

LEDGEWOOD BEACH WATER DISTRICT

Meeting Minutes

July 9th, 2024

CALL TO ORDER:

Diane Callahan called meeting to order at 2:01 PM.

Commissioners present were Diane Callahan, Mitchell Klein, and Steve Clemens. Three community members and Peter Moore of WWS, were present.

OPENING PUBLIC COMMENTS:

A comment was made that the minutes for previous months state that the meters were read. Commissioner Klein will investigate.

MINUTES:

Approval of the Minutes from the June 11th, 2024, LBWD meeting.

MOTION: (Klein/Clemens) Move to approve the meeting minutes of the May 14, 2024, meeting. The motion passed 3-0.

FINANCIAL:

Consideration and Approval of the Vouchers for payment.

| Date | Voucher # | Payee | Amount |
|----------------------------------|-----------|----------------------------------|--------------|
| 7/08/2024 | 7-1 | Steve Clemens | \$148.68 |
| 7/08/2024 | 7-2 | Mitchell Klein | \$148.68 |
| 7/08/2024 | 7-3 | Diane Callahan | \$148.68 |
| 7/08/2024 | 7-4 | Whidbey Water Service - LLC | \$1,292.65 |
| 7/08/2024 | 7-5 | Puget Sound Energy | \$263.72 |
| 7/08/2024 | 7-6 | Whidbey Telecom | \$59.85 |
| 7/08/2024 | 7-7 | Camarena Landscaping | \$326.40 |
| 7/08/2024 | 7-8 | Consolidated Supply Co – Pacific | \$34,775.16 |
| TOTAL OF ALL APPROVED VOUCHERS : | | | \$ 37,163.82 |

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

Consideration and Approval of the July 9th, 2024, financial reports.

MOTION: (Klein/Clemens) Move to approve the July 9th, 2024, financial reports. The motion passed 3 - 0.

OPERATIONS:

LBWD Water System Status.

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

- The Pinecrest well #3 pumped 539,458 gallons in 251.14 hours, at 35.8 gpm. Average daily system volume was 17,982 gallons in 8.37 hours. Well #3 used 21,900 gallons for backwash water. Average daily usage per each of the 141 connected meters was 128 gallons.
- Tests for coliform, iron and manganese were all satisfactory.
- Residential meters were read.

Newell Firehouse Rentals

Three prepaid rentals were reported for the month of June 2024. Total rental revenue is \$72.00 through the end of June.

UNFINISHED BUSINESS:

1. Further revisions to Resolution 104 - Service Policies are on hold until such time as significant updates are required.
2. WWS responded to the questions regarding the new meter installation process. These responses will be posted on the LBWD website as well as on the Firehouse bulletin board.
3. 2024 Projects
 - Solicitation of Firehouse maintenance quotes continues to be difficult due to lack of available contractors.
 - LBWD Mailbox / Mailing address realignment – Jim Addington, President LBCC, will add the subject of the proposed mailbox move to the LBCC agenda for the meeting scheduled July 17th, 2024.
 - Tree removal quote is on hold. The trees need to be inspected first before deciding if they should be removed.

NEW BUSINESS:

- LBWD Emergency Preparedness. The Board discussed the need for a water system emergency response plan. Federal and State templates are available. Commissioner Clemens requested that Whidbey Water Services present their emergency response plan at the next board meeting on August 13th, 2024. Specifically, what can the District do to support WWS in the event of a disaster. Peter Moore said that he would talk to Andy about presenting their plan to LBWD.

CLOSING PUBLIC COMMENTS:

- A request was made that the Board consider getting an air conditioning unit.

COMMISSIONER COMMENTS:

- Commissioner Callahan requested that Whidby Water Services install the appropriate chemical hazard signs on the Pinecrest pumphouse and anywhere else LBWD water treatment chemicals are stored.

ADJOURNMENT:

There being no further business to consider, Commissioner Callahan adjourned the meeting at 2:45 PM.



President, Ledgewood Beach Water District

Ledgewood Beach Water District - Financial Statement 2024

| <u>OPERATIONS & MAINTENANCE - #711</u> | <u>July Report</u> | <u>Annual Budget</u> | <u>Budget Target to Achieve</u> |
|---|---------------------|---------------------------|---------------------------------|
| Cash Balance | 41,021.78 | 41,021.78 | 0.00 |
| Receipts - Base Rate | 32,741.50 | 68,000.00 | 35,258.50 |
| 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 |
| Expenses | | | |
| Operation & Maintenance (Vouchers) | (24,703.64) | (50,923.72) | (26,220.08) |
| NSF Withdrawn from Island County | 0.00 | (150.00) | (150.00) |
| Transfer To Capital Improvements Fund #765 | (36,000.00) | 18,325.28 | 54,325.28 |
| Other | 0.00 | 0.00 | 0.00 |
| Ending Balance Operations & Maintenance fund | \$ 18,282.64 | \$ 87,498.34 | \$ 69,215.70 |
| <u>CAPITAL IMPROVEMENT FUND - #765</u> | | | |
| Cash Balance | 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 |
| Cash Balance Emergency Reserves | 20,000.00 | 20,000.00 | 0.00 |
| Interest Earned on Investments | 3,399.95 | 7,000.00 | 3,600.05 |
| Transfer In From Operation & Maintenance Fund #711 | 36,000.00 | 32,000.00 | (4,000.00) |
| Less Capital Improvement Expenses | (34,775.16) | (43,000.00) | (8,224.84) |
| Ending Balance Capital Improvement Fund | 468,545.96 | 479,921.17 | \$ 11,375.21 |
| TOTAL OF ALL ACCOUNTS (Fund 711 and Fund #765) | 486,828.60 | 567,419.51 | 80,590.91 |
| Invested Funds | (465,000.00) | | |
| Total Available Cash | 21,828.60 | | |
| Annual Interest Earned from Investments (Year to Date) | \$ 3,399.95 | JANUARY THRU APRIL | |