

Holmes Harbor Water Company, Inc. (HHWC)
Minutes of the Board of Directors Meeting
Tuesday, September 17, 2024

Open the HHWC Meeting:

- Holmes Harbor Water Company Treasurer, Nancy Sharp, called the meeting to order at 6:10 pm on September 17, 2024.
- This meeting was conducted via Zoom.

Roll Call:

HHWC Board members in attendance: We **do not** have a quorum for this month's meeting.

- Nancy Sharp, Treasurer
- Sharon Dunn
- Rick Waclawik, Secretary

Unexcused absences:

- Matt Lowder

Excused absences:

- Cyndy King, President
- David Paull, Vice President

Holmes Harbor Residents in attendance:

- None

Review Agenda:

- The August 20th agenda was reviewed. Both Cyndy King and David Paull are unable to attend today's HHWC board meeting. The plan is to address the following items during this meeting:
 1. Approve the August minutes
 2. Approve the corrected August TR
 3. Approve the September TR and give approval to pay the invoices
- As noted above, Matt Lowder was not able to attend the meeting, so we did not have a quorum. The members in attendance agreed to address the 3 meeting agenda items (listed just above) via email.

Approval of the August 20th HHWC Meeting Minutes

- This agenda item will be addressed via email.

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CONSIDERATION OF OPEN ISSUES

Treasurer's Report: Nancy Sharp

Approval of September TR

- The September Treasurer's Report (TR) was sent out to all Board members before the meeting.
- This agenda item will be addressed via email.

Accounts in Arrears: How to Manage

- Notes included with the agenda for the September meeting – [Cyndy King sent letter and email to account 5.6.W on 8/30/2023. This letter detailed amounts owed for water usage and water reserve. The letter receipt was signed for by owners on 9/6/24. If this account isn't paid by 9/30/2024, we will ask NNW/KWC to send a certified letter to the homeowner to communicate the intent to shut off water for non-payment as of 10/30/2024.](#)

Branch Business Services Billing Costs Discussion

- Discussion on this item is being deferred until the October HHWC board meeting.

Windermere Property Management Proposal (for possible replacement of Branch Business Services for bookkeeping and billing services)

- Discussion on this item is being deferred until the October HHWC board meeting.

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USDA Loan Maintenance – Nancy Sharp

- The August USDA loan repayment was paid in August as scheduled.

Wetland Restoration - Nancy

- Discussion on this item is being deferred until the October HHWC board meeting.

Water Testing Report - Cyndy

- Notes included with the agenda for the September meeting – [Arsenic test 8/30 combined, treated result .0055 mg/l. Chloride 8/30, well below trigger.](#)

Calendar for HHWC tasks - Rick

The following tasks were reviewed:

- Notes included with the agenda for the September meeting:
 - [SWL test done 8/30, emailed to Island County on 8/30,](#)
 - [Insurance renewal complete as of 8/27](#)
- Discussion on this item is being deferred until the October HHWC board meeting.

Lead & Copper Service Line Inventory – Cyndy

- Notes included with the agenda for the September meeting – [8/21 emailed 15 unknowns. As of 9/10 we have 8 unknowns remaining.](#)
- Discussion on this item is being deferred until the October HHWC board meeting.

System Flush & Hydrant Service – David

- Notes included with the agenda for the September meeting – [Once we have a date from KWC, please ask that they use the diverter and repair the gravel on Spring](#)

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- Discussion on this item is being deferred until the October HHWC board meeting.

Insurance Renewal – Cyndy

- Notes included with the agenda for the September meeting – [8/27 2025 policy received via HHWC email](#)
- Discussion on this item is being deferred until the October HHWC board meeting.

DCVA vendor research report – David

- Notes included with the agenda for the September meeting – Nik at KWC repaired the DCVA at 825 Shoreline Dr. Maybe he’s a BAT guy now!
- Discussion on this item is being deferred until the October HHWC board meeting.

