

# Holley-Navarre Water System, Inc.

## Pre-Board Board Meeting Minutes

September 19<sup>th</sup>, 2017

Bien May, Board President, called the meeting to order at 6:00 P.M. The following Board of Directors were present: Bien May, Gaius Bruce, Robert Coley, Troy Bossier, James Calkins, Brian Kelly and Ricki DeSantis. Also present were: Paul Gardner, Barbara Carawan, Phil Phillips, Clinton Wells, Dale Long, Zach Lewis, Danny Hawkins, Sherry DeVasher, Cory Snyder, Mike Tidwell and Deborah Kharuf (stenographer).

### Agenda Items

Paul goes over the board meeting agenda:


1. *August Meeting Minutes* – Ricki recaps the items discussed during the election committee meeting and a brief discussion ensues on the research Paul is conducting on outside firms that handle elections, as a possibility for future elections. James feels that this is a possibility for this year's election and that it's necessary to eliminate the risk of election fraud. Bien suggests scheduling an additional election committee meeting to discuss it further. An election committee meeting is scheduled for 10/03/2017 at 6:00PM. Additionally, a special board meeting is scheduled for 10/06/2017 at 6:00PM.
2. *Financial Report* – Paul goes over the numbers for August which will be presented during the regular board meeting.
3. *Revised Election Documents* – Barbara explains the changes to the election forms per the prior election committee/August board meetings. The forms require approval from the Board.
4. *Proxy Validation Process* – The Board previously approved the removal of the PIN number from the proxies for validation purposes. Staff requires clarification on what, if anything, will now be used to verify proxies. Prior to the PIN requirement, any proxy that was received and not filled out correctly was kept separate and considered not valid. How to proceed will be addressed during the regular board meeting.
5. *Staff Organizational Chart* – Sherry DeVasher presents a preliminary organizational chart, which Paul clarifies that at this time is for informational purposes only. The upcoming budget ties in with the proposed chart and will affect the final version. The Board requests time for review and for Sherry to provide the current flow chart for comparison.

6. *Transferring Prepaid Taps* – Paul has a request from a member to transfer two prepaid sewer taps to someone else. In the past these requests have been presented to the Board for approval although Paul doesn't feel it's required.
  
7. *FRUS Loan Refinancing* – Paul has met with FRUS' finance committee and presents their recommendation for informational purposes, that a lender has been selected and the details will be discussed at the upcoming FRUS meeting. This item will be tabled pending further information.

[REDACTED]

The board recesses in order to discuss confidential matters during an executive session.

Meeting adjourned 7:05 P.M.



Gaius Bruce Secretary/Treasurer