

LEDGEWOOD BEACH WATER DISTRICT

Meeting Minutes

January 9, 2024

**CALL TO ORDER:**

Diane Callahan called the meeting to order at 2:00 PM.

Commissioners present were Diane Callahan, Mitch Klein, and Steve Clemens. Five (5) community members and Andy Campbell, WWS, were present.

**PUBLIC COMMENTS:**

There were no public comments.

**MINUTES:**

**Swearing-In and Appointment of Commissioners.**

Swearing-In Ceremony: Commissioner-Elect Steve Clemens.

MOTION: (Callahan/Clemens) Move to appoint Mitchell Klein to the Commissioner (position #2). The motion passed 2 - 0.

Swearing-In Ceremony: Commissioner-Appointee Mitchell Klein.

**Election of Officers for 2024.**

MOTION: (Klein/Clemens) Move to appoint Diane as President. The motion passed 3 - 0.

MOTION: (Klein/Callahan) Move to appoint Steve as Auditor. The motion passed 3 - 0.

MOTION: (Clemens/Callahan) Move to appoint Mitch as Secretary. The motion passed 3 - 0.

**Approval of the Minutes from the December 12, 2023, LBWD meeting.**

MOTION: (Clemens/Klein) Move to approve the meeting minutes of the December 2023 meeting. The motion passed 3 - 0.

**FINANCIAL:**

Consideration and Approval of the Vouchers for payment.

Date	Voucher #	Payee	Amount
1/1/24	OM - 1	Diane Callahan	\$ 148.68
12/31/23	OM - 2	Whidbey Water Services LLC	\$ 1,549.61
12/20/23	OM - 3	Puget Sound Energy	\$ 386.17
8/31/23	OM - 4	Hendricks - Bennett, PLLC	\$ 480.00
1/1/24	OM - 5	Whidbey Telecom	\$ 35.85
12/15/23	OM - 6	Island County Auditor	\$ 222.55
TOTAL :			\$ 2,822.86

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

MOTION: (Klein/Clemens) Move to suspend the approval of the current financial reports until the February meeting. The motion passed 3 - 0.

**OPERATIONS:**

LBWD Water System Status.

Andy Campbell, WWS, reported the following for the month of December 2023:

- The Pinecrest well pumped 364,725 gallons in 169.80 hours. Average daily usage per each of the 141 connected meter was 83 gallons.
- Tests for coliform, iron and manganese were all satisfactory.
- Residential meters were read.
- The Pinecrest chlorine pump was repaired.
- A future tour of the LBWD water system was discussed.

Newell Firehouse Rentals.

3 rentals were reported for the month of December 2023. A total of \$ 15.00 was received as rental revenue for the period. Total year-to-date rental revenue is \$ 121.00 through the end of the month (and year).

**OLD BUSINESS:**

No old business was discussed.

**NEW BUSINESS:**

- The State has increased Commissioners' per diem to \$161.00, effective January 1, 2024.
- At least one of the three trees behind the firehouse may need to be removed soon to avoid damage to the building. A tree service company should be consulted.

**COMMISSIONER COMMENTS:**

For any commissioner who prefers not to receive per diem remuneration, a Per Diem Waiver Form must be signed and filed with the State of Washington.

A workshop for Water and Sewer District Commissioners will be held on January 27<sup>th</sup>. Commissioners can contact Terri Campbell at WWS to make arrangements.

Whidbey Water Service is hosting a workshop to discuss the new replacement water meter that is available for all community water districts' customers. It will be held on Friday, January 12th at 10:00 am in their Freeland office.

**ADJOURNMENT:**

There being no further business to consider, Diane adjourned the meeting at 2:39 PM.

Respectfully Submitted,

Mitchell Klein  
Secretary

## Ledgewood Beach Water District - Financial Statement 2024

<b>OPERATIONS &amp; MAINTENANCE - #711</b>	<b>January Report</b>	<b>Annual Budget</b>	<b>Budget Target to Achieve</b>
<b>Cash Balance</b>	41,021.78	41,021.78	0.00
Receipts - Base Rate	50.00	68,000.00	67,950.00
Receipts - Sale of Water	0.00	11,000.00	11,000.00
Receipts - Other	0.00	0.00	0.00
Receipts - Transfer Fees Escrow	0.00	0.00	0.00
Receipts - Rental (Firehouse)	0.00	0.00	0.00
Late Fees Collected	0.00	0.00	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
<b>Expenses</b>			
Operation & Maintenance (Vouchers)	(2,822.86)	(50,674.72)	(47,851.86)
NSF Withdrawn from Island County	0.00	(150.00)	(150.00)
Transfer <b>To</b> Capital Improvements Fund #765	(28,200.00)	18,325.28	46,525.28
Other	0.00	0.00	0.00
<b>Ending Balance Operations &amp; Maintenance fund</b>	<b>\$ 10,048.92</b>	<b>\$ 87,522.34</b>	<b>\$ 77,473.42</b>
<b>CAPITAL IMPROVEMENT FUND - #765</b>			
<b>Cash Balance</b>	448,978.87	400,000.00	(48,978.87)
Receipts Hook-ups	0.00	0.00	0.00
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	0.00	0.00	0.00
Transfer In <b>From</b> Operation & Maintenance Fund #711	28,200.00	32,000.00	3,800.00
Less Capital Improvement Expenses	0.00	(43,000.00)	(43,000.00)
<b>Ending Balance Capital Improvement Fund</b>	<b>497,178.87</b>	<b>409,000.00</b>	<b>\$ (88,178.87)</b>
<b>TOTAL OF ALL ACCOUNTS (Fund 711 and Fund #765)</b>	<b>507,227.79</b>	<b>496,522.34</b>	<b>(10,705.45)</b>
<b>Invested Funds</b>	<b>(475,000.00)</b>		
<b>Total Available Cash</b>	<b>32,227.79</b>		
<b>Annual Interest Earned from Investments (Year to Date)</b>	<b>\$ -</b>		