

LEDGEWOOD BEACH WATER DISTRICT

Meeting Minutes

MAY 14, 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 and Peter Moore of WWS, were present.

OPENING PUBLIC COMMENTS:

There were no opening Public comments.

MINUTES:

Approval of the Minutes from the April 9, 2024, LBWD meeting.

MOTION: (Klein/Clemens) Move to approve the meeting minutes of the April 9, 2024 meeting. The motion passed 3-0.

FINANCIAL:

Consideration and Approval of the Vouchers for payment.

Date	Voucher #	Payee	Amount
5/7/2024	5-1	Steve Clemens	\$ 148.68
5/7/2024	5-2	Mitchell Klein	\$ 148.68
5/7/2024	5-3	Diane Callahan	\$ 148.68
4/26/2024	5-4	Whidbey Water Service - LLC	\$ 1,123.97
4/19/2024	5-5	Puget Sound Energy	\$ 286.19
4/21/2024	5-6	Camarena Landscaping	\$ 326.40
5/1/2024	5-7	Whidbey Telecom	\$ 41.29
5/1/2024	5-8	Washington State Dept. of Health	\$ 401.20
TOTAL OF ALL APPROVED VOUCHERS :			\$ 2,625.09

MOTION: (Clemens/Klein) Move to approve all eight (8) vouchers listed above for payment. The motion passed 3 - 0.

Consideration and Approval of the May 2024 financial reports.

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

OPERATIONS:

LBWD Water System Status.

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

- The Pinecrest well #3 pumped 354,103 gallons in 164.85 hours, at 35.8 gpm. Average daily system volume was 11,803 gallons in 5.5 hours. Well #3 used 16,200 gallons for backwash water. Average daily usage per each of the 141 connected meter was 84 gallons.
- Tests for coliform, iron and manganese were all satisfactory.
- There has been a request from the owner of 1944 Fircrest Avenue to start billing the property for water consumption. The house was condemned by Island County in 2013. Commissioner Callahan will check with Island County Department of Public Works and the County Health Department to determine the status of the property in terms of safety. In the meantime, the meter is active and water is being consumed by the property owner.

MOTION: (Klein/Clemens) Move to have WWS create an account for 1944 Fircrest Avenue and begin billing the owner, effective immediately. The motion passed 3 - 0.

Newell Firehouse Rentals [ SC ].

3 rentals were reported for the month of April 2024. A total of \$20.00 was received as rental revenue for the month. The total year-to-date rental revenue is \$72.00 through the end of April.

**UNFINISHED BUSINESS:**

1. Revisions to Resolution 104 - Service Policies - were discussed. Commissioner Klein will coordinate changes and a motion will be made to approve the final written version at the June meeting.
2. MOTION: (Klein/Clemens) Move to approve the letter from LBWD to Sarabeth Scherer regarding the health and disposition of the trees bordering our properties. The motion passed 3-0.
3. Commissioner Clemens will check the cost for tree removal with an arborist.
4. A Memorandum of Understanding or contract between LBWD and WWS concerning the implementation of the new LBWD customers' water meters was discussed. A written list of the Board's questions and concerns was given to Andy Campbell for WWS's consideration. Andy was asked to prepare a written contract that addresses our questions and concerns prior to the start of the water meter replacement project.
5. 2024 Projects
  - Firehouse Maintenance [ MK ]
    - I. Commissioner Clemens presented a proposal for painting the Firehouse exterior in the amount of \$8,600. The first proposal for exterior repairs was withdrawn due to the vendor's personal health issues. Firehouse repairs will be deferred until such time as additional quotes can be gathered.
  - LBWD Mailbox / Mailing address [ DC ]

Commissioner Callahan discussed the change of address and relocation of the LBWD mailbox. Dale Purcell (with the County Planning Department) recommends that the Ledgewood Beach Water District (LBWD) mailbox be assigned and moved to the 1903 Pinecrest Avenue address, as the Water District is the legal owner of that property. Additionally, the Ledgewood Beach Community Club (LBCC) mailbox would be assigned and moved to 1754 Seaview Avenue, as that property is owned by the Community Club. Commissioner Callahan will coordinate these changes with Jim Addington (President, LBCC), and with Island County Planning Department.

**NEW BUSINESS:**

Andy Campbell was asked 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:**

None.

**CLOSING PUBLIC COMMENTS:**

Donna Detamore requested a multi-use Firehouse key code to facilitate her group's recurring Firehouse rentals. Commissioner Clemens asked that he be called when timely Firehouse access is needed.

**ADJOURNMENT:**

There being no further business to consider, Commissioner Callahan adjourned the meeting at 2:58 PM.

Respectfully Submitted,

Mitchell Klein  
Secretary

## Ledgewood Beach Water District - Financial Statement 2024

<b>OPERATIONS &amp; MAINTENANCE - #711</b>	<b>April Report</b>	<b>Annual Budget</b>	<b>Budget Target to Achieve</b>
<b>Cash Balance</b>	41,021.78	41,021.78	0.00
Receipts - Base Rate	27,148.63	68,000.00	40,851.37
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
<b>Expenses</b>			
Operation & Maintenance (Vouchers)	(17,586.22)	(50,923.72)	(33,337.50)
NSF Withdrawn from Island County	0.00	(150.00)	(150.00)
Transfer <b>To</b> Capital Improvements Fund #765	(36,000.00)	18,325.28	54,325.28
Other	0.00	0.00	0.00
<b>Ending Balance Operations &amp; Maintenance fund</b>	<b>\$ 19,807.19</b>	<b>\$ 87,498.34</b>	<b>\$ 67,691.15</b>
<b>CAPITAL IMPROVEMENT FUND - #765</b>			
<b>Cash Balance</b>	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
<b>Cash Balance Emergency Reserves</b>	20,000.00	20,000.00	0.00
Interest Earned on Investments	3,399.95	7,000.00	3,600.05
Transfer In <b>From</b> 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)
<b>Ending Balance Capital Improvement Fund</b>	<b>503,321.12</b>	<b>479,921.17</b>	<b>\$ (23,399.95)</b>
<b>TOTAL OF ALL ACCOUNTS (Fund 711 and Fund #765)</b>	<b>523,128.31</b>	<b>567,419.51</b>	<b>44,291.20</b>
Invested Funds	<b>(500,000.00)</b>		
Total Available Cash	<b>23,128.31</b>		
<b>Annual Interest Earned from Investments (Year to Date)</b>	<b>\$ 3,399.95</b>	<b>JANUARY THRU APRIL</b>	