

**Holmes Harbor Water Company, Inc. (HHWC)**  
**Minutes of the Board of Directors Meeting**  
**Saturday, December 17, 2022**

**Open the HHWC Meeting:**

- Holmes Harbor Water Company Acting President Cyndy King called the meeting to order at 10:00 am on December 17, 2022.
- This meeting was conducted via a Zoom.

**Roll Call:**

HHWC Board members in attendance: There is a quorum

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

Excused absences:

- None

Holmes Harbor Residents in attendance:

- None

**Review Agenda:**

- The December 17th agenda was reviewed and accepted.

**Approval of the September 17th HHWC Meeting Minutes:**

- The November 16th HHWC Meeting Minutes were approved unanimously.

**CONSIDERATION OF OPEN ISSUE**

**Salt Water Intrusion Considerations**

- David spoke with Jay Chennault of AESI, Aneta Hupfauer of Island County Health and Bridget Austin of GeoEngineers. Upshot of conversations is that Aneta will approve an additional 15 Right to Connects if Jay produces doc approved by Bridget. This should include recent well-depth measurements.

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- Jay suggested that we purchase a well depth-measuring device to comply with WA State requirements affiliated with our Water Share Right requiring well-depth in April and August every year, a fact noted as a shortcoming on our Sanitary Survey last year.
- Jay sent David an email with proposed costs for site visit, well-depth measurement of both wells and IC/State compliant SWI report.
- Vote on this proposal was put on hold, after a discussion of getting a second bid/quote, based on the same parameters, was agreed upon.

**Treasurer's Report:** David Paull

- Treasurer's Report (TR) was sent out to all Board members before the meeting.
- Corrected November TR was approved unanimously.
- December Treasurer's Report:
- Received the following notice from the Underground Utilities Location Center that rates would increase next year:
  - *This notice is to inform you of a rate increase of \$.15 (fifteen cents) per ticket, spread over five years in \$.03 (three cent) increments. The last time we increased rates was September 1, 2012. The first increment will begin on Jan 1, 2024 and be reflected on your January 2024 invoice at \$1.32/ticket sent to you, which you will receive in early February. Thereafter, the \$.03 per ticket increase will occur on Jan 1, 2025, 2026, 2027, and 2028.*
- Propane use was approximately 20-22 gallons a day during the power outage. Maximum fill on tank is 400 gallons; thus we have approximately 18-20 days of fuel if tank is full when outage begins.
- The December TR report and paid invoices were approved unanimously.
- **2023 Budget**
  - Considerable changes will be made in 2022 expense account balances relating to 3014 A (Repairs and Maintenance) and 3003 (Capital Expenses) and other minor changes after conferencing with Sandra, Brenda, Ron and Nathan (KWC) on Monday (12/19)

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- o All 2022 income shown does not include December receipts, which will increase by at least 10% by EOY.
- o 2022 Capital Expenses (3003) will go up considerably after Monday's KWC conference, when connection Work Order costs are broken down to establish HHWC responsibilities and client responsibilities.
- o 2022 Professional Services (3012) will increase at EOY
- o 2022 Repairs and Maintenance (3014) will change radically (see above note re 3003)
- o Pointless to project 2022 EOY assets until late January.
- o Updated budget will be emailed for approval after the 12/19 meeting with KWC.

**USDA Loan Maintenance** – Cyndy King/David Paull

**USDA Audit/Koni Reynolds** - Nancy Sharp

- Audit submitted, and we have received no response from Koni Reynolds but the report is in USDA process.
- Sent in signed Vulnerability Assessment and Emergency Response Plan. Was received by Koni.
  - o Current version emailed to the Board. Perhaps Emergency response plan should be posted on the website.

**Wetland Restoration** - Nancy Sharp

- Work is done for the year and all paid. Report is glowing, and sent to the compliance officer and report clearing house who responded with an acceptance. Report is on file.

**Water Testing Report:** David Paull

- KWC still testing single (combined) source only.
- MCL is inexplicably lower this month 0.0063
- Will discuss testing (separate well testing) with KWC at meeting on Monday (12/19)

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**Calendar for HHWC tasks - Rick Waclawik**

- Things to get added:
  - Recertification of VA/ERP
  - Pump House Maintenance
  - Well water level testing
- Rick has compiled all emails of things to be added, and will be adding them.

**Collections Update - Nancy Sharp**

- Lot 5.6. owner continues to make on-time payments on the payment contract. Balance is \$79 for water use.

**DCVA Tests with KWC: David Paull**

- All twelve 'novel' tests for 2022 were completed late last month. It did not include any retesting of non-respondents from the 2021 CCX survey. The client reimbursable charges will be on the December KWC Invoice.
- Future annual testing will include all of the approximately five 'at-risk' connections plus 12 'novel' units each year.

**CONSIDERATION OF NEW BUSINESS**

- Meeting at KWC - David & Cyndy
  - David and Cyndy will be meeting with KWC on Monday, 12/19 to present all questions and discuss contract .

**Member Comment**

- Sharon asked about the leak policy change from last meeting as she was not in attendance. Cyndy explained the Tom Faulkner situation.

**Adjourn Meeting**

The meeting was adjourned by Cyndy King at 11:34 am.

Next Board Meeting: Saturday, January 21st, 2022.

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*When approved:*

Meeting minutes have been written by Lydia Sikes, HHWC Board member.

Minutes were approved at the January 21st meeting, and a copy was put into the HHWC minute files and posted on the website.