

**Holmes Harbor Water Company, Inc. (HHWC)**  
**Minutes of the Board of Directors Meeting**  
**Tuesday, October 15, 2024**

**Open the HHWC Meeting:**

- Holmes Harbor Water Company President Cyndy King called the meeting to order at 6:03 pm on October 15, 2024.
- This meeting was conducted via Zoom.

**Roll Call:**

HHWC Board members in attendance: There is a quorum.

- Cyndy King, President
- David Paull, Vice President
- Sharon Dunn
- Matt Lowder
- Rick Waclawik, Secretary

Unexcused absences:

- None

Excused absences:

- Nancy Sharp, Treasurer

Holmes Harbor Residents in attendance:

- None

**Review Agenda:**

- The October 15th agenda was reviewed.
  - The agenda was accepted as written.

**Approval of the August 20th HHWC Meeting Minutes**

- A motion was made to approve the August 20th HHWC Meeting Minutes, and the motion was approved unanimously.

**Approval of the September 17th HHWC Meeting Minutes**

- A motion was made to approve the September 17th HHWC Meeting Notes (notes vs. minutes since we did not have a quorum), and the motion was approved unanimously.

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**CONSIDERATION OF OPEN ISSUES**

**Treasurer's Report:** Nancy Sharp / David Paull

Approval of the Corrected August TR

- The August Treasurer's Report (TR) was reviewed previously and approved via email.

Approval of September TR

- The September Treasurer's Report (TR) was reviewed previously and approved via email.

Approval of October TR

- The October Treasurer's Report (TR) was sent out to all Board members before the meeting.
- David picked up the bank statement from the bank and based the TR information on that statement.
- A motion was made to approve payment of the bills/invoices as presented. The motion was approved unanimously.
- The October TR will be approved at the November HHWC board meeting.

Accounts in Arrears

- Account 5.6 have paid their water use and reserve fees. No additional actions required at this time.
- Account 1.3 wants to build a new house on their lot (after removing the existing modular home that is on the lot now). We believe the water use balance is paid up through the 2<sup>nd</sup> quarter 2024, but they still have a water reserve balance that needs to be paid.
- Account 1.20 is past due on their water use (2<sup>nd</sup> quarter water use) – they want to get their water meter and DCVA installed – the board is going to let the owner know that their overdue water bill(s) need to be

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paid before this work can be completed.

Plan for CDs that mature late this month

- The board members discussed how best to handle CDs that a maturing on October 26<sup>th</sup>. Cyndy will go meet with Paula (bank representative) later this week to discuss options and will work with Nancy to finalize the plan for how to handle these CDs after she returns on October 21st. The board will approve the final plan via email before our next meeting.

**USDA Loan Maintenance - Cyndy**

Wetland Restoration - Cyndy

- Meg (MSA) previously completed her final visit and review. She will now prepare her final report which will satisfy our wetland restoration requirements from the USDA.

**Water Testing Report - Cyndy**

- Coliform and e.choli testing were completed – The coliform test results came back showing traces of coliform but the fecal (e.choli) tests came back fine. Cyndy spoke with KWC and they went back out and did the required retests which all came back fine. No additional actions need to be taken.
- No other results to report.

**Calendar for HHWC tasks - Rick**

The following tasks were reviewed:

- Chloride & Conductivity test – August – Done (double checking with NNW/KWC on the Conductivity testing).
- Pump House Lock Maintenance – October – pending.
- DCVA Testing – Mike Anderson (GCF Backflow Services) will begin

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this testing on Saturday, October 19th.

- Well Static Water level testing (August) – Done on August 30th.
- Deliver the SWL (Static Water Level) report to Island County – Done.
- Has KWC/NNW notified us about the pending system flush? – Nate Driscall (NNW/KWC) called Cyndy to ask if we were having our system flushed on the day he called – Cyndy said no and asked for them to notify us when/if this is scheduled.
- Water System Flush (October) – Pending
- Hydrant/Blow-Off Assembly service (October) – This was done in July – we will only do this task again if KWC does another System Flush.
- Clean the reservoir (October) – Will not be done this year – we will update the calendar to show this task as being done every other year.
- Install the Heat tape on the reservoir drainpipe (November) – Pending.
- Turn off the dehumidifier in the pump house (Fall) – Pending
- Turn on the heaters in the pump house (Fall) – Pending
- Prepare Annual Budget (September) – Pending and we'll work out a plan with Nancy.
- Review Right-to-Connect fee, Water Reserve fund assessment, water use fee including the tier usage structure (Fall). Cyndy would like us to look at our water user tier water usage structure. – Pending.
- If any fees changed, notify the community of changes (email, web site, snail mail) (Fall/December) – Pending.
- Prep for the Annual Meeting – November/December – Pending
- Wetland monitoring report to USACE (October) – Pending

