

# Holley-Navarre Water System, Inc.

## Regular Board Meeting Minutes

May 17, 2022

Joe Campbell, Board President, called the meeting to order at 6:00 P.M. The following Board of Directors were present: Joe Campbell, Mark Miller, Bill Thiel, Mike Kennedy, Don Linnell, Daryl Lynchard and James Dabney. Also present were Dallas Peavey Jr., Will Dunaway, Chris Bond, Ty Campbell, Clinton Wells, Ron Johnson, Cory Snyder, Nick Pitman, Amber Bucholtz, Tisha Watkins, Deborah Kharuf (stenographer), and Emerald McDaniel.

### Approval of Minutes and Transcripts

**Bill Thiel motioned to approve the April regular minutes and transcripts with corrections. Don Linnell seconded. Motion passed unanimously.**

### Approval of Membership Certificates

There were 258 new memberships, 232 cancelled, and 1 transferred for April 2022. **Bill Thiel motioned to approve the April memberships. Mike Kennedy seconded. Motion passed unanimously.**

### Unfinished Business

None

### New Business

***Finance – Review of April 2022 Financials:*** Director Thiel discussed the antiquated process of HNWS financials being presented to the board. He suggested the months financials be presented to the board at the following months second board meeting. This option will provide the board with actual data version estimated data. **Bill Thiel motioned to table the financial statements for April 2022 until the second board meeting in May. Mike Kennedy seconded. Motion passed unanimously.**

***Finance Committee Updates:*** The finance sub-committee chairs gave a brief update. No changes in Eglin Project. No significant changes with capital improvements, everything on track. Update on budget next month.

***Member Service-High Usage Procedures:*** Staff attended to discuss high usage procedures and the importance of the customer portal to catch leaks. Staff presented the Board with a slideshow showing the process that Member Services/ Water Technicians uses to catch possible leaks as well as the process members can use with the Member Portal.

***Legal-Permits:*** Legal Counsel presented the board with a letter draft outlining concerns to send to NW Florida Water Management District. Questions in the letter ask for clarifications to interpretations in several situations to make changes to policies without violating the permit.

**Daryl Lynchard motioned to approve Legal Counsel to sign and send the letter. Bill Thiel seconded. Motion passed unanimously.**

**CIP-Eglin Easement Acquisition:** Certified letters were sent to property owners, 8 of the 12 certified receipts have been returned. One property owner has called the County attorney's office to ask additional questions, but at this point no one has accepted the offer. The next step is to have the funds available in case the property owners are prepared to sell at the appraised value of the easements. The total amount for all easements is \$119,400.00. **Mike Kennedy Motioned to have \$119,400.00 available for the easement acquisition. Daryl Lynchard Seconded. Motion passed unanimously.**

**CEO Appraisal:** Board president requested the Board review the appraisal packet, enter their feedback, and give the feedback to the president so he can compile the responses. He would then like to have a special private meeting of the Board to discuss their responses. The board responses will be delivered to the president by May 24<sup>th</sup> and the Board will meet to discuss on June 1<sup>st</sup>, 2022.

### **Engineering**

**Monthly Operations Report:** The water loss report is consistent with previous months, I&I was break even for the month, and there have been many developments and projects this month.

### **Member Forum**

1. **James Dabney, 8459 Navarre Pkwy:** Member addressed the board regarding sewer taps he believes should be at the lot he purchased in 2014. He was informed that the taps were removed in 2008 but when he purchased the property in 2014 the former owner told him that there were meters and taps located on the property. He believes that the taps should be re-installed. There was much discussion on rather or not the taps were removed, who removed them, and if he deserves to have the taps installed at HNWS cost. **Don Linnell made a motion that the HNWS be required to reinstall that tap and bear the cost for it. Daryl Lynchard Seconded it. 3 in favor, 3 denied motion. Motion did not pass. President asked that staff to create a timeline, legal to advise, and Mr. Dabney provide documentation for the next board meeting.**

### **Additional:**

Board President, Joe Campbell, announced the next board meeting is on June 21<sup>st</sup>, 2022.

### **Action Items:**

**Bill Thiel motioned to adjourn. Daryl Lynchard seconded. Motion passed unanimously.**

Meeting adjourned at 8:00 P.M.

  
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Bill Thiel, Secretary/Treasurer