

HOLMES HARBOR WATER CO., INC.
BOARD OF TRUSTEES MEETING
18 MARCH 2023

The regularly scheduled meeting of the Board of Trustees of the Holmes Harbor Water Co., Inc. was called to order at 9:37 a.m. by David Paull. Trustee Sharon Dunn is taking the minutes.

In attendance via Zoom: David Paull, Nancy Sharp, Rick Waclawik and Sharon Dunn.
Excused absences: Cyndy King and Lydia Sikes.
A quorum is present.

The agenda was reviewed and approved.

The January 21, 2023, Minutes were unanimously approved

The February 11, 2023, Special Meeting Minutes were unanimously approved.

Treasurer's Report

The report had been distributed via email to the Board by Nancy (attached); she told us a corrected invoice had been received from King Water. It was moved and approved to accept the report and pay the invoices.

With the change from David to Nancy as treasurer, new signature cards have been completed at Whidbey Island Bank. New signers are Paull, Dunn and King. David explained that the documents for our tax preparer must now be submitted via the CPA's client portal and we will need to change the email address for the "portal person" to either the treasurer or (preferably) the HHWC address. The contract for 2022 tax preparation with CPA Dale Offret, Coupeville, has been signed by Cyndy King.

The board was informed that the Debt Service Reserve account is now fully funded and funds will be maintained in a Certificate of Deposit at Whidbey Island Bank. These funds are set aside for our final USDA payment but may be used only for payment on the loan in an emergency if authorized by the USDA.

Wetland Restoration Report: The 2023 Shelterbelt maintenance contract has been signed by Cyndy.

Water Testing Report: The current test report results submitted by King Water show higher than expected arsenic numbers and we will be asking King to test each well separately and to make sure the wells are correctly labeled.

Calendar: Rick reported there is no update.

Collections Update: Nancy was pleased to report that the water use for account 5.6 is paid in full. If the owners continue monthly payments, King Water will apply new

payments to cover any balance on the water use accounts and apply any remaining funds to the water reserve account. When the water reserve account is paid in full, the late fees will be removed.

DCVA Tests: David reported there is no update/action from King Water. He will contact Ron Bodamer to try to schedule tests for this spring.

Additional Water Share Connections Discussion: David is reviewing the draft Salt Water Intrusion Report from AESI required by Island County before our final 15 connections can be approved. He will submit any corrections to AESI so they can prepare a final document for submission to the County. He expects that the 15 will be approved as long as biannual static level testing is completed on both wells. There was a short discussion about the actual testing procedures and agreement that the testing should be done by King Water.

Fee Structure for New Connections: Discussion was deferred until all trustees are present.

The meeting was adjourned at 10:05 a.m.

Respectfully submitted,
Sharon Dunn