

**LAKE LIMERICK COUNTRY CLUB
WATER COMMITTEE MEETING**

Minutes of May 11th, 2019

Meeting Location LLCC Inn Library (aka Crow's Nest)

The Meeting was called to order at 9:00 am by Chairman Don Bird.

MEMBERS ATTENDING: Chairman Don Bird, Secretary Pat Paradise, Treasurer Phyllis Antonsen, and members Esther Springer-Johannesen. Members Norm Bartoo and Brandon Koch have excused absences.

Board of Directors Attending: Brain Smith and Tim McKern (for hydrant discussion only)

Employees Attending: Joe Castelluccio (water department manager)

Contractors Attending: None

Guests Attending: Roger Milliman CAM (for hydrant discussion only)

Election of Officers:

A nomination was made by Pat Paradise, seconded by Esther Springer-Johannesen, and passed with no nays to elect Don Bird for water committee Chairperson. A nomination was made by Phyllis Antonsen, seconded by Esther Springer-Johannesen, and passed with no nays to elect Pat Paradise for water committee Secretary. A nomination was made by Esther Springer-Johannesen, seconded by Pat Paradise, and passed with no nays to elect Phyllis Antonsen for water committee Treasurer.

Approval of Minutes:

A motion was made by Esther Springer-Johannesen, seconded by Phyllis Antonsen and passed with no nays as follows: To approve the Minutes of April 11th, 2019 as written.

Additions to Agenda:

None added.

Comments from Any Guests:

None

Financial Report:

1) Water System Financial Report: A financial report was provided including profit and loss statement and an aged accounts receivable report. QuickBooks spreadsheet items and calculations are still being updated to better reflect budget. QuickBooks was recently upgraded and LLCC personnel are now inputting and running reports. Don, Phyllis and possibly Esther will meet with Roger Milliman and front office to review QuickBooks generated categories and reporting. Intent is to align report format to meet the needs of all users – front office, bod, water manager, and water committee. Water Committee would like to once again receive a summary sheet from front office of account transfers out of water funds. Expense and Income are tracking budget.

- 2) Accounts Payable/Receivable update: Front office continues to make progress on collecting past due accounts. Targeting accounts over 90 days past due. Accounts Receivable Aging report attached.
- 3) CD and money market review: No decisions required at this time - another rotation of mature CD's will be re-invested in about 30 days.

A motion was made by Esther Springer-Johannesen and seconded by Pat Paradise and passed with no nays to accept the financial report as presented.

Water Distribution Mangers Report:

- 1) Manager's report: The report was very complete and was reviewed with Joe Castelluccio (see attached report May 9th 2019). Joe is asking for help (additional manpower) to complete backlog of work items. Joe has no staff and is providing both management and field installation needs. Water Committee is asking Joe to provide a detailed spreadsheet listing tasks and priorities of work tasks – this detail will help committee to determine staffing/subcontracting needs. NW Water may be a resource to assist as they are currently under contract at a contracted hourly rate.
- 2) Consumption spreadsheet: There was a reported 2.6% water loss for the month with year to date loss at 5.4%. Valves are continuing to get exercised and documented. A few valves will require replacement.
- 3) Status of power issues at Wells 3 and 5: There are some operational issues resulting from the three phase power provided by PUD. PUD has been logging 3 phase electricity with the logging devices removed April 1st. PUD will study logged 3 phase information and develop solutions.
- 4) Security improvements for LLWS: Joe has been upgrading pumps house insulation and security systems. Work is in process and will include cameras and alarm capability. New signs have been purchased and are being installed (no trespassing)
- 5) New Scada system status: Vendor is complete with original scope of work. UPS devices are being installed by water manager. Alarm quantities and set points are being adjusted to send alarms to NW Water, Joe, and Don's cell phones.

Action List:

The action list is up to date. Item needing action is line item 5 Complete CCD testing – there will be a water system plan pre-planning meeting. Will discuss requirements at an upcoming meeting with DOH, NW Water, Joe, and Don.

