

51st Annual HNWS Board Meeting Agenda
January 19, 2021 – 7:00 AM

7:00 AM: Call Meeting to Order – Board President Daryl Lynchard

- PRAYER & PLEDGE OF ALLEGIANCE
- ANNOUNCE QUORUM (Must be 10 members present)

1. 2021 Annual Budget – Dallas Peavey

Description: Discussion of the HNWS Annual Budget.

Fiscal Impact: N/A

Legal Review: N/A

Staff Recommendation: Approval of the 2021 Annual Budget as presented.

2. HNWS, MESI & TCHC Registered Agent

Description: The current registered agent for HNWS and MESI is Daryl Lynchard. This is traditionally the CEO of HNWS and is currently the Board President as interim CEO. The current registered agent for TCHC is James Dabney. It was previously understood that the authorized agent for the liquor license was required to be the registered agent for the corporation. Recent discussions with the DBPR revealed this not to be the case.

Fiscal Impact: N/A

Legal Review: N/A

Staff Recommendation: Appoint the CEO to be the registered agent for HNWS, MESI and TCHC.

3. Pension/401K Plan Administrator

Description: The current Plan Administrator is Daryl Lynchard.

Fiscal Impact: N/A

Legal Review: N/A

Staff Recommendation: Appoint the CEO as Plan Administrator.

4. Authorized Representatives to Bond Issue

Description: Current Representatives: Rob Williamson and Barbara Carawan. The traditional representatives are the CEO of HNWS and the Administrative Operations Manager (Barbara Carawan).

Fiscal Impact: N/A

Legal Review: N/A

Staff Recommendation: Board to appoint.

5. Will Goulet Company Issued Laptop Purchase – Dallas Peavey

Description: Will was issued a laptop on December 14, 2018 for HNWS business purposes. He is requesting to purchase the laptop, valued by staff at \$300.66.

Fiscal Impact: \$300.66

Legal Review: N/A

Staff Recommendation: Board will direct.

6. HNWS Legal Counsel Resignation – Dallas Peavey

Description: Attorney Keith Kilpatrick is resigning as HNWS's legal counsel and a replacement needs to be selected.

Fiscal Impact: N/A

Legal Review: N/A

Staff Recommendation: Discuss issuing an RFP for new HNWS legal counsel.

7. Policy Update: Contact with Legal Counsel – Dallas Peavey

Description: Current policy requires staff and directors to obtain approval from the Board President prior to contacting legal counsel.

Fiscal Impact: N/A

Legal Review: N/A

Staff Recommendation: To rescind the motion that established the existing policy and authorize the CEO to oversee contact with legal counsel going forward, and to give the Board President authority to contact legal counsel providing the CEO is notified.

8. Policy Update: IT Department Organizational Position – Dallas Peavey

Description: Current policy requires the IT Department to report directly to the Board of Directors.

Fiscal Impact: N/A

Legal Review: N/A

Staff Recommendation: To rescind the motion that established the existing policy, therefore allowing the IT Department to report to their organizational superior rather than the Board of Directors.

9. 2021 Board of Directors Election

Description: Barbara will read the names of the candidates, seats, terms, and explain the voting procedures prior to recess for the election.

Joe Campbell

Mark Miller

Eric Sgarlata

William Thiel

Fiscal Impact: N/A

Legal Review: N/A

Staff Recommendation: Information only.

****Recess the Annual Meeting for Voting to Commence****

7:00 PM: Call Meeting from Recess – Board President Daryl Lynchard

10. Number of Members in Attendance Announcement – Dallas Peavey

Description: Announcement of the number of members present per the member sign in sheet.

Fiscal Impact: N/A

Legal Review: N/A

Staff Recommendation: Information only.

11. Proof of Public Notice of Annual Membership Meeting – Dallas Peavey

Description: Proof of the public notice published in the Navarre Press on September 24, 2020, the “Notice of Annual Membership Meeting.”

Fiscal Impact: N/A

Legal Review: N/A

Staff Recommendation: Information only.

12. Approval of Meeting Minutes – Secretary/Treasurer Grant Summers

Description: Discussion of the January 21, 2020 AM and PM Annual Meeting minutes and transcripts.

Fiscal Impact: N/A

Legal Review: N/A

Staff Recommendation: Approval of the January 21, 2020 AM and PM Annual Meeting minutes and transcripts.

13. Financials and Audit Update – Dallas Peavey

Description: The December financials and the 2020 YTD unaudited financials will be presented at the February board meeting. The 2020 Annual Audit is underway with an expected completion date and presentation to the Board during the April 2021 meeting. The completed 2019 Annual Audit will be available to members upon request.

Fiscal Impact: N/A

Legal Review: N/A

Staff Recommendation: Information only.

14. Wellfield Protection Area Member Update

Description: Information to members from staff/Board Members regarding the current proposed changes to the Wellfield Protection Area, and the actions taken by the Board.

Fiscal Impact: N/A

Legal Review: N/A

Staff Recommendation: Information only.

15. Election Results Announcement

Description: Board President Daryl Lynchard will read the election results into the record.

Fiscal Impact: N/A

Legal Review: N/A

Staff Recommendation: N/A

16. Statements from Outgoing Board Members

Description: Comments/Statements from outgoing Board Members.

Fiscal Impact: N/A

Legal Review: N/A

Staff Recommendation: Information only.

17. Election of Successor President

Description: The former Board President, Daryl Lynchard, is no longer a Board Member. As such Article X, Section 2 of the By-Laws of Holley Navarre Water System allows for the election of a successor President in the event of a vacancy.

Fiscal Impact: N/A

Legal Review: N/A

Staff Recommendation: Board to elect President.

Unfinished Business:

New Business:

Member Forum:

Adjourn Meeting:

The next HNWS Regular Board meeting is scheduled for February 16, 2021 at 6pm.

Meeting Announcements:

- “Audio and video recorders in use”
 - “Please silence all cell phones”
 - “If anyone would like to address the board, please sign up on the MEMBER FORUM SIGN- UP SHEET”
 - Any additional announcements
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