

# LEDGEWOOD BEACH WATER DISTRICT

## Minutes September 13, Meeting

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

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

### Minutes:

MOTION (Callahan/Martin): Approve the minutes of the August 9 meeting. The motion passed 3-0

### Financial:

The Commissioners reviewed the following vouchers for payment:

Date	Voucher #	Payee	Amount
9/8/2022	OM 9-1	Diane Callahan	\$ 118.21
9/8/2022	OM 9-2	Whidbey Water Services LLC	\$2,614.53
9/8/2022	OM 9-3	Puget Sound Energy	\$ 248.03
9/8/2022	OM 9-4	Camarena Landscaping	\$ 163.20
9/8/2022	OM 9-5	Whidbey Telcom	\$ 35.85
	Total		\$3,179.82

Included in the voucher was one voucher from the Capital Improvement Fund CL 9-1 in the amount of \$11,376.13.

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

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

In discussing the financial statements, Commissioner Martin suggested that transferring funds from the Operations & Maintenance Fund to the Capital Fund would reduce the Operations Fund to a more appropriate level and match the budgetary expectation.

MOTION (Martin/Callahan): Authorize the transfer \$32,000 from the Operations & Maintenance Fund to the Capital Improvement Fund. The motion passed 3-0. Doug will contact Teri to execute the transfer.

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

- The Pincrest well pumped 777,546 gallons. Average daily usage per meter was 184 gallons.
- Tests for coliform, iron and manganese were all satisfactory.
- Chloride and conductivity samples were satisfactory.
- Service repair at 1754 Seaview.

**Old Business:**

1. Voluntary Contribution Program. Melissa Brown, Executive Director of the Opportunity Council addressed the Commissioners via telephone. The Opportunity Council is a nonprofit that assists low-income individuals across several counties in Northwest Washington.
  - Offer energy assistance programs for Puget Sound Energy customers.
  - The organization's current emphasis is on housing and rental assistance.
  - One of the primary Island donors is the Goosefoot Foundation.
  - Benefit recipients qualify to parameters set by LBWD.
  - Doug will submit request to MRSC to clarify the "residency" requirement for managing a voluntary contribution program.
  - Doug requested Andy to review and report on past delinquencies.
2. Capital Asset Policy.

MOTION (Diklich/Callahan) To adopt Resolution #103, Capital Asset/Expenditure Policy. The motion passed 3-0.

3. Service Policy. The Commissioners continued to work on the review of the draft service policy. In the most recent iteration Steve added a 'fee exhibit,' provided by WWS. The Commissioners agreed that fees should not be listed in the body of the Service Policy. Steve will remove the fee exhibit and make other minor changes as suggested.

**New Business:**

1. Proposed Fee Resolution—Teri provided a sample fee resolution (see above). Doug agreed to work on the resolution for presentation at a future meeting.

Doug adjourned the meeting at 3:25 PM.

Respectfully Submitted,

Steve Diklich  
Secretary

**FINANCIAL SUMMARY September 12, 2022**

	2022 Year to date	2022 Budget	YTD as a % of Budget
<b>Operations &amp; Maintenance Fund #711</b>			
Revenues	52,035	73,705	70.6%
Expenses	36,287	41,705	87.0%
Transfers out to Capital Fund #765	0	32,000	0.0%
Net Revenues, Expenses & Transfers	<u>15,748</u>	<u>118</u>	
Beginning Cash Balance	46,868	46,904	
Ending Cash Balance	<u><u>62,616</u></u>	<u><u>47,022</u></u>	

<b>Capital &amp; Improvements Fund #765</b>	
Revenues	12,559
Transfers in from #711	0
Expenses	11,376
Net Revenues, Expenses & Transfers	<u>1,183</u>
Beginning Fund Balance	<u>362,813</u>
Ending Fund Balance	363,996