

# MADRONA BEACH COMMUNITY WATER SYSTEM

## Board Meeting Minutes

November 12, 2025

### BOARD MEMBER ATTENDANCE

Laurie Cook  
Jeff Erwin  
Diana Nestor  
Jeff Patt  
Ryan White

### SHAREHOLDER ATTENDANCE

None

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

The meeting was called to order at 6:38pm by Ryan.

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

None.

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

The minutes of the September meeting were unanimously approved. There was no meeting in October.

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

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

Diana presented the November financials, with these highlights:

Total assets as of 10/31/2025: \$251,775.02

YTD income: \$219,125.96 (water fees, property transfer fees, interest earned)

YTD expenses: \$213,545.80

YTD net income: \$5,880.16

##### Discussion items:

- The QuickBooks balance sheet doesn't show the sweep account (currently \$21K).
- Include both YTD and monthly P&L for Board review.
- Diana noted the water testing fees are much higher since the acquisition of the testing company. Diana will send invoices to Jeff for review.
- Jeff will reach out to the bookkeeper who does Casa for QuickBooks support with journal entries, cleaning up small issues, and help with annual invoicing, as needed.
- Question for CPA: What is the retained earnings of -\$10,076.45?

## **B. 2026 Invoicing**

We adopted the following parameters for 2026 water fee invoicing. Laurie will update the website accordingly.

### **ANNUAL INVOICING SCHEDULE**

- January 5: Invoice sent
- February 1: Invoice due
- March 1: Interest begins (18% APR)
- April 1: Penalty fee (\$75)
- May 1: Water shut-off for non-payment
- May 1: Final payment due for pre-arranged payment plan

A standard payment plan will be offered to shareholders: \$187.50 x 4 payments, to be paid by May 1, 2025.

Laurie will provide lists of shareholders for each payment category for Diana to generate invoices in QuickBooks.

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

### **A. Ravines at Blackburn/Sunset and Henning/Olympic**

Quality Water Care (QWC) ran pressure tests in the ravine at Blackburn/Sunset and found no leaks. Testing in the Henning/Olympic ravine still needs to be done.

### **B. Potential Leak on Second Street**

Jeff visited the property and confirmed that the meter is not spinning, which indicates there is no leak. This is a rental property.

### **C. Q3 High Water Use**

After reviewing the Q3 meter reads, 13 properties were found to have high usage. Laurie will send Jeff phone numbers to contact these shareholders.

### **D. Fence on Madrona Alley Easement**

Laurie will send a letter to this shareholder.

### **E. Hydrant Flushing and Testing**

Flushing and testing of our system's 15 fire hydrants was completed by Camano Island Fire on Sunday, November 9. All hydrants were found to be in good shape and working order. To maintain our system, we will schedule the fire department to perform this work on an annual basis, at no cost to our water district. Laurie will add this update to our website.

## **F. Generator Service Contract**

Tabled for next meeting.

## **G. Q4 Water Reads**

We will receive these from QWC in mid-December.

## **VI. CUSTOMER SERVICE REPORT**

### **A. Shareholder Feedback**

Covered in previous discussions.

### **B. Q3 Meter Read Letters**

After discussion, we agreed not to send out Q3 meter reads at this time, and wait for the Q4 meter reads, which will be available in the next few weeks. See New Business for additional discussion.

### **C. Communicate 2026 Rates**

Laurie will send a letter to all shareholders with the 2026 rates and payment schedule.

### **D. Shareholders Without Email**

There are 17 shareholders for whom we do not have email addresses. All communications and invoicing must be sent to these shareholders via USPS mail, which is a labor-intensive task. Laurie will continue to chip away at this issue, including making phone calls to request emails from owners or designated representatives. We will not implement the \$50 "non-email" admin fee at this time.

## **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**

### **A. Property Transfer Fee for 2026**

No other water districts on Camano have a higher than we do, so we will keep the \$2,000 fee for now.

## **B. Neighbor Feedback: Well Site Improvements**

A homeowner on Grandview has offered to plant trees on/close to our well site to hide the water tank from view in the neighborhood. There are multiple utility easements for power, cable, and water lines at various layers of depth that must be protected.

## **C. Meter Read Process**

We discussed the current Access database and laborious copy/paste process to populate it with quarterly meter reads. Do we need to send meter reads to shareholders on a quarterly basis? Could we do this annually or semi-annually instead? Could we build a new tool in Excel or in a more current database platform? We will continue to assess the quarterly spreadsheets sent by QWC to identify and contact high usage properties.

## **XI. ADJOURNMENT**

The meeting was adjourned at 8:27 pm.

Next Board meeting: December 10, 2025 at 6:30pm.  
Respectfully submitted, Laurie Cook, Board Secretary