

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

Open the HHWC Meeting:

- Holmes Harbor Water Company President Nancy Sharp called the meeting to order at 10:02 am on July 16, 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
- David Paull, Treasurer
- Lydia Sikes, Secretary
- Sharon Dunn
- Rick Waclawik

Excused absences:

- Cyndy King, Vice President

Holmes Harbor Residents in attendance:

- None

Review Agenda:

- The July 16th agenda was reviewed and accepted unanimously.

Approval of the June 18th HHWC Meeting Minutes:

- The June 18th HHWC Meeting Minutes were approved, 1 abstention.

CONSIDERATION OF OPEN ISSUES

Treasurer's Report - David Paull

- Treasurer's Report was sent out to all Board members before the meeting.
- Version 3 of June '22 Treasurer's Report includes changes backlighted in pale blue. Most significant changes are in **26F** and **29F**, where David had the wrong expense account numbers. David requested that the board votes to approve this version.
- Revised June Treasurer's Report was approved unanimously along with payment of bills.

- July Treasurer's Report and payment of bills were approved unanimously.
- David noted that orange highlighted notes are those fees that will be recouped and billed to the owner.

Repiping Report - Nancy Sharp

Update on remaining work and funds status/Operator Manual and Warranties:

- In late June we received a Change Order request (to reconcile the final billing for the well #1 pump, which came in a few hundred more than the estimate) and a final progress payment request from C Johnson along with DCG's request to close out the project. Nancy confirmed with Darla O'Connor and then reminded Robert Bennion that the project could not be closed out until DCG's work is complete and we receive their final invoice. She also reminded him of the manuals, protocols and warranties that we have requested.
- On July 1, Robert reported that he had sent updated flushing plans to King Water Co to see if the format he developed will work for them. He was hoping that he or Kris Keenan could meet with the operator for KWC at the pump house to dial in the settings to work with the new flow rate from Well 1. Robert also sent the maintenance procedures and protocols for the Clow hydrants and said that Corey Johnson was tracking down the relevant information regarding warranties.
- As of 7/15 we have received no update on progress.
- As a reminder, here is what we have requested several times since last October:
 - o AEC box operation and maintenance instructions
 - o A new Pump House As-Built to include all the system components in the pump house
 - o Confirm that ATEC manual is the correct one, or replace it with the correct one
 - o Label ALL valves and parts, junction boxes, gauges, controllers: function, water direction, settings – done, thanks. DONE
 - o System Flush protocol UNDER REVIEW
 - o Hydrant Servicing protocol RECEIVED
 - o Warranties for all components

- Currently in a holding pattern. Nancy has received a letter from Robert Bennion to close out the process, but cannot do that until DCG is finished.

Wetland Restoration – Nancy Sharp

- Nothing new to report. Maintenance and monitoring visits still scheduled for the first week in August. Will water if needed.

USDA Audit Contract and Retainer – Nancy Sharp

- A-133 Audit

In June, Sam Steel requested and got a confirmation of 2019 construction contract spending from DCG, then asked for a second signature from someone higher up than Robert Bennion. Robert returned the form co-signed by DCG's Finance Manager on 7/11. On 7/15, Steel acknowledged receipt but did not say if the signature was acceptable. He says this is the last confirmation he needs, but has also told us to stop "hounding" him about a completion date.

Water Testing – David Paull

- Arsenic Level - Charged for two Arsenic tests last month, but results were not available as of this week.

Calendar for HHWC Tasks – Rick Waclawik

- Rick will be continuing to work on a calendar draft.

Collections Update - Nancy Sharp

- Payments continue to be made on time. Very slowly catching up.

CONSIDERATION OF NEW BUSINESS

- Schedule DCVA Tests with KWC - David Paull
 - o Karen Fuller (KWC) said that she would send a list of Cross-Connection (CCX) survey non-respondents before this meeting, but it has not been received as of EOD on Friday (7/15)
 - o DCVA testing of 12 units selected at random as well as those of non-respondents to last year's CCX survey that remain to be conducted in August/September.
 - o David sent out a first/trial draft of the letter to be sent out by KWC to last year's CCX survey non-respondents.

- o Please note that Sandra does *not want the surveys to be included in the 4th quarter water use payment envelope* and has specified the KWC Oak Harbor PO Box address for those surveys.

Member Comment

- None

Adjourn Meeting

- The meeting was adjourned by Nancy Sharp at 10:20 am.

Next Board Meeting: Saturday, August 20th, 2022

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

Minutes were approved at the August 20th meeting, and a copy was put into the HHWC minute files and posted on the website.