

MADRONA BEACH COMMUNITY WATER SYSTEM

Board Meeting Minutes

July 10, 2024

BOARD MEMBER ATTENDANCE

Laurie Cook
Jeff Erwin
Scott Lawhon
Diana Nestor
Jeff Patt
Jerry Piontkowski
Ryan White

SHAREHOLDER ATTENDANCE

None

I. CALL TO ORDER

The meeting was called to order at 6:32 pm by Ryan White, president. All Board Trustees were in attendance.

II. SHAREHOLDER COMMENTS

None.

III. MEETING MINUTES

The minutes of the June meeting were unanimously approved, with no changes. The minutes of the annual meeting will be completed and reviewed at the August meeting.

IV. TREASURER'S REPORT

A. Balance Sheet and P&L

Total assets as of 6/30/2024: \$354,765.62
June income: \$6,033.42
June expenses: \$5,819
June net income: \$214.42

B. Pearson Financial

Jeff, Diana, and Laurie met with the Pearson team and initiated our 6-month contract for bookkeeping and accounting support. They will be a great partner for us through this transition.

C. Secretary of State

Our physical address has been updated with the SOS to Pearson Financial as our registered agent, Board Trustees have been updated, and our annual report has been filed.

D. Bank Accounts

Diana has been added as a signer. U.S. Bank online access doesn't allow Pearson to access/print statements, raising another concern about staying with this bank.

V. WATER SYSTEM OPERATIONS & UPGRADES

A. Water Supply Status

The tank is currently at 8 feet; 10 feet is full. Jeff monitors this, and Brett with Quality Water Care (QWC) checks it almost every day.

B. Third Well

We are still awaiting response/approvals from the State of Washington to take the next steps. They refused to process our application on an emergency basis, so our engineer (Chad) had to go back and prepare a full-blown report. The State has everything they require, but we need their OK before we can bring the well online. Jeff noted that this project will likely end of costing \$175K.

C. Leak Investigations

Yacht Club: After significant testing and troubleshooting, no leak could be found. This issue will likely need more attention.

High Street: Now dried up.

196 Maple Street: Jeff will follow-up.

D. Melissa Street Valve Replacement

This is complete.

E. Blackberry Bushes on Grandview Easement; Ongoing Landscaping

Ruben will continue to provide landscaping support at \$35/hour on a bi-weekly basis. QWC will no longer do this work.

F. Connection Upgrades

Jeff has given QWC the green light to proceed with the first 25 connections. We will start with the older section of our district, especially the beach properties, and those with high water use. For now, we will postpone upgrades for any properties where driveways/concrete would need to be torn up to access the connection.

VI. OLD BUSINESS

A. MBCWS Liability and D&O Insurance Policy

Will be discussed at a later date.

B. Water Rate Chart

Scott will run a report from Access of gallons used by shareholder for the past year so we can evaluate our overages and tiers. Overage fees need to be updated before the end of the year.

C. Coastal Community Bank

Diana presented a comparison of rates and fees between U.S. Bank and Coastal Community Bank and recommended that we move our checking and money market accounts. They will set up a "ghost account" so that our full balance is insured by the FDIC. Scott moved, Jeff E. second, motion passed unanimously.

VII. TRANSITION OF DUTIES

A. Transition Tasks

Laurie presented a list of transition tasks she and Diana have been working on in the transition from Dave Ballard, including treasurer responsibilities, bookkeeping, QuickBooks, and updating the

Access database. Laurie is now monitoring the mbcws551@gmail.com and billing@madronabeachwater.com email accounts. Diana will take over the billing@ email.

B. Property Transfers

Laurie presented a list of approximately 10 new property transfer requests for homes that have been sold over the past couple of months. Diana is taking on this process, which includes completing the HOA request from the title company, sending/receiving an application for water share transfer, invoicing, and sending the new water share certificate and welcome letter to the new owner, and updating Access and QuickBooks.

C. Q2 Meter Reads

We have received the Q2 meter reads from Quality Water Care. Laurie and Scott will work together to update the database and send out the readings via Mail Merge/email. Jeff will review and alert high users.

VIII. CUSTOMER SERVICE REPORT

A. Shareholder Comments

Laurie shared that several shareholders who were not able to attend the annual meeting have asked questions and/or requested more information.

B. Message of Conservation

Laurie will add tips for conserving water with the quarterly meter reads.

IX. ADMINISTRATION & POLICY

A. Updates to Bylaws

To be discussed at a later date.

B. Board Roster and Terms

To be discussed at a later date.

X. NEW BUSINESS

A. Meeting Dates

Laurie moved that we shift our monthly meetings from the first to the second Wednesday of the month to allow more time for monthly financials to be prepared and reconciliation to be completed. Jeff E. seconded, motion passed unanimously. Laurie will update the website.

B. Consumer Confidence Report

Jeff reminded Laurie to send out the consumer confidence/quality water report to all shareholders.

XI. ADJOURNMENT

The meeting was adjourned at 8:01 pm, followed by a short Executive Session.

Next Board meeting: August 14, 2024 at 6:30pm.

Respectfully submitted,
Laurie Cook, Board Secretary