Correspondence: None

Old Business:

- 1) Status of Payment Service Network Implementation for Water and Dues Payments:
LLCC is moving ahead with the new payment system – Rhonda will be attending training.
- 2) Policy review for delinquent accounts:
No new update
- 3) Water System Plan Update for 2020 and DOH meeting:
DOH meeting was rescheduled for next week. DOH, NW Water, Don, and Joe will attend. Water System Plan Update for 2020: Existing LLCC Department of Health Service Plan requires updating by July 2020. Updated plan will be developed and submitted by July. NW Water will develop the plan.
- 4) Water Rate Analysis:
A discussion with NW Water will be held to see if they are able to assist with a new water rate study/analysis.

New Business:

- 1) Water Hydrant repair/replace:
Lake Limerick water system currently has 54 fire hydrants at 1,000 foot intervals +/- . A discussion was held to determine what type/style/brand of fire hydrants LLCC should be looking towards procuring in the future. The reason for the discussion started due to the existing hydrants no longer being manufactured and replacement parts being un-available. A hydrant in our system was thought to be damaged and requiring replacement. It was found out during further investigation that the water hydrant was still operational and a repair was accomplished without the hydrant needing parts or replacement. Discussion turned to “what if” an existing hydrant is damaged – we don’t have any hydrants or parts in stock.
A motion was made by Pat Paradise, seconded by Esther Springer-Johannesen and passed with no nays to purchase two new replacement hydrants and one parts kit for in-house stock for any future emergency replacement need: IE traffic accident destroying a hydrant. Cost not to exceed \$10,000. Make and model to be determined after further discussion with Fire Marshall.

Announcements:

- 1) Next meeting 9am Saturday June 8th Lake Limerick Clubhouse (crows nest)

Motion to adjourn:

A motion was made by Pat Paradise, seconded by Esther Johannesen and passed with no nays as follows: To adjourn the meeting at 12:32 PM..

Water system tour for interested committee members – due to length of meeting – will reschedule the tour.

These minutes have not been approved by the Water Committee. They have been respectfully submitted by Pat Paradise.

MOTIONS FOR THE BOARD

Approval of Minutes:

Election of Officers:

A nomination was made by Pat Paradise, seconded by Esther Springer-Johannesen, and passed with no nays to elect Don Bird for water committee Chairperson. A nomination was made by Phyllis Antonsen, seconded by Esther Springer-Johannesen, and passed with no nays to elect Pat Paradise for water committee Secretary. A nomination was made by Esther Springer-Johannesen, seconded by Pat Paradise, and passed with no nays to elect Phyllis Antonsen for water committee Treasurer.

A motion was made by Esther Springer-Johannesen, seconded by Phyllis Antonsen and passed with no nays as follows: To approve the Minutes of April 11th, 2019 as written.

Approval of Financial Report:

A motion was made by Esther Springer-Johannesen, seconded by Pat Paradise and passed with no nays as follows: To approve the financial report of April 11th 2019 as presented.

Fire Hydrant Repair/Replace:

A motion was made by Pat Paradise, seconded by Esther Springer-Johannesen and passed with no nays to purchase two new replacement hydrants and one parts kit for in-house stock for any future emergency replacement need: IE traffic accident destroying a hydrant. Cost not to exceed \$10,000. Make and model to be determined after further discussion with Fire Marshall.

