

HOLLEY-NAVARRE WATER SYSTEM, INC.

HNWS Special Board Meeting Agenda

January 22, 2019 – 9:00 AM

HOLLEY-NAVARRE WATER SYSTEM:

9:00 a.m. Call Meeting to Order Board President Will Goulet

PRAYER

PLEDGE OF ALLEGIANCE

ANNOUNCE QUORUM

ANNOUNCE **“AUDIO AND VIDEO RECORDERS IN USE”**

“PLEASE SILENCE ALL CELL PHONES”

1. New Business:

a. Election of officers:

Description: The Board of Directors shall elect a President and Vice President from among themselves and a Secretary/Treasurer who need not be a member of the Board of Directors.

Fiscal Impact: N/A

Legal Review: N/A

Staff Recommendation:

b. Designation of check signers:

Description: Current check signers for:

I. HNWS – Rob, Clinton and Director Miller

II. MESI – Rob, Phil & Director Miller

III. TCHC – Rob, Cindy, Clinton & Director Miller

Fiscal Impact: N/A

Legal Review: N/A

Staff Recommendation: Staff signers to stay the same. Appoint one additional board member. The two board members appointed should be readily available.

c. Appoint committee chairs:

Description: The board has created committees in the past. During the last fiscal year, the board created two committees Personnel and Golf Course.

Fiscal Impact: N/A

Legal Review: N/A

Staff Recommendation:

d. Appoint FRUS seat:

Description: The current Fairpoint Regional Utility System Board of Directors Representatives are Mark and Daryl.

Fiscal Impact: N/A

Legal Review: N/A

Staff Recommendation:

e. Appoint Pension/401K Board Trustees:

Description: 2 Pension and 401K Trustees required. Currently, Director Miller is the Trustees on both plans.

Fiscal Impact: N/A

Legal Review: N/A

Staff Recommendation: Appoint a board member to fill the vacancy.

f. Assign authorized representatives to Bond Issue:

Description: Authorized representatives required to manage and administer all documents and reporting requirements as required on the bond documents as related to the \$7mil Capital Trust Agency Industrial Development Refunding and Revenue Bond Series 2014 for HNWS, etc. (Currently Ken Walker, Paul Gardner and Barbara Carawan – last updated 2014)

Fiscal Impact: N/A

Legal Review: N/A

Staff Recommendation: Remove former GM Ken Walker and Paul Gardner and replace with CEO Rob Williamson. Leaving Barbara and Rob as Authorized Representatives and authorize Board President and Secretary/Treasurer to sign related documents.

g. Registered agent:

Description: Registered agent required for MESI, Phil currently serving as President.

i. MESI Vice-President- currently vacant

Fiscal Impact: N/A

Legal Review: N/A

Staff Recommendation:

MESI – Assign Rob Williamson as registered agent/VP

h. TCHC Registered agent & Liquor license:

Description: Registered Agent and Liquor license holder must be the same. Previous board action designated the President and Vice President to serve. Director Miller has previously completed the necessary requirements to serve only one designee is required.

Fiscal Impact: N/A

Legal Review: N/A

Staff Recommendation: Appoint Director Miller to serve as Registered Agent and Liquor License holder.

2. Member Forum:

3. Adjourn meeting:
