

LEDGEWOOD BEACH WATER DISTRICT

Minutes October 10, 2023, Meeting

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

Commissioners present were Diane Callahan, Mitch Klein, and Doug Martin. 4 community members were present along with Peter Moore and Andy Campbell from Whidbey Water Services.

Public Comments for the good of the District.

John Callahan presented LBWD with an aerial map of the Ledgewood Beach community. The map will be framed and displayed inside the Newell Firehouse.

Minutes:

MOTION (Callahan/Klein/Martin): Approve the minutes of the September 12th meeting. The motion passed 3-0.

Financial:

The Commissioners reviewed the following vouchers for payment:

Date	Voucher #	Payee	Amount
	OM 10-1	Diane Callahan	118.21
	OM 10-2	Whidbey Water Services LLC	2081.31
	OM 10-3	Puget Sound Energy	393.67
	OM 10-4	Camarena Landscaping	326.40
	OM 10-5	Whidbey Telcom	35.85
	OM 10-6	Mitchell Klein	53.63
	Total		3009.07

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 October 2023. The motion passed 3-0.

Operations: (September) Andy Campbell, WWS.

- The Pinecrest well pumped 597,054 gallons in September. Average daily usage per meter was 141 gallons.
- Tests for coliform, iron and manganese were all satisfactory.
- Residential meters were read.

Report on Newell Firehouse Usage:

October YTD rent revenue collected totaled \$75.00. Details on the rental process continue to be fine-tuned based on user feedback.

Old Business: None

New Business:

1. Newell firehouse repairs and maintenance (MK). The motion sensing light over the firehouse door was repaired. The light will be adjusted to cover a wider detection area and stay on longer to allow for easier door access.
2. Newell firehouse usage rental process update (MK). Based on feedback from renters of the Newell Firehouse, LBWD will no longer issue digital codes to unlock the door for rental events. The designated water district representative (with backup from the Commissioners) will unlock the door prior to the event and ensure that the door is locked after the event is over. Also, due to audit concerns, rental payments will now be check only, no cash will be accepted.
3. Workshop on 2024 budget – Board discussion only. Commissioner Martin presented a draft budget for review by the board. Each line item was reviewed and updated based on board discussion. An additional capital expenditure line item for upgrading all community water meters will be added to the 2024 draft budget. The revised budget will be discussed at the November meeting.

Commissioner Comments and Announcements - none

Commissioner Martin adjourned the meeting at 3:35 PM.

Respectfully Submitted,



Diane Callahan
Secretary

Ledgewood Beach Water District - Financial Statement 2023

<u>OPERATIONS & MAINTENANCE - #711</u>	<u>October Report</u>	<u>Annual Budget</u>	<u>Budget Target to Achieve</u>
Cash Balance	22,759.19	22,759.19	0.00
Receipts - Base Rate	49,620.36	67,000.00	17,379.65
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)	75.00	0.00	(75.00)
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)
Expenses			
Operation & Maintenance (Vouchers)	(29,655.05)	(45,850.00)	(16,194.95)
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
Ending Balance Operations & Maintenance fund	\$ 19,775.18	\$ 23,968.65	\$ 4,193.48
<u>CAPITAL IMPROVEMENT FUND - #765</u>			
Cash Balance	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	
Cash Balance Emergency Reserves	20,000.00	20,000.00	0.00
Interest Earned on Investments	5,242.54	0.00	(5,242.54)
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)
Ending Balance Capital Improvement Fund	466,520.86	446,000.00	\$ (20,520.86)
TOTAL OF ALL ACCOUNTS (Fund 711 and Fund #765)	486,296.04	469,968.65	(16,327.39)
Invested Funds	(450,000.00)		
Total Available Cash	36,296.04		
Annual Interest Earned from Investments (Year to Date)	\$ 5,242.54		