

MADRONA BEACH COMMUNITY WATER SYSTEM

Board Meeting Minutes

January 3, 2024

Camano Island Yacht Club

BOARD MEMBER ATTENDEES

Frank Waterworth, President

Jeff Patt, Vice President

Dave Ballard, Treasurer

Eileen Peterson, Trustee

Don Tinius, Trustee

ABSENT

Jeff Erwin, Trustee

Raven Messinger, Trustee

SHAREHOLDER ATTENDEES

Michelle Ballard, Former Secretary

Laurie Cook, Customer Service Manager/Recording Secretary

I. CALL TO ORDER

The meeting was called to order at 6:40pm. Five board members, our new recording secretary, and one shareholder were in attendance.

II. MEETING MINUTES

The minutes of the December meeting were reviewed. Eileen motioned to approve, Jeff P. seconded, motion passed unanimously.

III. TREASURER'S REPORT

Dave presented the 2023 year-end balance sheet and December P&L.

- Total current assets: \$409,281.61.
- We estimate needing \$1.3 million (in today's dollars) for upgrades/repairs over the next 10 years.

IV. ADMINISTRATIVE

A. New Secretary Position

Laurie's independent contractor agreement was signed by Frank, and she is officially on board as our customer service manager/recording secretary. Dave and Michelle are meeting with Laurie to orient her to the job and hand off the cell phone, new laptop, and email/database access.

B. New Accounting Software and Online Bill Payment Setup Status

Our accounting software has been upgraded and annual billing statements will be sent to all shareholders with the new online bill pay option.

C. Update Letter to Membership

A letter to the membership will go out with the annual billing announcing new administrative position, contact information, updated website, billing, etc.

V. WATER SYSTEM OPERATIONS

A. New Hookup on Melissa St.

Pending; Jeff Pt. will follow-up with QWC.

B. Confirmation of Hydrant Flush by QWC

Pending: Jeff P. will contact QWC to confirm whether they flushed and checked fire hydrants, as contracted.

C. Review of Excess Water Users for 2024

Excess water users for 2023 = 19 or 6% of shareholders, with seven households hitting the second tier. A total of \$11,000 in overages will be billed.

Discussion about whether we need to adopt a policy to address overage situations where a leak happens and the shareholder proactively follows up, which may be different than shareholders who consistently use too much water.

Messaging to our shareholders:

- Conservation, stewardship.
- We encourage you not to go over the maximum usage; there is a penalty for doing so.
- Shareholders are responsible for reading the meter card and taking action if you see a spike in usage that may be a leak.

D. Meter Reads

Dave would like the meter reads to be completed the second week of the quarter to help streamline the billing process. Jeff P. to follow-up with QWC.

E. Swift Electrical Estimate

- Jeff P. will follow up to verify what work has been completed and request an invoice.
- Discussion on our preference to work with Steve in the commercial division.
- Michelle will talk with Greg about his availability to help with electrical work.

VI. THIRD WELL

A. New Well Installation Progress

- Well #3 was drilled 498 feet down, screen is in place, test run complete.
- Need to tie into our system, install filtering system, tank, pressure.
- Need health department (DOH) review.
- Target completion date: late Spring, 2024.

B. Well Status

- Production has dropped for wells #1 and #2, with a higher than normal system loss. Once well #3 is operational, we can investigate these issues further and determine next steps.

VII. GOOD OF THE ORDER – OPEN DISCUSSION

No discussion topics.

VIII. ADJOURNMENT

Eileen motioned to adjourn, Jeff P. seconded, motion passed unanimously.

Respectfully Submitted,
Laurie Cook, Recording Secretary