**Lake Limerick Water Systems
Water P&L April 2019
April 2019**

8:36 AM
05/11/19
Cash Basis

Ordinary Income/Expense	Apr 19	Budget	\$ Over Budget	% of Budget	Oct '18 - Apr 19	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
Income									
4999 - Uncategorized Income	0.00	10,000.00	-10,000.00	0.0%	0.00	70,000.00	-70,000.00	0.0%	120,000.00
Gross Revenue Water	36,662.00	27,500.00	9,162.00	133.3%	254,862.48	192,500.00	62,362.48	132.4%	330,000.00
Total Income	36,662.00	37,500.00	-838.00	97.8%	254,862.48	262,500.00	-7,637.52	97.1%	450,000.00
Gross Profit	36,662.00	37,500.00	-838.00	97.8%	254,862.48	262,500.00	-7,637.52	97.1%	450,000.00
Expense									
Automobile Expense	74.48	0.00	74.48	100.0%	10,057.01	0.00	10,057.01	100.0%	0.00
Bank Service Charges	0.00	183.34	-183.34	0.0%	12.00	1,283.38	-1,271.38	0.9%	2,200.08
Computer and Internet Expenses	248.43	400.00	-161.53	59.6%	795.81	2,800.00	-2,004.19	28.4%	4,800.00
Credit Card Service Charges	238.47	0.00	238.47	0.0%	0.00	0.00	238.47	0.0%	0.00
Depreciation	0.00	0.00	0.00	0.0%	1,796.50	0.00	1,796.50	100.0%	0.00
Dues & Subscriptions	0.00	0.00	0.00	0.0%	44,181.61	64,750.07	-20,568.46	68.2%	111,000.12
Employee Expense	5,790.45	9,250.01	-3,459.56	62.6%	541.40	0.00	541.40	100.0%	0.00
Equipment Rent	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00
Finance Charge/Late Fees	0.00	0.00	0.00	0.0%	173.30	0.00	173.30	0.0%	0.00
Freight	0.00	0.00	0.00	0.0%	4,329.43	7,000.00	-2,670.57	61.8%	12,000.00
Insurance	638.24	1,000.00	-361.76	63.8%	0.00	933.38	-933.38	0.0%	1,600.08
Interest Expense	0.00	133.34	-133.34	0.0%	1,559.50	2,100.00	-540.50	74.3%	3,600.00
License & Permits	0.00	300.00	-300.00	0.0%	63.94	0.00	63.94	0.0%	0.00
Meals and Entertainment	0.00	0.00	0.00	0.0%	89.00	0.00	89.00	100.0%	0.00
NSF Check Fees Returned Items	0.00	500.01	-500.01	0.0%	506.78	3,500.07	-2,993.29	14.5%	6,000.12
Office Expense	0.00	0.00	0.00	0.0%	573.41	0.00	573.41	100.0%	0.00
Office Supplies	363.00	0.00	363.00	100.0%	2,176.11	2,625.00	-448.89	82.9%	4,500.00
Postage	0.00	375.00	-375.00	0.0%	4,831.97	0.00	4,831.97	0.0%	0.00
Professional Fees	2,363.98	0.00	2,363.98	0.0%	16,456.04	28,166.89	-12,710.65	56.4%	50,000.04
Reconciliation Discrepancies	0.00	0.00	0.00	0.0%	44.18	0.00	44.18	0.0%	0.00
Refund/Credit	0.00	0.00	0.00	0.0%	100.00	0.00	100.00	100.0%	0.00
Repairs & Maintenance	0.00	2,916.67	-2,916.67	0.0%	16,016.01	21,713.27	-5,697.26	73.8%	36,296.62
Repairs and Maintenance	152.77	0.00	152.77	0.0%	1,641.83	0.00	1,641.83	100.0%	0.00
Service Contracts	0.00	0.00	0.00	0.0%	848.64	0.00	848.64	100.0%	0.00
Small Tools and Equipment	599.42	0.00	599.42	100.0%	2,961.43	0.00	2,961.43	100.0%	0.00
Supplies	1,724.95	541.67	1,183.28	318.5%	5,636.70	3,891.49	1,745.21	144.8%	6,599.84
Taxes	1,232.86	1,250.00	-17.14	98.6%	6,208.36	8,750.00	-2,541.64	71.0%	15,000.00
Telephone	85.95	158.34	-72.39	54.3%	1,007.08	1,108.38	-101.30	90.9%	1,900.08
Telephone Expense	146.88	0.00	146.88	0.0%	12.00	0.00	12.00	100.0%	0.00
Travel/Parking	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00
Uncategorized Expenses	0.00	10,000.00	-10,000.00	0.0%	86.79	70,000.00	-70,000.00	0.0%	120,000.00
Uniform	0.00	0.00	0.00	0.0%	13,362.68	0.00	13,362.68	100.0%	0.00
Utilities	1,822.82	1,916.67	-93.85	95.1%	0.00	13,416.69	-54.01	99.6%	23,000.04
Vehicle Expense	0.00	625.00	-625.00	0.0%	0.00	4,375.00	-4,375.00	0.0%	7,500.00
Water Testing	250.00	166.67	83.33	150.0%	1,832.00	1,166.69	665.31	157.0%	2,000.04
Well #6 Annual Payment	0.00	1,508.34	-1,508.34	0.0%	0.00	10,558.38	-10,558.38	0.0%	18,100.08
Total Expense	15,732.70	35,391.73	-19,659.03	44.5%	138,296.82	248,138.49	-110,841.67	55.5%	426,097.14

