

Ledgewood Beach Water District Monthly Minutes

Date: 3-6-2012

PENDING APPROVAL

Meeting called to order at: 7:02 PM at the Newell Firehouse, 1903 Pinecrest Ave.

Commissioners Present: Jan Martin, Wil Shellenberger and Ralph Young

Official Attendees: Ron Smith

Public Attending: Paul Morris

Minutes of the 2-7-2012 meeting: Shellenberger moved and Martin seconded that the minutes be approved. Motion passed unanimously.

Financial Report: Martin moved and Young seconded that the Financial Report be accepted as presented. Motion passed unanimously.

Delinquent Accounts: 1

System Status: Chlorine reports due in Olympia by 5 March. Recent Cl₂ levels were 0.2-0.35 mg/L.

Old Business: Karen Johnson has agreed to take over the billing clerk position from MC Brill. She has already spent some time working with MC.

Next file purge will be held on Thursday, 15 March 2012 at the Newell Firehouse.

Ron Smith reported that the electrician now has all of the necessary parts and will be resuming work on the overflow controls later this week.

Meter reading is scheduled for Sunday 15 April. Although it is on a Sunday, it was decided to do the readings that day because Karen Johnson has Monday off from work and will be able to work with MC Brill on compiling the water bills.

Replacement of the outside light and the survey of the needed building repairs is moving forward. Young presented a copy of three quotes for tree cutting. Young moved and Martin seconded that the Water District agree to the tree removal by one of the three vendors to be chosen by the Property Owner's Association. Water District will pay 50% of the cost. Water District and Property Owner volunteers may cut some of the trees, pending confirmation that the work will be covered by the District's casualty liability insurance. Shellenberger will contact the agent to clarify whether the volunteers will be covered for the work.

New Business: Annual Audit submission status. Shellenberger reported that submission has been delayed by the need to update the Washington Budgeting, Accounting and Reporting System (BARS) manual. The updates apparently reduce the reporting requirements for Districts with transactions under \$300,000 for the year. He expects to complete the updates and resume submission of our data by the middle of March.

Vacation schedules for 2012. Martin (March 8-April 19, April 28-May 3, May 20-27, June 15-22, Aug. 23-30, Nov. 30-Dec. 7), Shellenberger (April 20-May 23, Aug. 19-Sept. 5), Young (May 5-June 2, Aug. 10-Sept. 10). The May meeting will be rescheduled to May 4th and the Sep meeting to Sept 6th. All three commissioners will be gone during the period Aug. 23-30. We will consider asking Bill Bradkin to help cover during that period.

Adjourned at: 8:15 PM

PENDING APPROVAL

Wil Shellenberger, Secretary Treasurer

Wil Shellenberger, Secretary/Treasurer

March 12, 2012

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Date: 3/6/12

<u>Number</u>	<u>Vendor Name</u>	<u>Voucher Amount</u>
2422	M.C. Brill	\$ 279.50
2423	Ron Smith	\$ 375.00
2424	Ledgewood Petty Cash	\$ 364.91
2425	Essential Water Servcies	\$ 22.00
2426	Edge Labs	\$ 17.00
2427	Wil Shellenberger	\$ 6.40
2428	Peter Wolff	\$ 50.00
2429	James Theel	\$ 50.00
2430	Jan Martin	\$ 96.33
Total		\$ 1261.14

Wil Shellenberger, Secretary/Treasurer

March 12, 2012