

Holley-Navarre Water System, Inc.

Regular Board Meeting Minutes November 16th, 2021

Mike Kennedy, Board President, called the meeting to order at 6:00 P.M. The following Board of Directors were present: Mike Kennedy, Mark Miller, Bill Thiel, Joe Campbell, and Don Linnell. James Dabney and Jo Anne Cave were not present. Also present were Dallas Peavey Jr., Will Dunaway, Phil Phillips, Clinton Wells, Chris Bond, Donna Lupola, Cory Snyder, Jarod Cross, Ty Campbell, Deborah Hayes, Chris Legg, Mark Turner, Jr Ratliff, Amber Bucholtz, Deborah Kharuf (stenographer), and Emerald McDaniel.

Approval of Minutes and Transcripts

Bill Thiel motioned to approve the October Special and Regular meeting minutes and transcripts. Don Linnell seconded. Mark Miller and Joe Campbell requested corrections be made in regular meeting transcripts regarding public forum. **Motion passed.**

Approval of Membership Certificates

Joe Campbell motioned to approve the memberships for October 2021 as presented. There were 367 new memberships, 367 cancelled, and 1 transferred. **Don Linnell seconded. Motion passed.**

Unfinished Business

None.

New Business

1. ***Finance – Review of October 2021 Financials:*** Review of October financials were presented. Staff reported slow, conservative month with expected decreases from rain. **Joe Campbell motioned to approve the financial statements for October 2021 as presented. Bill Thiel seconded. Motion passed.**
2. ***Finance Committee Updates:*** The finance sub-committee chairs gave a brief update. The Eglin project is subject to the easements and the execution of the lease with project on track. Items Santa Rosa County are waiting on were discussed based on conversation with Commissioner Piech. Capital Improvements committee reported RFP evaluation and staff recommendation to approve. Details regarding funding use was discussed. **Joe Campbell motioned to approve Vendor 3 based on staff recommendation RFP response proposal. Don Linnell seconded.** Mark Miller voiced concerns. **Motion passed.** The Bonds committee did not have update, agreed to keep Bonds committee until first of year. Budget committee did not have update, board expectations for December board meeting and budget approval were discussed.
3. ***Finance – Woodmont Easement Project:*** Staff presented bid for survey needs for identifying properties that have fences, buildings, etc on HNWS easements for I & I project. Staff requested board approval for signatory authority for Dr. Dallas M. Peavey Jr., to approve bid. Multiple bid invitations, only response, services included, critical

need, and availability of surveyors were discussed. **Joe Campbell motioned to approve \$34,500.00 for the Woodmont Easement project signatory authority for Dr. Dallas M. Peavey Jr., as presented. Don Linnell seconded. Motion passed.**

4. ***2021 Accomplishments:*** Managers and Directors from all Departments gave brief presentations of achievement highlights for 2021. Customer Service reduced costs for services, stopped collecting social security numbers, reduced credit card fees, tampering charges, and acquired backflow department. Water Operations implementation of operator training and certification program, maintenance schedules, and year to date numbers for pumped, treated, and delivered water for HNWS and FRUS. Sewer/ Collections reported lift station predictive and preventative maintenance reducing costs, implemented eco-friendly-organic-based odor control, schedules, organization, on-call department upgrades, implementation of SCADA protocol to monitor lift stations, reduced costs within house projects and I & I project highlights. Wastewater Treatment Plant reduced overtime costs, implementation of operator training and certification program, preventative maintenance plan, and year to date flow data. Procurement reported process improvements, departmental policies and procedures, and major cost savings. Finance assessed benefit coverage, streamlined processes, evaluated financial opportunities, and reduced costs and liabilities. Human Resources on campus reduced costs by evaluating employee benefits, pertinent employment matters, training, and direct employee contact. Information Technology highlighted the improvements in implementations, security upgrades, network reliability, and enhanced support while reducing costs. System Engineering reported status on in house projects for sewer, water and commercial development while creating databases, GIS mapping. implementing commercial impact reviews, and completing permitting and compliance requirements. Municipal Engineering Services, Inc reported net profit for services to HNWS and third parties highlighting HNWS as priority. The Club at Hidden Creek updated financial service obligations, new employees, created programs for members, public and events, presented completed maintenance improvements, created Budget and CIP plans, updated policies and procedures while improving customer service, and reported the end of HNWS subsidy.

5. ***2022 Election Documents, Candidates ad Bios:*** Staff presented approved candidates and bios along with exhibits, corrections to exhibit F was suggested, bios were discussed in detail, independent 3rd party legal review of applications and recommendation to staff, supporting signatures, and background checks were discussed in detail. **Don Linnell motioned to accept the five listed persons on completing the requirements form and candidates on the ballot. Bill Thiel seconded, Motion passed.** Location of meeting was discussed regarding unavailability for corporate headquarters due to renovations. **Mark Miller motioned that the board officially change the location of the annual meeting and the election will be held at The Club at Hidden Creek. Don Linnell seconded.** Legal was asked if sufficient, staff was asked for address of location. **Mark Miller added the address 3070 PGA Blvd to notices for election location. Don Linnell seconded updated motion. Motion passed.** Approval to publish election documents and bios were discussed. **Don Linnell motioned to publish election documents and bios. Joe Campbell seconded.** Mark Miller raised concerns regarding

publishing. Staff explained will come back with full recommendation and explained it was posted the same as last year. Location of posted candidate applications and bios were requested. Staff explained will be posted after this meetings approval to same locations. **Motion passed.** Legal clarified that principal place of business, 8574 Turkey Bluff Rd, will not change and motion made sets a temporary location for next series of meetings including annual meeting and 2022 election. Staff explained timeline of events that have been approved. Legal announced that members and the public can not go to the Club at Hidden Creek to request elections absentee/ proxy ballots; they must still go to the principal place of business at 8574 Turkey Bluff Rd. Early voting options were discussed.

6. ***2022 Holiday Calendar:*** Staff presented the 2022 Holiday Calendar for approval. **Mark Miller motioned to approve the 2022 Holiday Calendar as presented. Joe Campbell seconded. Motion passed.**

Engineering

1. ***Monthly Operations Report:*** Staff reported in addition to capital improvements committee reports, waiting on exhibits to complete documents, preparing for geo-technical testing and survey, and brief update on I & I.

Additional Business

1. Joe Campbell requested explanation regarding cross contamination preventions in place regarding event with neighboring entity. Staff reported tapping crews, historical knowledge, and state highway restrictions with onsite inspector.

Member Forum

None.

Action Items:

1. Corrections to October transcripts.
2. Redaction and posting of special board meeting minutes and transcripts review from Legal.
3. Corrections to exhibit F.

Mark Miller motioned to adjourn. Bill Thiel seconded. Motion passed.

Meeting adjourned at 7:51 P.M.



Bill Thiel, Secretary/Treasurer