

# Holley-Navarre Water System, Inc.

## Regular Board Meeting Minutes

July 17<sup>th</sup>, 2018

Will Goulet, Board President, called the meeting to order at 6:00 P.M. The following Board of Directors were present: Will Goulet, Daryl Lynchard and Mark Miller. Also present were: Secretary/Treasurer Doug Larson, Paul Gardner, Barbara Carawan, Phil Phillips, Jennifer Tweedy, Clinton Wells, Zach Lewis, Cory Snyder, Mark Turner, Danny Hawkins, Torin Brand, Dale Long, Keith Kilpatrick and Deborah Kharuf (stenographer).

### **June 19<sup>th</sup>, 2018 Meeting Minutes & Transcripts**

**Mark Miller motions to approve the meeting minutes as presented. Daryl Lynchard seconds. Motion passes unanimously.**

### **June Membership Certificates**

There were 500 new membership certificates issued and 484 cancelled. **Daryl Lynchard motions to approve the 500 new membership certificates and 484 cancelled memberships. Mark Miller seconds. Motion passes unanimously.**

### **Financial Report**

Paul presents the financial report for June. There was \$909,863.52 in total revenue with expenses of \$845,380.91, resulting in a net income of \$64,482.61. There were 30 new water taps and 21 new sewer taps. **Daryl Lynchard motions to approve the financial statements as presented. Mark Miller seconds. Motion passes unanimously.** Daryl thanks Barbara for improving the financial statements.

### **Unfinished Business**

#### **Clarification on Posting Minutes/Transcripts to the Website**

There was a previous motion made during January's annual meeting regarding posting the minutes to the website. However, this will not go into effect until the next annual meeting in January when the minutes are approved. A new motion is needed for this to take effect. **Daryl Lynchard motions to have the unredacted minutes and transcripts of all open meetings posted online within 48 hours of board approval. For all other meetings, only sensitive personnel and legal matters will be redacted, and those minutes and transcripts will be posted as well. Mark Miller seconds.** Keith doesn't feel this will be a problem as long as the Board approves them and he has a chance to review them first. **Motion passes unanimously.**

## **New Business**

1. *Approve all 2018 Meeting Transcripts that have Approved Minutes* – **Daryl Lynchard motions to approve all the transcripts for the 2018 meetings that have approved minutes. Mark Miller seconds.** Mark initiates discussion by pointing out that many meetings/special meetings have approved minutes but may contain confidential information. He suggests having the special or confidential meeting minutes/transcripts reviewed, redacted and reviewed by Keith prior to posting them to the website. **Daryl amends his motion to include this stipulation.** Doug adds that the 48 hour deadline does not apply to the redacted minutes. **Motion passes unanimously.**
2. *Approve RFP and Search Company for HNWS CFO/COO* – This is tabled until next month's meeting.

## **Engineers Report**

Phil updates the Board on several items. Currently there are no capital projects underway from restricted funds that require engineering. As far as unrestricted fund projects, most do not require engineering with the exception of one item currently underway, which is updating several lift stations. The reason this is mentioned is because for the second month in a row HNWS has treated less wastewater than water sold to customers. The last time this happened was 3 or 4 years ago. He then goes over the summary staff prepares listing the 3 types of projects and their status:

1. Subdivisions: There's 4 currently under review and 2 that have been approved
2. Commercial: There's 9 currently under review and 4 that have been approved
3. Sewer Extension Projects (in-House): 7 have been completed, 4 are in process and 13 are in their initial review

Mark inquires on the timeline for the next major project, the booster pump and holding tank. Phil provides an update, stating the design has been started but financing still needs to be finalized. Paul is currently reviewing funding sources after receiving Board approval to do so. Once funding is secured Phil estimates construction could be started January 2019 with it taking approximately a year to complete. Discussion continues.

## **Appoint and Approve New Board Members**

There's currently 4 empty seats on the Board and it was previously decided that a straw poll would be used in order to select the new directors. Will reads the section of the bylaws that addresses the process for appointing them. Will presents the results of the straw poll. There were 11 qualified members that ran and the 4 who had the highest votes are presented:

Doug Larson – 96  
Joe Aguirre – 93  
Brett Ramsey – 83  
Shane Kahl – 74

**Mark Miller motions to appoint these 4 members to the vacant seats on the Board. Daryl Lynchard seconds. Motion passes unanimously.** Will announces the results are available for public viewing and it will be released to any newspaper that requests the information. Mark thanks all who participated in the straw poll. Due to the success of this process it's stated that it may be looked at further in regards to the annual election.

### **Public Forum**

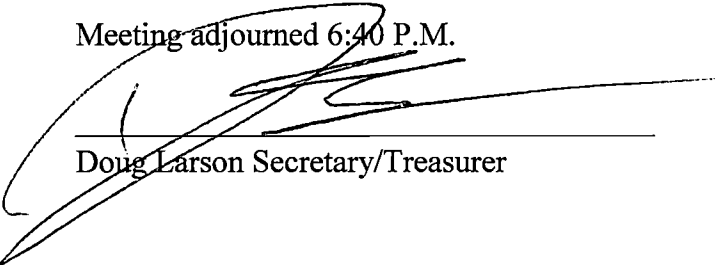
*Jack Wible: 2516 Water Oak Street* – Mr. Wible had inquired on setting up new service and brings up the MXU/Meter damage policy. He feels that this needs to be readdressed as their meter is located on county property and he has no control over it. Paul elaborates on the policy and clarifies that most damaged MXU situations are individually reviewed and exceptions are made depending on the situation. Keith suggests changing the verbiage of the agreement and will prepare a draft, then send it to the Board. This will be addressed during next month's meeting.

*Fred Terasa: 2414 Knotty Pine Drive* – Mr. Terasa congratulates the winners of the stroll poll and suggests developing trust and confidence with members. He provides the Board with an article on trust and leadership. He also offers his assistance in helping with golf course issues.

### **Action Items**

1. CFO/COO RFP and search company approval is tabled until next month's board meeting.
2. Keith will provide the Board with a rough draft of an updated damaged MXU agreement and it will be addressed during next month's meeting.

Meeting adjourned 6:40 P.M.



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Doug Larson Secretary/Treasurer