

# LEDGEWOOD BEACH WATER DISTRICT

## Minutes September 12, 2023 Meeting

Commissioner Martin called the meeting to order at 2:00 PM.

Commissioners present were Diane Callahan, Mitch Klein, and Doug Martin. One community member and Peter Moore, WWS, were present.

### Minutes:

MOTION (Callahan/Klein/Martin): Approve the minutes of the August 8th meeting. The motion passed 3-0

### Financial:

The Commissioners reviewed the following vouchers for payment:

Date	Voucher #	Payee	Amount
9/12/2023	OM 9-1	Diane Callahan	485.97
9/12/2023	OM 9-2	Whidbey Water Services LLC	1043.61
9/12/2023	OM 9-3	Puget Sound Energy	345.02
9/12/2023	OM 9-4	Camarena Landscaping	163.20
9/12/2023	OM 9-5	Whidbey Telcom	35.85
9/12/2023		<b>Total</b>	<b>2073.65</b>

MOTION (Callahan/Klein/Martin): Approve all vouchers listed above for payment. The motion passed 3-0.

MOTION (Callahan/Klein/Martin): Approve the financial reports dated September 2023. The motion passed 3-0. Firehouse rental income will be reflected in October's financial reports.

**Operations:** August report presented by Peter Moore, WWS.

- The Pinecrest well #3 pumped 843,894 gallons in August and used 36,200 gallons for backwash.
- Estimated water used for maintenance and flushing was 2,000 gallons.
- Average daily usage per meter was 193 gallons.
- Tests for coliform, iron and manganese were all satisfactory.

### Rental Income Summary:

Rental income will be reported in October's financial reports.

### Old Business:

There was no old business.

### New Business:

1. The Board discussed a draft process for renting and reserving the Newell Firehouse. Commissioner Callahan will document the process for presentation at October's meeting.
2. Commissioner Klein updated the Board on proposed changes to the LBWD website. Changes include a new section for renting the firehouse that contains (1) a rental calendar, (2) a link for emailing a rental request to the

Board and (3) a link to download the rental agreement form. The Board thanked MC Brill and Commissioner Klein for their efforts on the website.

- Commissioner Martin reviewed the LBWD Budget process in advance of opening discussions at October's meeting. Commissioner Klein suggested including LBWD goals and objectives to be considered during the planning process. The Board agreed to incorporate a budget work session at the next meeting, with commissioners to bring suggestions for objectives.

### Commissioner Comments and Announcements

Resolutions 105 and 107 will be reviewed by Commissioner Martin to ensure that all necessary changes have been made. The Board discussed updates needed to clarify the Firehouse rental agreement and agreed that only checks will be accepted. Commissioner Callahan will update the agreement to include the renters' email address, exclude cash payments and clarify the signature box for use by the LBWD coordinator only.

Commissioner Martin adjourned the meeting at 3:03 PM.

Respectfully Submitted,



Diane Callahan  
Secretary

### Ledgewood Beach Water District - Financial Statement 2023

<b>OPERATIONS &amp; MAINTENANCE - #711</b>	<b>September Report</b>	<b>Annual Budget</b>	<b>Budget Target to Achieve</b>
<b>Cash Balance</b>	22,759.19	22,759.19	0.00
Receipts - Base Rate	48,899.17	67,000.00	18,100.84
Receipts - Sale of Water	6,055.95	11,000.00	4,944.05
Receipts - Other	40.00	40.00	0.00
Receipts - Transfer Fees Escrow	50.00	50.00	0.00
Receipts - Rental (Firehouse)	0.00	0.00	0.00
Late Fees Collected	819.73	819.73	0.00
Computer Adjustment	0.00	0.00	0.00
NSF Checks	(149.73)	0.00	149.73
NSF Funds Collected	149.73	149.73	0.00
NSF Fees Charged	50.00	0.00	(50.00)
<b>Expenses</b>			
Operation & Maintenance (Vouchers)	(26,645.98)	(45,850.00)	(19,204.02)
NSF Withdrawn from Island County	(40.00)	0.00	40.00
Transfer To Capital Improvements Fund #765	(30,000.00)	(32,000.00)	(2,000.00)
Other	0.00	0.00	0.00
<b>Ending Balance Operations &amp; Maintenance fund</b>	<b>\$ 21,988.06</b>	<b>\$ 23,968.65</b>	<b>\$ 1,980.59</b>
<b>CAPITAL IMPROVEMENT FUND - #765</b>			
<b>Cash Balance</b>	400,572.43	400,000.00	(572.43)
Receipts Hook-ups	11,000.00	0.00	(11,000.00)
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	4,496.51	0.00	(4,496.51)
Transfer In From Operation & Maintenance Fund #711	30,000.00	32,000.00	2,000.00
Less Capital Improvement Expenses	(294.11)	(6,000.00)	(5,705.89)
<b>Ending Balance Capital Improvement Fund</b>	<b>465,774.83</b>	<b>446,000.00</b>	<b>\$ (19,774.83)</b>
<b>TOTAL OF ALL ACCOUNTS (Fund 711 and Fund #765)</b>	<b>487,762.89</b>	<b>469,968.65</b>	<b>(17,794.24)</b>
Invested Funds	(450,000.00)		
<b>Total Available Cash</b>	<b>37,762.89</b>		
<b>Annual Interest Earned from Investments (Year to Date)</b>	<b>\$ 4,496.51</b>		