

**LEDGEWOOD BEACH WATER DISTRICT**  
**Meeting Minutes**  
**November 11, 2025**

Commissioner Callahan called the meeting to order at 2:00 pm.

PRESENT: Commissioners Diane Callahan and Don Pinter; Andy Campbell and Peter Moore from WWS and two guests.

ABSENT: Commissioner Steve Clemens

**Public Comments:**

There were no public comments.

**Minutes:**

**MOTION:** To approve the October 14th minutes (Pinter/Callahan). Approved 2 – 0

**Financials:**

Commissioners reviewed the following vouchers for payment

<u>Date</u>	<u>Voucher#</u>	<u>Payee</u>	<u>Amount</u>
11/11/25	OM 11-1	Don Pinter	\$ 148.68
11/11/25	OM 11-2	Steve Clemens	\$ 148.68
11/11/25	OM 11-3	Whidbey Water Services	\$1,363.84
11/11/25	OM 11-4	Puget Sound Energy	\$ 359.45
11/11/25	OM 11-5	Island County Health Dept.	\$ 493.00

**MOTION:** To approve the Vouchers (Pinter/Callahan) 2-0

Commissioner Callahan stated the Capital Fund and the Emergency Fund both were earning interest. Interest earned from January to October amounted to \$11,669.05. The Capital Improvement Fund appears to be in line with what was budgeted.

**MOTION:** To accept the Financials. (Pinter/Callahan) 2-0

**Operations:** (October 2025) by Andy Campbell, WWS

- The Pinecrest well pumped 392,999 gallons in 182.96 hours
- Average daily system volume was 12,677 gallons
- Average daily use per 144 connects was 88 gallons
- Back wash was 16,100 gallons
- Estimated use for maintenance and flushing, 2,000 gallons
- All water tested good

Mr. Campbell stated that Madsen was out today measuring along Sea Shell Ct., a new service to drill under the road on Pinecrest and looking at the two houses on Fircrest and Cedarcrest for meter relocations. Mr. Campbell indicated he had put together a spread sheet of the items needing to be done for us. He indicated they had not repositioned the meter on Cedarcrest yet. Commissioner Callahan inquired as to the results on the PFAS tests and Mr. Campbell indicated they had not received them yet.

**Rentals:** Deferred until Commissioner Clemens is present.

**Old Business:**

- Franchise Agreement update. Commissioner Callahan stated that all our material has been submitted and we are scheduled for March 17, 2026. Attendance is not required. Commissioner Callahan read the letter from the County that stated the Franchise was for five years expiring in 2031 with pressure testing required at that time. Mr. Campbell questioned the County on the new pressure testing procedure which no one there had a clue as to how it could be done.
- Commissioner Callahan inquired of Mr. Campbell if Madsen would be starting our projects before the end of the year. Mr. Campbell stated they were out today marking areas for utility locations.
- Emergency Response Project – Commissioner Callahan stated that our ERP was on hold temporarily. She asked Mr. Campbell about a plan he has been working on. He stated his was typed up but not yet reviewed. He stated it would be ready by next month's meeting. Commissioner Callahan inquired about the emergency water hose system. Mr. Campbell said it was decided that all that was needed was a 5-gallon bucket and lid with a hose and a bottle of bleach in it. Mr. Campbell indicated he would purchase the supplies as he was doing it for others also.
- The County had suggested that we look into purchasing an emergency generator. Commissioner Callahan said she would like to get it in the budget for 2026 but wanted to wait till Commissioner Clemens was present. Pinter indicated he had two recent estimates one for \$70K and \$115K with the higher amount being a larger unit, 125kw vs. 100kw, and much more detailed. Commissioner Callahan stated we could put a place holder in for \$125,000 for the time being.
- Commissioner Callahan stated she did not see a request on the latest statement for an email address for us to contact customers in the event of an emergency. Mr. Campbell stated he would request Terri to include it on the next statement.
- Commissioner Callahan inquired if Mr. Campbell had gotten a key for us to access the pumphouse in case of an emergency. He stated he needed to have one made as he was out of that key.
- Interlocal Agreement with Central Whidbey Island Fire – Mr. Campbell stated he had an attorney draft up an interlocal agreement to be signed by all districts outlining the terms for using and testing the fire hydrants. He had sent it to the County which has responded with some changes which has been sent back to the attorney.
- Tour of facilities – Postponed to 2026 for new Commissioner
- County Inspection tasks – Mr. Campbell stated that one of their employee's, David, did climb the reservoir and took the required pictures. They also took care of the needed repairs in the pumphouse.
- Commissioner Pinter brought up the suggestion to build a small shed attached to the pumphouse to house the Chlorine tank and remove it from inside the pumphouse. It was agreed to budget it for next year. Commissioner Callahan asked Mr. Campbell to come up with a cost estimate so she can put it in the 2026 budget.

