

LEDGEWOOD BEACH WATER DISTRICT

Minutes – September 11, 2018 Meeting

The meeting was called to order at 2:01 p.m.

Commissioners present were Steve Diklich, Doug Martin and Don Pinter. Andy Campbell of Whidbey Water Services arrived later in the meeting. There several members of the public present. There was no public comment offered.

Commission Organization:

MOTION (Martin/Pinter): To appoint Steve Diklich as Secretary. The motion passed 3-0

MOTION (Diklich/Pinter): To appoint Doug Martin as Assistant Auditor. The motion passed 3-0.

Minutes:

MOTION (Martin/Pinter): Approve the minutes of the August 14 meeting. The motion passed 3-0.

Financial:

The following vouchers were reviewed for payment:

Doug Martin	105.28
Don Pinter	105.28
Whidbey Water Services	963.41
Puget Sound Energy	314.74
Camarena Landscaping	300.00

MOTION (Martin/Pinter): Approve all vouchers for payment. The motion passed 3-0.

The Commissioners reviewed the financial statements. There was some discussion regarding the timing of a \$7,500 transfer from Operations & Maintenance to Capital & Improvements.

MOTION (Martin/Diklich): Approve the financial statements as presented. The motion passed 3-0.

MOTION (Martin/Diklich): Approve the transfer of \$7,500 from Operations & Maintenance (#711) to Capital & Improvements (#765). The motion passed 3-0.

Operations: (August 2018)

Well #3 pumped 755,106 gallons (daily average 24,358) in 351.5 hours. Testing for coliform, iron and manganese was satisfactory. One leak was repaired at Driftwood Way. There was some discussion on ways to mitigate leaks caused by earth movement.

Old Business:

1. Valve location schematics—Don reported no update at this time.
2. LBWD email directory and website—Don reported that he has a data base of rate payors contact information on an Excel spreadsheet. He is looking for ways export the data to create a mailing list.

Doug reported that a simple vacant domain name has been identified, and he presented a plan for hosting the website. There was a discussion regarding data security on the site. Rate payors will not have the ability to initiate payments from the website. The payment process requires certain nonpublic data (bank account numbers) to be entered in the website.

MOTION (Martin/Pinter): Authorized expenditures up to \$200 to obtain and register a domain name and domain service. The motion passed 3-0.

3. Safe deposit box—The need for a safe deposit box was discussed. It was felt that the box was no longer needed and other alternatives can be employed to secure documents.
4. The firehouse roof—work should start on the within 4 to 6 weeks. Don will inform the contractor of the prevailing wage requirement.
5. Bonair intertie—It was suggested that the engineer George Bratton attend the next meeting to present his findings and discuss alternatives.
6. Pumhouse generator—the project is being dropped for now.

New Business:

1. System concerns—There were two system concerns. At a construction site, a gate valve was uncovered that appears to be from a previous system. Whether to cover it or put a riser on it was discussed. Andy said that he will investigate it. Also, when repairing a leak on Sea Shell Ct. what appears to be a second water line was discovered, which is parallel to the current line. Additional research is needed.
2. Cost sharing—A rate payor has asked if we would consider sharing the cost of installation by timing the work on electrical, water and septic to coincide (trenching the street)to complete installation under one project. After discussion we are requesting the rate payor to submit a specific request. Also, the commissioners are going to research the issue further to determine what specifically the District's responsibilities and requirements are.

The meeting was adjourned at 3:36.

Respectfully Submitted,

Steve Diklich
Secretary

FINANCIAL SUMMARY SEPTEMBER 10, 2018

	YTD thru 9/10/2018	2018 Budget	YTD as a % of Budget
Operations & Maintenance Fund #711			
Revenues	42,226	57,600	73.3%
Expenses	20,108	29,600	67.9%
Transfers out to Capital Fund #765	39,500	44,000	89.8%
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Net Revenues, Expenses & Transfers	(17,382)	(15,882)	
Beginning Cash Balance 1/1/2018	40,916	40,916	
Ending Cash Balance 9/10/2018	<u>23,534</u>	<u>25,034</u>	

Capital & Improvements Fund #765	
Revenues	2,152
Transfers in from #711	39,500
Expenses	12,071
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Net Revenues, Expenses & Transfers	29,582
Beginning Fund Balance	220,963
Ending Fund Balance	250,544