

Holley-Navarre Water System, Inc.
Regular Board Meeting Minutes
November 17th, 2020

Daryl Lynchard, Board President, called the meeting to order at 6:00 P.M. The following Board of Directors were present: Daryl Lynchard, Mike Kennedy, Mark Miller, Fred Terasa, Grant Summers, Will Goulet and James Dabney. Also present were: Keith Kilpatrick and Deborah Kharuf (stenographer). Barbara Carawan, Torin Brand, Mark Turner, Chris Legg, Danny Hawkins, Amber Bucholtz, Cindy Callen, and Clinton Wells attended via conference call.

Daryl Lynchard began by announcing that a MESI vehicle auction will take place immediately following the meeting.

Approval of Minutes & Transcripts

Mike Kennedy motioned to approve the minutes and transcripts from the 10/20/2020 regular meeting, the 10/08/2020 executive session and redactions and the 10/29/2020 executive session and redactions. Mark Miller seconded. Motion passed unanimously.

Membership Certificates

Mark Miller motioned to approve the memberships for October as presented. There were 377 new memberships, 352 cancelled, and 3 transfers. Mike Kennedy seconded. Motion passed unanimously.

At Daryl's suggestion Mike Kennedy motioned to add two items to the agenda, the purchase of new HNWS equipment and the golf course insurance renewal. Fred Terasa seconded. Motion passed unanimously.

Administrative

1. *Finance – Review of the October 2020 Financial Statements:* An increase in tap revenue was discussed briefly. It was attributed to new subdivision and commercial developments. **Mark Miller motioned to approve the October 2020 financial statements as presented. Mike Kennedy seconded. Motion passed unanimously.**
2. *2021 Board of Directors Running Candidates & Bios:* **The candidates have been vetted and their eligibility confirmed. Fred Terasa motioned to approve. Grant Summers seconded. Motion passed with Mark Miller abstaining.**
3. *2021 HNWS Holiday Calendar:* **Mike Kennedy motioned to approve the 2021 holiday schedule. Grant Summers seconded. Motion passed unanimously.**

4. *SRC Wellfield Protection Area Land Development Code Change*: A recent planning and zoning meeting was attended and Daryl gave an update. They voted against the change, but it is only a recommendation. The item will now be put before the county commissioners to vote on whether to move it forward or not. The next meeting is on December 10th. Members were encouraged to attend the meeting and continue voicing their opinions, as there are two new commissioners who may have not heard them.
5. *HNWS Purchasing Policy*: The updated purchase policy was provided to the Board. **Will Goulet motioned to approve as presented. Mike Kennedy seconded.** An overview of the updates was given. **Motion passed unanimously.**
6. *HNWS Inactive Bank Account Closures*: **Fred Tereasa motioned to approve closing the inactive Regions Bank and Beach Community Bank Accounts. Grant Summers seconded. Motion passed unanimously.**
7. *HNWS Equipment Purchase*: Two aged pieces of equipment were auctioned off and needs to be replaced. Three bids have been received for the replacement and it is included in the budget. Staff gave their recommendation and **Will Goulet motioned to approve the purchase of equipment from Kubota for \$97,079.95. Grant Summers seconded.** The warranty was discussed briefly. **Motion passed unanimously.**

Personnel

Mike Kennedy gave an update on the CEO search. The search is still underway and hopefully there will be an announcement soon.

Golf Committee

Daryl gave an update on the Invitation to Negotiate (ITN) for TCHC. The issuance date of the ITN is tomorrow and it will be available to interested parties. A blank version of the ITN packet is available on the HNWS website, but the complete packet can be obtained at the main office. At Mark Miller's suggestion, staff will have it advertised in the NWFL Daily News and Navarre Press.

The Club at Hidden Creek

1. *TCHC Insurance Renewal*: The insurance representative gave an overview of the different policies included within the renewal. Coverage, associated costs, and carrier history were discussed. Cindy supports the renewal. **Will Goulet motioned to approve as presented. Fred Terasa seconded. After the increased premium (due to the higher value of new golf carts) was mentioned, Will amended his motion not to exceed \$48,000.00 for the premium. Fred Terasa seconded. Motion passed unanimously.**

2. *2020 Financial Statements:* Cindy Callen reported the financials for October. Course revenue was \$148,973.00 with expenses of \$143,897.00. This left a course operating income of \$5,076.00 before depreciation. Revenue was down compared to last year due to recent storms and course closures. **Mike Kennedy motioned to approve the financial statements as presented. Fred Terasa seconded.** Cindy gave Mark clarification on specific expense items. **Motion passed unanimously.**
3. *TCHC Sale/Document Update:* This item was previously discussed (Golf Committee).

Engineering

Fred asked Danny Hawkins when previously started work on a portion of HBTS was going to resume. Danny confirmed the area/project and explained that staff is waiting for the property owners to repair their fences before resuming work. Staff will check the area and provide Danny with a list of who still needs to repair their fences before resuming the work. Danny will then provide it to Fred.

1. *Monthly Operations Report:* The monthly reports were provided to the Board.

Public Forum

Carmen Reynolds – 9621 Sunnybrook Drive: Ms. Reynolds encouraged anyone watching the meeting to contact county commissioners and provided their email address. This was regarding the potential change to the land development code change. She also elaborated on the possible negative effects if the change is approved. Ms. Reynolds requested to speak with a board member after the meeting.

Mike Matthews – 2193 Bellmeade Circle: At last month's meeting Mr. Matthews referenced information he had related to his sewer connection request and wanted to provide it to the Board.

Carmen Reynolds – 9621 Sunnybrook Drive: At Will's request Ms. Reynolds returned and gave a recap of events related to fire protection and discussed possible grant opportunities. She suggested inviting the fire chief and getting the item on an upcoming agenda. Mark suggested to schedule a meeting. Since Will has a working relationship with the fire chief, he will contact him to try and get one scheduled. He will also let Ms. Reynolds know when it is scheduled.

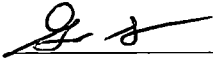
Joe Campbell – 7146 Brinkley Street: Mr. Campbell provided additional information on fire protection funding in the local area.

Action Items

1. Staff will advertise the golf course ITN in the NWFL Daily News and Navarre Press.

2. Staff will check the HBTS area discussed and provide Danny with a list of who still needs to repair their fences before resuming the work. Danny will provide it to Fred.
3. Will Goulet will contact the fire chief to schedule a meeting to discuss fire protection. He will also let Ms. Reynolds know when it is scheduled.

Meeting adjourned 7:00 P.M.



Grant Summers, Secretary/Treasurer