

**Holmes Harbor Water Company, Inc. (HHWC)**  
**Minutes of the Board of Directors Meeting**  
**Saturday, November 19, 2022**

**Open the HHWC Meeting:**

- Holmes Harbor Water Company Acting President Cyndy King called the meeting to order at 10:06 am on November 19, 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

Excused absences:

- Sharon Dunn
- Rick Waclawik

Holmes Harbor Residents in attendance:

- None

**Review Agenda:**

- The November 19th agenda was reviewed and accepted.

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

- The October 15th HHWC Meeting Minutes were approved unanimously.

**CONSIDERATION OF OPEN ISSUES**

**Treasurer's Report:** David Paull

- Treasurer's Report (TR) was sent out to all Board members before the meeting.
- October V2 shows changes in 35H, 40H, 40i(eye) and 42i(eye) that reflect an additional \$4.62 in expenses for the month. Vote to approve V2 was unanimous.
- November TR is accurate in every respect.

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- Note that Final payment to Laura Lindal was sent on Oct 24 and was received on Nov. 3rd in spite of the promised USPS delivery date of Oct 26.
- Checking account balance is from 11/15/22.
- The November TR report and paid invoices were approved unanimously.
- **2023 Budget**
  - Budget info to be discussed will be based on October minutes, as nothing of substance has changed, though all signs indicate that our assets will top \$200k late this year or early in 2023.
  - Barring a major expenditure (a new well or replacing the supply line from Well One to the pump house) in the next few years, there are ample funds to support deficit spending of \$4-5k per year for at least the next five - ten years with only modest fee increases of one-two per cent annually without seriously depleting reserve funds.
  - Note that monthly \$287 DSR transfers will end in 2028/29, making that amount accessible for regular expenses once that account is fully funded.
  - Discussion of 2023 Budget tabled until the December meeting.

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

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

- As noted above, final payment was received and Audit was accepted by the Federal Audit Clearinghouse on October 19, 2022.
- Audit info sent to Koni Reynolds on 10/19/22. Her automated out of office reply stated that response would be forthcoming on the 21st. Still have not heard from her.
- Disposition of USDA Funds:  
On October 16, 2021, Sam Steel, CPA, was paid \$4,000 (charged to HHWC Expense account #3022C - Project Consulting) as a progress payment towards completion of the USDA- required Single Audit for 2019. USDA reimbursed HHWC this amount on December 2, 2021. On September 2, 2022, Mr Steel returned this same amount via direct deposit - credited to HHWC Account #3022C - as part of a disengagement agreement relative to

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his failure to meet contract terms. These funds were subsequently paid to Laura Lindal, CPA, on October 4, 2022 as partial payment toward completion of said audit and charged to HHWC Account #3022C

**Wetland Restoration** - Nancy Sharp

- Work is done for the year. No invoice or report has been received yet. Nancy spoke with Meg who said it would be coming out soon.

**Water Testing Report:** David Paull

- Most recent (10/14/22) report still shows only combined source rather than separate well reports. Currently at **0.0071** it is considerably lower than the 7/20/22 reading of 0.0090, but slightly higher than the 9/23/22 report of 0.0067, also attached.

**Calendar for HHWC tasks** - Rick Waclawik (absent)

- Things to get added:
  - Category for pump house maintenance:
    - Check and replace filters on the control panel box
    - Dehumidifier - clean filter once a month
    - Turn on heaters and set to 45 degrees
    - Install heat tape on reservoir heat tape
  - hydrant maintenance? Can we all access this calendar?
- Add Recertification of VA/ERP

**Collections Update** - Nancy Sharp

- Lot 5.6. owner continues to make on-time payments on the payment contract. Down to owing only the last past due water bill. Should be at zero on the next meter reading, and then payment will go to GBBC due.

**Schedule DCVA Tests with KWC:** David Paull

- Did not need to contact Nathan, as Ron Bodamer contacted David on 10/31 and reported he would start testing in the next few days.
- Received no feedback on actual start date and/or whether or not notices had been sent to nonrespondents to 2021 CCX survey.

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- Number of units tested is still not reported, though Cyndy spoke with Ron briefly last week. He said he would be back to finish the job the next day, but no report received to date. David will call again to confirm.

**Application for Additional Connections to the HHWC Water Share:** Cyndy King/  
David Paull

- Still no response from Aneta Hupfauer and/or Bridget August regarding Salt Water Intrusion (SWI) report parameters.
- David did not pursue suggested inquiry about draw-down on Well # One for static level as no knowledge of necessity to do until SWI report parameters are revealed.
- Barring a flurry of activity in the next two days in which report parameters are provided - then reviewed by potential contractors with accompanying proposed cost estimates arriving Friday - a vote to engage a hydrogeologist will be tabled until December.
- Leak adjustment policy. Motion was entered to forgive the full amount of overage (\$370+) of Tom Faulkner Lot 1.5. Vote was 3 yes, one abstention. Motion passed.

**CONSIDERATION OF NEW BUSINESS**

PFO Webinar

- A pdf of David's notes on the October 26 PFO webinar "Forever Chemicals" was sent, along with a few graphics, under a separate email.

**Member Comment**

- Cyndy - Water breaks have been occurring in the past several months. Another on Shoreline was discovered by Cyndy. More older houses may be becoming at greater risk. Cyndy will alert the community in her Annual letter to this issue and suggest options to prepare, such as adding a pressure reducer valve (PRV) and knowing where your shut off valves are.

**Adjourn Meeting**

The meeting was adjourned by Cyndy King at 10:58 am.

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Next Board Meeting: Saturday, December 17th, 2022.

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

Minutes were approved at the December 17th meeting, and a copy was put into the HHWC minute files and posted on the website.