

Holley-Navarre Water System, Inc.

Regular Board Meeting Minutes

October 18, 2016

Bien May, Board President called the meeting to order at 7:10 P.M. The following Board of Directors were present: Bien May, James Calkins, Daryl Lynchard, Robert Coley, Brian Kelly, and Gaius Bruce. Troy Bossier was absent. Also present were: Paul Gardner, Doug Tidwell, Buck Paulchek, Phil Phillips, Dale Long, Barbara Carawan, Clinton Wells, Zach Lewis, Danny Hawkins, and Deborah Kharuf (stenographer).

**September 2016 Minutes– Daryl Lynchard made a motion to accept the five sets of minutes as presented, seconded by James Calkins and passed by unanimous vote.**

**Financial Report**

Brian Kelly goes over Financial Report and Water/ Sewer Taps. **James Calkins makes motion to accept the report as presented. Gaius Bruce seconds. Motion passed by unanimous vote.**

**Personnel Committee-**

Mr. Coley gives update on employee handbook; Board will review and submit any questions to HR within the week and approve at next meeting.

**Engineers Report –**

Buck Paulchek gives report. Installed 2742 feet of low pressure sewer line to add to the system. Will make request for Pak’N’Fax under New Business.

**Retirement Committee-**

Brian Kelly gives report that we are staying with Wells Fargo. No need for change.

**Unfinished Business**

None.

**New Business**

**Alternate Boost Pump Station Site-** Paul has found a site and asks for Board approval to make an offer contingent on due diligence regarding site specifications before signing any contracts. **Gaius Bruce motions to accept. Brian Kelly seconds. Stipulation made that the offer will be based on the appraisal. Motion passed by unanimous vote.**

**Pak’N’Fax-** Susan Hardwick request to finance tap in the amount of \$14,620.00. **Daryl motions to accept. Gaius seconds motion. Bien clarifies that if they do not complete payment, they will not have rights to the tap. Motion passed by unanimous vote.**

**Election Timeline-** Barb goes over calendar for election process, outlining specific dates when: candidate applications will be available, applications are due back to office, press release dates, proxies mailed, absentee ballots available (by request only), absentee ballots due, annual election date, special meeting to approve qualified candidates.

Explanation of difference between proxies (requiring pin number and valid phone number) and absentee ballots. Absentee ballot instructions will be included. Included validation process, samples of Business Reply Mail envelopes with postage paid. **Daryl Lynchard motions to approve documents and timeline. Gaius Bruce seconds. Motion passed unanimous vote.**

**Political Endorsement- James Calkins recommends and makes motion for Board to give support to Doug Broxson for Florida Senate, Don Salter for County commissioner, Sam Parker for county commissioner, and Donald Trump for President. Daryl Lynchard seconds. Further discussion.** Gaius Bruce is 100% opposed. Brian Kelly voices concern that the community is diverse and may not agree with the support. Public attendees give suggestion that the Water Board's endorsement may come off as the Water Company. More public opposed. Gaius points out that there was negative attention regarding the political endorsement interviews done a few months ago. **James Calkins votes aye. Daryl Lynchard, Robert Coley, and Gaius Bruce vote nay. Daryl Lynchard points out the lack of support shown from public. Motion fails.**

**Newsletter- Brian Kelly compliments Robert, Paul, and Barbara on great job done on the Newsletter.**

### **Open forum**

Michael and Nancy Sandler - 1905 Williams Creek Dr: Michael asks for update on RIB project progress. Paul gives update that it is still in permitting stage but moving along just not on the timeline as projected; Leak on Williams Creek: Bien gives update the testing is being done by crew. Paul adds that samples are being taken for health department and a clearance will be made when done; Nancy speaks about high water usage issue and notes that meters installed in 2014 could be the issue, she was told it was a leak numerous times and it turned out to be a bad meter. Further discussion regarding bad meters and warning signs of them. Discussion regarding flagging high reads on accounts. Adjustment will be made for their bill.

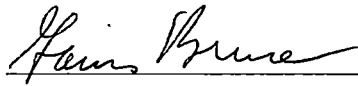
Geo Mayer discusses similar issue but compliments water system on fast response to his situation.

Fire Department, Chief of Holley-Navarre Fire District speaks to everyone regarding tax increase on November 8 ballot in order to provide better coverage to our area.

**Action Items**

1.

Meeting adjourned 8:05 P.M.



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Gaius Bruce Secretary/Treasurer