

## Holley-Navarre Water System, Inc.

### Regular Board Meeting Minutes

September 21<sup>st</sup>, 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, Jo Ann Cave, Don Linnell. James Dabney was not present. Also present were Dallas Peavey, Chris Bond, Ashley Ferguson, Will Dunaway, Deborah Kharuf (stenographer), Jason Montgomery, and Emerald McDaniel.

**Announcements:** Change in venue for future meetings will be at The Club at Hidden Creek for HNWS regular board meetings at 6:00 P.M. due to remodeling at HNWS location.

#### **Approval of Minutes**

**Joe Campbell motioned to approve the 08/17/2021 monthly meeting minutes. Jo Ann Cave seconded.** Discussion was requested regarding not receiving transcripts in packet backup. The differences and historical backup were discussed at length. The current motion was confirmed for minutes and transcripts rather than just minutes. An amendment to the motion for approval of just the 08/17/21 monthly meeting minutes was offered. **Mark Miller motioned to approve the special meeting minutes and the regular meeting minutes for 8/17/21.** Staff explained the transcripts and the meeting minutes were sent and approved to be posted on the website. Staff also explained transcripts and meeting minutes will be in all packets going forward. **Joe Campbell seconded motion. Motion passed unanimously.**

#### **Approval of Membership Certificates**

**Don Linell motioned to approve the memberships for August 2021 as presented. There were 359 new memberships, 339 cancelled, and 7 transfers. Jo Ann Cave seconded. Motion passed unanimously.**

#### **Unfinished Business**

None.

#### **New Business**

- 1. Finance – Review of August 2021 Financials:** The August 2021 financial reports were presented for review. There were no significant variances compared to last year. Depreciation, amortization, subsidy, impact fees, and vehicle expenses were briefly discussed. Staff explained subsidy information is in packet with the agreement they will not be discussed at these meetings. Landrum expense will be replaced with the payroll and human resources software conversion with significant savings and benefits were outlined. **Bill Thiel motioned to approve the financial statements for August 2021 as presented. Joe Campbell seconded. Motion passed unanimously.**
- 2. Finance Committee Updates:** The finance sub-committee chairs gave a brief update. The Eglin project is still on schedule, execution of the lease is waiting on Air Force, responsibilities, coordination, and inflation were briefly discussed. No other significant

items were reported on.

3. **Employee Health Benefits – Healthcare:** Staff presented options for employee health care along with cost savings, benefits, and recommendation to switch to Florida Blue plan. Expanded network was briefly discussed. **Mark Miller motioned to approve the recommended change to employee health benefits as presented. Bill Thiel seconded. Motion passed unanimously.**
4. **System IT:** Staff updated project that has identified needs based on safety and security for entities. Assessments, timeline, and cost offsets were briefly discussed. Staff will bring costs at appropriate time.
5. **Financial Loan RFP Release:** Staff presented RFP parameters, draw period, options, drawing from loan and reasons for RFP to be published. Concerns regarding amount of loan were voiced. Specific CIP projects that will be covered by loan were briefly discussed. **Joe Campbell motioned to approve the release of the financial loan RFP as presented. Don Linnell seconded. Mark Miller opposed. Motion passed five to one.**
6. **HNWS Annual Meeting/ Election Update:** Election timeline, three seats available with three years term, one seat available with 1 year term, advertising and announcement notices were discussed. **Mark Miller motioned to approve the annual meeting notice as presented. Jo Anne Cave seconded. Motion passed unanimously.** Will Dunaway clarified, annual meeting notice was not presented, press release was presented. **Motion carries, motion passed unanimously.**

#### **Engineering**

1. **Monthly Operations Report:** The monthly reports for August were provided to the Board. The Boulevard project, I & I, lift stations status during flooding, historical concerns of members opening service lines and manholes were discussed. Staff confirmed I & I initiative's progress with improvements and continued maintenance. The Board President addressed all members directly announcing it is illegal for members to pump land water into any service lines and to not touch the manholes.
2. **VT SCADA Update – Timeline:** Staff informed board status of hardware purchasing/ installation, timeline included completing Fairpoint's installation before Holley Navarre Water. Staff explained project should be completed mid-December with no complications. Staff will continue to update.

#### **Member Forum**

None.

Staff updated the Board on the upcoming office renovation, which is anticipated to begin in September. Meetings will be temporarily held at TCHC while the remodel is in progress.

#### **Action Items:**

1. August transcripts will be added to September board packet

2. Staff will continue VT Scada updates.

**Mark Miller motioned to adjourn. Jo Ann Cave seconded. Motion passed.**

Meeting adjourned at 6:30 P.M.

  
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Bill Thiel, Secretary/Treasurer