Lake Limerick Water Systems
 Water P&L April 2019

April 2019

8:36 AM
 05/11/19
 Cash Basis

	Apr 19	Budget	\$ Over Budget	% of Budget	Oct '18 - Apr 19	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
Net Ordinary Income	20,929.30	2,108.27	18,821.03	992.7%	116,566.66	13,361.51	103,204.15	872.4%	23,902.86
Other Income/Expense									
Other Income	0.00	125.00	-125.00	0.0%	0.00	875.00	-875.00	0.0%	1,500.00
Interest Income									
Total Other Income	0.00	125.00	-125.00	0.0%	0.00	875.00	-875.00	0.0%	1,500.00
Other Expense									
Interest Expense Well#6 Loan	0.00				1,900.73				
Miscellaneous Expense	0.00	2,233.34	-2,233.34	0.0%	0.00	15,633.38	-15,633.38	0.0%	26,800.08
Total Other Expense	0.00	2,233.34	-2,233.34	0.0%	1,900.73	15,633.38	-13,732.65	12.2%	26,800.08
Net Other Income	0.00	-2,108.34	2,108.34	0.0%	-1,900.73	-14,758.38	12,857.65	12.9%	-25,300.08
Net Income	20,929.30	-0.07	20,929.37	-29,899,000.0%	114,664.93	-1,396.87	116,061.80	-8,208.7%	-1,397.22

ENDING BAL 4/30/19	5228.31	0.00	0.00	0.00	0.00	0.00	TOTAL
USAGE TOTALS: NONMTR							
WATER USE	356	0	0	0	0	0	356
GRAND TOTAL - ALL ACCOUNTS							
5/10/19 COUNT	RESIDENT 1451	COMMERCIAL 5	OTHER 1	PUBLICGOVT 1	TOTAL		1458
BAL FORWARD 4/1/19	10953.22	0.00	0.00	0.00	0.00		10953.22
WATER USE	23304.00	0.00	0.00	0.00	0.00		23304.00
MERR	4050.00	0.00	0.00	0.00	0.00		4050.00
PAYMENTS	9745.00	0.00	0.00	0.00	0.00		9745.00
ADJUSTMENTS	-36796.00	0.00	0.00	0.00	0.00		-36796.00
ENDING BAL 4/30/19	1163.50	0.00	0.00	0.00	0.00		* 1163.50
USAGE GRAND TOTALS:	12419.72	0.00	0.00	0.00	0.00		12419.72
WATER USE	3424506	0	0	0	0		3424506

<<< END OF BILLING SUMMARY 04/01/2019-04/30/2019 RUN 5/10/19 >>>

4-1-2019 thru 4-30-2019
 water use \$ 23,304.00
 MLRR \$ 9,745.00
 WCR \$ 4,050.00
 CC fees \$ 238.47 (direct)

* 1,163.50 Adjustment made by Rhonda does not affect your usage, money or transfers. See Rhonda for further explanation if needed.

