

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

**The Meeting was called to order** at 09:03 am by Chair Phyllis Antonsen

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

**Board of Directors Attending:** Kelly Evans, President; Norm Bartoo, Treasurer; Penny Cory, Secretary

**Employees Attending:**

**Contractors Attending:**

**Guests Attending:**

**Approval of Minutes**

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

To approve the Minutes of November 12, 2016 as written.

**Additions to Agenda:**

1) Update on Finances from BOD members

**Comments from BOD** - See Financial Report

**Comments from Guests:**

**Financial Report** -attached

1) Status of financial reports:

Deborah Wallace had provided an updated Water System Report for November 2016. Last minute additions and transfers were noted on the report as Deborah had trouble e-mailing an updated report. Mark indicated that the report appeared accurate and covered recent income, expenses and transfers.

2) Update on Water Utility Tax payments: Kelly, Norm and Penny brought up the fact that the Washington state water utility tax, although included in the Water System Budget, had been paid from the Association account but had not been transferred from the Water System accounts to pay back the Association. According to their calculations it's possible that up to \$64,746.62 covering the last three years had not previously been transferred from the Water account to the Association account for the Water Utility Tax payments. Mark indicated the funds would need to be taken out of the Water System's Edward Jones account and that might take multiple Water and/or BOD members to sign for that. Mark is meeting with Edward Jones and will ask about the process. It was noted by Phyl and Don that the Association is not currently being billed for water usage at the multiple Association locations including the Inn, the Pro Shop, golf course and parks. In order to provide accurate accounting, maybe the Association should be billed for water usage at their various locations.

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

To approve the financial report for December as presented.

**Water Distribution Managers Report** - Attached.

The leak rate for the month is much better at a more reasonable 6.0%. Part of the reason for this is that Rhonda Hunt, the new A/R person, was able to obtain a more accurate total metered water consumption from the water billing system. There was some overflow of the Well 3 tank caused by a defective check valve and this has been replaced. Next month's loss calculation will take that into account.

One of the two booster pump motors at Well #3 failed at the end of October. Joe and Steve researched the replacement costs and determined that an equivalent new motor would cost less than \$1,500. They may want to upgrade the pump controls at Well #3 to include variable frequency drives (VFD) and will provide an estimate for a future project.

They are still tracing the piping for Well 2 to determine if it can be used to create a water truck fill station and have the flow metered.

**Action List** –

- 1) Add periodic Hydrostatic Tank Pressure Testing. Check with Steve and Sean to determine an appropriate schedule.
- 2) Update dates of completed tasks.

### **Correspondence -**

1) After sending a couple of letters to Craig and Deborah Kelly, the Water Committee finally received a response from them requesting forgiveness for several month's excess usage as a result of conversations they had with Rhonda Hunt. Don and Phyl had discussed this issue with Rhonda on Friday and informed her of the Water System policy to only forgive a single month's excess usage. Don will provide backup material to Rhonda and ask her to contact the Kelly's to reiterate the Water System policy that was clearly explained to the Kelly's in prior letters. No further motions were required as the Water Committee had previously approved a one-time forgiveness of \$144 for the Kelly's excess water usage.

### **Old Business**

#### 1) SCADA and radios

The SCADA system is operating normally. Don obtained a second set of radios and antennas from the Water Office in order to mock up the radio communications between the Water Office and Well 6. He will also work with Steve to replace the directional antenna at the Water Office with the omni-directional antenna that had been purchased for the new radios.

#### 2) Well #2 Fill Station

Steve had not yet purchased the new 2" meter and back flow prevention device as he was waiting for approvals. Phyl and Don will be sure to update Steve and Joe with the Water Committee minutes in a more timely fashion so they know when purchase requests have been approved.

#### 3) Hazard Survey

NWS sent a note to Phyl indicating they are prepared to do the Hazard Survey for 2017. They need an updated property owner's list in order to send out the surveys. Phyl will check with the LLCC Office in order to determine how to get an updated list for NWS.

#### 4) Inventory

Kevin Odegard, NWS has previously offered to assist with putting together a recommended inventory for LLWS parts. Steve does not have a current inventory and so needs guidance and/or a template for completing an inventory.

#### 5) Well #3 booster pump

Note discussion in Manager's Report. After Water Committee discussion it was decided a new motor should be purchased to replace the failed booster 3B motor at Well #3 and defer upgrading the controls to include variable frequency drives (VFD) until information can be gathered for a proposal to the Water Committee. This may become a capital project for next fiscal year.

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

Move to allocate up to \$1,500 plus taxes, shipping and handling to replace the failed booster pump 3B motor at Well #3.

### **New Business**

#### 1) Employee evaluation

It was noted that an employee evaluation has not been done for Steve for quite awhile. It was suggested that the evaluation also include Steve doing a self evaluation and providing suggestions or recommendations to the Water Committee about what they could do better. Brandon offered to gather sample material to be used in an employee evaluation. Phyl will check her notes from BOD meetings to review guidelines for employee salaries.

### **Announcements**

1) Next meeting January 14, 2016.

### **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 10:52am.

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 Brandon Koch and passed with no nays as follows:  
To approve the Minutes of November 12, 2016 as written.

**A motion** was made by Brian Parnell, seconded by Gary Lentz and passed with no nays as follows:  
To approve the Financial Report for December as presented.

**A motion** was made by Don Bird, seconded by Brian Parnell and passed with no nays as follows:  
Move to allocate up to \$1,500 plus taxes, shipping and handling to replace the failed booster pump 3B motor at Well #3.



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December 9<sup>th</sup>, 2016

#### Lake Limerick Water System: December 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 normally. Booster 3A is put online from 3pm to 7am during the weekdays and is left on throughout the weekends. Booster 3B is still awaiting replacement.

Well #4 is operating normally.

Well #5 is shut down for the season.

Well #6 is operating normally.

#### **Water Usage:**

4.35 million gallons were pumped in total from the sources in the month of November. The leak rate for the month is at 6%.

#### **Customer Concerns:**

LLWS had 4 locates and 2 high usage complaints.

#### **Water Sampling:**

The bacteria samples for November were satisfactory. The routine bacteria samples for December are scheduled to be collected on the 13th.

#### **Thoughts:**

Well(s) #3 Booster system: The check valve following Booster 3A was replaced on December 8<sup>th</sup>. This check valve had failed and was allowing pressure in the distribution system to force water backwards through this pump and cause the reservoir to overflow. The check valve in line from Booster 3B should also be replaced when the pump is replaced.

This upcoming Tuesday, Dec. 13<sup>th</sup>, Steve and I will be taking the #4 pressure system offline to check the bladder tank's condition and pre-charge. During routine "knock" check while on site this week the tank did not sound "as normal", and may be water-logged.

**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>• Verify main and valve location prior to sending out Map</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	Done May 2015 Next test due May 2018
6.	Primary CCCD Testing	Every Year in May	Done May 2016 Next Test 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 2017
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	October 2016 test complete. Next test due June 2017
21.	Well #6 Loan Payment	Annually in August or September	Next payment due: August 2017
22.	Mason Co. Franchise Agreement and Bond	Every year	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
25.	Hydrostatic Tank Pressure Testing	Test annually to confirm operation	Tests performed December 2016