

MADRONA BEACH COMMUNITY WATER SYSTEM

Board Meeting Minutes February 6, 2024 Camano Island Yacht Club

BOARD MEMBER ATTENDEES

Frank Waterworth, President

Jeff Patt, Vice President

Dave Ballard, Treasurer

ABSENT

Jeff Erwin, Trustee

Raven Messinger, Trustee

Eileen Peterson, Trustee

OPEN

Board Trustee Position

SHAREHOLDER ATTENDEES

Laurie Cook, Customer Service Manager/Recording Secretary

Michelle Ballard

Dennis and Theresa Brown

Tom Cooper

Mark and Barbara Konecki

I. CALL TO ORDER

The meeting was called to order at 6:40pm. Three board members, our recording secretary, and six shareholders were in attendance. We did not have a quorum for voting purposes.

II. MEETING MINUTES

The minutes of the January meeting were reviewed, and several edits/clarifications were requested. Laurie will send the updated minutes to all Board members, and we will vote to approve them at the March meeting.

III. SWIFT ELECTRIC

Steve with Swift Electric introduced himself and presented his bid and wiring diagram for the new well hookup (see details in the written estimate). He will also look at the generator, with any repair work performed on a time and materials basis. We were unable to vote on this estimate without a quorum. Dave will send it via email for a Board vote.

IV. TREASURER'S REPORT

Dave presented the balance sheet as of 2/5/2024 and P&L for January 2024:

- Total assets: \$397,012.48
- January income: \$87,785.90
- January expenses: \$106,002.42
- January net income: -\$18,216.52
- Dave requested that the Board convene a separate meeting to discuss the budget in detail.

V. UPDATE ON ANNUAL PAYMENTS AND NEW SYSTEM

We are down to 80 shareholders who have not yet paid. The new online payment process has gone well, and people are happy with it. Reminder notices will be sent this week; no finance charges will be imposed until next month.

VI. ADMINISTRATIVE/CUSTOMER SERVICE UPDATE

Laurie has settled into her new role as customer service manager and is getting up to speed on terminology, process, and other water system details. She shared her sincere appreciation for Dave and Michelle – not only for their help in onboarding her – but in general, for the valuable contributions they continue to make to our water district.

VII. WATER SYSTEM OPERATIONS

A. New Hookup on Melissa St.

Jeff P. called Becky at QWC and she confirmed the job will be done next week.

B. Confirmation of Hydrant Flush by QWC

Per Becky, this has not been done. However, this is in the contract and has been invoiced. Dave will forward the invoice where they charged for it. Once we get the new well, they will start doing both line and hydrant flushing, likely in the Fall. Jeff P. to call Becky and confirm.

C. Aquatec Estimate of \$32,945 for Well #3

We were unable to vote on this estimate without a quorum. Dave will send it via email for a Board vote.

D. New System Requests/Updates

No new requests at this time.

VIII. THIRD WELL INSTALLATION PROGRESS

We have drilled the well system nearly 498 feet down and it is capped. The test pump is down for a 24-hour test and drawdown to determine the gallons per hour in order to size the well pump. Chad McMurry (hydraulic engineer) will provide the results and handle the permitting. He will likely have additional questions.

IX. NEW BUSINESS

A. Underground Locates

Need to determine how we move forward with underground locates for the upcoming year. The Board discussed needing to establish a process/communication, who is responsible – QWC, volunteers, backups? The locates currently come to Dave and Michelle. Approximately 40 locates were issued last year; about 25% were out of area and 25% did not involve work near our water lines.

QWC has a provision for doing the locates at a minimum charge of \$103 per locate and their preference is to handle ALL locates. The Board discussed negotiating with QWC to establish a new procedure: we email Becky with ONLY the locates we want QWC to do and we will only be charged for those that require an actual locate. Jeff P. to pursue with Becky.

B. MBCWS Insurance Policy

What does it cover, what are the limits for each member? We have liability insurance plus D&O covers Board members personally. Our carrier is Liberty Mutual and our broker is Thomas & Associates. Replacement values have increased and need to be re-evaluated. This will be added to our March agenda.

C. Recruitment of New Board Members

Frank is retiring and Don is moving. Dave's term is also up this year. We are looking for board members and have a few people in mind. It was suggested that we include this announcement with the first quarterly meter reads.

D. Date for Annual Meeting

Frank will check with CIYC/Mary Shaw for a date in late May or early June. It was suggested that we include a "save the date" reminder with first quarterly meter reads.

X. SHAREHOLDER COMMENTS

Shareholders in attendance asked various questions about the new well and ongoing well operations. They also shared some great suggestions for ongoing communication with our members.

XI. EXECUTIVE SESSION

Confidential discussion about a 2023 water share overage and how it will be handled.

XII. GOOD OF THE ORDER – OPEN DISCUSSION

No discussion topics.

XIII. ADJOURNMENT

The meeting was adjourned at 8:50 pm.

Next Board meeting: March 6, 2024, at 6:30pm.

Respectfully submitted,
Laurie Cook, Recording Secretary