

Holmes Harbor Water Company, Inc. (HHWC)
Minutes of the Board of Directors Meeting
Saturday, November 21, 2023

Open the HHWC Meeting:

- Holmes Harbor Water Company President Cyndy King called the meeting to order at 10:09 am on November 18, 2023.
- This meeting was conducted via Zoom.

Roll Call:

HHWC Board members in attendance: There is a quorum.

- Cyndy King, President
- David Paull, Vice President
- Nancy Sharp, Treasurer
- Rick Waclawik, Secretary
- Sharon Dunn

Excused absences:

- N/A

Holmes Harbor Residents in attendance:

- None

Review Agenda:

- The November 18th agenda was reviewed – Cyndy added an item under new business to discuss getting a new contract with KWC/NNW, and the agenda was accepted with the one revision.

Approval of the September 16th Minutes

- October 21st HHWC Meeting Minutes were approved unanimously.

CONSIDERATION OF OPEN ISSUES:

Treasurer's Report: Nancy Sharp

- The Treasurer's Report (TR) was sent out to all Board members before the meeting.
- Discussed a minor rounding issue with reports from KWC/NNW – no actions to take.

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- Nancy reviewed the bills that will need to be paid – which included Henry Tree Service (for removal of two trees near well house #1), utility bills which are lower this month, and stamp purchases.
- Noted that there was no arsenic testing bill again. Cyndy will review this later during the meeting when we discuss water testing.
- A motion was made to approve the October 2023 Treasurer's report and pay the identified bills. It was approved unanimously.

2024 Budget: Nancy Sharp

- Sandra (NNW) reported that they are in the process of reviewing the fee structure and we should anticipate increases in fees. This limits what we can do with the budgets until that information is received.
- Water reserve income is still way down, and water use income is up – we need to work with NNW to determine if these figures are correct.
- NNW fee increases may require us to consider additional water use fee increases.
- Comments were made that we should research other options for a new company to service our water system.
- Nancy plans to send the current version of the budget to the USDA and she will also evaluate possible water use fee increases to potentially cover anticipated increased NNW fees.

USDA Loan Maintenance / Wetland Restoration – Cyndy King

- Nothing to report on either topic – still waiting for information from Meg (Marine Surveys & Assessments) – we are expecting a wetlands monitoring report from Meg by the end of November. Meg will send the report to the USDA as required.

Water Testing Report: Nancy

- No arsenic testing was done again this month. We are required to complete arsenic level testing every 3 months and we have asked KWC/NNW to do it for 3 consecutive months and test the raw water coming out of each well but that has not happened.

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- The most recent water testing results (minus Arsenic tests) were attached to the most recent invoice from KWC/NNW and all look good.
- KWC/NNW (Nate & Jeremy) are going to review what needs to be done to handle our arsenic testing and arsenic treatment system management more effectively.
- Cyndy also discussed the filtration media leaking from one of the arsenic treatment system tanks (it still has a minor leak under pressure).
- NNW will take a closer look at what needs to be done to get our arsenic testing levels back in line with acceptable levels.

Calendar for HHWC Tasks - Rick Waclawik

- Reviewed and updated October / Fall tasks
- Completed tasks since our last review included: Reservoir cleaning, system flush, dehumidified has been turned off, heaters have been turned on in the pump house (45 degrees)
- Annual budget preparation is in progress.

Collections Update - Nancy Sharp

- We have a couple of accounts in arrears including one for a deceased owner. Discussed the possibility of placing a lien on that property so that we can recover some of the funds that are owed.
- We have a lien on the other account that is seriously in arrears.

DCVA Repairs and Tests with KWC/NNW: David Paull

- Sandra (KWC/NNW) has suggested that we should give home owners the option to hire their own vendors to make repairs – but if they use someone other than KWC/NNW then KWC/NNW will have to come back to test the repair and there will be a charge for that service.
- We discussed that if repair work is to be done by an outside vendor, then we should require that the repairs be done by the end of the 1st quarter of 2024. We need impacted homeowners to notify the board by the end of 2023 if they will use KWC/NNW to do their repairs or if they intend to use a different company to make the repairs.

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- Cyndy will draft a letter that can be sent to homeowners that need to make these repairs.

CONSIDERATION OF NEW BUSINESS

Getting a new contract with Northwest Natural Water – Cyndy

- We have been told that we will receive a draft of a new contract in early to late February. Items we would like to consider adding to the contract:
 - o NNW should send the April and August well depth test results to the county and us – they should also be including the saltwater testing intrusion results.
 - o We should be more general and state that NNW must send us a copy of all reports submitted to outside agencies, like Island County DOH.
 - o We must be notified of significant maintenance events, like system flush tasks, so that we can prepare for these events. NNW must also send this information out in the regular KWC mailings to homeowners (or they must cover any additional mailing charges to make these notifications).
 - o Rick will add an item to our calendar to check with KWC/NNW if we haven't been notified about an event like system flush that we know is coming up to the calendar.

Meter Replacement Cycle – David & Cyndy

- KWC/NNW agrees we should get on a regular cycle for replacing meters. Using the type of meters we are currently using would cost about \$200.00 each (cost of the meter plus labor to install).
- We could use the short-term asset reserve as a source of funds to pay for these updates.
- There is a sales rep available that we can contact to get additional information about remote reading meters. But this option would probably be much more expensive.
- One suggestion is that we could plan on replacing meters when KWC/NNW is doing DCVA testing.

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- Cyndy will set up a place to capture the installation dates for water meter installations so that we can more easily track when we should consider replacing a meter.
- We'll start looking into setting up a replacement schedule in January 2024.

HHWC Resolution 2023-01 – Cyndy (for the right to repossess a RTC for non-payment of bills)

- No updates for this month. Will check on this again beginning in January 2024.

Board Member Comment

- Discussed the North Bluff Next Door group (Chat). There is some useful information that comes across from that source.
- We need to pursue additional neighbors who might be interested in joining the HHWC board.

Member Comment

- None

Adjourn Meeting

The meeting was adjourned by Cyndy King at 11:23 am.

Next Meeting: Saturday, December 16, 2023, 9 am.

Meeting minutes have been written by Richard Waclawik, HHWC Secretary.

October 21st Minutes were approved at the November 18th meeting, and a copy was put into the HHWC minute files and posted on the website.