

**MADRONA BEACH COMMUNITY WATER SYSTEM**

**P.O. BOX 1622**

**STANWOOD, WA 98292-1622**

**360.387.2201 ~ mbcws551@gmail.com**

BOARD MEETING: December 6th 2023

PLACE: Camano Yacht Club

**ATTENDANCE:**

**Officers:**

Frank Waterworth (President) P  
Jeff Patt (Vice President) P  
Dave Ballard (Sec/Treasurer) P

**Trustees:**

Don Tinius P  
Jeff Erwin P  
Raven Messinger A  
Eileen Peterson P

The meeting was called to order at 18:29 pm, Six board members were present.

MEETING MINUTES:

Meeting minutes. Minutes for November meeting approved, Eileen motioned, Jeff P. seconded.

FINANCIAL REPORTS:

Reports for Past month read and accepted.

OLD BUSINESS:

- Discussion on search for new system secretary, notice was made along with latest meter readings and one member has expressed interest. Michelle to meet with her and discuss roles and responsibilities.
- Discussion on moving to the online version of QuickBooks as our desktop version is no longer supported and the online version will support online payments. Members have been asking for the ability to pay with other methods than mailed in checks, and online payments should assist with improving members paying in a timely manner.
- Discussion on options to clean up internal and external system communications. Creation of new emails using the water system domain rather than Gmail and changing the system phone number to the cell phone to eliminate call forwarding, and spam calls from the old personal phone number currently being used. New information will be forwarded to the membership in a notice to go out with annual billings in January. Existing phone numbers and emails will be monitored for some time to ensure a smooth transition.
- Review of an electrical equipment failure at the pump house with emergency repairs made and some additional work to be done. Some concerns with work being done by Swift Electrical were discussed and Quality Water has had conversations with the owner and in future they will only use one specific commercial experienced employee for our projects.
- Discussion on the third well project. Aquatech well drilling and the water engineer have signed contracts and preparatory work has begun. The current schedule indicates the well will be drilled early in 2024 and in operation before the high demand season. Aquatech installation time is going to be less than originally proposed.
- Open discussion with several members of the water system regarding their concerns with the system in general and specifically the way that a pressure system failure was handled and the length of time that it took to properly rectify and fully restore acceptable water pressure to their residences. Several problem areas were identified including overall system communication, differences in reports from the board and QWS, and a series of incomplete repairs. A request for more information to be posted to the website was presented. MBCWS will work to revamp the website and create repositories for meeting minutes etc. and create an update page where system outages (planned and unscheduled) can be posted along with ongoing system updates likely in a blog fashion so users can scroll back through and review history if desired.
- We were advised that Tom Cooper would still exercise the system hydrants if desired/needed if we provide him with a map/location of hydrants. (MBCWS will research and verify if this has been part of QWCs ongoing system maintenance)

NEW BUSINESS:

- Discussion on purchasing a new laptop for the secretary position along with new emails. A letter to the membership will be sent out with the annual billing announcing new administrative positions, contact information and updated website, billing etc.
- New accounting software has been purchased and in the processes of updating from existing software in time for annual billing going out first week of January. Online bill pay will be an available option to the membership this year due to many requests. Hopefully will make it easier to pay and receive payments earlier.
- The new website is functional and has been updated with current information and a blog style posting to allow the board to post current issues such as outages and system updates.
- New hookup for an existing water share has been paid and forwarded to QWC for getting on the install schedule.

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- Jeff to follow up with QWC to confirm if they flushed and checked fire hydrants as mentioned in prior email from them, emails provided to Jeff by Michelle
- Discussion on increase of excess water fees for the 2024 year, (billed in 2025) It was noted that the current charges that were raised previously are just now being billed for the 2023-year overages. Discussion on the current amounts and what each member would pay for different amounts of overage, Dave motioned that the current rates appeared to be a significant deterrent and that we should leave as is for the upcoming year to see what impact it has on overuse. Seconded by Eileen, all in favor, motion passed.
- Swift Electric has so far only sent an estimate for work done, Jeff P will follow up and verify what has been completed and have them send an invoice for payment.
- There will be a site meeting with the well driller, QWC and the available board members on Friday 12/8 at 10:00 am. Final location of well, casing and pump size to be discussed.
- Need to determine how we move forward with underground locates for the upcoming year. Approximately 26 locates were issued last year, about ¼ were out of area, ¼ did not involve work near our water lines, and the rest were located. QWC has a provision for doing the locates at a min hour charge per locate, perhaps negation to only charge for those that require actual locate?
- Need to complete survey and easement adjustments for Wagner. Frank will handle this, Dave to get a list of possible surveyors to him by next meeting.
- Laurie Cook attended as a guest interested in the secretary role that is coming available in Jan 2024. Open discussion was held with her and the board to get to know each other and what the expectations are for the positions. Laurie has experience with boards along with policies and procedures and by laws. Laurie will get back with the board and let us know if she would like to take the position, either as a contractor or as a board member.

Next Board meeting: January 3<sup>rd</sup> 2024 @ 18:30 hours

Meeting adjourned: motion by Jeff P., second by Jeff E. Adjourned 19:45

Respectfully,

Dave Ballard, Treasurer.