

MADRONA BEACH COMMUNITY WATER SYSTEM

Board Meeting Minutes

March 11, 2026

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 by Ryan at 6:37pm. A quorum was present.

II. SHAREHOLDER COMMENTS

None.

III. MEETING MINUTES

The minutes of the February monthly meeting and special meeting were unanimously approved.

IV. TREASURER'S REPORT

A. Balance Sheet, February 2026 P&L

Diana presented the financials, with these highlights:

Total assets as of 1/31/2026: \$354,394.35
January 2026 income: \$132,549.38 (water fees, interest earned)
January 2026 expenses: \$21,285.50
January 2026 net income: \$111,263.88

B. Status Report: 2026 Water Fee Invoicing

Highlights:

- A large number of shareholders have not yet paid their annual invoices. The deadline for payment is March 1. After this date, interest will be added.
- 18 shareholders have requested payment plans.
- Many shareholders sent checks via USPS that included the credit card fees, so they overpaid by \$22.50. Diana is refunding these overpayments.
- Laurie identified a number of invoices sent electronically from QuickBooks with delivery issues that were not received by the shareholders. Diana will print and send these via USPS.
- We keep improving and streamlining our process!

C. 2025 Taxes

Our 2025 taxes are in the works with Pearson Financial.

D. Secretary of State Corporation Renewal

Diana has renewed our non-profit status with the State of Washington. Her personal address is being used for this purpose.

V. WATER SYSTEM OPERATIONS & UPGRADES

A. Status Report: Well #2, well #3, New Generator

The new generator has been ordered. The new proportional meter will be installed soon. All repairs and upgrades are coming along nicely.

B. Next Connection Upgrades

While we are not planning to complete 30 connection upgrades in 2026 (due to the other unexpected expenses), we are committed to upgrading 12 connections, as these components have already been ordered by QWC. The next round of upgrades are scheduled for late February/early March between Third and Fifth, on the west side of Maple and east side of Sunset. Water shutoffs will be needed.

Laurie reported that it continues to be difficult to identify the specific properties affected when given only general locations by QWC. She used a combination of our Access database, Google Maps, and a physical drive around the neighborhood to identify the 23 properties that will be affected by the shutdowns. Calls will be made to advise each shareholder. It would be ideal to have a data point in our database for each shutoff valve.

C. 150 Henning

This home needs to have a water meter installed, which will be billed to the shareholder. The box and piping are already there, so it should be a minimal cost. Jeff will inform QWC. Ryan will contact the shareholder.

For next meeting:

- Testing in the ravines at Henning/Olympic
- Generator service contract
- Lead service line inventory

VI. CUSTOMER SERVICE REPORT

A. Shareholder Feedback

Laurie presented a customer service log detailing approximately 30 shareholder inquiries and questions about billing and payment, water usage, and fee increases.

B. Meter Reads and Usage Calculations

Laurie has been working with Becky at QWC to understand the calculations that are used to determine quarterly usage for properties that receive new meters. It is a more complex calculation that factors in the last read before the upgrade.

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.

VIII. NEW BUSINESS

A. Insurance Renewal

Jeff reported that he has renewed our annual insurance policy with the new company he found last year: Nichols & Associates. Diana will provide a 2025 P&L, as they requested.

IX. SPECIAL GUEST: TOBIN FEKKES, LUNATECH NW

We welcomed Tobin Fekkes of LunaTech NW. Tobin is locally based, has served on a private water system board, and has supported several island water systems with technology solutions. We discussed our current meter read process, database, and organizational document archive/email structure, and our goals for modernizing and streamlining our systems.

Tobin also presented information about the custom platform he offers to small companies and non-profit organizations that includes bookkeeping, invoicing, file management, email, and a CRM database. This platform is available for a monthly subscription fee.

It was a robust and enlightening discussion!

X. ADJOURNMENT

The meeting was adjourned at 8:40 pm.

Next Board meeting: March 11, 2026 at 6:30pm.
Respectfully submitted, Laurie Cook, Board Secretary