

LEDGEWOOD BEACH WATER DISTRICT

Meeting Minutes

May 13, 2025

Commissioner Callahan called the meeting to order at 2:00 pm.

PRESENT: Commissioners Callahan, Clemens and Pinter; Andy Campbell from WWS, and two community members..

Public Comments:

None

Minutes:

MOTION: To approve the April 8th Minutes (Clemens/Pinter). Approved 3 - 0

Financials:

Commissioners reviewed the following vouchers for payment

<u>Date</u>	<u>Voucher#</u>	<u>Payee</u>	<u>Amount</u>
5/13/25	OM 5-1	Don Pinter	\$ 148.68
5/13/25	OM 5-2	Steve Clemens	\$ 148.68
5/13/25	OM 5-3	Diane Callahan	\$ 148.68
5/13/25	OM 5-4	Whidbey Water Services	\$2,374.59
5/13/25	OM 5-5	PSE	\$ 347.26
5/13/25	OM 5-6	Camarena Landscaping	\$ 326.40
5/13/25	OM 5-7	Whidbey Telecom	\$ 59.85
5/13/25	OM 5-8	WA State Department of Health	\$ 401.20

MOTION: To approve Vouchers (Pinter/Clemens) Approved 3-0

Commissioner Pinter asked Mr. Campbell about the reimbursement charge for the Sea Shell Ct. supplies which didn't appear to be used on that repair. Mr. Campbell indicated he'd look into it. Commissioner Callahan pointed out that there should be a voucher number 5-9 for IRS Employee Annual Taxes for \$ 960.72 bringing the total up to \$4,916.04.

MOTION: To accept the Financial Report of the May 13th meeting (Pinter/Clemens)

There was a question as to why WWS had sent out two copies of the Financials. Commissioner Callahan indicated the second copy was the correct copy as the first did not include the interest.

MOTION: To accept April 2025, Financial Report. Accepted 3-0

Operations:

Mr. Campbell stated that his information was sitting on his desk as he had an emergency call first thing this morning. He indicated that our water tests all passed and that the State was now requiring faucet samples taken quarterly at \$600 each rather than every several years. He indicated he would send us the reports as well as the Small Work Roster.

A discussion about the Roster followed as to the procedures and requirements for getting on the roster. Small works involve projects under \$50,000, over \$50,000 needs to be advertised publicly for bidding.

Over \$50,000 you must take the lowest bidder unless you can show they are not qualified. Under \$50,000, you can hire any business that is licensed, bonded and insured, whether they are on the roster or not. If they have employees (not family members) they need to charge the prevailing wage.

Commissioner Callahan asked Mr. Campbell about the timing to get started on our projects. Mr. Campbell responded that the contractor was still working on Whidbey Telecoms' project on the highway.

Rentals:

Commissioner Clemens stated that the rental income amounted to \$20.

Old Business:

- Franchise Agreement: Commissioner Callahan stated she has submitted the contract to Island County and the Island County Commissioners need to approve the contract. The process could go into next year. The submittal cost \$429.51
- Commissioner Callahan stated in the process of the above contract she came across a schematic of our system which she handed out. The schematic showed the water lines and valves for the whole community. Mr. Campbell mentioned that the schematic was basic and not 100% reliable. This led to a discussion about our walk/drive through the neighborhood to acquaint each of us with the network of valves and other important factors. Commissioner Callahan suggested we plan the walk through as part of our next meeting (weather allowing). Commissioner Callahan mentioned our lack of keys for the pumphouse and Cox Road facility. Mr. Campbell recommended keeping a set of keys in the back room for everyone's access.
- Commissioner Callahan indicated that we inadvertently used the wrong number on our last resolution. She asked for a motion to amend the New Account Fund for Emergency Reserves resolution to 108.
MOTION: To amend resolution to number 108. (Pinter/Clemens) 3-0
- Commissioner Callahan called for a motion to approve the amendment to our service policy Resolution 104 regarding ADU's
MOTION: To amend Service Policy Resolution 104 (Pinter/Clemens) 3-0
Andy Campbell brought up the question of what our water share is currently since we are only pumping one well rather than the three. Commissioner Callahan stated that she had seen somewhere that the reservoir offset any loss. Mr. Campbell stated that he would like to see that document. Commissioner Callahan said she would look for it.
- Commissioner Callahan suggested we put off working on ADU concerns for the immediate time and all agreed.
- Mailbox – Commissioner Callahan mentioned that our mailbox was now moved to this location. We are now waiting on the community club to change their address from our number to their new location.
- Emergency Preparedness Plan – Section 6 Power Outage
Commissioner Pinter suggested that the first thing to do in any emergency would be to contact the other officers to determine whether they are around or disabled. One should not just assume each officer is okay and doing their task. Mr. Campbell suggested that if we were unable to communicate with each other that there should be a location that we would meet at. Commissioner Callahan asked Mr. Campbell what we should do if we can't contact him since he's the one we choose to contact ICOM. One guest mentioned that if all communications are down, LBWD could contact the Ledgewood Beach CERT program which has a radio communication network independent of phones and cell phones. He suggested that WWS obtain a GMSR radio which we could communicate via the tower in Port Townsend. Commissioner Callahan pointed out

that Verizon will soon be implementing a program that will allow users to communicate via the Star Link satellite system in case of cell tower system failures.

