

LEDGEWOOD BEACH WATER DISTRICT

Minutes August 8, 2023, Meeting

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

Commissioners present were Diane Callahan, Mitch Klein, and Doug Martin. 6 community members and Peter Moore, WWS, were present.

Public comments for the general good of the LBWD:

Former Commissioner Steve Diklich mentioned he would be withdrawing as the LBWD contact with the District’s insurance company, Enduris. Commissioner Klein volunteered to be the LBWD contact going forward. Steve will send an email to Enduris with the new information.

Minutes:

MOTION (Klein/Callahan): Approve the minutes of the July 11th meeting. The motion passed 3-0

Financial:

The Commissioners reviewed the following vouchers for payment:

Date	Voucher #	Payee	Amount
08/08/2023	OM 8-1	Diane Callahan	\$118.21
08/08/2023	OM 8-2	Whidbey Water Services LLC	\$1,190.91
08/08/2023	OM 8-3	Puget Sound Energy	\$363.09
08/08/2023	OM 8-4	Whidbey Telcom	\$35.85
08/08/2023	OM 8-5	Camarena Landscaping	\$652.80
08/08/2023	OM 8-6	Celtic Risers	\$300.00
08/08/2023	OM 8-7	Enduris	\$5,306.00
		Total	\$7,966.86

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

MOTION (Callahan/Klein): Approve the financial reports dated July 2022. The motion passed 3-0.

Operations: (July) Peter Moore, WWS.

- The Pinecrest well pumped 833,870 gallons in July. Average daily usage per meter was 191 gallons.
- Tests for coliform, iron and manganese were all satisfactory.
- Well #3 (Pinecrest) used 34,200 gallons for backwash.
- Estimated water used for maintenance and flushing was 2,000 gallons.
- Cleaned and repaired the chlorine pump.

Old Business:

1. Consideration and possible adoption of amended resolution #105 – Rates and Charges. Discussion followed concerning reference to a deposit for the firehouse rental. The Board agreed to remove mention of a deposit. Commissioner Martin moved approval of resolution 105, amended, with the understanding that a further amendment to remove reference to a firehouse rental deposit would be adopted at the September meeting. Commissioner Klein seconded the motion. The motion passed 3-0.
2. Consideration and possible adoption of resolution #107 – Use of the Newell Firehouse. Discussion followed concerning correction of the firehouse capacity to 44 people, removal of references to a rental deposit and “Section 2”. Commissioner Klein made a motion to adopt resolution 107, with the understanding that an amendment to make the above noted corrections would be adopted at the September meeting. Commissioner Callahan seconded the motion. The motion passed 3-0.
3. Commissioner Martin recommended that the Firehouse locks be replaced now that a rental policy has been adopted. The Board agreed that a non-Wi-Fi digital lock with key access should be installed. The second door will be re-keyed to match the digital lock.
4. Rental Process discussion. Commissioner Callahan volunteered to coordinate Firehouse rentals and draft a form for tracking rental activity. MC Brill and Commissioner Klein will meet to work out a draft rental process to present to the Board at the September meeting. Commissioner Martin will add a standing agenda item to review rental activity to be presented by the rental coordinator.
5. Commissioner Klein recommended adding another line to the financial reports for rental revenue. Commissioner Martin will contact Terri Campbell, WWS, to update the reports accordingly.

New Business:

There was no new business.

Commissioner Comments:

Commissioner Klein completed the state mandated training for the OPMA (Open Public Meetings Act) and PRA (Public Records Act).

Doug adjourned the meeting at 2:57 PM.

Respectfully Submitted,



Diane Callahan
Secretary

Ledgewood Beach Water District - Financial Statement 2023

<u>OPERATIONS & MAINTENANCE - #711</u>	August Report	Annual Budget	Budget Target to Achieve
Cash Balance	22,759.19	22,759.19	0.00
Receipts - Base Rate	41,501.32	67,000.00	25,498.69
Receipts - Sale of Water	6,055.95	11,000.00	4,944.05
Other	0.00	0.00	0.00
Receipts - Transfer Fees/Tenant Copies	0.00	0.00	0.00
Late Fees Collected	819.73	0.00	(819.73)
Interest Earned on Investments	0.00	0.00	0.00
Computer Adjustment	0.00	0.00	0.00
NSF Checks	(149.73)	0.00	149.73
NSF Collected plus NSF Fees Collected	149.73	149.73	0.00
NSF Fee Charged	50.00	0.00	(50.00)
Expenses			
Operation & Maintenance (Vouchers)	(24,572.33)	(45,850.00)	(21,277.67)
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	\$ 16,573.85	\$ 23,058.92	\$ 6,485.07
<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	3,769.26	0.00	(3,769.26)
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	465,047.58	446,000.00	\$ (19,047.58)
TOTAL OF ALL ACCOUNTS (Fund 711 and Fund #765)	481,621.44	469,058.92	(12,562.52)
Invested Funds	(450,000.00)		
Total Available Cash	31,621.44		
Annual Interest Earned from Investments (Year to Date)	\$ 3,769.26		