

# LEDGEWOOD BEACH WATER DISTRICT

## Monthly Minutes – December 11, 2017

The meeting was called to order at 1:57 p.m.

Commissioners present were Ralph Young, Dale Hockstra and Don Pinter. Andy Campbell represented Whidbey Water Systems. Mr. Doug Martin was present as Commissioner Elect.

December vouchers were reviewed and signed as the first order of business. Vouchers were approved unanimously.

Whidbey Water Services	\$587.74
Puget Sound Energy	\$126.42
Ralph Young (annual honorarium)	\$100.00
Donald Pinter (annual honorarium)	\$100.00
Dale Hockstra (annual honorarium)	\$100.00

Whidbey Water Services report:

1. The production amount was normal for the month of November at 231,356 gallons, a noticeable drop from October.
2. Coliform, Iron and Manganese testing were all non-detectable.
3. Four of the five lead tests are good, the fifth is currently at the lab.
4. Completion of the line between the Pinecrest pump house and the main is currently at or very near the top of WWS priority list, just below emergency jobs.
5. Most of the responses to the cross connection survey are in, and the results generally look good. WWS will check with a few people in January to follow up.

Financial Report:

1. The financial statements from the November meeting were reconsidered. It was noted that there was a typographical error in Operations/Maintenance ending balance. Row 73, column P should be \$43,052, not \$443,052.
2. It was noted that financial statements do not cut off at the end of the month. It would be helpful if they did. Commissioners will work with WWS to try to change this.
3. The new financial statement for the December meeting was reviewed. Ralph Young moved to accept the financial statement, seconded by Don Pinter. Motion passed 3-0.

General Business:

1. The minutes of the November meeting were reviewed. Ralph Young moved their approval, Don Pinter seconded the motion. Motion passed 3 – 0.
2. The leak on the Larry May property on Cedarcrest was on the property owner's side of the meter. This was supposedly repaired a year ago, but Mr. May claims a galvanized fitting already rusted through. There is some question whether this matches the initial assessment of the leak, but in any case this is Mr. May's responsibility.
3. Emergency preparedness:
  - a. George Bratton, an independent engineer, has agreed to provide an estimate and documentation for the Bonair intertie. This will hopefully be available for the January meeting.
  - b. A first draft of official procedures for the use of the intertie has been sent to the Commissioners via email.
  - c. The idea of returning to operating two wells at all times to provide backup in case of a major emergency was discussed. There was general consensus that the idea is good. Further investigation is needed regarding costs, especially for a second backup generator.

#### Guest comments:

At this point in the meeting, President Young introduced Mr. Wil Schellenberger, former Commissioner whose term ended in 2015 for the purpose of hearing his thoughts regarding LBWD. Mr. Schellenberger's comments are summarized below.

- Insure the long term viability of the system with the necessary financial reserves
- Valves are weak points in the system, watch them
- Thoroughly learn all the components and operation of the system
- Watch the contracted operator
- Review of service line breaks and study of service lines a good idea
- Review of forgiveness policy a good idea

#### Oath of Office

The Oath of Office was administered by President Ralph Young to Dale Hockstra, elected to a two year term ending December 31, 2019, and Doug Martin, elected to a six year term ending December 31, 2023. The new Commissioners will take office on January 1, 2018.

#### Old Business:

1. Fox Tree Service is still in line to remove trees threatening water mains in road easements. Don Pinter will take over as contact.
2. Jeff Rip of Rip's Roofing contacted LBWD to confirm the reroofing of the Firehouse at the original bid price. This is a joint effort with LBPOA. The work will hopefully be done early in 2018.

New Business:

1. Andy Campbell currently has the system plan blueprints. These need to be returned to one of the Commissioners.

There being no further business the meeting was adjourned at 4:12 p.m.

*The year to date financial summary for LBWD as of early December, 2017 is reproduced on the following page. Persons desiring to see the detailed financial statements may request a PDF copy from Dale Hockstra, Secretary-Treasurer at [dal.lbwd@gmail.com](mailto:dal.lbwd@gmail.com).*

# Ledgewood Beach Water District - Financial Statement 2017

<b>OPERATIONS &amp; MAINTENANCE - #711</b>	<b>DECEMBER Report</b>	<b>2017 Annual Budget</b>	<b>Budget Target to Achieve</b>
<b>Cash Balance (71100053400)</b>	44,041.71	44,041.71	0.00
Receipts - Prior Year Base Rate	576.13	576.13	0.00
Receipts - Current Year Base Rate	48,315.01	45,885.00	(2,430.01)
Receipts - Sale of Water	9,612.78	8,362.00	(1,250.78)
Other	0.00	0.00	0.00
Receipts - Transfer Fees/Tenant Copies	125.00	75.00	(50.00)
Late Fees Collected	60.00	100.00	40.00
Interest Earned on Investments	0.00	0.00	0.00
Computer Adjustment	0.00	0.00	0.00
Redeposit NSF Checks	0.00	0.00	0.00
NSF Fees Collected	0.00	0.00	0.00
<b>Expenses</b>	0.00	0.00	0.00
Operation & Maintenance (Vouchers)	(21,741.30)	(24,561.00)	(2,819.70)
Island County Investment Fee	0.00	0.00	0.00
Txfr <b>To</b> Capital Improvements Fund #765 (Acct #2)	(40,319.43)	0.00	40,319.43
Txfr <b>To</b> Emergency Reserve Fund #xx (Acct #3)	0.00	0.00	0.00
	\$		\$
<b>Ending Balance Operations &amp; Maintenance fund</b>	<b>40,669.90</b>	<b>\$ 74,478.84</b>	<b>33,808.94</b>
<b>CAPITAL IMPROVEMENT FUND - #765</b>			
<b>Cash Balance (76500053400)</b>	138,525.48	138,525.48	0.00
Receipts Hook-ups	22,000.00	0.00	(22,000.00)
Receipts - Other	2,655.04	500.00	(2,155.04)
<b>Cash Balance Emergency Reserves</b>	20,000.00	20,000.00	0.00
Interest Earned on Investments	625.63	500.00	(125.63)
Transfer In <b>Frm</b> Operation & Maintenance Fund			
#711	40,319.43	0.00	(40,319.43)
Less Capital Improvement Expenses (Vouchers)	(3,361.91)	(15,550.00)	(12,188.09)
Island County Investment Fee	0.00	0.00	0.00
	\$		\$
<b>Ending Balance Capital Improvement Fund</b>	<b>220,763.67</b>	<b>143,975.48</b>	<b>(76,788.19)</b>
<b>TOTAL OF ALL ACCOUNTS (Fund 711 and Fund #765)</b>	<b>261,433.57</b>	<b>218,454.32</b>	<b>(42,979.25)</b>

