

MADRONA BEACH COMMUNITY WATER SYSTEM

Board Meeting Minutes

November 13, 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 6:30 pm by Ryan.

II. SHAREHOLDER COMMENTS

None.

III. MEETING MINUTES

The minutes of the September and October meetings were unanimously approved, with a small correction to the October minutes.

IV. TREASURER'S REPORT

A. Balance Sheet and P&L

Diana presented the financials for October:

Total assets as of 10/31/2024: \$306,099.63

October income: \$2,480.60

October interest earned: \$980.60

October property transfer fees: \$1,500

October expenses: \$3,718.15

October net income: \$ -1,237.55

B. Quality Water Care

QWC invoices paid in November totaled \$25k.

We discussed the need to see the \$12k credit for hardware we purchased upfront.

We discussed renegotiating the contract to include a discount for paying upon receipt.

V. WATER SYSTEM OPERATIONS & UPGRADES

A. Third Well

No new updates.

B. Low Water Pressure/Generator Issue

We need an update from QWC about the issue of the generator not coming on during a power outage, resulting in low water pressure.

C. Connection Upgrade Status

We discussed wanting to know more about the plan for upgrades, when the Sunset connections will be scheduled, and why QWC started on Tarragon and Maple first.

D. Additional Upgrades in 2024

We need to discuss the idea of adding several more 2024 connection upgrades at the December meeting.

VI. CUSTOMER SERVICE REPORT

A. Shareholder Comments/Feedback

Laurie gave an update on positive comments received from shareholders.

B. Shareholder Communication on Planned Outages and Low Pressure

Laurie gave an update on shareholder phone call communication ahead of water shutdowns on Tarragon. There have been no new reports of low pressure from shareholders who are on the pressurized line.

C. Q3 Meter Reads

Scott and Laurie worked together on the Q3 meter reads. Scott copied the data into Access, and Laurie generated the mail merge notifications to shareholders via email and USPS Mail. We are down to just 18 shareholders for whom we do not have email addresses. Ahead of the Q4 meter read process, Scott will follow up with Dave Ballard for further information about how the Access database works.

VII. OLD BUSINESS

A. Updates to Bylaws

We discussed tackling this project one section at a time at upcoming Board meetings. We should reach out to other water districts to review their Bylaws as part of the process.

B. 2025 Budget

We discussed the need to develop and adopt a 2025 operating budget. Diana, Laurie, and Scott will work on a draft budget. We also discussed doing a quarterly review of QWC invoices and reconciling budget vs. cost for upgrades. Diana will work with Pearson Financial to ensure that invoices are coded to specific categories.

C. Board Stipends

Ryan proposed an idea for stipends for our secretary, treasurer, and operations liaison. Could we offer their annual water shares at no cost? This will be discussed further at the December meeting.

VIII. NEW BUSINESS

A. Options for Online Payment 3% Fees

The 3% fee charged by QuickBooks and PayPal equates to \$19.50, which is a total of almost \$6k per year! We discussed the benefits of accepting online payments; however, we need to cover our costs. Jeff E. moved to add the 3% fee for all online payments, Jerry seconded, all in favor.

B. Meet with Quality Water Care

Ryan proposed that we invite Becky and Brett from QWC to attend our December meeting to discuss and collaborate on a variety of topics. Ryan will extend the invitation.

C. Board Meeting Schedule

Ryan proposed that we consider meeting on a quarterly basis, instead of monthly, and update the Bylaws to allow for this. We discussed the importance of monthly meetings in 2024, given the new well, connection upgrades, and transition of our long-time secretary/treasurer. We are not quite ready to make this shift, but will consider it in the future.

IX. ADJOURNMENT

The meeting was adjourned at 7:57 pm.

Next Board meeting: December 11, 2024 at 6:30pm.

Respectfully submitted, Laurie Cook, Board Secretary