

**Holmes Harbor Water Company, Inc. (HHWC)**  
**Minutes of the Board of Directors Meeting**  
**Saturday, September 16, 2023**

**Open the HHWC Meeting:**

- Holmes Harbor Water Company President Cyndy King called the meeting to order at 10:09 am on September 16, 2023.
- 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
- Rick Waclawik, Secretary
- Sharon Dunn

Excused absences:

- N/A

Holmes Harbor Residents in attendance:

- None

**Review Agenda:**

- The September 16th agenda was reviewed – and accepted as is.

**Approval of the August 19th Minutes**

- August 19th HHWC Meeting Minutes were approved with one abstention.

**CONSIDERATION OF OPEN ISSUES:**

**Treasurer's Report:** Nancy Sharp

- The Treasurer's Report (TR) was sent out to all Board members before the meeting.
- Nancy detailed the issue with funds in our checking account due to the USDA payment which came out in August – Heritage bank covered the additional checks. Additional funds were moved into the checking account as needed.

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- Nancy reported an issue with water reserve payments being deposited into our Money Market account (in August and September). Nancy will work with the bank to move those funds back to the appropriate account. These will show up as transfers in the next TR reports.
- David suggested we keep a larger balance (\$30,000+) available in checking and Nancy continues to follow that practice.
- Nancy reviewed the bills that will need to be paid – no questions from the board.
- Motion made to approve the treasures report and pay the identified bills. Approved unanimously.

**USDA Loan Maintenance – Cyndy King**

- Nothing to report.

**Wetland Restoration - Cyndy King**

- Nothing to report. No actions required.

**Water Testing Report: Nancy / Cyndy**

- Arsenic levels from the most recent tests are still high. Another test will be made and if the levels remain high NNW will reach back to Atech for getting recommendations about how to adjust the treatments.
- Reservoir lining cleaning scheduled for October 24th. We need the cleaning completed since we have been told that not cleaning the lining can impact the combined arsenic testing results.
- We are still waiting to see this month's combined wells arsenic level results. We may want to have combined wells testing delayed until after the reservoir lining cleaning.

**Calendar for HHWC Tasks - Rick Waclawik**

- Reviewed the highlighted items from the calendar.
  - o Verified that the Saltwater Intrusion report was a one-time event and this task is now complete. David provided email information (April 24, 2023, email received from Christopher Kelley, Island County approving 15 additional connections –

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this information was forwarded on to Alexa Macena (DOH) on June 21, 2023)

- o Copper and Lead level testing was updated/verified.
- o SAM (System of Award Management) needs to be updated next in January 2024
- Did a quick review of upcoming (October) tasks.
- Added reservoir cleaning to the calendar – to happen in October 2023.
- Budget tasks will be initiated as part of preparations for our next annual meeting.
- Request made to list items by due date.

**Collections Update - Nancy Sharp**

- No additional payments have been received during the past month and no communications have been received from the homeowners.
- We will ask NNW to verify that the certified letter was delivered and signed for by the owners of Lot 5.6 to notify them that they are no longer compliant with their payment plan and that their balances are now due in full.
- We agreed that NNW should handle the conversations with the homeowners of Lot 5.6.

**DCVA Tests with NNW: David Paull**

- Cyndy has reached out to NNW and they have sent us the results documents from the testing. Results were mixed in terms of pass / fail. NNW has invoiced our board for conducting the tests.
- Discussed how to handle the invoices for the testing and the homeowner options for making the repairs and who will bill for those repairs. Cyndy will speak with NNW to discuss how billing should be handled.

**Repossess RTC on Shoreline - Cyndy**

- Cyndy has not worked on this item but did state that the board will need to write a resolution and get it approved to address this topic. Sharon has offered to help Cyndy draft the resolution. This will need

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to be on the agenda for the next annual meeting to inform the community of the new resolution.

**CONSIDERATION OF NEW BUSINESS**

**HHWC Resolution 2023-01 - Cyndy**

- No additional comments.

**Board Member Comment**

- Sold a RTC to the lot on the corner of Van Dee and Keesling (\$16,500)

**Member Comment**

- None

**Adjourn Meeting**

The meeting was adjourned by Cyndy King at 11:04 am.

Next Meeting: Saturday, October 21, 2023, 9 am.

*When approved:*

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

August 19th Minutes were approved at the September 16th meeting, and a copy was put into the HHWC minute files and posted on the website.