CONSIDERATION OF NEW BUSINESS

Board Member Comment

- None

Community Member Comment

- None

Adjourn Meeting - 6:15 p.m.

Next Meeting: October 15, 2024, at 6:00 pm

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Action Items from the August 20 HHWC meeting – Updates in BLUE – additional discussion is being deferred until the October HHWC board meeting

1. Amend the agenda for today's (August 20, 2024) HHWC to include a report from David about researching potential DCVA testing vendors for our possible use to do this testing. Cyndy added this item to the agenda as the last item to be discussed in the "Consideration of Open Issues" portion of our meeting. This item is complete.
2. DocuSign a pending document from our insurance company that will detail our insurance coverage. (Nancy/Cyndy) – **Done**
3. Add review of CD rollovers to the appropriate future HHWC board meeting to determine how we want to handle these funds when these CDs approach maturity. Nancy – **CDs mature near the end of October; we will have 10 days to decide amounts to roll over. I will not be here for the October board meeting. This should be on the agenda for discussion, keeping in mind that our decision last year was to maintain one quarter of operating expenses in checking, an additional 2-3 quarters of expenses in the money market, the USDA loan reserve at the required \$34,420, and the remainder in the highest earning CD we can get. I will follow up with the bank on the board's decision when I get back.**
4. Send out a courtesy letter to two homeowners with significant water bills (usage and reserve fees) with information about pending actions that will be taken if their outstanding water use, and reserve fees are not paid. This will happen in late August (with return receipt) by the HHWC board (Cyndy). – **One owner has paid a significant portion of the amount owed. Cyndy sent the courtesy letter to the second owner (lot 5.6) regarding water shut off. We will follow up with instructions to NNW if the overdue amounts are not paid by the end of September.**
5. Follow-up with NNW/KWC to get them to send out certified letters to these homeowners of required payments and when the water will be turned off if the outstanding balances are not paid. These certified letters need to go out within 30 days of the sending of the courtesy letters to be sent out by our HHWC board.
6. Continue follow up with Windermere Property Management for handling the HHWC bookkeeping and billing services – Nancy – **I advised WPM that we are not ready to make the transition. Chistina Rhoades was OK with waiting (especially as she is training a new person just now). I said I would contact her in a couple of months. FYI: although I've heard nothing official from GBBC, it sounds as though they have decided WPM is too**

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expensive for them, so we would be looking at the higher cost of \$15 per mailing.

7. David asked Cyndy to forward his July 17, 2024, email back to David. David will follow up with Chris Kelly (Island County Hydrologist) about state requirements for Chloride & Conductivity test, and Static Water level testing.
8. Follow-up with NNW/KWC to ask them to follow-up on post hydrant blow off assembly service cleanup for homeowners who noted issues with area cleanup for work completed by NNW/KWC (Cyndy).
9. Follow up with our insurance company after our payment has been completed to ensure that they send an insurance certificate to Island County and USDA. – [We received copies of the Certificates of Insurance today. These have been mailed by the insurance agent to Island County and USDA](#)
10. We need to follow-up with KWC to determine when they plan to complete the next system flush needs to be done – October?
11. Contact homeowners with older homes (from the 1960s or earlier) to enquire about the possible presence of lead pipes. (Cyndy/Nancy) – [Cyndy contacted the owners of homes that were still listed as "unknown" on our inventory. We heard back from several with information that they had repaired or inspected pipes and found they were not lead. Our final count was 69 connections "Not lead" and 8 connections "unknown". We were unable to submit the inventory via the link provided, so emailed the file to DOH on 9/11/24.](#)
12. Continue to research possible water management companies who would be willing to look at replacing NNW/KWC – Rick
13. Rick will take on the task of sending out action items after each meeting.
14. Board members will review Matt's concerns (expressed during Board Member Comments) and capture possible responses/suggestions to his concerns/suggestions.