

LEDGEWOOD BEACH WATER DISTRICT
Meeting Minutes
June 11, 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. Four (4) community members and Andy Campbell of WWS, were present.

OPENING PUBLIC COMMENTS:

MC Brill suggested that the Commissioners begin discussion of emergency considerations for the water system in the event of a disaster or other emergency that might negatively impact the delivery of fresh water to the community. She suggested that we create a feasibility study for bringing a second pump on-line. This topic will be added to the agenda for a future Water District meeting.

MINUTES:

Approval of the Minutes from the May 14, 2024, LBWD meeting.

MOTION: (Klein/Clemens) Move to approve the meeting minutes of the May 14, 2024 meeting. The motion passed 3-0.

FINANCIAL:

Consideration and Approval of the Vouchers for payment.

Date	Voucher #	Payee	Amount
6/10/2024	5-1	Steve Clemens	\$ 148.68
6/10/2024	5-2	Mitchell Klein	\$ 148.68
6/10/2024	5-3	Diane Callahan	\$ 148.68
5/31/2024	5-4	Whidbey Water Service - LLC	\$ 3,490.53
6/10/2024	5-5	Puget Sound Energy	\$ 242.74
6/2/2024	5-6	Camarena Landscaping	\$ 489.60
6/1/2024	5-7	Whidbey Telecom	\$ 59.85
TOTAL OF ALL APPROVED VOUCHERS :			\$ 4,728.76

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

Consideration and Approval of the June, 2024 financial reports.

MOTION: (Klein/Clemens) Move to approve the June 11, 2024 financial reports. The motion passed 3 - 0.

WWS will determine if a hookup fee was collected for the new service provided to 1793 Ridgecrest and advise the Board.

OPERATIONS:

LBWD Water System Status.

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

- The Pinecrest well #3 pumped 379,685 gallons in 176.76 hours, at 35.8 gpm. Average daily system volume was 12,248 gallons in 5.70 hours. Well #3 used 16,200 gallons for backwash water. Average daily usage per each of the 141 connected meter was 87 gallons.
- Tests for coliform, iron and manganese were all satisfactory.

- Water service was located, and a meter was installed at 1793 Ridgecrest.
- The chlorine injector was cleaned.
- A leak was investigated at 1914 Driftwood, and was found to be on the customer's side of the meter.
- A low-pressure complaint at a home on Sea Shell Court will be checked by WWS.

Newell Firehouse Rentals [SC].

3 prepaid rentals were reported for the month of May, 2024. A total of \$0 was received as rental revenue for the month during May. The total year-to-date rental revenue is \$72.00 through the end of May.

UNFINISHED BUSINESS:

1. The owner of 1944 Fircrest addressed the Board. Although the house had been red tagged by the County in 2013, the entire property was not condemned. According to the owner, a geological survey has been scheduled for the property.
2. MOTION: (Klein/Clemens) To approve the revisions made to Resolution 105 - Rates Policy. The motion passed 3-0.
3. MOTION: (Klein/Clemens) To approve the revisions made to date to Resolution 104 - Service Policies. The motion passed 3-0.
4. Commissioner Clemens will check the cost for tree removal with another arborist. Arbor Dreams requires a \$50.00 fee for an estimate which is not applied to the completed work. The next-door neighbor has not yet responded to the letter we sent to her in May.
5. A Memorandum of Understanding or contract between LBWD and WWS concerning the implementation of the new LBWD customers' water meters was discussed. Andy Campbell was asked to prepare a written contract that addresses our questions and concerns prior to the start of the water meter replacement project.
6. 2024 Projects
 - LBWD Mailbox / Mailing address [DC]
Commissioner Callahan advised the Board that the Ledgewood Beach Community Club has agreed to the mailbox and mailing address changes, but would like to wait until the end of June - once annual membership dues have been collected.
 - Additional Firehouse Maintenance estimates will be solicited.

NEW BUSINESS:

- MOTION: (Clemens, Klein) To NOT provide any Firehouse renters with a permanent front door lock access code. The motion passed 3-0.
- Andy Campbell was asked again to provide the Commissioners with a copy of WWS's current LBWD schedule of fees, and any future fee schedules that may be available.

COMMISSIONER COMMENTS:

Commissioner Klein suggested that he and John Callahan interface with the Ledgewood Beach Emergency Preparedness group since both are active members of that group.

CLOSING PUBLIC COMMENTS:

John Callahan suggested that a list of "Frequently Asked Questions" and answers concerning the water meter replacement project be generated and published on the LBWD website, and that the list be mailed to customers in the next water bill envelopes. John also suggested that we request a written reply from the next-door homeowner concerning the trees that need to be removed. MC Brill indicated her concern about the water service to 1944 Fircrest.

ADJOURNMENT:

There being no further business to consider, Commissioner Callahan adjourned the meeting at 3:06 PM.

Respectfully Submitted,

Mitchell Klein
Secretary

Ledgewood Beach Water District - Financial Statement 2024

OPERATIONS & MAINTENANCE - #711	June Report	Annual Budget	Budget Target to Achieve
Cash Balance	41,021.78	41,021.78	0.00
Receipts - Base Rate	31,711.90	68,000.00	36,288.10
Receipts - Sale of Water	4,926.00	11,000.00	6,074.00
Receipts - Other	0.00	0.00	0.00
Receipts - Transfer Fees Escrow	0.00	0.00	0.00
Receipts - Rental (Firehouse)	72.00	0.00	(72.00)
Late Fees Collected	225.00	225.00	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)	(22,314.98)	(50,923.72)	(28,608.74)
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	\$ 19,641.70	\$ 87,498.34	\$ 67,856.64
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	3,399.95	7,000.00	3,600.05
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	503,321.12	479,921.17	\$ (23,399.95)
TOTAL OF ALL ACCOUNTS (Fund 711 and Fund #765)	522,962.82	567,419.51	44,456.69
Invested Funds	(500,000.00)		
Total Available Cash	22,962.82		
Annual Interest Earned from Investments (Year to Date)	\$ 3,399.95	JANUARY THRU APRIL	