

**REGULAR MEETING
BOARD OF COMMISSIONERS
HOLIDAY ISLAND SUBURBAN IMPROVEMENT DISTRICT (HISID)
MONDAY, FEBRUARY 28, 2022**

The Regular Meeting was held at the District Office and via YouTube/HISID BOC. The meeting was called to order by **CHAIR SUZANNE CHILDERS** at 9:00 a.m.

PLEDGE OF ALLEGIANCE

ROLL CALL: COMMISSIONER CHILDERS, COMMISSIONER DYAR, COMMISSIONER SARRATT, COMMISSIONER BROWN and COMMISSIONER STAMPS present. **CHAIR CHILDERS** declared a quorum.

APPROVE AGENDA: COMMISSIONER BROWN moved to approve the agenda. Seconded by COMMISSIONER DYAR. Agenda approved unanimously.

APPROVE MINUTES: COMMISSIONER SARRATT noted that a correction is needed on the 1-17-22 Regular Meeting minutes. Specifically, under Old Business, Recreation Center Damage and Options, the estimate provided by Broadway Contracting was \$700,000.00, not \$165,000.00. COMMISSIONER SARRATT moved to approve the minutes as amended. The motion seconded by COMMISSIONER BROWN. Motion approved unanimously.

CEREMONIAL: None

ANNOUNCEMENTS: None

PUBLIC COMMENTS: None

REPORTS:

A) Carroll County Sheriff's Office

Corporal Ingle provided his monthly report for January 2022, attached. There were 124 calls for service. He clarified that traffic accidents due to bad weather are responded to by the Fire Department first, then called in by them if needed. During bad weather, the Sheriff's office does not respond unless it is a life-and-death emergency.

BUSINESS:

A) Old Business: None

B) New Business:

1. Discuss and Allocate Budget for Recreation Center Project

DISTRICT MANAGER PRESLEY read an email he sent to the commissioners on 2/22/2022 stating the Reserves account is at 41% with the lowest threshold to be 35%. Potential use of

\$240,000.00 is available. There is \$154,000.00 in the 2022 budget for the Recreation Center Project. Since the pond rehab project is being done in-house, the budgeted funds of \$150,000.00 would be available to allocate to the Recreation Center Project making \$304,000.00 available. He recommended a \$350,000.00 target allowing for overruns. The subject of the salt storage building budget of \$75,000.00 was discussed. **CHAIR CHILDERS:** There is still a need for the storage building, but there is no emergency for the building or the pond. **COMMISSIONER DYAR:** It is not that we do not need these projects, but they are not an emergency.

2. Discuss Creation of Scope of Work Document for Recreation Center Repair and Authorize District Manager to Pursue Bids

The Board should authorize **DISTRICT MANAGER PRESLEY** to write a Scope of Work document and advertise for bids for both rehab repairs as well as building replacement costs. Discussion regarding hiring an architect to design what is wanted took place. Janice Murphy and **DISTRICT MANAGER PRESLEY** need to decide what is required for safe and functional operations, consult an architect to design what we need, then write a Scope of Work to go out for bid. Janice asked if the showers could be saved, as they are on a different surface.

3. Authorize District Manager to Select and Hire an Architect for Recreation Center Project

COMMISSIONER STAMPS moved to hire an architect to advise on the remodel or demise of the Recreation Center building and have **DISTRICT MANAGER PRESLEY** write a Scope of Work document, based on the conversation with the architect, to be used for soliciting bids. **COMMISSIONER BROWN** seconded the motion. A roll call vote approved the motion unanimously.

4. Consideration/Action to Amend the HISID Personnel Policies, Chapter 3 - Employee Benefits

COMMISSIONER BROWN: Is there a need to review the employment policies and should a committee be set up to do so? **COMMISSIONER SARRATT** moved to amend the Personnel Policies per **DISTRICT MANAGER PRESLEY'S** recommendations to move All Time Off to Paid Time Off and include Martin Luther King's birthday as a holiday. **COMMISSIONER DYAR** seconded the motion. A voice vote approved the motion unanimously.

5. Consideration/Action to Amend the HISID Code of Regulations, Section 2-33- Meetings

DISTRICT MANAGER PRESLEY presented code regulation changes to move the workshop meeting to the third Monday of the month and the regular meeting to the fourth Monday of the month. **COMMISSIONER BROWN** moved to accept the changes to Section 2-33 – Meetings. **COMMISSIONER STAMPS** seconded the motion. Motion carried unanimously, to be effective in March 2022.

6. 2021 Year-End Financial Report

DISTRICT MANAGER PRESLEY presented the 2021 year-end actuals versus budgets. Under Expenditures, the Fire Department was over budget due to hiring an additional employee which

was not budgeted, as well as making major repairs to the trucks. He explained "non-departmental" revenue where assessment payments are deposited, and from where expenses for employee insurance, liability insurance for all the properties are paid, things not unique to any specific department. Revenue is up \$600,000.00, with AOB collected revenue not included. There are six CDs totaling \$1.5 million. Current reserves are at 41% effective April 1, 2022. Ken Mills, 20 Rocky Top Circle, asked if depreciation was considered, stating of the \$4.7 million in revenue, less \$3.2 million in expenses, leaves a balance of \$1.5 million in depreciation. **COMMISSIONER STAMPS** is to discuss the reporting of depreciation with the auditors. **COMMISSIONER BROWN** asked when the 2022 Assessment bills are to go out? The boxes are going to the City tomorrow, as they requested to add their informational insert to HISID's assessment billing.

PUBLIC COMMENTS: 1) Mayor Kees was asked about a date for the road repairs to begin through the grant. He stated there is no date at this time. The State is paying \$300,000.00 and the City is paying \$250,000.00 towards the project. The actual bid is for \$607,000.00. The contract for \$550,000.00 is released to the contractor once the City sends a check for the \$250,000.00. The County finally paid the 2021 Road Tax to the City of \$69,000.00. Jack Deaton presented the check and was instrumental in the negotiations for this payment. The State will notify the City when the project is to begin. The State manages everything regarding this project. The main throughfares need to be kept in good shape due to 100% of the traffic in and out of Holiday Island. HISID is to invite Kenny DeHart to speak next month regarding his recommendations for future road work anticipated. It would be timely to piggyback with the State project to add other local projects. 2) Ken Mills, 20 Rocky Top Circle, the charge to the architect designing the Recreation Center is to leave the slab with the restrooms intact.

COMMISSIONER COMMENTS: **COMMISSIONER BROWN** suggested the March workshop include Emergency Management Services (EMS) and the Fire Chief. The ambulance cannot go out without two EMTs, requiring the Fire Department to use a fire truck to respond to all calls. AL Selleck, 22 Buckskin Lane, is a member of the Western Carroll County Ambulance District. He said the ambulance district has a contract with Eureka Springs to provide two ambulances staffed with two EMTs. Of their \$300,000.00 budget, only 15% or \$45,000.00 is available to divide between five fire districts, with the balance going to Eureka Springs. The ambulance district only buys equipment for ambulances, not for fire departments. **COMMISSIONER STAMPS:** Why do we not have a quick response vehicle?

AGENDA SCHEDULING:

Monday, March 21, 2022 Work Session 9:00 a.m.

Monday, March 28, 2022 Regular Meeting 9:00 a.m.

A motion to adjourn was made by **COMMISSIONER BROWN**, seconded by **COMMISSIONER STAMPS**. Motion approved unanimously. Meeting adjourned at 10:45 A.M.

Respectfully submitted,



Phyllis Sarratt, Secretary, Holiday Island Board of Commissioners