

Holmes Harbor Water Company, Inc. (HHWC)
Minutes of the Board of Directors Meeting
Tuesday, June 18, 2024

Open the HHWC Meeting:

- Holmes Harbor Water Company President Cyndy King called the meeting to order at 6:05 pm on June 18, 2024.
- 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
- Sharon Dunn
- Rick Waclawik, Secretary

Unexcused absences:

- Matt Lowder (unexcused)

Holmes Harbor Residents in attendance:

- None

Review Agenda:

- The June 18th agenda was reviewed Cyndy mentioned she wants to add an item to the Board member comment section about insurance – The agenda was accepted with this one addition.

Approval of the May 18th HHWC Meeting Minutes

- A motion was made to approve the May 18th HHWC Meeting Minutes, and the motion was approved with one abstention.

Approval of the May 18th Joint Meeting Minutes

- A motion was made to approve the May 18th Joint Boards Meeting Minutes, and the motion was approved with two abstentions.

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CONSIDERATION OF OPEN ISSUES

Treasurer's Report: Nancy Sharp

Approval of corrected May TR

- The corrected May Treasurer's Report (TR) was sent out to all Board members before the meeting.
- Corrections – Branch Business corrected the classification of an el Dorado expense for software and Nancy corrected a couple of typos.
- A motion was made to approve the May TR. It was approved unanimously.

Approval of corrected June TR

- The June Treasurer's Report (TR) was sent out to all Board members before the meeting.
- Nancy detailed the payments that need to be approved and completed:
 - Jeffie Pike (accountant) for completion of our tax return.
 - Marine Surveys and Assessments for Meg's first visit to review the wetland area.
 - Branch Business Services monthly invoice
 - Northwest Natural Water monthly invoice
- Nancy also discussed an accounting discrepancy related to water use payments of a little more than \$ 3000 received late in May but not deposited until early in June. Nancy is making updates to record the funds in the appropriate month and will also match the bank statement.
- Nancy also needs to follow-up with NNW about charges for billing services and may need to make appropriate corrections.
- A motion was made to approve the June TR and to authorize the specified payments except for the NNW invoice since we have outstanding questions. The motion was approved unanimously.

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- The board will send an email approval request to pay the NNW invoice once the outstanding issue(s) are resolved.

Tax Prep with Jeffie Pike

- Jeffie Pike has requested additional information (balance sheet matching bank statements) and will finalize the tax return once she receives that information.
- The board agrees we should move forward and pay Jeffie Pike on our tax return.

Funds due to GBBC

- The HHWC will be paying the GBBC \$150.00 for a check that was written to the HHWC and should have been written to the GBBC board – (for HOA dues). Nancy will make the appropriate adjustments to our accounts.

Late Fees: How to Manage

- Dawn Wilson (Branch Business Services) wants to know how we want to handle late fees. The points from this discussion were:
 - We want Branch Business Services to continue to accrue late fees.
 - Our board will send out letters to the homeowners who are delinquent to explain the fact that non-payment can lead to a lien being placed on their property and/or their water service being turned off. Members of the HHWC board will create a draft of this type of letter and will send it to the board for review.

USDA Loan Maintenance - Cyndy

Wetland Restoration - Cyndy

- Visits completed during May:
 - May 9th – Shelterbelt visit

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- May 15th – Meg Amos visit
- Payment to Meg has been approved.
- August visits remain and will be the final required visits for the wetland restoration area.

Water Testing Report - Cyndy

- The latest arsenic water test samples were collected by Sarah (NNW tech) – details about the test results were lacking. The test results were above the limit, but information was not provided to let us know if the test was done with water sampled before or after treatment.
- Cyndy is having difficulties getting anyone from NNW to respond to her questions about our testing. Cyndy will continue to try and get a response from NNW.
- It appears that the NNW staff is overwhelmed with all the testing and reports that they need to complete for the various water systems.
- We (the HHWC board) may need to explore other options for getting this testing done. Exact Scientific does the actual water testing - we would need to determine what our options are in terms of collecting water samples and delivering the samples to Exact Scientific for testing.
- We (the HHWC board) may also want to have a discussion with the Washington DOH Office of Drinking Water to discuss our issues with NNW and to determine if we can work directly with Exact Scientific to get this water testing completed as scheduled.

Calendar for HHWC tasks - Rick

The following tasks were reviewed:

- Hydrant/Blow-Off Assembly service – April – In Progress, scheduled for some time during June/July.
- Federal Tax filing, Form 990, for 2023 – In Progress, an extension has been filed and the return will be completed by November.

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- Turn on the dehumidifier in the pump house – pending
- Chloride & Conductivity test – April –pending – see the water testing discussion above for more information.
- Pump House Lock Maintenance – let’s change the next due date to October.
- DCVA Testing – still pending, hoping this testing will be completed during June.

Lead & Copper Service Line Inventory – Cyndy

- Board members need to review the related documentation that Cyndy sent us. Cyndy will resend a link for this documentation to all board members.
- We may need to do a deeper dive during our July meeting to work out a plan for working through the creation of this inventory.
- This task is due in October. We probably need to have an ad hoc workshop meeting for the HHWC board to work through how to get this inventory completed by its due date in October.

System Flush & Hydrant Service – David

- David described his recent conversations with a representative from CWF (Justin Burnet of Central Whidbey Fire) about how they handle these tasks.
- Cyndy saw CWF truck and crew working on a system flush (pressure test, check the flow, and lubricate) – she stopped by to discuss the testing being completed by CWF. Highlights include:
 - CWF does not think these tests need to be done twice per year since we have a new water distribution system.
 - We still have 4 hydrants that need to be tested / flushed – we are waiting to hear back from CWF on when the testing will be done.
 - We are still waiting to see the test results information from

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CWF.

- The group also discussed the last hydrant flush completed by NNW in early May (they flushed 6 of the hydrants).

CONSIDERATION OF NEW BUSINESS

Board Member Comment

- Cyndy received an email from our insurance company who wants the board to complete a renewal questionnaire (17 pages) by the end of July. Cyndy will work with Nancy to get this completed by the end of July.
- Responses to DCVA related questionnaires sent to 16 homeowners in early June are slowly arriving – we will need to follow up with homeowners who do not respond during the 30-day response window.
- Still waiting to hear from Nathan about when DCVA testing will be completed.
- Sharon reported that noxious weeds are growing inside the pumphouse fenced area – Cyndy will send an email reminder to the Ezzells to remind them to pull the noxious weeds in this area.

Community Member Comment

- None

Adjourn Meeting - 7:07 p.m.

Next Meeting: July 16, 2024, at 6:00 pm