WATER SYSTEM BUDGET

2018/2019

August 13, 2018

Income	
Water Use	282,000
Excess Use	-
Non-Metered, Fees & Other	48,000
Interest Income	1,500
Sub -Total:	331,500
Water Capacity Reserve	45,000
Mainline Replacement Reserve	75,000
Sub - Total:	120,000
Total Income:	\$ 451,500.00
Expenses	
Bank Fees	2,200
Computer & Software	5,000
Dues & Licenses	3,600
Education & Training	3,000
Interest Expense	1,600
Lab Fees	2,000
Office Expense	1,000
Professional Fees	50,000
Repairs & Maintenance	35,000
Supplies	6,500
Taxes - Income	-
Telephone - Office	1,000
Utilities	23,000
Vehicle Expense	7,500
Water Utility Tax	15,000
LLCC Operating Account Transfers	
Water Labor - Manager	45,000
Water Labor - Assistant	15,600
Admin Labor	25,600
Other Labor	-
PR Tax Expense 16%	14,000
Benefits	7,800
Postage	4,500
Liability Insurance	12,000
Credit Card Fees	4,800
Telephone - Cell	900
Total Expenses:	\$ 286,600.00
Net Profit:	\$ 164,900.00
Loan Payments	18,100
Reserve Transfers	120,000
Operating Contingency	26,800
Balanced Budget:	\$ -

WATER SYSTEM BUDGET

2018/2019

August 13, 2018

Income			
Water Use	✓282,000	Water Metered PR	X
Excess Use	✓48,000	Water Non Metered	X
Non-Metered, Fees & Other	✓15,000	Interest Income	X
Interest Income	331,500		
Sub - Total:	✓45,000	Uncategorized Expenses	X UNCOMM
Water Capacity Reserve	✓75,000		X
Mainline Replacement Reserve	120,000		X
Sub - Total:	✓451,500.00	(-1500 interest income)	
Total Income:	\$		
Expenses			
Bank Fees	✓2,200	bank fees	X
Computer & Software	✓5,000	Computer & Electronics	X
Dues & Licenses	3,600	Licenses & Permits	X
Education & Training	3,000	Education of Employees	X
Interest Expense	✓1,600	Interest expense	X
Lab Fees	2,000	Water Testing	X
Office Expense	✓1,000	Office Expense	X
Professional Fees	50,000	Professional Services	X
Repairs & Maintenance	✓35,000	Auto Repair & Maintenance	X
Supplies	16,500	Supplies	X
Taxes - Income	-		
Telephone - Office	✓1,000	Telephone	X
Utilities	23,000	Utilities	X
Vehicle Expense	✓7,500	Auto mobile Expense - 15. Fee/ gas expense	X
Water Utility Tax	15,000	Water Util Tax	X
LLCC Operating Account Transfers	✓45,000		X
Water Labor - Manager	✓15,600	Salaries + Wages	X
Water Labor - Assistant	25,600		
Admin Labor			
Other Labor			
PR Tax Expense 16%	✓4,000	Payroll Exp Expense	X
Benefits	7,800	Health Insd.	X
Postage	✓4,500	Postage	X
Liability Insurance	12,000	Insurance	X
Credit Card Fees	✓4,800	CC Service Charge	X
Telephone - Cell	✓900	Telephone	X
Total Expenses:	\$	286,600.00	
Net Profit:	\$	164,900.00	
Loan Payments	48,100	Water #6 Annual Pmt	X
Reserve Transfers	✓120,000	Uncategorized Expense	X Expense
Operating Contingency	✓26,800	Miscellaneous Exp.	
Balanced Budget:	\$	-	

