

## Holley-Navarre Water System, Inc.

### Regular Board Meeting Minutes

June 21, 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, and Daryl Lynchard. James Dabney was absent. Also present were Dallas Peavey Jr., Will Dunaway, Ty Campbell, Clinton Wells, Amber Bucholtz, Tisha Watkins, Deborah Kharuf (stenographer), and Emerald McDaniel.

**Approval of Minutes and Transcripts: Mike Kennedy motioned to approve May 17<sup>th</sup>, 2022 minutes. Daryl Lynchard seconded. Motion passed unanimously.**

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

There were 293 new memberships, 301 cancelled, and 0 transferred for April 2022. **Daryl Lynchard motioned to approve the May memberships. Mike Kennedy seconded. Motion passed unanimously**

#### **Unfinished Business**

*"Important Notice" on Annual notice:* Attorney Will Dunaway discussed the notice for the annual election. **Mike Kennedy motioned to approve. Bill Thiel seconded.** The Board discussed a grammatical issue on the notice and recommended to add language "if voting early by absentee or proxy ballot" after the early voting date to, and correct "or to be brought". **Mike Kennedy motioned to approve with changes. Bill Thiel seconded with changes. Motion passed unanimously.**

*"Member voting per by-laws:* No motions, all in agreement.

*"Response for clarification of water use permit restrictions.":* Attorney Will Dunaway discussed the response to our letter for clarification of the water use permit restrictions. The response received states that the policy for water conservation that is in effect is valid. The Board discussed in depth the processes needed to determine pool fill adjustments. There was discussion on changing the rate structure instead of giving an adjustment to the bill. Don Linnell recommended going back to the 2013 policy. **Mark Miller motioned to go back to policy to give credit of sewer once a year. Don Linnell seconded.** Mike Kennedy recommended more information. Don Linnell requested to amend motion to new pools and pools drained for repairs. Daryl Lynchard recommended to limit adjustment for every 2 years or for repairs. Mike Kennedy asked for information on how to verify repairs or new builds and prefers to wait and see the new permit restrictions and revisit at that time. Don Linnell declined to withdraw second. Mark Miller will leave motion as stated. **Three ayes, Miller, Linnell, and Lynchard. Three nays, Kennedy, Thiel, Campbell. No action. Daryl Lynchard motioned for anyone who requested credit prior to policy changing be given credit back or money back. Mark Miller seconded. Bill Thiel requested to change wording to credit not money back. Daryl Lynchard restated motion, anyone who has tried to claim credit for sewer portion of pool fill prior to changing the policy will receive a credit only. Mark Miller seconded. 4 Ayes, 2 Nays. Motion passed.**

### New Business

*HR – Intern Program.* Staff introduced this years' interns to the Board. HNWS has implemented a community outreach intern program to give office and field experience to the youth in our community. This program is designed for HNWS to utilize value added work while also mentoring our seniors and college students. The interns have enjoyed getting experience in our various departments and we will provide them with letters of commendation to help them along their career paths.

*Finance – review of April 2022 Financials.* Staff presented and explained April 2022 financials. Director Mark Miller asked for clarification of the accounts receivable area of the statement, and he asked staff to provide quarterly YTD budget comparisons. Director Lynchard questioned the payment for pump house electricity, staff was asked for more information. **Mark Miller motioned to approve April 2022 financials as presented. Don Linnell seconded. Motion passed unanimously.**

*Finance Committee Updates.* Director Thiel presented information on the Eglin Project, no major changes. Legal will send draft of second letter to the County to address landowners regarding the easements. Director Linnell reported on the Capital Improvements.

*CIP – ERP System.* Staff presented information of a fully integrated enterprise revenue planning software to update the antiquated software system. **Bill Thiel motioned to go forward with the ERP system. Mike Kennedy seconded. Motion passed unanimously.**

*CIP – The Boulevard master booster pump station.* Staff updated the Board on the progress of proposal for master booster pump station project. Staff reported a lease option for property that would be adequate for the project.

### Engineering

*Monthly Operations Report.* Staff reported and answered question on the monthly operations report.

### Additional:

*8459 Navarre Pkwy – Review.* The board discussed the situation and who is responsible for putting in sewer taps for this location. **Bill Thiel motioned upon submission of the documents HNWS would require any commercial entity and evaluation is found satisfactory and compliance with state, local, and regulatory commission and HNWS will install a water tap and a meter to meet demand free of charge. Don Linnell seconded. Mike Kennedy voiced concerns regarding free water tap and favor of board member and no evidence found. Joe Campbell asked for clarification of motion: once development application is submitted and approved, we would consider or provide tap? Bill Thiel confirmed provide the tap. Mark Miller requested to add that the developer is responsible for any additional ERU's, but HNWS pays for the re-installation of the taps. Mike Kennedy confirmed to request Mr. Dabney to submit the paperwork and to revisit. Joe Campbell asked Bill Thiel to amend motion to include once the application is approved, we will reconsider at that time. Bill Thiel amended his motion to, "come to the board for consideration of determining if there is a cost associated with the installation of the tap. Don Linnell seconded amendment. Mike Kennedy**



asked about timeframe. Time frame is up to the owner. HNWS will not act until the paperwork is completed and turned in. Legal asked to verify if it will be a property right and transfer. Joe Campbell has an issue with that. No clear decision on property right. Legal requested the motion to be restated. Bill Thiel motioned the owner submit all required development plans, once that happens and its approved, the board consider reinstallation of taps. Ensuring proper permitting and ERU validation. All in agreement. Motion passed.

#### Member Forum

Member asked board to clarify if anybody who came and requested prior to the April board meeting reversal of policy may come forward and request a pool fill adjustment. Board clarified.

#### Additional:

Board President, Joe Campbell, announced a closed Executive Session meeting June 28<sup>th</sup>, 2022 at 6:00 PM.

Board President, Joe Campbell, announced the next board meeting is on July 19, 2022.

#### Action Items:

Daryl Lynchard motioned to adjourn. Mike Kennedy seconded. Motion passed unanimously.

Meeting adjourned at 8:00 P.M.

The closed Executive Session was rescheduled for July 29<sup>th</sup> at 6:00pm at TCHC. Minutes reflect corrected date.

  
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Bill Thiel, Secretary/Treasurer