

Holmes Harbor Water Company, Inc. (HHWC)
Minutes of the Board of Directors Meeting
Saturday, June 19, 2021

Open the HHWC Meeting:

- Holmes Harbor Water Company President Nancy Sharp called the meeting to order at 10:05 am on June 19, 2021.
- This meeting was conducted via a Zoom meeting due to COVID restrictions.
- This meeting was not recorded.

Roll Call:

HHWC Board members in attendance:

- Nancy Sharp, President
- Cyndy King, Vice President
- David Paull, Treasurer
- Lydia Sikes, acting Secretary
- Sharon Dunn

Excused absences:

- Rick Waclawik

Holmes Harbor Residents in attendance:

- None

Review Agenda:

- The June 19th agenda was reviewed and accepted as presented.

Approval of the May 15th HHWC Meeting Minutes:

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

Treasurer's Report:

- The June 19th Treasurer's report was previously emailed to the Board members by David Paull, Treasurer.
 - Check # 3136 for \$1000 to Marine Surveys & Assessments (MSA), as a deposit on the wetlands monitoring contract, written after the May 2021 meeting was charged to piping project account #3022G (construction).
 - Noted electric bill being higher on Well 1, because of arsenic system testing.
 - Cyndy questioned line 22, KWC Reserve Reminder Statements 45@\$.95. David will ask KWC.
 - Operators Permit with 71 connections should be updated to 74 active, 6 inactive, which would change the amount, as it is \$1.25 per connection.
- Motioned and seconded, the Treasurer's Report was unanimously approved along with payment of invoices.

CONSIDERATION OF OPEN ISSUES

Repiping Report - Nancy Sharp

Update on remaining work and funds status

- Validation testing completed for second time. No results as of yet.
- Last fixes at pump house need to be done by C Johnson.
- Nancy has not seen the C Johnson final invoice end of April, but will be looking for it. The final invoice should be about \$22,000 to close the contract.
- Nancy will remind them about the hydrants.
- New pump house alarm system programmed by Cyndy and Nancy. It will now send a text to Cyndy, Nancy and David for Hi/Low water, or excessive run time. Alarm does not seem to go off if Manual is left on. Will ask Corey Johnson to check with controls rep Svend Svendson on this.

Remaining Funds:

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| • Contingency funds balance as of last funds request to USDA: | \$24,888.95 |
| • C Johnson Reconciliation amount: | \$1,954.25 |
| • Wetland mitigation costs already paid, to be included in next funds request: | \$7,499.58 |
| • King Water expenses already paid, to be included in next funds request: | \$1,547.84 |
| • Wetland mitigation expenses expected in Fall 2021 (estimate): | \$4,400 |
| • King Water expenses expected in summer 2021 (estimate): | \$3,000 |
| • Total expenses from contingency funds: | \$18,401.67 |
| • Contingency balance expected at close of project: | \$6,487.28 |
- Cyndy - Darla O'Connor, our USDA project representative, asked Robert Bennion, DCG Project Engineer, to write a letter that C Johnson has fulfilled obligations, so funds can be released.
 - Sharon - Board needs to be congratulated on the huge amount of work this project has entailed, especially Cyndy and Nancy.

Wetland Restoration – Nancy Sharp

- Marine Surveys & Assessments (MSA) was very happy about the condition of the wetland restoration. There will be a 2nd visit in late September.
- It was suggested that Shelterbelt come back out again before the MSA September visit.
- Motioned and seconded to approve a 3rd visit by Shelterbelt before the MSA visit in September. Voted and unanimously approved.

Cross Connection Survey – David Paull

- David has not heard anything back from Sandra at King Water in scheduling the first batch of cross connection checks.
- Current Cross-connection survey responses report was emailed to the Board prior to the meeting by David. There are 9 people who may be at risk.
- David suggested that perhaps if folks don't respond to the survey, we put them on an annual testing.
- Hoping to hear next week about when the testing will begin.
- System flush report from April has been received by David, who will complete hydrants records for future reference.

Secretary Position – Nancy Sharp

- Much appreciation to Sharon for her years of service as Secretary.
- Lydia is willing to take on the positions of both Corporate and Recording Secretary.
- Rick Waclawik will be Recording Secretary for joint GBBC/HHWC meetings.
- Election for these positions will be held after the annual meeting on July 17th.

Consideration of New Business

Delinquencies/Liens/Collections – David Paull

- When King Water Company (KWC) receives an inquiry regarding liens or past due debt on a given property through a title company, then drawing up separate outstanding invoice docs for each entity (HHWC & GBBC/HOA) and forwarding them to the title company does not create an issue for collection.
- When in the course of collecting on past due HHWC invoices/fees that do not come through a title company and/or are presented to the property owner by a collection agency, such lien(s) may not identify more than one legal entity on the lien. This is an argument for drawing up new liens naming only HHWC as the creditor.
- Brenda (KWC) noted that her own community water company threatened to withdraw the Right-to-Connect from undeveloped properties (no building or physical water connection) that were in arrears if they were sold privately without the current owner paying off the debt/lien before sale. By-laws need to be checked. Also check with Ed about writing a resolution to institute this policy. We need to make sure this is legal, does or does not require a vote, and check with the State also. Need more information on this.

ERWoW Training - David Paull

- David emailed information on the Evergreen Rural Water of Washington (ERWoW) training to see if anyone wants to do this.
- No one is currently interested, but perhaps someone else in the community would.

Member Comment – None

Adjourn Meeting

- The meeting was adjourned by Nancy Sharp at 10:41 am.

Annual Meeting: July 17, 2021

Next Board Meeting: July 17, 2021 after Annual Meeting

Meeting minutes were taken and have been written by Lydia Sikes (acting Secretary of the HHWC Board). BOARD APPROVED AT THE JULY 17th MEETING