LAKE LIMERICK WATER SYSTEM
CUSTOMER AGED A/R REPORT
Aging as of 4/30/2019

	CURRENT	30 DAY	60 DAY	90+ DAY	BALANCE
Service WATER USE					
WATER USE	5421.69	2994.47	1765.42	5498.40	15679.98
MISC	.00	.00	.00	5295.20	5295.20
WATER USE Total	5421.69	2994.47	1765.42	10793.60	20975.18
Service WCR					
WCR	969.50	538.50	321.00	664.09	2493.09
WCR Total	969.50	538.50	321.00	664.09	2493.09
Service MRR					
MRR	1623.50	898.50	609.97	1101.64	4233.61
MRR Total	1623.50	898.50	609.97	1101.64	4233.61
Service GENERAL					
Penalties	.00	.00	.00	2292.30	2292.30
Adjustments	27.00	162.00	.00	76.00	265.00
ADJUST TOTALS	27.00	162.00	.00	76.00	265.00
Overpayments	-5127.58	-3982.99	-2553.12	-7413.42	-19077.11
Unapplied	470.15	.00	.00	.00	470.15
GENERAL Total	-4630.43	-3820.99	-2553.12	-5045.12	-16049.66
Total	3384.26	610.48	143.27	7514.21	11652.22
Grand AR Total	3384.26	610.48	143.27	7514.21	11652.22

of Accounts 452 286 163 163 622
 *** Customer counts for the current-30-60-90+ aging periods reflect the number of customers with balances for that aging period. Because one customer may have balances in multiple aging periods, the sum of customer counts per aging period may not equal the total customer count.

Customer Count: 1458

The following options were chosen by the user to produce this report:

- Sort Report And Select By: Account
- Cycle : 1
- Account Status: All Accounts
- Service Type : All Classes
- Include Phone, SSN: Unchecked
- Total By Income Center: Checked
- Include Location# / Address: Unchecked
- Include Credit Balances in Customer Count: Checked



Lake Limerick Water

Manager's Report

May 9, 2019

Lake Limerick Water System: May meeting for April 2019.

The general condition of the water system is good with water availability to the customers good.

Well Conditions:

- ⚡ Well #1 is operating normally. Running off pressure set points
- ⚡ Well #2 is still in stand-by and its use will only be required in extreme cases.
- ⚡ Wells #3A and #3B is online, well 3A is offline issue with check valve.
- ⚡ Well #4 is operating normally.
- ⚡ Well #5 is operating normally.
- ⚡ Well #6 is operating normally. Being installed.

Water Usage:

4.68 million gallons were pumped in total from the sources for April and 3.95 million gallons are documented as "sold". The loss for the month is 2.6%. Total loss for the year is 5.4%. State requirements for compliance is less than 10% for the year based on a 3-year average.

Customer Concerns:

LLWS had 9 regular locates, 1 emergency locate, several high usage investigations, several requests for water reports of usage by hour.

Water Sampling:

The bacteria samples for April is satisfactory. Well #2 Iron and manganese are in exceedances and measures are being taken to get these into compliance with monthly flushing. Sample has been taken to see how flushing and chlorination of the well has changed in chemical analysis. Sample came back with half the iron before chlorinating and flushing.

Thoughts:

Past, present, and future...

- I. Request to engineering @ NWS to begin WSP update to meet compliance. Original DOH meeting was scheduled Friday May 10th and has been set over until Friday May 17th time possibly the same.
- II. Exercising of valves and hydrants – Record keeping is being kept on a DOH standard Document and began flushing and valve exercising on Connemara. Several valves are inoperable or need locating as they are buried under county roads.