**Lead & Copper Service Line Inventory Due 10/16/2024 – Cyndy**

- Cyndy and Nancy sent in the required report on September 29<sup>th</sup> knowing that we still have 8 homes where we don't know if they have any lead exposure.

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**System Flush & Hydrant Service – David**

- Since the additional coliform tests came back with good (negative) results, we don't believe that another system flush needs to be done. The next flush and hydrant service should be done after the fire department comes in and does their system flush work. We will flush the hydrants that the fire department doesn't complete.
- Cyndy will talk with Nate (water system maintenance, NNW/KWC) to get his thoughts about what needs to be done and how often (system flushes and hydrant blowoffs).

**DCVA Testing – David/Cyndy**

- David spoke with a vendor (Mike Anderson from GCF Backflow Services) who is now going to handle our DCVA testing. Mike plans to start the work on October 19<sup>th</sup> and the HHWC board will need to handle the invoicing/billing for this work.

**CONSIDERATION OF NEW BUSINESS**

**Account 1.20 Request for Installation of Meter and DCVA – Cyndy**

- The homeowners associated with Account 1.20 have requested the installation of a water meter but we don't want this work to be completed until their water usage/reserve fees have been paid in full.

**Low Pressure on Buena Vista – Cyndy**

- A homeowner on Buena Vista called Cyndy to state that their water pressure has been low since completion of the water line re-piping project. Their water comes off the new water mains. Cyndy tested their water pressure, and it varies from the mid 30's PSI to low 40's PSI. We have asked the homeowners to have a plumber come in to check to see if they have a pressure reduction valve in their homes.

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Cyndy has asked our DCVA tester to test their DCVA valves. A final plan for additional adjustments, if needed, will be made after the requested testing is completed.

**NNWS Contract and Fees 2025**

- NNW has told us that we must get a new contract put in place by the beginning of next year. The information they provided shows that the rates we pay for their services are going to go up significantly (potentially doubling). We may need to increase our fees to pay these increased costs.
- The board needs to schedule a workshop so that we can review the new NNW cost information in detail and come up with a list of questions that need to be reviewed with NNW in preparations for writing a new contract. We believe we should meet before the end of October (October 25<sup>th</sup> 11 a.m.) to pull together our list of questions.
- We discussed the option of exploring other water system management options. We are having issues getting call backs. David discussed contacting Water & Wastewater Services, LLC (Mount Vernon).

**2025 Budget**

- We are going to defer this discussion until our November meeting.

**Board Member Comment**

- Cyndy reminded us about the 12/12/2024 WIWSA (Whidbey Island Water System Association) meeting. This meeting will be via zoom.
- Cyndy would also like us to start discussing what needs to be done so that we can take back a “Right-to-Connect” for vacant lots that owe significant water use/reserve fees.

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**Community Member Comment**

- None

**Adjourn Meeting - 7:44 p.m.**

***Next Meeting: November 19, 2024, at 6:00 pm***

**Action Items from the October 20 HHWC meeting**

1. Cyndy will go meet with Paula (bank representative) later this week to discuss options and will work with Nancy to finalize the plan for how to handle these CDs after she returns on October 21st. The board will approve the final plan via email before our next meeting.
2. Cyndy to notify the owner of account 1.20 that they must be current on their water usage and reserve fees before we can complete their requested installation of a new water meter.
3. Cyndy will talk with Nate (NNW/KWC) to get his thoughts about how often we should do system flushes.
4. David will do some modeling of potential changes to our water tier use cost structure. The goal is to identify potential impacts to water use fee revenue.
5. Board to meet to conduct a workshop (Friday October 25, at 11 a.m.) to get our questions in order so that we can get back to NNW to get the information needed to write a new contract with NNW for them to continue as our water system manager.
6. David will contact Water & Wastewater Services, LLC (Mount Vernon) to if they are interested in potentially becoming our water system management provider