**New Business:**

- Budget – The budget through October comes up with a surplus of \$21,950. This is below what was expected from our base rate increases and more accurate meters. Based on

forecasted figures carrying 2025 figures forward seems reasonable. Mr. Campbell indicated that the six year graph of water usage shows an average 2025. As forecasted, 2026 operating income amounts to \$81,680. Expenses amount to \$59,730 including Insurance of \$5,640. All other items were discussed line by line without any major changes from 2025 with cost-of-living increases where applicable.

- 2026 Capital Improvement Fund/Plan – Receipts \$72,000
- The Consumer Confidence Report and Certification of Distribution are being prepared by Mr. Moore. Mr. Moore indicated the CCR has been sent out.
- Service request at 301 Alderwood, non-residence, non-perk lot. Request dropped after learning what the hookup fee was.

**Public Comments:**

There were no public comments.

**Commissioner Comments:**

No comments

There being none, Commissioner Callahan closed the meeting at 3:10

Respectfully Submitted – Don Pinter

**Ledgewood Beach Water District - Financial Statement 2025**

	November 2025 Meeting Report	Annual Budget	Budget Target to Achieve
<b>OPERATIONS &amp; MAINTENANCE - #711</b>			
Beginning Cash Balance	14,114.79	14,114.79	0.00
Receipts - Base Rate	61,057.70	70,000.00	8,942.30
Receipts - Sale of Water	10,017.03	11,500.00	1,482.97
Receipts - Other	0.00	0.00	0.00
Receipts - Transfer Fees Escrow	100.00	100.00	0.00
Receipts - Rental (Firehouse)	40.00	0.00	(40.00)
Late Fees Collected	545.00	545.00	0.00
Computer Adjustment	0.00	0.00	0.00
NSF Checks	0.00	0.00	0.00
NSF Funds Collected	0.00	0.00	0.00
NSF Fees Charged	0.00	0.00	0.00
<b>Expenses</b>			
Operation & Maintenance (Vouchers)	(54,182.22)	(50,898.89)	3,283.33
NSF Withdrawn from Island County	0.00	0.00	0.00
Transfer To Capital Improvements Fund #765	0.00	31,350.00	31,350.00
Other	0.00	0.00	0.00
<b>Ending Balance Operations &amp; Maintenance fund</b>	<b>\$ 31,692.30</b>	<b>\$ 76,710.90</b>	<b>\$ 45,018.60</b>
<b>CAPITAL IMPROVEMENT FUND - #765</b>			
Beginning Cash Balance	483,011.13	483,011.13	0.00
Receipts Hook-ups	11,000.00	11,000.00	0.00
Receipt Tax on Hook-up	0.00	0.00	0.00
Interest Earned on Investments	9,653.44	10,000.00	346.56
Transfer In From Operation & Maintenance Fund #711	0.00	31,350.00	31,350.00
Less Capital Improvement Expenses	(12,403.63)	(84,500.00)	(72,096.37)
<b>Beginning Cash Balance</b>	<b>25,000.00</b>		
Transfer to ER Fund #773	(442,477.57)	(25,000.00)	
<b>Ending Balance Capital Improvement Fund</b>	<b>73,783.37</b>	<b>425,861.13</b>	<b>(40,399.81)</b>
<b>EMERGENCY RESERVE FUND - #773</b>			
Beginning Cash Balance Emergency Reserves	0.00	0.00	0.00
Funds transferred in from O&M #711	0.00	0.00	0.00
Funds transferred in from Capital Improvement #765	442,477.57	25,000.00	(417,477.57)
Interest Earned on Investments	2,015.61	50.00	(1,965.61)
Funds Transferred to OM Fund #711	0.00	0.00	0.00
Funds Transferred to CI Fund #765	0.00	0.00	0.00
<b>Ending Balance Emergency Reserve Fund</b>	<b>444,493.18</b>	<b>25,050.00</b>	<b>\$ (419,443.18)</b>
<b>TOTAL OF ALL ACCOUNTS (Fund 711 and Fund #765)</b>	<b>549,968.85</b>	<b>502,572.03</b>	<b>4,618.79</b>
Invested Funds	(463,020.00)		
Total Available Cash	86,948.85		
Annual Interest Earned from Investments (Jan thru Nov)	\$ 9,653.44		