

MADRONA BEACH COMMUNITY WATER SYSTEM

Board Meeting Minutes

September 10, 2025

BOARD MEMBER ATTENDANCE

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

SHAREHOLDER ATTENDANCE

None

I. CALL TO ORDER

The meeting was called to order at 6:33pm by Ryan.

II. SHAREHOLDER COMMENTS

None.

III. MEETING MINUTES

The minutes of the August meeting were unanimously approved.

IV. TREASURER'S REPORT

A. Balance Sheet, August P&L YTD

Diana presented the August financials, with these highlights:

Total assets as of 8/31/2025: \$232,086.01

August income: \$9,083.75 (water fees, property transfer fees, interest earned)

August expenses: \$23,887.85

August net income: -\$14,729.10

B. Annual Invoicing Update

One shareholder still owes a balance on their annual water fees. Diana will request that final payment be made by November 1, 2025.

C. QuickBooks

Diana advised that the monthly subscription fee for QuickBooks Online has increased, leading her to research the possibility of moving to QuickBooks Desktop. Laurie noted that it is ideal for more than one person to be able to access this information, so we will stay with the online version of the software. The increase is only a few dollars per month.

V. WATER SYSTEM OPERATIONS & UPGRADES

A. 2025 Connection Upgrades

Connection upgrades have been completed for this year and will resume in 2026.

B. Ravines at Blackburn/Sunset and Henning/Olympic

Quality Water Care (QWC) is checking pressure in various locations that are suspected for leaks.

C. Shutdown Notification Process

The communication process from QWC continues to improve. More than a week's notice was provided for the latest water shutdown.

D. Madrona Alley Easement

We will send written notice to the owner of the fence that was built over the water district's easement. If/when any work has to be done on the water system, we may need to remove your fence with short notice. MBCWS is not responsible for re-building the fence.

E. Fire Hydrant Flushing

We have 14 fire hydrants in our water system. Ryan is arranging to have them flushed and tested by Camano Island Fire & Rescue, at the beginning of October. We will post a sign and send an email to alert shareholders and let them know what to expect. Since sediment will be stirred up, shareholders should run their water for at least 5 minutes after flushing is complete.

F. Generator Service Contract

Tabled for next meeting.

VI. CUSTOMER SERVICE REPORT

A. Shareholder Feedback

Covered in previous discussions.

B. Q2 and Q3 Meter Reads

Since the Q2 meter reads haven't been sent to shareholders yet, we will wait to send out the Q3 meter reads, once QWC provides these.

VII. OLD BUSINESS

A. Quality Water Care 2025 Contract

Tabled for next meeting. We will take our existing contract and draft an update to be negotiated with QWC.

B. Open Board Member Position

We will continue looking for a shareholder to join our Board as a Trustee.

VIII. NEW BUSINESS

None.

XI. ADJOURNMENT

The meeting was adjourned at 7:45 pm.

XII. EXECUTIVE SESSION

An executive session was convened to discuss confidential matters related to non-payment of water dues.

Next Board meeting: October 9, 2025 at 6:30pm.

Respectfully submitted, Laurie Cook, Board Secretary