

MADRONA BEACH COMMUNITY WATER SYSTEM

Board Meeting Minutes

December 11, 2024

BOARD MEMBER ATTENDANCE

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

SHAREHOLDER ATTENDANCE

None

I. CALL TO ORDER

The meeting was called to order at 6:30 pm by Ryan.

II. QUALITY WATER CARE (QWC) – GUEST, BRETT ANGELOCCI

A. Celebrate Success! Water Loss Improvement, New Well, Upgrades

Our water loss has improved! A total of 25 connections have been completed so far on Tarragon and Maple Street. Five of these were found to be leaking. QWC also fixed a meter on Sunset/Madrona Beach Road that was not reading and will address a meter issue on Maple Street. Brett's overall priorities in managing our system are: 1) integrity, 2) capacity, 3) reasonable cost.

B. Department of Health Water Samples

It looks like we are headed back in the right direction. October arsenic test results were below the MCL, but still higher than we would like. QWC adjusted the chemical feed system and inspected filter performance, and they are testing again this month. Depending on those results, further adjustments may be necessary. Testing results are in parts per billion and are not poisonous at this level.

C. Connection Upgrade Game Plan for 2025

A total of 30 connection upgrades are planned for 2025, starting with the area between 5th and Alder, followed by High Street/Blackburn. We are starting with the oldest and worst areas in our water district. We also discussed testing the mains to prove their integrity. Brett stated that this is the poorest quality PVC he has ever seen.

D. Third Well

Well #3 is operating well and is pumping 75/gallons per minute. QWC is still making slight adjustments to pressure. Well #1 is cleaned up and is no longer being used.

E. Low Water Pressure/Generator Issue on Melissa

A new sensor has been ordered to resolve the issue of the generator not coming on during/after a power outage, resulting in low water pressure. It will be installed before the end of the year.

F. Invoice Terms

We discussed the “due upon receipt” payment requirement and Brett suggested we talk with Becky about this.

G. Shareholder Communication

We discussed coordinating the next upgrades with Becky so we can send a general notice to shareholders ahead of time about the upcoming work to be done in their neighborhoods.

III. SHAREHOLDER COMMENTS

None.

IV. MEETING MINUTES

The minutes of the November meeting were unanimously approved.

V. TREASURER’S REPORT

A. Balance Sheet and P&L

Diana presented the November financials:

Total assets as of 11/30/2024: \$279,275.44
November income: \$721.23 (interest earned)
November expenses: \$27,207.51
November net income: \$-26,486.28

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. 3% Fees for Online Payments

We previously voted to assess the 3% merchant account fee for online water dues payments. Laurie noted that QuickBooks doesn’t have the ability to add this fee for online payments only, so we will need to add it to all invoices and communicate to shareholders that they may deduct the fee if paying by check.

VI. WATER SYSTEM OPERATIONS & UPGRADES

Covered earlier with QWC.

VII. CUSTOMER SERVICE REPORT

A. Shareholder Comments/Feedback

Laurie gave an update on shareholder communication for the Maple Street upgrades and two water shutdowns.

B. Q4 Meter Reads

QWC has provided our Q4 meter reads, earlier in the month, as we requested. Laurie and Scott will work to get this data into Access.

VIII. OLD BUSINESS

A. Updates to Bylaws

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

B. Board Stipends

Ryan revisited the idea of stipends for our secretary, treasurer, and operations liaison: that we offer their annual water shares at no cost as compensation for their time, in lieu of payment. Scott moved that we adopt this policy to offer one share at the base rate for these three Board positions. Jeff E. seconded. All in favor.

IX. NEW BUSINESS

A. 2025 Water Fees Invoices | Process and Timing

Laurie, Diana, and Scott will work together on all the steps needed to generate the 2025 water fee invoices.

B. Pearson Contract for 2025

We will continue with our contract for now. A 30-day notice is needed if we decide to terminate the contract.

C. Website Technical Maintenance Contract

After two pages on our website were down for several days, Laurie followed up with Scott Bothel of FourTen Creative (who developed the website), about contracting him to provide the necessary technical maintenance needed to ensure continued and error-free operation. Laurie will send the details to the Board.

D. Edge Analytical joins Eurofins, Price Increase

E. Property Transfer Fee

Jeff P. moved to increase our property transfer fee from \$1,500 to \$2,000 as of 1/1/2025. Jeff E. seconded. All in favor. Laurie will update the website and remove references to 2024.

X. ADJOURNMENT

The meeting was adjourned at 8:10 pm.

Next Board meeting: January 8, 2025 at 6:30pm. (Note: Meeting rescheduled to 1/15/2025.)

Respectfully submitted, Laurie Cook, Board Secretary