

Holmes Harbor Water Company, Inc. (HHWC)
Minutes of the Board of Directors Meeting
Tuesday, July 16, 2024

Open the HHWC Meeting:

- Holmes Harbor Water Company President Cyndy King called the meeting to order at 6:03 pm on July 16, 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

Unexcused absences:

- None

Excused absences:

- Rick Waclawik, Secretary

Holmes Harbor Residents in attendance:

- None

Review Agenda:

- The July 16th agenda was reviewed.
 - The agenda was accepted with one addition – DCVA testing, added the final item in the “Open Issues” section.

Approval of the June 18th HHWC Meeting Minutes

- A motion was made to approve the June 18th HHWC Meeting Minutes, and the motion was approved unanimously.

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CONSIDERATION OF OPEN ISSUES

Treasurer's Report: Nancy Sharp

Approval of July TR

- The July Treasurer's Report (TR) was sent out to all Board members before the meeting.
- Just two bills this month – one from Branch Business Services and one from Northwest Natural Water.
- Nancy noted that two checks were not cashed during July which is why our numbers do not match the bank statement. The appropriate adjustments will be made next month.

Accounts in Arrears: How to Manage

- Nancy has sent out a couple of draft letters for review (to notify homeowners who have overdue water related bills). Board members stated that they were fine with the proposed wording of these letters.
- We have two accounts in arrears – There was a discussion about when we should consider putting a lien against properties that have delinquent water related account balances. The general thought is we should consider placing a lien when the outstanding balance exceeds \$1,000.00.
- The board will reach out to owners with accounts in arrears to ensure they are aware of the outstanding bills.

Branch Business Services Billing Costs Discussion

- Nancy has been negotiating with Branch Business Services about how we might reduce costs. We are paying \$100.00 per month extra for an El Dorado Utility Billing Software subscription used in support of billing of water usage and water reserve fund billings. Branch proposed 3 different options for reducing costs:
 1. Move this billing back to NNW/KWC – Nancy has reached out

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to NNW/KWC but they still need to get back to us about what this would cost.

2. Move to Quick Books – we would need to pay a \$300.00 set up fee
 3. Include the water reserve fund billing with the 3rd quarter water use billing.
- The board agrees option 3 makes the most sense if we can provide the information to homeowners to help them understand this billing change. The board stated that we should go ahead with this approach and determine if we can make this work.
 - Nancy will go back to Branch with additional questions about how Branch will handle various scenarios for how homeowners may send back payments for the combined billing.
 - Nancy also discussed a proposal from Branch about how we could improve meter reading by purchasing a tablet that would be used by NNW/KWC to record meter readings and a file of meter readings could then be downloaded from the tablet and used by both NNW/KWC and Branch Business services. This would save about 1 billable hour of secretarial time each quarter that Branch is currently billing us for manual entry of this water usage information. Nancy's recommendation is that we hold off on making this change until we determine if we are going to change water management systems.

USDA Loan Maintenance - Cyndy

- Next USDA loan repayment is due in August and Nancy has already ensured that the funds are available in the appropriate account to complete this payment.

Wetland Restoration - Cyndy

- A Shelterbelt representative is coming on July 23rd for their next/final visit to perform the required maintenance. Meg has asked Shelterbelt

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to only mow the path and to not weed wack the grasses around the plants.

- Meg is coming on the following day for her final visit and review.

Water Testing Report - Cyndy

- Jessica from NNW/KWC responded to Cyndy's June email with an update about changes that will be made to our water testing to address our board concerns.
- Cyndy reported that we did get testing results back for June and the results were positive/good.
- Cyndy believes NNW/KWC is now on track to do all of the required testing but that the timing of these tests has been modified to match state requirements.
- Cyndy sent back some questions about additional testing requirements related to saltwater intrusion testing – Cyndy asked David if he could contact the appropriate government representative to get information about the requirements for this testing that we can send to NNW/KWC static well and conductivity and chloride testing requirements.

Calendar for HHWC tasks - Rick

The following tasks were reviewed:

- Hydrant/Blow-Off Assembly service – April – In Progress, tabled for now given Fire Department feedback that this only needs to be done once per year.
- Federal Tax filing, Form 990, for 2023 – Done
- Turn on the dehumidifier in the pump house – Done
- Chloride & Conductivity test – April – pending – to be done in August.
- DCVA Testing – still pending.
- Annual Report to be filed with the Washington Secretary of State –

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Cyndy will be getting a notice from the state shortly that this filing is due and will work with Rick to complete the required filing of this annual report.

- Well Static Water level testing – still pending, due in August
- Deliver the SWL (Static Water Level) report to Island County – still pending and will be done after the SWL testing is completed.
- Renew insurance – pending
- Send Insurance Certificate to Island County and USDA – pending
- Loan payment of \$17,220 automatically deducted from checking – August – pending, this should happen automatically in August and the funds are in the appropriate account.
- Wetland maintenance – August (Shelterbelt) – pending – the visits are scheduled to happen in August
- Wetland monitoring (MSA) – August (Shelterbelt) – pending – the visits are scheduled to happen in August

Lead & Copper Service Line Inventory – Cyndy

- Cyndy sent a link to HHWC Board members to provide us all with access to this information.
- We may need to do a deep dive (meeting) during the last half of July (July 25th @ 1 p.m.) to work out a plan for working through the creation of this inventory.

System Flush & Hydrant Service – David

- David detailed that we still need to complete this service for the remaining hydrants (7, 8, 9 & 10). David would like us to pressure test on at least one of these hydrants. The board will work out a time over email to complete this maintenance.

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Insurance Renewal – Cyndy

- Cyndy has completed the insurance renewal forms for continuing this coverage with our current insurance provider. Cyndy will mail in the completed renewal forms in the next one to two days.

DCVA testing – Cyndy

- We are waiting for the return of four remaining surveys. Cyndy will follow-up with these homeowners if needed.
- Cyndy has reached out to NNW/KWC to ask about scheduling this testing – No reply has been received to this request. Cyndy has a running list of the DCVA connections that still need to be tested this year.

CONSIDERATION OF NEW BUSINESS

Board Member Comment

- Cyndy had 3 board member comments:
 1. The Etzells completed removal of noxious weeds from inside the pumphouse fence.
 2. Cyndy did the most recent pumphouse check (for Rick who was on vacation) and noticed an error notification about pump 5 – Cyndy did a reset and that seemed to resolve the issue. It looks like pump 5 was not running properly for a period.
 3. Cyndy received a report from one neighbor about the lack of water pressure. Cyndy tested the pressure into the home and the pressure was fine. NNW/KWC company came to the home for this neighbor and made an adjustment to the meter which resolved the issue. Cyndy has directed an additional homeowner in the same area with the same issue to reach out to NNW/KWC directly to get this issue resolved.

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Community Member Comment

1. None

Adjourn Meeting - 7:14 p.m.

Next Meeting: August 20, 2024, at 6:00 pm