Commissioner Callahan stated that the reservoir holds 82,000 gallons. In cases where power outages restrict the ability to replenish the reservoir, we should be able to determine how long our supply will last under various circumstances.

Commissioner Pinter asked Mr. Campbell if we were able to assess water from a hydrant. Mr. Campbell indicated yes. He said there are some fixtures that allow hooking a hose or fountain to a hydrant. He said he'd consider bringing in one for us to consider.

Commissioner Callahan discussed the use of the bulletin board for posting information for customers during an event. She asked Mr. Campbell if WWS had email addresses for all our customers. Commissioner Pinter indicated previously he had obtained their email listing, Commissioner Pinter suggested we obtain one or two sandwich boards. The commissioners approved him to research the costs.

Commissioner Callahan asked Mr. Campbell to obtain estimates for purchasing a propane powered generator. Mr. Campbell indicated this is done through the Small Works Roster and he'd contact three businesses to give us bids.

Commissioner Callahan inquired about the different actions needed for a water event greater than 3 days. It was determined that each event would have to be taken into consideration based on its magnitude. In a major event lasting a week or two, many people would move in with friends or relatives off island.

Earthquakes under 5.0 usually do little damage. The main thing would be to look for any signs of leaks or other issues. Mr. Campbell stated to best way to find leaks is to drive around the neighborhood and look in the ditches.

Commissioner Callahan asked Mr. Campbell if he had a chance to fill out the Central Whidbey Water Maintenance Questionnaire. He responded yes.

New Business:

Weebly website domain price increase from \$130 to \$240 for two years

Public Comments:

None

Commissioner Callahan adjourned the meeting at 3:27pm

Respectfully submitted – Don Pinter

Ledgewood Beach Water District - Financial Statement 2025

	May Meeting Report	Annual Budget	Budget Target to Achieve
OPERATIONS & MAINTENANCE - #711			
Beginning Cash Balance	14,114.79	14,114.79	0.00
Receipts - Base Rate	29,161.76	70,000.00	40,838.24
Receipts - Sale of Water	2,297.98	11,500.00	9,202.02
Receipts - Other	0.00	0.00	0.00
Receipts - Transfer Fees Escrow	100.00	100.00	0.00
Receipts - Rental (Firehouse)	25.00	0.00	(25.00)
Late Fees Collected	215.00	215.00	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)	(18,723.31)	(51,088.89)	(32,365.58)
NSF Withdrawn from Island County	0.00	0.00	0.00
Transfer To Capital Improvements Fund #765	0.00	31,350.00	31,350.00
Other	0.00	0.00	0.00
Ending Balance Operations & Maintenance fund	\$ 27,191.22	\$ 76,190.90	\$ 48,999.68
CAPITAL IMPROVEMENT FUND - #765			
Beginning Cash Balance	483,011.13	483,011.13	0.00
Receipts Hook-ups	11,000.00	11,000.00	0.00
Receipt Tax on Hook-up	0.00	0.00	0.00
Interest Earned on Investments	4,287.04	10,000.00	5,712.96
Transfer In From Operation & Maintenance Fund #711	0.00	31,350.00	31,350.00
Less Capital Improvement Expenses	(12,403.63)	(84,500.00)	(72,096.37)
Beginning Cash Balance	25,000.00		
Transfer to ER Fund #773	(25,000.00)	(25,000.00)	
Ending Balance Capital Improvement Fund	485,894.54	425,861.13	(35,033.41)
EMERGENCY RESERVE FUND - #773			
Beginning Cash Balance Emergency Reserves	0.00	0.00	0.00
Funds transferred in from O&M #711	0.00	0.00	0.00
Funds transferred in from Capital Improvement #765	25,000.00	25,000.00	0.00
Interest Earned on Investments	0.00	50.00	50.00
Funds Transferred to OM Fund #711	0.00	0.00	0.00
Funds Transferred to CI Fund #765	0.00	0.00	0.00
Ending Balance Emergency Reserve Fund	25,000.00	25,050.00	\$ 50.00
TOTAL OF ALL ACCOUNTS (Fund 711 and Fund #765)	538,085.76	502,052.03	13,966.27
Invested Funds	(463,500.00)		
Total Available Cash	74,585.76		
Annual Interest Earned from Investments (Year to Date)	\$ 4,287.04		