

**REGULAR MEETING
BOARD OF COMMISSIONERS
HOLIDAY ISLAND SUBURBAN IMPROVEMENT DISTRICT (HISID)
AUGUST 17, 2020**

The Regular Meeting was held via Zoom 93937380936 and was called to order by **CHAIR KEN BROWN** at 9:00 a.m.

INVOCATION: Pastor Steve Ward from the Holiday Island Baptist Church gave the invocation.

ROLL CALL: Present for roll call were **COMMISSIONERS BILL NOONAN, NITA HOLLEY, DAN KEES, KEN BROWN,** and **DAVID ORR.** A quorum was declared with all commissioners present.

APPROVAL OF AGENDA: **COMMISSIONER KEES** moved to approve the agenda. **COMMISSIONER ORR** seconded. Motion approved unanimously.

APPROVE MINUTES: **COMMISSIONER KEES** moved to approve the minutes for 6-29-20 and 7-6-20 Special Meetings. **COMMISSIONER ORR** seconded. The minutes were approved unanimously.

CEREMONIAL: None

ANNOUNCEMENTS: **COMMISSIONER NOONAN:** The County is working on the procedures for a drop box for mail-in voting. Once determined, the procedures will be highly publicized by the County. Also, there is mail being stolen. This might be the time of year to be diligent in watching this closely. **COMMISSIONER KEES:** Al Selleck let me know the mailbox by Joe Lawrence's office is being removed by the Post Office.

PUBLIC COMMENTS: Susan Rosen, 1 Hickory Circle: The Holiday Island Chamber of Commerce is holding a free bluegrass concert and ice cream social on Saturday, August 22nd at 6:00 p.m. at the Memorial Veterans Park.

REPORTS:

A) July Financial Report

DISTRICT MANAGER BLOOD: The mistake on the first sending to the commissioners was corrected. **COMMISSIONER KEES** moved to approve the July Financial Report. **COMMISSIONER NOONAN** seconded the motion. Motion carried unanimously.

B) Deputy Report

Deputy Ingle gave his report for July 2020 (see attached). He reviewed the 181 calls for service, noting there were 14 citations for speeding with six warnings. He reiterated the importance of taking outgoing mail with payments enclosed directly to the inside of the post office. There was a drug bust in Benton and Carroll County with 29 people arrested. The highest target from the drug bust lived in Holiday Island and will be going to federal prison. He would not identify the individual. The latest fraud case was using other peoples' information to file for unemployment. He asked for people to report unusual drive-by incidents by taking a picture of the vehicle, capture the license plate number, and try to identify the vehicle. All suspicious activity should be called into the non-emergency number 870-423-7373. Do

not use Next Door or other websites or social media sites for reporting, as these sites are not monitored. Asked if the sex offender site was up to date, he confirmed that it was always kept up to date. The website is www.acic.org. **COMMISSIONER KEES** reported that the latest email scam was an email made to look as if it was a HISID email from Ken Brown regarding the purchase of gift cards from several stores. Be aware of this and other email scams.

