

LEDGEWOOD BEACH WATER DISTRICT
Meeting Minutes
April 9, 2024

CALL TO ORDER:

Diane Callahan called the meeting to order at 2:00 PM.

Commissioners present were Diane Callahan, Mitchell Klein, and Steve Clemens. Two (2) community members and Andy Campbell, WWS, were present.

OPENING PUBLIC COMMENTS:

There were no opening Public comments.

MINUTES:

Approval of the Minutes from the March 12, 2024, LBWD meeting.

MOTION: (Clemens/Klein) Move to approve the meeting minutes of the March 2024 meeting. The motion passed 3-0.

FINANCIAL:

Consideration and Approval of the Vouchers for payment.

Date	Voucher #	Payee	\$ Amount
4/1/2024	4-1	Steve Clemens	\$ 148.68
4/1/2024	4-2	Mitchell Klein	\$ 148.68
4/1/2024	4-3	Diane Callahan	\$ 148.68
3/29/2024	4-4	Whidbey Water Service - LLC	\$ 1,720.74
3/11/2024	4-5	Puget Sound Energy	\$ 365.73
4/16/2024	4-6	Camarena Landscaping	\$ 163.20
4/1/2024	4-7	Whidbey Telecom	\$ 41.29
TOTAL OF ALL APPROVED VOUCHERS :			\$ 2,737.00

MOTION: (Klein/Clemens) Move to approve all seven (7) vouchers listed above for payment. The motion passed 3 - 0.

Consideration and Approval of the April 2024 financial reports.

MOTION: (Klein/Clemens) Move to approve the April 2024 financial reports. The motion passed 3 - 0.

OPERATIONS:

LBWD Water System Status.

Andy Campbell, WWS, reported the following for the month of February 2024:

- The Pinecrest well #3 pumped 422,620 gallons in 196.75 hours, at 35.8 gpm. Average daily system volume was 13,633 gallons in 6.35 hours. Well #3 used 16,000 gallons for backwash water. Average daily usage per each of the 141 connected meter was 97 gallons.
- Tests for coliform, iron and manganese were all satisfactory.
- Residential meters were read.
- A consumer confidence report was prepared.
- Inspected system with Washington State DOH.

- In preparation for the federal EPA lead pipe survey/report, WWS began to determine which LBWD homes were built before 1987 using the Island County Property Tax database.
- The new Mueller water meters are currently expected to begin arriving in July. The complete installed price per meter will be \$245.
- One home had a water leak of 156,000 gallons since mid-January. Due to a freeze this winter, there were several other homes with water leaks.
- Once the new water meters have been installed, WWS will read our meters every week in order to check for water leaks.

Newell Firehouse Rentals [SC]

3 rentals were reported for the month of March 2024. A total of \$15.00 was received as rental revenue for the month. The total year-to-date rental revenue is \$32.00 through the end of March.

UNFINISHED BUSINESS:

1. A Memorandum of Understanding between LBWD and WWS concerning the implementation of the new water meters was continued until the next meeting in May.
2. Andy Campbell distributed copies of the current LBWD/WWS Contract.
3. The first draft of a certified letter from LBWD to Sarabeth Scherer, 1909 Pinecrest Avenue, was distributed and discussed.
4. 2024 Projects
 - Commissioners Handbook [DC]
Develop Mission, Vision, & Goals Statements
MOTION: (Clemens/Klein) Move to approve the new LBWD Mission, Vision, & Goals. The motion passed 3 - 0.
 - Firehouse Maintenance [MK]
Acceptance of the Island Life Handyman LLC proposal for exterior maintenance was continued until the next meeting in May. Commissioner Clemens will solicit a second proposal as well.

NEW BUSINESS:

- Consideration of water bill relief for Account # 30440 under LBWD Resolution 104 was discussed, as requested by the customer in a letter dated April 6, 2024.

MOTION: (Klein/Clemens) Move to approve customer's water bill relief request at the lower tier rate as defined in Resolution 104. The motion passed 3 - 0.

COMMISSIONER COMMENTS:

Commissioner Klein suggested that Resolution 104 be amended to include a maximum limit of \$1,000.00 for any future water bill relief due to a water leak as currently defined by Resolution 104. Discussion was tabled until the next meeting in May.

CLOSING PUBLIC COMMENTS:

There was no closing Public comment.

ADJOURNMENT:

There being no further business to consider, Diane adjourned the meeting at 2:53 PM.

Respectfully Submitted,

Mitchell Klein
Secretary

Ledgewood Beach Water District - Financial Statement for April, 2024

OPERATIONS & MAINTENANCE - #711	April Report	Annual Budget	Budget Target to Achieve
Cash Balance	41,021.78	41,021.78	0.00
Receipts - Base Rate	15,972.67	68,000.00	52,027.33
Receipts - Sale of Water	2,201.25	11,000.00	8,798.75
Receipts - Other	0.00	0.00	0.00
Receipts - Transfer Fees Escrow	0.00	0.00	0.00
Receipts - Rental (Firehouse)	52.00	0.00	(52.00)
Late Fees Collected	105.00	105.00	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
Expenses			
Operation & Maintenance (Vouchers)	(14,961.13)	(50,923.72)	(35,962.59)
NSF Withdrawn from Island County	0.00	(150.00)	(150.00)
Transfer To Capital Improvements Fund #765	(36,000.00)	18,325.28	54,325.28
Other	0.00	0.00	0.00
Ending Balance Operations & Maintenance fund	\$ 8,391.57	\$ 87,378.34	\$ 78,986.77
CAPITAL IMPROVEMENT FUND - #765			
Cash Balance	443,921.17	463,921.17	20,000.00
Receipts Hook-ups	0.00	0.00	0.00
Receipt Tax on Hook-up	0.00	0.00	0.00
Cash Balance Emergency Reserves	20,000.00	20,000.00	0.00
Interest Earned on Investments	1,558.85	7,000.00	5,441.15
Transfer In From Operation & Maintenance Fund #711	36,000.00	32,000.00	(4,000.00)
Less Capital Improvement Expenses	0.00	(43,000.00)	(43,000.00)
Ending Balance Capital Improvement Fund	501,480.02	479,921.17	\$ (21,558.85)
TOTAL OF ALL ACCOUNTS (Fund 711 and Fund #765)	509,871.59	567,299.51	57,427.92
Invested Funds	(500,000.00)		
Total Available Cash	9,871.59		

Annual Interest Earned from Investments (Year to Date) \$ 1,558.85