

HOLMES HARBOR WATER CO., INC.  
BOARD OF DIRECTORS MEETING  
15 MAY 2021

The regularly scheduled meeting of the Board of Directors of the Holmes Harbor Water Co., Inc. was called to order by President Nancy Sharp at 10:17 a.m., via Zoom due to continuing COVID-19 restrictions.

In attendance: Nancy Sharp, Cyndy King, David Paull, Lydia Sikes, Rick Waclawik and Sharon Dunn.

The agenda was accepted.

The Minutes of the April 17, 2021 Meeting were accepted as presented.

**TREASURER'S REPORT:** The report had been emailed to the board by Treasurer David Paull and is attached. He explained the USDA reimbursable items as allowed by our grant/loan. Check #3132 was voided. Discussion took place about the USDA reimbursable arsenic work versus the other items on the invoice from King Water. With our funds requests to USDA, we will send a copy of King Water invoices showing reimbursable items. A motion was made/seconded and passed unanimously to approve the report and pay the invoices.

#### CONSIDERATION OF OPEN ISSUES

##### REPIPING REPORT:

**UPDATE OF REMAINING WORK:** The first validation testing for arsenic treatment was not successful primarily due to communication issues. The test will be redone next week. A preparatory visit had been done and there were problems which led to an overflow of the storage tank. The overflow was quickly controlled thanks to notification by community member Cris Sanguino and prompt attention by Nancy and Cyndy. The next validation test will be monitored by Nancy and Cyndy with assistance from Lydia.

The USDA Engineer will be doing the final walk through on Wednesday, May 19; this may create a punch list for any remaining work necessary before closing out the project. Nancy detailed a short list of items. David has concerns about hydrants 1, 7 and 10. Cyndy has a concern about grass restoration. Board members are invited to be part of the walk through.

The contingency fund still has \$24,888.95 remaining and the above punch list may account for some of that. Overall the board is feeling very good about the management of project expenses.

#### WETLAND RESTORATION

Nancy reported ShelterBelt will be here on May 20 for the first round of maintenance. The biologist from Marine Surveys & Assessments (MSA) will also be in attendance. Discussion took place about weed control, primarily the need to remove weeds before they go to seed. There will be some adjustments to the MSA contract per Nancy's conversation with them; she will make adjustments and initial the original in

blue ink. She feels comfortable that the MSA contract is standard language and that MSA will be able to meet the USACE reporting requirements for the contract amount. We will be invoiced twice a year following MSA visits. Nancy will confirm the timing of the use of the deposit. A motion was passed to approve the adjusted MSA contract and the \$1,000 deposit.

#### SYSTEM FLUSH

David told the board he has requested a written report. In addition thirty-five (35) residents have not responded to the cross-connection survey; 45 responses were received. Discussion took place about how to follow-up. Board members decided to each contact a set of non-responders in an effort to complete the survey.

#### SECRETARY POSITION

Sharon has been handling both the positions of Corporate Secretary on a long-term basis and Recording Secretary on a temporary basis. The board discussed various options. Rick agreed to handle the role of Recording Secretary for the taking of the HHWC's turn of responsibility for the Joint Meeting Minutes on alternate months. Lydia agreed to act as Corporate Secretary and Recording Secretary for the meetings of the HHWC.

#### METER INSTALLATION FOR FLATH RESIDENCE, AND OTHERS

With five possible water connections pending the board held a lengthy discussion about the correct manner in which to pass through appropriate costs to the property owner; our standard policy is to pass through this cost. A motion was made to rescind the vote taken in December 2020 regarding payment of fees for meter installation at the Flath property (BL2.3W). Motion seconded and passed. David was instructed to pass through the cost of installation as we have done for other properties where connections were partially completed during construction of the new distribution system.

Our meeting was adjourned at 11:32 a.m.

Respectfully submitted,

Sharon Dunn, Acting Recording Secretary

Approved by the HHWC Board  
June 19, 2021