

LEDGEWOOD BEACH WATER DISTRICT
Meeting Minutes
February 13, 2024

CALL TO ORDER:

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

Commissioners present were Diane Callahan, Mitch Klein, and Steve Clemens. Three (3) community members and Andy Campbell, WWS, were present.

OPENING PUBLIC COMMENTS:

There were no public comments at the beginning of the meeting.

MINUTES:

Approval of the Minutes from the January 9th, 2024, LBWD meeting.

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

FINANCIAL:

Consideration and Approval of the Vouchers for payment.

Date	Voucher #	Payee	Amount
2/1/2024	OM - 1	Steve Clemens	\$ 148.68
2/1/2024	OM - 2	Mitchell Klein	\$ 511.45
2/1/2024	OM - 3	Diane Callahan	\$ 492.82
1/31/2024	OM - 4	Whidbey Water Services, LLC	\$ 2,152.34
12/20/2023	OM - 5	Puget Sound Energy	\$ 680.06
2/1/2024	OM - 6	Whidbey Telecom	\$ 35.85
TOTAL :			\$ 4,021.20

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

Consideration and Approval of the January 2024 financial reports and the February 2024 financial reports.

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

OPERATIONS:

LBWD Water System Status.

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

- The Pinecrest well pumped 316,180 gallons in 147.20 hours. Average daily system volume was 10,199 gallons in 4.75 hours. Average daily usage per each of the 141 connected meter was 72 gallons.
- Tests for coliform, iron and manganese were all satisfactory.
- Residential meters were read.
- Due to several days and nights of below freezing weather, one water meter was replaced at 1928 Pinecrest.
- New Mueller Water Products residential meters were discussed.

MOTION: (Klein/Clemens) Move to approve the purchase and installation of 141 new Mueller water meters as soon as possible. The motion passed 3 - 0.

Newell Firehouse Rentals.

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

UNFINISHED BUSINESS:

No unfinished business was discussed.

NEW BUSINESS:

1. Proposed meeting format changes were discussed.
2. Water District goals for 2024, to include the following were discussed:
 - a. Creation of a current Commissioners' Handbook.
 - b. The development of LBWD Mission and Vision Statements.
 - c. Commissioner Training to be a standing meeting agenda item.
 - d. Develop a plan for ongoing and periodic Firehouse maintenance to include:
 - I. Tree removal as needed.
 - II. Relocate the Firehouse mailbox and change the mailing address accordingly.
 - III. Repair or remove the fence.
 - IV. Clean and organize the storage room and file cabinets.
 - V. Firehouse exterior maintenance: repair, cleaning, painting.
 - VI. Firehouse Interior maintenance.

COMMISSIONER COMMENTS:

- A minor amendment to Resolution 105 was discussed and approved.

CLOSING PUBLIC COMMENTS:

Donna Detamore suggested that there should be consideration for the installation of a new HVAC system for the Firehouse so that it could be used as a cooling and warming center in case of extreme weather events.

ADJOURNMENT:

There being no further business to consider, Diane adjourned the meeting at 3:10 PM.

Respectfully Submitted,

Mitchell Klein
Secretary

Ledgewood Beach Water District - Financial Statement 2024

OPERATIONS & MAINTENANCE - #711	February Report	Annual Budget	Budget Target to Achieve
Cash Balance	41,021.78	41,021.78	0.00
Receipts - Base Rate	9,653.75	68,000.00	58,346.25
Receipts - Sale of Water Receipts - Other	2,201.25	11,000.00	8,798.75
Receipts - Transfer Fees Escrow	0.00	0.00	0.00
Receipts - Rental (Firehouse)	0.00	0.00	0.00
Late Fees Collected	15.00	0.00	(15.00)
Computer Adjustment	105.00	105.00	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)	(7,137.82)	(50,923.72)	(43,785.90)
NSF Withdrawn from Island County Transfer	0.00	(150.00)	(150.00)
To Capital Improvements Fund #765 Other	(30,000.00)	18,325.28	48,325.28
	0.00	0.00	0.00
Ending Balance Operations & Maintenance fund	\$ 15,858.96	\$ 87,378.34	\$ 71,519.38
CAPITAL IMPROVEMENT FUND - #765			
Cash Balance	463,921.17	463,921.17	0.00
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	760.07	7,000.00	6,239.93
Transfer In <i>From</i> Operation & Maintenance Fund #711	30,000.00	32,000.00	2,000.00
Less Capital Improvement Expenses	0.00	(43,000.00)	(43,000.00)
Ending Balance Capital Improvement Fund	514,681.24	479,921.17	\$ (34,760.07)
TOTAL OF ALL ACCOUNTS (Fund 711 and Fund #765)			
	530,540.20	567,299.51	36,759.31
Invested Funds	(500,000.00)		
Total Available Cash	30,540.20		
Annual Interest Earned from Investments (Year to Date) \$	760.07		