

Holmes Harbor Water Company, Inc. (HHWC)
Minutes of the Board of Directors Meeting
Saturday, June 18, 2022

Open the HHWC Meeting:

- Holmes Harbor Water Company President Nancy Sharp called the meeting to order at 10:09am on June 18, 2022.
- This meeting was conducted and recorded via a Zoom.

Roll Call:

HHWC Board members in attendance:

- Nancy Sharp, President
- Cyndy King, Vice President
- Rick Waclawik
- Sharon Dunn

Excused absences:

- Lydia Sikes, Secretary
- David Paull, Treasurer

Holmes Harbor Residents in attendance:

- None

Review Agenda:

- The June 18th agenda was reviewed and accepted.

Approval of the April 16 and May 21st HHWC Meeting Minutes:

- The April 16 and May 21st HHWC Meeting Minutes and both were approved unanimously.

CONSIDERATION OF OPEN ISSUES

Treasurer's Report: David Paull

- Treasurer's Report (TR) was sent out to all Board members before the meeting.
- May's Treasurer's Report and payment of bills were approved unanimously.
- Nancy mentioned that Cyndy called out that the lines for "Debt Service Reserve" and "Short-Lived Asset Reserve" on the reports provided by KWC (Brenda Bosman) were zeros. David shows those funds as transferred but Nancy believes those transfers happen automatically and are not tracked by Brenda (KWC). Nancy will confirm this with David when he returns.
- David did not provide any additional notes for the June TR reports.
- Nancy asked for an approval of the revised January through May TR reports. The reports were approved unanimously.
- The June TR reports were also approved unanimously.

TAX Return Prep and Report: Nancy Sharp

- Dale Offret confirmed that our 2021 Tax return has been filed.

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Repiping Report: Nancy Sharp

- Robert (KWC) has labeled direction of flow, valves, etc., in the pump house. He has been working with CJC to resolve a couple of issues with the progress payment for the pump replacement (e.g., Dahlman billed for the meter and installation even though CJC did the work). He thought he would have the payment request and a change order for the small overage on 6/9. As of 6/17, we have not received them. He is also working with CJC on warranties.
- Nancy asked that our board members check the labeling of the various pipes in the pumphouse when they are there to check the pumphouse.
- Robert (DCG) also stated (on 6/9) that he can't put together DCG's final invoice until he has the arsenic test results on well #1 alone, which could take a couple of weeks.
- All repiping project related transactions must be completed by August, 2022.

USDA Audit Contract and Retainer – Nancy Sharp

- Sam Steel sent a confirmation request to Nancy for DCG on 6/16/22. Nancy forwarded it to Robert for signature. Nancy realized that she needed to fill in the appropriate numbers on the report which she did and resent the confirmation request.

Wetland Restoration – Nancy Sharp

- Shelterbelt made their first maintenance visit on 5/25. Report from Noah: "Crew was happy with the site! Good survival, good growth, weeds under control. Pics look great. Woody plants doing well. I'd like to keep the tubes on for at least until next year. Sedges/graminoids happy. Love seeing all the native grasses, yarrow, etc., that we seeded into disturbed areas. I think the consulting biologist will be happy."
- The next maintenance visit will happen in August, and we will be billed for both visits after the August visit.

Water Testing – David Paull

- Still pending. No testing results report has been provided during the last month.

Collections Update - Nancy Sharp

- Owners continue to make on-time payments on the payment contract. No additional actions required at this time.

Water Service Connections Update: Cyndy King

- The five most recent installs of water meters and DCVA valves have all been completed.
- The new home on 844 Keesling still needs to have their water meter box installed – the builder has told Cyndy that work will be completed as soon as land grading around the water meter has been completed.

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- There is an erosion issue around the water meter box for the lot on the corner of Spring and Harbor Estates. The group discussed the potential of using sandbags to stop/mitigate this erosion. Cyndy will email KWC to see if this is something that they could handle.
- Cyndy has been reviewing various invoices received from KWC and held a review meeting with KWC to identify and eliminate duplicate or erroneous charges. We believe everything is correct now.

King Water Service: Nancy Sharp

Several questions were raised about King Water maintenance service at the last board meeting. Sandra Bodamer responded as follows:

1. Maintenance visit schedule: We go twice a week (Mondays and Thursday generally). We will continue with this schedule.
2. Testing requirements for our system: On your approval letter should be requirements for testing. I have a call into the DOH and will review the requirements, but it is generally a monthly arsenic test.
3. Clow advised to use a hydrant wrench, not a pipe wrench, and not to over-tighten the hydrants. Also, the street valves should not be used to control water flow, only the hydrants. Noted.

CONSIDERATION OF NEW BUSINESS

- HHWC board planning calendar – Rick reported that inputs from board members are being saved but he still needs to create the first draft of the calendar. A draft will be sent out once it has been created.
- Cyndy noted that we should add an agenda item for next month to cover “DCVA testing” (for David).
- Cyndy noted she will not be able to attend the July board meetings. Nancy will handle the Joint / HHWC agenda July meeting.

Member Comment

- None

Adjourn Meeting

The meeting was adjourned by Nancy Sharp at 10:39 am. Next Board Meeting: Saturday, July 16th, 2022.

Meeting minutes have been written by Rick Waclawik, HHWC Board member.

Minutes were approved at the July 16th meeting, and a copy was put into the HHWC minute files and posted on the website.