

Holley-Navarre Water System, Inc.  
Regular Board Meeting Minutes  
September 17<sup>th</sup>, 2019

Mike Kennedy, Board President, called the meeting to order at 6:00 P.M. The following Board of Directors were present: Mike Kennedy, Kevin Lanier, Daryl Lynchard, Mark Miller and Fred Terasa. Yvonne Harper and Will Goulet were absent. Also present were: Rob Williamson, Barbara Carawan, Cindy Callen, Phil Phillips, Clinton Wells, Danny Hawkins, Cory Snyder, Torin Brand, Mark Turner, Keith Kilpatrick and Deborah Kharuf (stenographer).

**Approval of Minutes & Transcripts**

**Kevin Lanier motioned to approve the minutes from the 08/20/2019 and 08/27/2019 meetings and the release of the 08/27/2019 personnel meeting minutes. Mark Miller seconded and requested to have the 08/20/2019 minutes amended to reflect that he left just before the Club at Hidden Creek's portion of the meeting. Motion passed unanimously.**

**Membership Certificates**

**Kevin Lanier motioned to approve the memberships for August, of which were 393 new, 377 cancelled and 4 transfers. Daryl Lynchard seconded. Motion passed unanimously.**

**Administrative**

1. *Finance – Review of August 2019 Financial Statements:* There was \$986,746.09 in revenue with expenses of \$769,347.39, leaving a net income of \$217,398.70. Impact fee revenue is steadily declining after reaching a peak in 2017. Other details on the budget were also given. **Mark Miller motioned to approve the August 2019 financial statements as presented. Kevin Lanier seconded. Motion passed unanimously.**
2. *New Member Application:* The form has been updated according to prior Board feedback and legal review. The document complies with governing documents and will allow for the capability of online registration along with the new website. **Mark Miller motioned to approve as presented. Kevin Lanier seconded and asked for clarification on voting requirements. A brief discussion ensued. Motion passed unanimously.**
3. *Water Tank #1 Lease vs. Management Agreement:* The current use of HNWS tanks for antenna placement, existing lease agreements and how other utilities manage leasing tank space has been researched by staff in order to determine if individual leases or utilizing a lease management firm would be more beneficial. Staff recommendation is to move forward with a cell carrier management agreement, pending legal review, and direct the CEO to sign all related documents. This would result in an increase of supplemental income during the next fiscal year. A current contract with AT&T was discussed briefly

with it being confirmed that it will not be affected if a lease management firm is obtained. A representative from the recommended firm, Utility Service Communications, explained how lease management works and answered the Board's questions. **Mark Miller motioned to approve the contract upon legal review and to grant Rob Williamson the authority to execute all necessary documents. Fred Terasa seconded. Motion passed unanimously.**

4. *SRC – HNWS Memorandum of Agreement*: Once expense information is received from the County, the draft MOA will be finished and provided to the Board for review. The agreement will then be sent to County staff with the understanding it will be brought back to the Board for final approval before it goes to the Board of County Commissioners. No other action is required at this time.

### **Personnel**

None.

### **The Club at Hidden Creek**

1. *GM Update*: Cindy Callen reported that in August there was \$160,299.00 in course revenue with expenses of \$144,135.00, leaving an operating income of \$16,164.00. This is slightly lower than prior year and is attributed to excessive heat. **Fred Terasa motioned to approve the August financial statement as presented. Kevin Lanier seconded. Motion passed unanimously.**

### **Engineering**

1. *Monthly Operations Report*: The Board was provided with the various monthly operations reports for August and there was nothing specific outside of them to discuss. The low I & I was discussed briefly.
2. *Clarifier #4*: Flow has been put into the clarifier and the riskiest parts of the project are complete. The final portions of the project are being completed.

### **Public Forum**

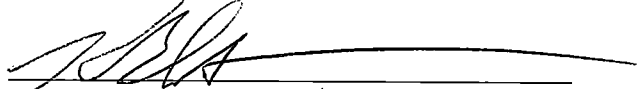
None.

### **Action Items**

1. Mark Miller's exit from the August meeting will be added to the meeting minutes.

2. The draft MOA will be provided to the Board once it is complete, either via email or during the October meeting. With Board approval, it will then be sent to Santa Rosa County staff. It will then be brought back before the Board for approval before sending it to the Board of County Commissioners.

Meeting adjourned 6:45 P.M.



Kevin Lanier Secretary/Treasurer