seconded by Brian Parnell and passed with no nays as follows:  
To adjourn the meeting at 11:45am

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 Gary Lentz seconded by Mark Franklin and passed with no nays as follows:  
To approve the Minutes of August 13, 2016 as written
- A motion** was made by Mark Franklin seconded by Gary Lentz and passed with no nays as follows:  
To accept the draft Water System Budget for 2016-2017 as amended.



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September 8, 2016

Lake Limerick Water System: September Meeting

The general condition of the water system is good with no concerns as to system pressures, or 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.

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.

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

**Water Usage:**

Water usage was above average for the month of August, (Going back to averages for the past 3 years). The total amount of water pumped was 10.02 million gallons, a 14.9% increase from last year. The leak rate for the month is at 11.5%.

Currently the natural gas company is using water for their project. For the month of July the metered amount drawn was 95,571 Gallons. Mason Co. has yet to supply LLWS with the amount of water drawn for their use.

1 Leak was identified and repaired on a service lateral on Dartmoor Rd. The repair was made on Aug. 18<sup>th</sup>. Duration of leak and volume was uncalculated – unestimated.

Next month I am hoping to see that this leak being repaired, along with gathering all the usage numbers from Mason Co, will have an impact on the water loss.

**Customer Concerns:**

LLWS had 8 locates.

**Water Sampling:**

The bacteria samples for August were satisfactory. The bacteria samples for September are scheduled to be collected and delivered to the lab on September 13th.

**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	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 <sup>st</sup> 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 Level Static 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
23	Cross-Connection Control Report	Annually Reported by Sept. 1	Submitted and received 8/31/16
24	Emergency Response Plan	Update annually in June	Needs updating in 2016

## Lake Limerick Water System Proposed Budget

Fiscal year: October 2016 to September 2017

Ordinary Income/Expense	Budget	Oct. 2015 - Sep. 2016	Oct. 2016 - Sep. 2017	% Of Budget from prior year
<b>Income:</b>				
<b>Gross Revenue Water</b>				
Water Line Damage - Contractor		0	0	0.0%
Water Disconnect Fee		0	0	0.0%
Water Excess Use Charge		15,000	15,000	100.0%
Water Meter/Spigot Hookup		2,000	1,500	75.0%
Water Meter Lock/Lockout		120	100	83.3%
Water Meter Locked		8,600	9,000	104.7%
Water Metered		365,796	365,000	99.8%
Water Non Metered		48,420	23,400	48.3%
<b>Subtotal Gross Revenue Water</b>		<b>439,936</b>	<b>414,000</b>	<b>94.1%</b>
<b>Total Income</b>		<b>439,936</b>	<b>414,000</b>	<b>94.1%</b>
<b>Gross Profit</b>		<b>439,936</b>	<b>414,000</b>	<b>94.1%</b>
<b>Expenses:</b>				
<b>Accounting</b>				
Assistance		0	0	0.0%
Audit/review		1,500	1,500	100.0%
<b>Subtotal accounting</b>		<b>1,500</b>	<b>1,500</b>	<b>100.0%</b>
<b>Bank, Credit, Advertising, Depreciation</b>				
Bank Service Charges		400	400	100.0%
Credit Card Service Charges		2,600	2,600	100.0%
Depreciation		36,500	36,500	100.0%
Advertising		0	0	0.0%
<b>Subtotal Bank, etc.</b>		<b>41,000</b>	<b>41,000</b>	<b>100.0%</b>
<b>Employee Expense</b>				
Dues and Subscriptions		650	650	100.0%
Education		2,500	605	24.2%
Health Insurances		0	0	0.0%
L&I		2,000	2,000	100.0%
Payroll tax		7,500	7,500	100.0%
Retro tax		0	0	0.0%
Salary & wages		75,000	56,600	75.5%
Office staff wages		0	16,224	0.0%
Vacation & sick leave		0	4,000	0.0%
<b>Subtotal Employee Expense</b>		<b>87,000</b>	<b>87,579</b>	<b>100.7%</b>

<b>Miscellaneous Expenses</b>			
Engineering Services	0	0	0.0%
Equipment rent	11,000	0	0.0%
Insurance	10,000	10,000	100.0%
Legal fees	0	0	0.0%
License and permit	3,000	3,000	100.0%
Newsletter	2,500	2,500	100.0%
Office	2,000	2,000	100.0%
Postage	7,000	8,000	114.3%
Professional services	65,000	75,000	115.4%
Reconciliation	0	0	0.0%
Supplies	3,000	3,000	100.0%
Vehicle	6,000	5,500	91.7%
<b>Subtotal Miscellaneous Expenses</b>	<b>100,500</b>	<b>100,500</b>	<b>100.0%</b>
<b>Repair and Maintenance</b>			
Equipment extraordinary	0	0	0.0%
Equipment	3,500	3,500	100.0%
Repair & maintenance general	15,000	15,000	100.0%
<b>Subtotal Repair and Maintenance</b>	<b>18,500</b>	<b>18,500</b>	<b>100.0%</b>
<b>Service Contracts</b>			
Security contract	6,000	6,000	100.0%
Service contract	0	0	0.0%
<b>Subtotal Service Contracts</b>	<b>6,000</b>	<b>6,000</b>	<b>100.0%</b>
<b>Taxes</b>			
Property	2,400	2,400	100.0%
Wa. state excise x/b&o	23,000	23,000	100.0%
<b>Subtotal Taxes</b>	<b>25,400</b>	<b>25,400</b>	<b>100.0%</b>
<b>Utilities Expenses</b>			
Telephone	2,000	2,000	100.0%
Utilities	25,000	30,000	120.0%
<b>Subtotal Utilities Expenses</b>	<b>27,000</b>	<b>32,000</b>	<b>118.5%</b>
<b>Lab Expenses</b>			
Water testing fees	2,000	2,000	100.0%
<b>Subtotal Lab Expenses</b>	<b>2,000</b>	<b>2,000</b>	<b>100.0%</b>
<b>Loan Payments</b>			
Well 6 loan repayment	20,000	20,000	100.0%
<b>Subtotal Loan Payments</b>	<b>20,000</b>	<b>20,000</b>	<b>100.0%</b>

