

# LEDGEWOOD BEACH WATER DISTRICT

## Minutes June 14, 2022, Meeting

Doug Martin called the meeting to order at 2:00 PM.

Commissioners present were Diane Callahan, Steve Diklich, and Doug Martin. Five community members and Andy Campbell, WWS were present.

### Minutes:

MOTION (Callahan/Diklich): Approve the minutes of the May 10 meeting. The motion passed 3-0

### Financial:

The Commissioners reviewed the following vouchers for payment:

Date	Voucher #	Payee	Amount
6/7/2022	OM 6-1	Diane Callahan	\$ 118.21
6/7/2022	OM 6-2	Whidbey Water Services LLC	\$3,290.33
6/7/2022	OM 6-3	Puget Sound Energy	\$ 183.38
6/7/2022	OM 6-4	Camarena Landscaping	\$ 326.10
6/7/2022	OM 6-5	Whidbey Telcom	\$ 35.81
	Total		\$3,953.83

MOTION (Callahan/Martin): Approve all vouchers listed above for payment. The motion passed 3-0.

MOTION (Martin/Callahan): Approve the financial reports dated April 2022. The motion passed 3-0.

### Operations: (May 2022) by Andy Campbell, WWS.

- The Pinecrest well pumped 341,163 gallons in May. Average daily usage per meter was 78 gallons.
- Tests for coliform, iron and manganese were all satisfactory.
- A residential meter was relocated to the public right-of-way at 282 Alderwood.

### Old Business:

1. Diane presented the requirements to complete an application for a Consolidation Feasibility Study Grant. Grants through the Drinking Water State Revolving Funds range of \$10,000 to \$50,000. The Commissioners discussed the internal and external requirements. The application closing date is June 30, 2022. Due to the limited time to the closing date and the number of requirements there was no motion to apply for the grant this year.
2. The Commissioners discussed a voluntary contribution program to provide funding to provide financial assistance to qualified District customers. The proposed program would be managed by a third party (Opportunity Council, a 501(c)3 corporation), and the parameters for assistance

would be determined by the District. The Commissioners agreed to include a representative form Caring By Sharing at a future meeting to discuss the program in detail.

3. The thermostat in the firehouse was replaced. Steve contacted Rocky Knickerbocker about installing an on demand hot water system. Rocky has retired. Steve will contact a plumbing company from the small works roster for the project.

**New Business:**

1. The Commissioners considered LBCC's request to install a lockbox on the outside of the building at their expense. None of the Commissioners objected to the installation.
2. A draft resolution for a Capital Asset Policy was introduced. Each Commissioner agreed to review the policy and be ready to act on the resolution at the next meeting. Steve will send a copy to Teri for any input.
3. A draft resolution for a service policy was introduced. Commissioners will study the proposal and return with their comments at a future meeting.

Doug adjourned the meeting at 2:50 PM.

Respectfully Submitted,

Steve Diklich  
Secretary

**FINANCIAL SUMMARY June 13, 2022**

	2022 Year to date	2022 Budget	YTD as a % of Budget
<b>Operations &amp; Maintenance Fund #711</b>			
Revenues	34,160	73,705	46.3%
Expenses	22,172	41,705	53.2%
Transfers out to Capital Fund #765	7,502	32,000	23.4%
	<hr/>	<hr/>	
Net Revenues, Expenses & Transfers	4,486	118	
Beginning Cash Balance	46,868	46,904	
Ending Cash Balance	<u>51,354</u>	<u>47,022</u>	

<b>Capital &amp; Improvements Fund #765</b>	
Revenues	11,720
Transfers in from #711	7,502
Expenses	0
	<hr/>
Net Revenues, Expenses & Transfers	19,222
Beginning Fund Balance	362,813
Ending Fund Balance	382,035