- III. Leaking valve at the intersection of Dartmoor and Balbriggan. Looking into bidding of the two valves at intersection of Dartmoor and Balbriggan. Valve at Mason Lake Road and Ballantrae is stuck, needs replacement. Same area as Mason Lake Rd valve issue.
- IV. VFD & Pressure tank upgrade status: Will be installing a 6 in. Gate Valve onsite of Well 3 to distribution. Currently there is no isolation of well three to distribution in main arterial. The tank is currently waterlogged to supply water to distribution and this tank must be removed from the system and a replacement pipe installed. During Isolation to remove system pressure to Well 3 for installation of new plumbing, it was my goal to remove four customers from service. A 6" main coming from Mason Lake Rd. was supposed to supply water to the back side of Dunoon. During our isolation we were notified by the office about no water on Rd of Tralee moments after the main isolation. Leroy and I reviewed the map and drove to each valve to make certain it was open. After checking all valves in the area, we have realized a valve shows its open using the mainline gate valve key, but the valve must be broken internally. *Going to get bids to repair valves at Dunoon and install of gate valve at distribution outlet of well site 3 with tank removal.*
- V. Researching extension ladders to be mounted below all reservoir cages for safety. Extensions have a fold over assembly that prevents access. Research is being sought through BakerSilo.
- VI. Continuing to insulate pump houses and complete well 3b wellhead protection.
- VII. Don and I are working with Michael to complete the Scada upgrade. *Original SOW is complete. Will need additional assistance for high and low line pressure tags.*
- VIII. Well #1 needs new NEMA Contactor, will repair with an ABB contactor on hand when time allows.
- IX. Power issues @ well 5 and well 3. VFD's fault at an input phase loss. Working with PUD3 to get this issue corrected. Both facilities are on 3 phase open-deltas and something is causing an imbalance between phase. *(PUD has contacted me, they have done studies of the different sites, we are on schedule for installing Wye-Delta's phasing and are currently on the list as PUD is backlogged in Engineering. Will consult with Ram Electric to determine any issues or changes to accommodate the change.*
- X. Updating PLC ladder logic to reflect each site, will create well log information to each source Id this spring. *Found several sites that do not have actual low and high-level floats in reservoirs.*
- XI. Question for committee, there are several areas where backflow and meter boxes are being destroyed by trees. What are we legally allowed to do on our utility easements to address these concerns? *(I have spoken with Terry Conley of Mason County Public*

Works, we have a franchise agreement for easements with the county and this will give me more information on what I can and cannot do on our utility easements.

- XII. Well 3A pump needs to be pulled and a new check valve installed. Sean and I checked the pump operation Tuesday March 5th and when pump is shut off plumbing shakes. E have determined it is a faulty check valve and it is creating a hammering effect. Pump is currently in off position. (Contacting PumpTech for repair)
- XIII. Installing UPS backup power to PLC and Radios at each well. Will continue as time allows.
- XIV. Ordered Locating equipment that is used as all new items are double the cost.

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:	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 October 2017 Next Meeting October 2018
5.	Complete CCCD Testing	Every Three Years	Done May 2017 Next test due May 2020
6	Primary CCCD Testing	Every Year in May	Done May 2018 Next Test due May 2019
7.	Annual Well Site Inspection	Annually In May for new Committee Members	Done May 2017. Next Inspection May 2019
8.	Sanitary Survey	Every 5 year	Next Scheduled Survey 2023
9.	Consumer Confidence Report, to include Educational Materials	Annually Mailed with July 1 Deadline	CCR completed by NWS, mailed to consumers in July 2018. Next report due July 2019.
10	Water Use Efficiency Report	Annually Reported with July 1 st Deadline	Completed by NWS June 2018 and submitted. Next Report Due July 2019
11	Nitrate Sampling	Annual Testing Required	Tests scheduled for July 2019
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 2020
17	Cross Connection Hazard Surveys	Every 5 Years	Next Survey Due 2022
18	Reservoir Cleaning (used divers)	Every 5 Years	Next Cleaning Due 2020
19	Tops of Reservoir Cleaning	Every 5 Years	Tops cleaned February 2017 Next Cleaning Due 2022
20	Aquifer Level Static Testing	Twice Per Year in June and October	October 2018 test complete. Next test due June 2019
21	Well #6 Loan Payment	Annually in August or September	Next payment due: August 2019
22	Mason Co. Franchise Agreement and Bond	Every year	Renewal due July 2019
23	Cross-Connection Control Report	Annually Reported by Sept. 1	Due September 2019
24	Emergency Response Plan	Update annually in June	Needs updating in 2017-In progress
25	Hydrostatic Tank Pressure Testing	Test annually to confirm operation	Next test December 2019
26	Locating, Testing and Exercising shut off valves.	Test annually	Ongoing testing
27	Pump capacity tests	To be determined	Ongoing
28	Draw down testing at each well site	Every September	Next testing September 2019