<b>Total Expense</b>	<b>328,900</b>	<b>334,479</b>	<b>101.7%</b>
<b>Net Ordinary Income</b>	<b>111,036</b>	<b>79,521</b>	<b>71.6%</b>
<b>Other Income/Expense</b>			
<b>Other income</b>			
Interest	800	800	100.0%
Miscellaneous	700	700	100.0%
Service charges	6,000	8,000	133.3%
<b>Total Other Income</b>	<b>7,500</b>	<b>9,500</b>	<b>126.7%</b>
<b>Other Expenses</b>			
Federal income tax	0	0	0.0%
Interest expense well 6	3,500	3,000	85.7%
Miscellaneous	200	0	0.0%
<b>Total Other Expenses</b>	<b>3,700</b>	<b>3,000</b>	<b>81.1%</b>
<b>Net Other Income</b>	<b>3,800</b>	<b>6,500</b>	<b>171.1%</b>
<b>Net Income</b>	<b>114,836</b>	<b>86,021</b>	<b>74.9%</b>
<b>Capital Expenses</b>			
<b>Priority Capital Projects</b>			
1	Scada software and computer	30,000	
2	Well #6 Improvements	150,000	
3	Mainline engineering	20,000	



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September 8, 2016

Lake Limerick Water System Budget Input:

Northwest Water Systems has become a significant influence on the operations and management of the Lake Limerick Water System. The following items are a list of the expected costs associated with this relationship for the year 2017.

- Base Fee- Increase of 1.9% based on projected CPI increase and charged on a monthly basis.
- Operations and Maintenance- expected to average 6 hours per week. An extra 42 hours was added to this total for estimated after hours work such as weekend meetings and emergency repairs.
- On-Call Services- Assumed 26 weekends + 8 additional weekdays for 2 weeks vacation.
- Emergency Phone System- Rapid Notification System has been disabled. There will no longer be a charge for this service.
- Laboratory Fees- These are fees that Lake Limerick pays directly. They are not calculated in the total below since NWS no longer pays for them on your behalf.

Category	Rate	Amount	Total
Base fee:	\$1,069.76/mo	12 mo	\$12,837.12
Operations and Maintenance:	\$53.48/hr normal	312 hrs	\$16,685.76
	\$106.97/hr after hours	42 hrs	\$ 4,492.74
On-Call Services:	\$31.56 mon-fri	34 days m-f	\$ 1,073.04
	\$63.14 sat-sun/holidays	52 days s&s	\$ 3,283.28
CCC	\$53.48	120 hrs	\$ 6,417.60
			<b>\$44,789.54</b>

Totals are developed using assumptions and actual totals may vary based on system conditions. Rates are scheduled to increase with inflation.

NWS billing does not include Engineering costs or laboratory fees.

2014-2015 total NWS bill:	\$36,644.67
2015-2016 year to date (thru 7/25/15):	\$20,908.82
2015-2016 projected:	\$32,358.74



<b>Sample</b>	<b>Cost per Sample</b>	<b>Number Required</b>	<b>Annual Cost</b>
Bacteria	\$22.00	24	\$528.00
Nitrate	\$22.00	7	\$154.00
Volatile Organic Carbons	\$93.50	2	\$187.00
Gross Alpha	\$71.50	1	\$71.50
Radium 228	\$137.50	1	\$137.50
IOC Complete	\$232.50	0	\$00.00
Lead and Copper	\$30.00	10	\$300.00
<b>Total:</b>			<b>\$1,378.00</b>

**Additional Costs**

Backflow Assembly Testing: \$4,150  
Reservoir Cleaning (#4 Exterior): \$4,150 (Can be done this month if approved)

**Potential Preventive Costs**

## Additional Source at Well #6:

Drilling a 450 foot well: \$35,700  
30 hp submersible pump: \$7,850  
Piping and meter: \$7,850

8" Distribution Valve Replacement \$21,500  
6" Distribution Valve Replacement \$46,500

Engineering/Regulatory Fees: \$6,500

## Electronics:

Allen Bradley Software- \$3,000  
Programming- \$4,600  
25% Contingency- \$1,900

Sub-total: \$67,400  
15% Contingency- \$10,110

**Total Estimate: \$149,810**

Should you have any questions or require further information, please call.