

# LEDGEWOOD BEACH WATER DISTRICT

## Minutes November 14, 2023, Meeting

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

Commissioners present were Diane Callahan, Mitch Klein, and Doug Martin. 4 community members and Peter Moore, WWS, were present.

A remembrance for Karen Johnson was read by Commissioner Martin. A copy of Ralph Young's tribute to Karen will be posted on the firehouse bulletin board.

### Minutes:

MOTION (Callahan/Klein/Martin): Approve the minutes of the October 10th meeting. The motion passed 3-0.

### Financial:

The Commissioners reviewed the following vouchers for payment:

Date	Voucher #	Payee	Amount
	OM 11-1	Diane Callahan	118.21
	OM 11-2	Whidbey Water Services LLC	1214.89
	OM 11-3	Puget Sound Energy	260.51
	OM 11-4	Camarena Landscaping	163.20
	OM 11-5	Whidbey Telcom	36.39
	OM 11-6	Madsen	5850.00
	Total		7643.20

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 November 2023. The motion passed 3-0. It was noted that an additional \$20,000 was transferred from the operations fund to the capital fund for a year-to-date total of \$50,000 added to capital reserves.

**Operations:** October operations, Peter Moore, WWS.

- The Pinecrest well pumped 391,054 gallons in October. Average daily usage per meter was 89 gallons.
- Tests for coliform, iron and manganese were all satisfactory.
- The chlorine hose from the tank to the pump was replaced.

**Report on Newell Firehouse rental usage:** Two rentals for a total of \$31 were collected in the month of November. Year-to-date rental revenue is a total of \$106, with \$75 deposited previously and \$31 to be deposited in the current month.

**Old Business:**

1. Commissioner Martin welcomed Steve Clemens as the “uncertified” winner of LBWD Commissioner Position #1. Commissioner Klein will continue for the remaining term as LBWD Commissioner, Position #2.
2. The 2024 budget was updated to include a \$40,000 capital expenditure line item for the installation of new water meters. There was no additional input from the public.

**New Business:**

1. The State of Washington assessment audit report (years 2020-2022) was discussed, and a plan made for addressing the auditor’s exit recommendations. Questions regarding the auditor’s suggestions will be reviewed with Terri Campbell of Whidbey Water Services in the upcoming year.

**Commissioner Comments:**

Commissioner Callahan presented an overview of the process needed to move the water district mailbox from 325 Alderwood St. to 1903 Pinecrest Ave. As the Ledgewood Beach Community Club already has a mailbox at the 1903 address, the two organizations will coordinate relocation of both mailboxes to the physical Newell Firehouse property.

Commissioner Callahan also mentioned the need for ratepayers to mail their water bills directly to Whidbey Water Services. The concern is that customer bill payments dropped off in the LBWD lockbox may not be delivered in a timely manner to WWS. Delivery depends on when an available commissioner takes or mails the checks to WWS.

Commissioner Klein mentioned that he has received questions from the public about the new water meters budgeted for 2024. Some customers are wondering if they will be able to read their meter using an app. The Commissioner also questioned whether competitive bids from other vendors would be sought. The Board will take these questions up with Andy Campbell in the new year.

Commissioner Martin adjourned the meeting at 2:42 PM.

Respectfully Submitted,



Diane Callahan  
Secretary

## Ledgewood Beach Water District - Financial Statement 2023

<b>OPERATIONS &amp; MAINTENANCE - #711</b>	<b>November 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	60,479.22	67,000.00	6,520.79
Receipts - Sale of Water	14,445.13	11,000.00	(3,445.13)
Receipts - Other	40.00	40.00	0.00
Receipts - Transfer Fees Escrow	250.00	250.00	0.00
Receipts - Rental (Firehouse)	75.00	0.00	(75.00)
Late Fees Collected	909.73	909.73	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)	(31,448.25)	(45,850.00)	(14,401.75)
NSF Withdrawn from Island County	(40.00)	0.00	40.00
Transfer <b>To</b> Capital Improvements Fund #765	(50,000.00)	(32,000.00)	18,000.00
Other	0.00	0.00	0.00
<b>Ending Balance Operations &amp; Maintenance fund</b>	<b>\$ 17,520.02</b>	<b>\$ 24,258.65</b>	<b>\$ 6,738.64</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	
<b>Cash Balance Emergency Reserves</b>	20,000.00	20,000.00	0.00
Interest Earned on Investments	6,787.65	0.00	(6,787.65)
Transfer In <b>From</b> Operation & Maintenance Fund #711	50,000.00	32,000.00	(18,000.00)
Less Capital Improvement Expenses	(294.11)	(6,000.00)	(5,705.89)
<b>Ending Balance Capital Improvement Fund</b>	<b>488,065.97</b>	<b>446,000.00</b>	<b>\$ (42,065.97)</b>
<b>TOTAL OF ALL ACCOUNTS (Fund 711 and Fund #765)</b>	<b>505,585.99</b>	<b>470,258.65</b>	<b>(35,327.34)</b>
<b>Invested Funds</b>	<b>(480,000.00)</b>		
<b>Total Available Cash</b>	<b>25,585.99</b>		
<b>Annual Interest Earned from Investments (Year to Date)</b>	<b>\$ 6,787.65</b>		