

# Holley-Navarre Water System, Inc.

## Regular Board Meeting Minutes

August 15<sup>th</sup>, 2017

Bien May, Board President, called the meeting to order at 7:15 P.M. The following Board of Directors were present: Bien May, Gaius Bruce, James Calkins, Brian Kelly and Ricki DeSantis. Robert Coley and Troy Bossier attended via telephone. Also present were: Paul Gardner, Barbara Carawan, Phil Phillips, Clinton Wells, Dale Long, Zach Lewis, Danny Hawkins, Cory Snyder, Sherry DeVasher, Mike Tidwell and Deborah Kharuf (stenographer).

**July 2017 Minutes – James Calkins motions to approve the minutes as presented, seconded by Gaius Bruce. Motion passed by unanimous vote.**

### **Financial Report**

Brian Kelly goes over July's financial report. Revenues were down from June, due to exchanging old meters for the new FlexNets. There were 28 new water taps and 25 new sewer taps. **James Calkins motions to approve the report as presented. Gaius Bruce seconds. Motion passed by unanimous vote.**

### **Personnel Committee**

Robert Coley states Sherry DeVasher has been hired as the HR Director and is working on fulfilling the requirements set forth in the Board's July motion and will present the information in September.

### **Retirement Committee**

Brian Kelly is still satisfied with Wells Fargo and feels that they put the employees first. The market is doing well and there's almost 100% participation.

### **Unfinished Business**

Backflow Prevention Policy – **Ricki DeSantis motions to approve the previously discussed backflow prevention policy. James Calkins seconds. Motion passes unanimously.**

### **New Business**

1. Group Health Insurance Renewal – Dave Strohmeier from Underwood Anderson presented policy information and the insurance committee's recommendation during the preboard meeting. **Ricki DeSantis motions to approve the recommended UHC health care plan as discussed in the preboard. Brian Kelly seconds. Motion passes unanimously.**

2. Election Committee Recommendations – James goes over the items discussed during the committee meeting:
  - a). PIN requirement for proxy validation. **James Calkins motions to remove the PIN requirement from the proxies. Brian Kelly seconds. Motion passes unanimously.**
  - b). Absentee ballots, whether or not to continue providing them. **James Calkins motions to continue providing the option of absentee ballots. Ricki DeSantis seconds. Motion passes unanimously.**
  - c). Revised calendar timeline, to begin the process in September rather than October. **Gaius Bruce motions to approve the calendar timeline change. Brian Kelly seconds. Motion passes unanimously.**
  - d). Election calendar is the timeframe for candidate application submissions. **James Calkins motions to approve the policy change, which is that applications must be submitted in person, at the corporate office, between October 18<sup>th</sup> and 4:00 P.M. on November 16<sup>th</sup>. Gaius Bruce seconds. Motion passes unanimously.**
  - e). Lastly, the suggestion of researching third parties to handle the proxy process for next year’s election (rather than doing it in-house) was brought up. Paul has started researching options and contacting firms that handle these requests. James feels that this could alleviate the responsibility from staff and prevent problems such as misplaced proxies, etc. Bien states that staff has been responsible and proficient in handling the election process for several years, but feels it’s worth looking into. James feels there should be a count of incoming proxies to prevent them from being discarded. Barbara confirms that every proxy that’s been received for past elections has been kept and has no issues with agreeing to James’ request. **James motions to add this item to the agenda. Ricki DeSantis seconds. James, Ricki and Brian vote “aye.” Troy, Gaius, Bien and Robert oppose. Motion fails.** Bien suggests discussing this further during the next election committee meeting and James agrees.
3. MXU Damages – Paul brings up the recent influx of damaged MXUs by members, mainly by their lawn mowers. Paul would like a recommendation on how to proceed with charging customers for the replacement parts. The Board would like to educate members via flyers, the website and/or run a small ad in a local publication. **Ricki motions to adopt a policy, where HNWS will replace the first (one) damaged unit and the member will be responsible for the cost to replace further damaged units. Educational information will also be provided on the website and on flyers included with member bills (with a diagram). James Calkins seconds. Paul confirms this policy will be in effect going forward. Motion passes unanimously.**

### **Engineers Report**

Phil states there have been line extensions and the Panhandle lift station is close to completion. There have been no updates on Gulf Breeze since the last meeting. Greskovich is also almost complete, with a few issues currently being worked out.

Brian Kelly voices his concern over his knowledge of HNWS' finances being questioned by other board members, with Bien suggesting he hold a finance committee meeting.

### **Open forum**

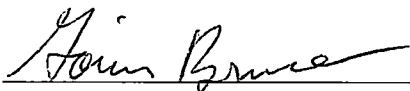
Sandi Kemp – 6641 Perch Rd: Ms. Kemp provides the Board with pricing information from the CPA that handles the election process for HBTS, the cost is \$3,500.00. Sandi asks if HNWS pays health insurance premiums for the entire family if employees elect to cover their spouse and children. Barbara confirms that yes, HNWS pays 100%. Sandi brings up a comment made during the preboard meeting regarding newspaper articles that have ran on past elections and asks which publications and articles the Board was referring to. Bien defers the question to Mike Tidwell who feels that the Board is not obligated to answer her question.

James brings up the issue of the frequency that board members attend via telephone.

### **Action Items**

1. Paul will continue researching third parties to handle the election proxy process. The topic of counting proxies as they arrive to the office will also be discussed during the next election committee meeting.
2. Educational material regarding the new MXUs will be posted to the website and included on a flyer provided with member bills.

Meeting adjourned 7:50 P.M.



Gaius Bruce Secretary/Treasurer