

Holmes Harbor Water Company, Inc. (HHWC)
Minutes of the Board of Directors Meeting
Saturday, January 20, 2024

Open the HHWC Meeting:

- Holmes Harbor Water Company President Cyndy King called the meeting to order at 10:00 am on January 20, 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
- Nancy Sharp, Treasurer
- Sharon Dunn
- Rick Waclawik, Secretary

Excused absences:

- None

Holmes Harbor Residents in attendance:

- None

Review Agenda:

- The January 20th agenda was reviewed – Nancy asked for an additional agenda item to review and approve a minor update to the December TR. The agenda was accepted with this update.

Approval of the December 16th HHWC Meeting Minutes

- The December 16th HHWC Meeting Minutes were approved unanimously.

CONSIDERATION OF OPEN ISSUES:

Treasurer's Report: Nancy Sharp

Approval of the January TR

- The Treasurer's Report (TR) was sent out to all Board members before the meeting. Board members who use Apple computers are having issues with receipt of these attachments. We need to explore options for making these documents available to Apple

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- (Mac) computer users. Nancy sent an email to the Mac users with just the January TR document and everyone was able to access this version.
- Nancy reported that we received limited deposits during December (which seems reasonable).
 - The bills to be paid included a bill for PSE, one for membership dues for Evergreen Rural Water (technical help and advice), our invoice from NNW/KWC, and A-OK Self Storage.
 - A motion was made and seconded to approve the January 2024 Treasurer's report and pay the identified invoices/bills. The motion was approved unanimously.
 - Recommendations regarding maturing CDs were sent out prior to the meeting. The board approved the following allocations of funds held at Heritage Bank, Freeland:
 - Checking/savings accounts:
 - Checking \$30,000
 - MMA: \$35,000
 - SLAR - continue to transfer from checking \$228/month
 - CDs
 - CD-102217701 (DSR) remove accumulated interest and rollover \$34,420 to 9-month CD at 4.75%
 - CD-102218296 all other funds, approx. \$93k in a 9-month CD at 4.75%

Update to the December TR

- The Treasurer's Report (TR) for December was sent out to all Board members before the meeting.
- Nancy reviewed a minor correction to this report – to change one instance of the word November to December.
- A motion was made and seconded to approve the revised December 2023 Treasurer's report. The motion was approved unanimously.

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2024 Budget

- No updates as Nancy is waiting for a final number from NNW/KWC which she expects on Monday, 1/22/2024.
- Once received, Nancy will make the final updates and will send the updated budget to Cyndy to get it posted to the website.
- The board will do an email approval once the final updates are complete.

Tax Prep

- We received an email from “Zito” with an engagement letter for doing the HHWC tax return. They are asking for approval to move forward. Nancy will contact them for an estimate (we paid \$695.00 for their work last year).

USDA Loan Maintenance / Wetland Restoration – Cyndy King

- We are done with all Wetland Restoration work for 2023.
- We paid Meg’s (Marine Surveys & Assessments) invoice.

Water Testing Report: Nancy

- No recent arsenic testing was completed in the last month (last test was in September 2023).
- Bacteria testing reports were delivered this month.
- Nancy will scan the recent test results and will send them to our board members.

Calendar for HHWC Tasks - Rick Waclawik

- A review list was sent to board members earlier in the day.
- This list was reviewed and the following updates will be made to the calendar:
 - o Deliver SWL (Static Water Level) test info to island county – Done
 - o Chloride & Conductivity test – October – Done

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- o RTC fee review tasks – Done – no changes planned for this year
- o RD 442-2 reports for January – in progress
- o Draft of annual budget - Done
- Rick will draft an updated calendar for 2024 and will send it to the HHWC board members for their review.

CONSIDERATION OF NEW BUSINESS

Board Member Comment

- Cyndy – we have not received our 4th quarter water bills. Cyndy contacted NNW/KWC and NNW/KWC said they are running 3 weeks behind schedule. The NNW/KWC rep said that homeowners will have 30 days to pay their bills before late fees would be applied.
- Several comments were made about the need to investigate other water management companies to possibly replace NNW/KWC. Board members will start investigating options.

Member Comment

- None

Adjourn Meeting

The meeting was adjourned by Cyndy King at 10:45 am.

Next Meeting: Saturday, February 10, 2024, 10 am (after the annual meeting).

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

The December 16th Minutes were approved at the January 20th meeting, and a copy will be put into the HHWC minute files and posted on the website.