

MADRONA BEACH COMMUNITY WATER SYSTEM

Board Meeting Minutes

October 9, 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 6:45 pm by Jeff Patt, Vice President. We did not have a quorum for voting purposes.

II. SHAREHOLDER COMMENTS

None.

III. MEETING MINUTES

We did not have a quorum, so the minutes of the September meeting will be approved in November.

IV. TREASURER'S REPORT

A. Balance Sheet and P&L

Diana presented the financials for September:

Total assets as of 9/30/2024: \$307,327.08

September income: \$8,874.10

September interest earned: \$1,036.19

September property transfer fees: \$7,500 (5 properties)

September expenses: \$10,453.20

September net income: \$ -1,579.10

B. Other Updates

Our U.S. Bank checking account is now closed, with all funds moved to Coastal Community Bank.

All remaining shareholders have now made full payment on their accounts.

C. Fees for Online Water Fee Payments

Jeff raised a question about the 3% fee we pay for processing online water payments through QuickBooks. Can we reduce this? Can we set up a Merchant account with Coastal Bank instead? Or PayPal? This topic will be added to the agenda for next month.

V. WATER SYSTEM OPERATIONS & UPGRADES

A. Third Well

Our new well has officially been approved by the Department of Ecology! Quality Water Care is working to fine-tune various components of the system.

B. Connection Upgrade Status

Quality Water Care will start the first 11 connection upgrades soon. Jeff would like to consider adding five more upgrades in 2024 since we have the money and there would be an overall savings, based on inflation. This will be discussed at the November meeting.

C. Pressurized Line

In follow-up to the alerts from several shareholders on Melissa Street, Camwood Place, and Horizon Way about low water pressure, it was discovered that our generator is not coming on during a power outage. Therefore, the pressure pumps go offline, resulting in low water pressure. Quality Water Care is working to implement a solution.

D. Q3 Meter Reads

We received the Q3 meter reads from Quality Water Care. Our loss rate is down to just 17%! We anticipate this will continue to decline as the connection upgrades are completed.

VI. CUSTOMER SERVICE REPORT

A. Q3 Meter Reads

Scott and Laurie to work together to import the meter read data into Access. Then, Laurie will generate the mail merge notifications to shareholders via email and USPS Mail.

VII. OLD BUSINESS

None.

VIII. NEW BUSINESS

A. 2025 Operating Budget

This topic will be tabled until the November meeting.

B. Updates to Bylaws

Jeff met with Greg Gilday, a well-known attorney in Stanwood, referred to us by Mike Hansen at Pearson Financial. Greg recommended forming a small group to take the lead on this project, break the document into sections, and review a section at a time during each monthly Board meeting. We will ultimately present an updated version for approval at the annual meeting.

C. Fee Schedule Update

Jeff asked Laurie to update the minimum service charge in the fee schedule on our website from \$89.50 to \$110, per current Quality Water Care rates.

IX. ADJOURNMENT

The meeting was adjourned at 8:05 pm.

Next Board meeting: November 13, 2024 at 6:30pm.

Respectfully submitted, Laurie Cook, Board Secretary