

Holmes Harbor Water Company, Inc. (HHWC)
Minutes of the Board of Directors Meeting
Saturday, April 16th, 2022

Open the HHWC Meeting:

- Holmes Harbor Water Company President Nancy Sharp called the meeting to order at 9:48am on April 16th, 2022.
- This meeting was conducted via a Zoom meeting due to COVID restrictions.
- This meeting was not recorded.

Roll Call:

HHWC Board members in attendance:

- Nancy Sharp, President
- Cyndy King, Vice President
- David Paull, Treasurer
- Lydia Sikes, Secretary
- Sharon Dunn

Excused absences:

- Rick Waclawik

Holmes Harbor Residents in attendance:

- None

Review Agenda:

- The April 16th agenda was reviewed and accepted.

Approval of the March 19th HHWC Meeting Minutes:

- The March 19th HHWC Meeting Minutes were approved unanimously.

CONSIDERATION OF OPEN ISSUES

Treasurer's Report: David Paull

- Treasurer's Report was sent out to all Board members before the meeting.
- March Treasurer's Report and payment of bills was approved unanimously.
- Additional attachment is a revised TR(V2) for April. Corrections are for account #s only, not \$ amounts. Changes are in orange font in the account fields (row F) on the report.
- David has reviewed Treasurer's Reports from Jan-March and has discovered additional minor errors on account numbers only; again, not \$ amounts.
- David will send all four revised reports to Brenda in order to make adjustments to the Balance Sheet. The changes will be reflected in the next set of Financials received. David will also forward all of those revised reports to board members.
- The account number discrepancies are a result of changes in the HHWC Chart of

Accounts created in January of this year that primarily break down maintenance expenses (acct #3014) and water testing expenses (acct #3018).

- Cyndy questioned Brenda's P&L report regarding Repiping loan payment. David will be talking with her to make the corrections for April.
- TAXES - David has sent in all documents. We are waiting to hear from Offret and assume an extension will be filed.

Repiping Report - Nancy Sharp/David Paull

Update on remaining work and funds status:

- Well #1 pump: Dahlman replaced the well pump on April 6 and 7. Robert Bennion tested the backwash pressure, which is now adequate for a backwash cycle using well #1 or #2. Well #1 is still off; John from King Water has taken samples for testing but still needs to refill the ferric tank and make sure the settings are correct for the filtration system. We are currently looking for a new meter and Corey has asked Cyndy for a measurement which she will get to them.
- Operator Manual and warranties: Robert said he is working on these.

Wetland Restoration – Nancy Sharp

- Shelterbelt's 2022 contract, approved at the March 19 meeting, has been signed and sent back to Noah Booker. Shelterbelt's crew will make their first maintenance visit in late May.
- Meg Amos of Marine Surveys and Assessments was on site for her first evaluation visit on April 6. Meg was very pleased with the overall condition of the restoration. We have lost six willows but in Meg's opinion we have more than enough volunteer native woody plants to make up for that loss. Cyndy has taken some willow whips to try to root them in case we want to try to replace the lost plants with those, although we are not required to do so.

Meg and Noah have already set dates for the second maintenance visit (August 3) and Meg's official monitoring visit (August 4 or 5) so the site will be in the best possible condition for monitoring.

USDA Audit Contract and Retainer – Nancy

- A-133 Audit Nancy contacted Darla O'Connor on March 21 to see if she would reinforce our request to Sam Steele to complete the A-133 audit by mid-April. He told her he had contacted us (which he did shortly before Nancy received Darla's reply the same day) to let us know that he had one more confirmation to request and then would finish the audit "in a couple of weeks". Nancy received the confirmation request and sent it on to C Johnson on March 25. We also provided Sam with all 2019 project invoices other than the C Johnson payments on March 28, and depreciation schedules for 2019 and 2020 from our accountant, Dale Offret, on March 30.

Fencing - Cyndy King

- Fence was taken apart for Well #1 pump installation. Cyndy got a price from Aaron at Doran Fencing to put it back together in the amount of \$435+tax. Will be reusing materials from what was taken down. Motion was made to approve payment to Doran Fencing for fence repair at Well House #1 in the amount of up to \$500+tax. Voted on and approved unanimously.

Water Testing – David Paull

- Arsenic Level
The As test results have not been forwarded via email attachment as is usual, but David expected to receive it in the mail soon. David also stated that because Well Pump # 1 was still not operating in March that his supposition was that the As level in the water remains the same as in February.

Collections Update - Nancy Sharp

- Both GBBC and HHWC agreed to waive late fees for accounts for lot 10.20 purchased by Elise and Emily Gabelien. Cris and Nancy sent emails to the Gabeliens detailing the amount of the liens, and the late fees that would be waived if the accounts were paid in full. King Water has received the checks. However, Brenda informed Cris that the checks were made out to the wrong entities and have been returned to the Gabeliens for correction.
- Nancy reported that (lot 5.6) have continued to pay monthly according to their payment plan. She has contacted Brenda to find out what portion of the balances for Water use and Water reserve fund are late fees.

CONSIDERATION OF NEW BUSINESS

- Water Service Connections - Cyndy
To keep track of all 5 service connections we have added, Cyndy has made a chart, and will send out. DCVAs, Meters have been billed. One property using a hose has an inline check valve. Cyndy has asked them to disconnect their hose when not using. Nancy has sent a question to Sandra about the billing for those that do not have any DCVAs.

Member Comment

- Cyndy is attending a class next month, so will be excused from May's meeting.

Adjourn Meeting

- The meeting was adjourned by Nancy Sharp at 10:29 am.

Next Board Meeting: Saturday, May 21st, 2022

Meeting minutes have been written by Lydia Sikes, Secretary of the HHWC Board.

Will be added when approved:

Minutes were approved by email vote on on 5/23/2022, and a copy was put into the HHWC minute files and posted on the website.

