

HOLMES HARBOR WATER CO., INC.  
BOARD OF TRUSTEES MEETING  
20 MARCH 2021

The regularly scheduled meeting was called to order by President Nancy Sharp at 10:06 a.m. via Zoom.

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

The agenda was approved with no changes.

The February Meeting Minutes were approved as presented.

**TREASURER'S REPORT:** Treasurer David Paull had sent a digital report, attached, to the board; he reported on bills to be paid, commenting that the PSE bill is lower perhaps due to the efficiency of the new pumps. The board discussed reimbursements and future banking procedures. The automatic payment of our USDA loan took place satisfactorily in February and the withdrawals will continue in October and February for 39 years. It was moved, seconded and passed to approve the report and pay the bills.

#### OLD BUSINESS

**REPIPING REPORT:** Nancy reported on the progress on the remaining work per the list the board created, attached. Corey is taking care of a variety of small projects. Discussion took place about a method for notifying one or more board members when an alarm goes off at the pump house. A variety of options are available and Cyndy will do more research to allow for an informed decision. Nancy will be checking on the recent USDA change order before submitting the next funds request, and consulting with Darla O'Connor at USDA about timing and permissible expenses, as there are still some funds available. Re-seeding at the well house has been covered as well as fencing and blow-off assemblies. The arsenic treatment plant requires testing for DOH approval. Expect a report in April.

**WETLAND RESTORATION:** Thistle and teasel removal is being done but the teasel is proving to be a challenge due to the root structure and the viability of seeds. The board is encouraged to provide assistance.

**MONITORING:** The original wetland monitoring was done by Jeff Ninneman who is no longer available. Nancy has sought other consultants and will continue to try to identify assistance.

#### NEW BUSINESS

**SANITARY SURVEY:** The explanation of this survey was not discussed during the meeting but was agreed upon in a March 21 email: The Sanitary Survey (a physical inspection of our entire infrastructure) is a WA Department of Health (WADOH) mandated protocol conducted every six years by the Island County DOH which sends the official report to the state. The 2021 survey will be conducted by Aneta Hupfauer. Her report will include information about our back flow (Cross-Connection) prevention

protocol as well as the other items she is to focus on in her inspection. The purpose of this inspection is to certify the relative safety/quality of the water delivered to our water users. Based on the report, WADOH will assign us a classification as to the quality of our system when we renew our operators permit each year. We are currently rated as 'Green' which is the highest rating. We aspire to retain that rating.

DCVA (Double Check Valve Assembly) TESTING: A Cross-Connection Survey, asking about home systems that could post a risk of back flow into our water system, will be sent out with the next HHWC invoice by King Water Company. The Cross-Connection Survey is also a WADOH mandated requirement that we are obligated to conduct every six years. The survey is to be filled out by the homeowner and returned to KWC. King will provide a list of responders and it is HHWC's responsibility to contact the non-responders to identify the back flow risk. We will use this information to prioritize servicing of DCVAs each year so that every connection is inspected and serviced over a period of several years.

HYDRANT SERVICING: David has put together a small group of volunteers to service the hydrants and he is attempting to borrow a diffuser from King Water. Because the servicing is a necessary step in maintaining the warranty on the hydrants it may be necessary for HHWC to purchase a diffuser and the board discussed this possible expense.

MEMBER COMMENT: None

Adjourned at 10:38 a.m.

Respectfully submitted,  
Sharon Dunn, Secretary

APPROVED BY BOARD VOTE  
APRIL 17, 2021