

Holmes Harbor Water Company, Inc. (HHWC)
Minutes of the Board of Directors Meeting
Saturday, May 18, 2024

Open the HHWC Meeting:

- Holmes Harbor Water Company President Cyndy King called the meeting to order at 10:09 am on May 18, 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
- Matt Lowder

Excused absences:

- Sharon Dunn
- Rick Waclawik, Secretary

Holmes Harbor Residents in attendance:

- None

Review Agenda:

- The May 18th agenda was reviewed – The agenda was accepted as written.

Approval of the April 20th HHWC Meeting Minutes

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

CONSIDERATION OF OPEN ISSUES

Treasurer's Report: Nancy Sharp

Approval of updated May TR

- The May Treasurer's Report (TR) was sent out to all Board members before the meeting.
- Nancy noted two things related to the TR – first, the Branch Business invoice included a \$50.00 extra charge for setting up for an HOA –

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this is not a charge that should be paid by the HHWC and it will be deducted from the Branch invoice. The second item is that we have not been billed by NNW for an arsenic test for the last 3 months, but we have now received a test results report – for a sample drawn in April. Cyndy is following up with NNW.

- Deposits to the bank account for water usage payments seem reasonable.
- A motion was made to approve the May TR and to authorize the specified payments. It was approved unanimously.

Tax Prep with Jeffie Pike

- Jeffie Pike reported that an extension for the HHWC tax return has been requested and approved by the IRS.
- Nancy has forwarded a couple of additional requested documents to Jeffie and work on the HHWC tax return is in progress.

Transition to Branch Business

- The transition continues. Nancy continues to remind Branch Business that the HHWC is not the HOA – there has been some confusion about checks and having them allocated to the correct board. Additional research will be done to ensure checks are credited to the appropriate account.
- Shared expenses account – we have suggested that the GBBC pay all shared expenses and that they bill the HHWC board for our portion of those expenses.
- The HHWC does receive the invoice for storage (which is a shared expense) and it may make sense for the HHWC to continue to handle that expense. We need to work this out with the GBBC.

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USDA Loan Maintenance - Cyndy

Wetland Restoration - Cyndy

- Visits completed during May:
 - May 9th – Shelterbelt visit
 - May 15th – Meg Amos visit
- The results of both visits were very good.
- The next visits are in August/September and will be the final visits and a final report will be produced after those visits. We don't anticipate any issues.
- We'll need to discuss any possible ongoing maintenance that we want to continue to have performed in that area – that discussion will happen in a future meeting (end of year or beginning of next year).

Water Testing Report - Cyndy

- Arsenic testing results were received for source 1 (well 1 – results were .0084) – we still don't have a combined water test results or a separate well 2 test results. Cyndy will be following up with NNW.
- The monthly coliform test results were received, and the results were fine.
- Cyndy spoke with Jessica (NNW) about the DOH Violations Letter regarding unreported chlorination by-products. Jessica (NNW) told us they will perform the required tests this fall and NNW will follow-up with the DOH as required.

Calendar for HHWC tasks - Rick (reviewed by the board)

The following tasks were reviewed:

- Hydrant/Blow-Off Assembly service – April – Pending, scheduled for some time during May.
- Federal Tax filing, Form 990, for 2023 – In Progress, an extension has been filed and the return will be completed by November.

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- Turn on the dehumidifier in the pump house – pending
- Chloride & Conductivity test – April –pending
- Wetland Maintenance (May) – Done
- DCVA Testing – still pending, hoping this testing will be completed during June.
- The board had additional discussions about doing “Sanitary Surveys” – specifically for newer homeowners, and discussed a possible plan is to send the survey directly to these homeowners.

CONSIDERATION OF NEW BUSINESS

Email from Peg Hutton @ NNW – Cyndy

- This was a 3-page letter with an update from NNW about operations, well logs, test results, contacts information and information about the need for a required inventory of all service connections that may utilize lead connections.
- We have no lead pipes any longer on the public side of our water system – due to the recently completed project to completely re-pipe the public side of our water piping network.
- We need to work out a plan for determining who has lead pipes from their water meter to the home.

Lead & Copper Service Line Inventory – Cyndy

- We need to identify homes that have lead pipes supplying water to any of our homes.
- We need to determine if we need to hire NNW to determine the types of water lines from the meter to the home for homes where we don’t know the types of pipes used. This will be an ongoing agenda item for our board until we get this task done.

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Hydrant Testing

- Cyndy asked David if he could check with the fire department about when they plan to do pressure testing of our fire hydrants and verify that they have a good contact number so that the HHWC can be informed about when they plan to do these checks.

Board Member Comment

- Cyndy stated that Hank Fresonke reported that his water was not working at his new home at Kesling and VanDee. An NNW tech came and checked and found that water was not actually connected to their water meter. NNW has scheduled a person to come and make the connection.
- Nancy will send out a schedule for our upcoming HHWC board meetings.

Community Member Comment

- None

Adjourn Meeting - 11:06 a.m.

Next Meeting: June 18, 2024, at 6:00 pm (unless we pick a different time)