

HOLMES HARBOR WATER COMPANY, INC
Minutes of monthly meeting: HHWC board of trustees
January 18, 2020

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Location of meeting:

Day Rd Fire Station
Greenbank, WA 98253

Present at meeting: Cyndy King, David Paull, Carolyn Cliff, Sharon Dunn, Ray Thorne, Sarge Lester.

Absent from meeting: Nancy Sharp's absence was excused.

The regular meeting of the HHWC board of trustees was called to order at 12:15 by Cyndy King.

Review Agenda: Cyndy King reviewed agenda, and agenda was approved unanimously.

Approval of December 14, 2019 meeting minutes: The board reviewed the December 2019 minutes, and they were approved unanimously.

Old Business:

Treasurer's Report: David reviewed the treasurers report, invoices, and the bills to be paid. Also noted that HHWC could be having up to ten tests on water quality for PFAS if they found any trace of it at all in the first test. Island County Health Dept. has concerns of water quality related to the contamination close to Coupeville. It could be three years or more before they get down to our water system, as there are many water systems between here and the OLF that they will be checking sooner.

MOTION: To approve treasurers report, and pay bills presented.

Motion approved unanimously.

Repiping Project Update, Review and vote on contracts with DCG:

Review and approve repiping change orders and invoices: Cyndy reviewed the contracts, change orders, and invoices to be voted on for approval. There is a new contract with Davido Engineering for additional work including a new reservoir & arsenic treatment system.

MOTION: To approve the revised engineering contract dated 12/23/2019, with Davido Consulting for additional work on water system.

Motion approved unanimously.

Cyndy reviewed a form letter from DCG stating that we agree to suspend our contract with C. Johnson Construction for 90 days while we wait for the engineering and planning for the new reservoir and arsenic treatment systems. With this suspension, we

will not pay the contract retainage due, and the contract will remain open. Otherwise, the additional improvements would have to go out for bid again.

MOTION: To approve a ninety day work suspension for C. Johnson Construction.

Motion approved unanimously.

Palmer Geotechnical Contract: Cyndy reviewed contract for the site preparation study required for the new reservoir, including soil sampling. The Palmer contract bid is for \$4,500.00, this includes a \$1,500.00 retainer to be sent with the approved contract.

MOTION: To approve hiring Palmer Geotechnical for preliminary study of proposed new reservoir.

Motion approved unanimously.

C. Johnson progress payment: Cyndy reviewed C. Johnson's invoice for progress payment #5 for pump house improvements, including electrical work completed.

MOTION: To approve payment of Progress Payment # 5, dated 1/17/20, in the amount of \$30,686.59, to C. Johnson Construction.

Motion approved unanimously.

New Business:

Review 2020 Budget: David reviewed the proposed HHWC 2020 budget. The quarterly water rates will increase by \$5.00 per quarter for the year 2020, and increase each following year by the cost of living index rate (3.72% this year).

MOTION: To approve the HHWC 2020 proposed budget.

Motion approved unanimously.

Member Comment:

- 1). Ray passed on his binder of the HHWC instruction manual to Carolyn, since he is retiring from the board.
- 2). David brought up question of who will take on the communities signage duties since Ray will no longer be providing his service. David and Sarge will work out a schedule together, to set out signage beginning in March.
- 3). Cyndy and the board all thanked Ray for his service on the board, and for preparing the photo history albums of the new water system repiping project.

Meeting adjourned: 1:10 PM

Next Meeting: February 8th, 2020

Minutes submitted by: Sarge Lester