

# MADRONA BEACH COMMUNITY WATER SYSTEM

## Board Meeting Minutes

February 12, 2025

### BOARD MEMBER ATTENDANCE

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

### SHAREHOLDER ATTENDANCE

None

#### **I. CALL TO ORDER**

The meeting was called to order at 6:35 pm by Jeff.

#### **II. SHAREHOLDER COMMENTS**

None.

#### **III. MEETING MINUTES**

The minutes of the January meeting were unanimously approved, with one correction.

#### **IV. TREASURER'S REPORT**

##### **A. Balance Sheet, January P&L**

Diana presented the January financials, with these highlights:

Total assets as of 1/31/2025: \$244,639.66  
January income: \$26,566.14 (water fees, transfer fees, interest earned)  
January expenses: \$5,050.75  
January net income: \$21,515.39

##### **B. Annual Invoicing Update**

Payments are starting to come in, with the majority owed. Scott reported that the credit card fee is actually 3.12% which is \$20.05, a difference of \$.55 from what we are charging. To be updated next year.

##### **C. Pearson Transition**

Diana reported that Pearson does not want to be our registered agent if they are not doing the bookkeeping, nor are they able to provide QuickBooks support. We can get support directly from QuickBooks, as needed, for \$50 per month. Since a physical address is needed for the Secretary of State, we discussed getting a mailbox at IGA or engaging an attorney to be our registered agent. Laurie reported that she pays \$160 per year for her registered agent. We will work on this in the Fall.

## **D. 2025 Budget & Streamlined Chart of Accounts**

Diana and Scott presented a draft chart of accounts with 2023 and 2024 actual expenses. The next step is to propose 2025 budget amounts for each line item, which Diana and Scott will work on. Our goal is to present a completed budget at the June annual meeting.

## **V. WATER SYSTEM OPERATIONS & UPGRADES**

### **A. Storage Tank Restriction**

As previously discussed, a restriction in the storage tank results in well #3 producing only 75 gallons per minute. Because of the restriction, both wells can't operate at the same time. Apparently, the problem was always there but the new well revealed it. A potential solution would cost about \$10,000. The group agreed to postpone this and wait for the new storage tank. Jeff will send this to Becky in writing, as requested.

Our priority right now is to get the loss rate down by continuing with the connection upgrades. We will focus on improving production and the new storage tank next. We will also continue to share the message of conservation, as we do not want water usage to resume at the higher levels of two years ago.

### **B. Connection Upgrades: 2025 Plan**

Jeff has requested that Quality Water Care complete as many of the approved 2025 connection upgrades as possible by March/early Spring. Details to follow.

### **C. Generator Service Contract**

To be discussed at the next meeting.

### **D. Lead Service Line Inventory for DOH**

Jeff will send Laurie the Department of Health documents to post on website for shareholder review and information.

## **VI. CUSTOMER SERVICE REPORT**

### **A. Q4 Meter Reads/Shareholder Letters**

Laurie reported that Q4 meter reads were sent to all shareholders with a 2025 update letter outlining our long-term vision and cash flow plan, system upgrades, and communication updates.

## **VII. OLD BUSINESS**

### **A. Updates to Bylaws**

To be discussed at the next meeting.

### **A. Quality Water Care 2025 Rate Increase**

To be discussed at the next meeting.

**VIII. NEW BUSINESS**

None.

**IX. ADJOURNMENT**

The meeting was adjourned at 7:50pm.

Next Board meeting: March 12, 2025 at 6:30pm.

Respectfully submitted, Laurie Cook, Board Secretary