

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

Open the HHWC Meeting:

- Holmes Harbor Water Company President Cyndy King called the meeting to order at 10:38 am on April 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
- Matt Lowder
- Rick Waclawik, Secretary

Excused absences:

- None

Holmes Harbor Residents in attendance:

- None

Review Agenda:

- The March 20th agenda was reviewed – The agenda was accepted as written.

Approval of the March 16th HHWC Meeting Minutes

- A motion was made to approve the March 16th HHWC Meeting Minutes, and the motion was approved unanimously.

CONSIDERATION OF OPEN ISSUES

Treasurer's Report: Nancy Sharp

Approval of updated March TR

- Nancy reported that she corrected minor issues with the March TR report. A motion was made to approve the corrected TR and it was approved unanimously.

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Approval of April TR

- The April Treasurer’s Report (TR) was sent out to all Board members before the meeting. All board members were able to open and review the documents.
- Nancy reported that there is only one check to go out for April – for KWC/NNW and it includes one charge for “a locate” in addition to the normal charges.
- We were charged a fee for one returned check – that fee will be added to the next invoice that goes out to that homeowner.
- A motion was made to approve the April TR and to authorize the specified payment to KWC/NNW. It was approved unanimously.

Tax Prep with Jeffie Pike

- Nancy will notify the tax prep team that she will be away for a period. Nancy will let them know that they need to notify us via the water board email when the tax return is ready.

Transition to Branch Business

- The transition to Branch Business Services is ongoing but so far, all deliverables have been fine (for bookkeeping).
- We are still waiting for our first invoice from Branch for these bookkeeping services.
- We will remind Branch Business Services before sending out the next invoices that they need to include the customer’s account number (at least a partial account number) on the invoice.
- King Water generated the first quarter invoice, and the payments should be returned to Branch Business Services – but the envelop that they included with the invoices has KWC’s address (rather than Branch) – we need to follow-up

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with KWC to ensure that they get any payments sent to KWC delivered to Branch Business Services.

USDA Loan Maintenance - Cyndy

Wetland Restoration - Cyndy

- Visit dates were listed:
 - May 9th – Shelterbelt visit
 - May 15th – Meg Amos visit

Water Testing Report - Cyndy

- There were no charges for testing on the NNW invoice, so we don't know what tests were actually completed.
- Jeremy (KWC) has said that another NNW group oversees compliance testing (Jessica).
- Cyndy left a message with Jessica (NNW compliance person) and reminded her that we want copies of all test results – but Jessica has not responded to our calls. Cyndy will continue to call.
- Washington DOH sent us a violation report for not sending in our water testing results. If these test results are not returned by December, there will be consequences. We have forwarded this information to KWC/NNW. We will continue to follow-up with KWC/NNW until we get this issue resolved.
- Cyndy will go to the KWC office with printouts of the violation letter and our testing schedule.

Calendar for HHWC tasks - Rick

The following tasks were reviewed:

- Has KWC/NNW notified us about the pending system flush - If no, call KWC/NNW to verify the schedule – Done

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- Pump House Lock Maintenance – Pending (April 23)
- Water System Flush – April – Pending, scheduled for May 1st
- Hydrant/Blow-Off Assembly service – April – Pending, scheduled for some time after May 1st system flush.
- Federal Tax filing, Form 990, for 2023 – In Progress
- Remove Heat tape from the reservoir drainpipe – Done
- Turn off the heaters in the pump house – Done
- Turn on the dehumidifier in the pump house – Pending
- Well SWL (Static Water Level) Testing – April – Done April 5th
- Deliver the SWL report to Island County – April – Done April 7th
- Chloride & Conductivity test – April – Pending – need to follow-up with KWC/NNW
- Salt Water Intrusion (SWI) analysis report from AESI - board review and approval – Pending
- DCVA Testing – Pending
- Wetland maintenance – May - Pending

CONSIDERATION OF NEW BUSINESS

DOH Violations Letter – Cyndy

- Discussed above.

Board Member Comment

- Meeting schedule discussion
 - The HHWC board is good having different meeting schedules (GBBC/HOA vs. HHWC Board)
 - We need to keep the HHWC board meeting later in the month due to invoice & payment schedules.
 - The HHWC board is good to moving to a weekday evening (1st Tuesday, following the 15th of each month is the current

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proposal)

- The HHWC board is okay going to quarterly joint meetings.

Community Member Comment

- None

Adjourn Meeting - 11:23 a.m.

Next Meeting: May 18, 2024 at 9:00 am