C) District Manager Report

DISTRICT MANAGER BLOOD: HISID was the victim of a burglary at the Water and Road Departments. A used pickup truck and a variety of cordless power tools that could be pawned were stolen. There are no leads at this point. The burglary is still under investigation. He reviewed the year-to-date revenues including last year and the year before. Our net change in position is \$36,000.00 to the positive. The 2019 audit was finished last week with the auditors giving their report to the Commissioners sometime in September. **DISTRICT MANAGER BLOOD** showed overhead slides giving an extensive review of the current and previous water and wastewater situations. Several comparison charts were shown. One chart shows the water billed versus the water production, resulting in the percent of water loss in the various zones and reflecting a reduction of water loss since the PRVs have been installed. Six PRVs still need to be replaced in the high-pressure zone. Three of them will be replaced in September. The Wastewater Treatment Plant went from 1.2 million gallons per month to 250,000 gallons per month. Fire Department calls continue to drop due to the Covid-19 crisis. A new paramedic/firefighter, Wayne Kaits, was hired full time, fulfilling staffing requirements. Road Department was busy hogging and side cutting many of the roadways in Holiday Island. Cold patching, weekly chipping, and miscellaneous vehicle maintenance were performed. He reviewed the Pro Shop, Grill, and Recreation Center, both financially and their Covid-related policies and procedures enacted during this time. Governor's Directives, Department of Health Guidance, and Covid-19 Best Practices are being followed. Holiday Island golf courses were open when other area golf courses were closed. The Holiday Island Grill was open for to-go orders and home delivery when most other restaurants were closed. The Holiday Island swimming pool was open more hours than most other pools. Holiday Island recreational activities including pickleball, tennis, basketball, and hiking trails were open when all other recreational activities were closed and remain closed today. There have been no known Covid-19 transmissions in any HISID facility, even though there have been ten confirmed cases in Holiday Island. The Community Association Institute (CAI), an advocacy assistance agency representing condo associations up to and including mega master-planned communities with 40,000 members, did a "best practices" for communities followed by a survey. Their findings showed 79% closed all their common areas and amenities; 63% did extensive cleaning and disinfecting of frequently touched areas; 27% installed more hand sanitizers and wipes in common amenities; 68% are holding their board meetings through video or teleconference; 79% postponed non-essential meetings and events; 13% prohibited guests from entering the community; 68% encouraged social distancing and shared spaces; 27% paused residential or non-essential construction or renovation, and paused rules of enforcement; 6% waived fines for rural non-compliance; 18% waived late fees for assessment payments; 65% informed and educated residents; and 13% did "other". CAI also took a look at whether to swim or not to swim. Only 7% of the pools opened as scheduled; 30% opened but delayed; 8% are currently closed but are scheduled to open soon; 40% closed their pools for the entire season; 7% opened then closed temporarily and are now reopened; and 14% "other". Reasons for their actions were: 48% attorney recommendations; 39% lacked insurance coverage; 58% fear of exposure to legal liability; 42% inability to meet local, state or federal requirements for pool openings; 9% inability to secure a lifeguard; 50% fear of spreading Covid-19; and 1% residents requested the pool remain closed. He reviewed the practices of other pools and the one on Holiday Island. CAI gave us our best practices and compared our practices to those recommended and others. Cost controls and budgets were compared to other

semi-private and private golf courses. In addition to losing outside golfers, we are losing merchandise sales, restaurant sales and proceeds from tournaments, etc. Putting all the safety protocols in place, we believe golf for outside guests can be safely done. We are considering multi-purposing the Pro Shop and Recreation Center employees. I would appreciate any suggestions regarding financial versus safety options. **COMMISSIONER NOONAN:** Our church has made some great efforts in that regard and I could arrange some consultation with you and our people who have done this. **COMMISSIONER KEES:** The golf courses are a significant asset to Holiday Island and it is not the kind of asset you can "mothball". The value of the golf course is in the turf, and just like a lake without water has no value, a golf course without turf has no value. Maintaining the courses is important to keep the value up. **COMMISSIONER ORR:** As to the theft at the maintenance facility, how are our losses covered? **DISTRICT MANAGER BLOOD:** We have insurance and the company has been contacted. If we do not recover the truck, it is not going to be very much, as the 2004 truck was scheduled to be replaced next year anyway, having nearly 200,000 miles on it. The value of equipment taken is around a couple of thousand dollars, and probably would not meet our deductible. **COMMISSIONER ORR:** Do you have any idea how to mitigate this type of situation in the future? **DISTRICT MANAGER BLOOD:** Not that I want to go into right now. We are actively working on that right now. **COMMISSIONER ORR:** Is the cost of hiring additional people to handle the Covid-19 practices within our budget? **DISTRICT MANAGER BLOOD:** Yes. We have only hired one additional person at the swimming pool and it was a minimum wage seasonal part-time position to help clean. **COMMISSIONER ORR:** Are we currently working on replacing the fuel tank, or a cost for replacement? **DISTRICT MANAGER BLOOD:** No, it has already been replaced. The cost was absorbed into the maintenance budget, so there was no major impact, nor any loss of fuel, because it was in a containment area. **COMMISSIONER ORR:** Back to the pool, what is your recommendation moving forward regarding a liability waiver. **DISTRICT MANAGER BLOOD:** The Governor has signed an executive order providing tort immunity provided you are following Covid-19 procedures and directives. We may take a look at this with out-of-towners, both at the pool and the golf courses. **COMMISSIONER ORR:** Moving forward, do you have any recommendations regarding the closing of the driving range. **DISTRICT MANAGER BLOOD:** I do not have any recommendations on this. I know our revenue is down and if we do not change that, the gap will continue to increase. I do not have a crystal ball to know where the Covid-19 crisis is going. As of right now, we have had no known transmission in any of our facilities. This is a very tough seat to be in, trying to make everybody happy while still maintaining the directives, public health guidance, and the best practices. I do not have any recommendations. **COMMISSIONER ORR:** How much time would you need to get a decision from the Board to open the courses? **DISTRICT MANAGER BLOOD:** I do not believe that there is any time limit on that. The sooner we open it up, the better. Again, I listen to the Governor's briefing every day and we are currently gaining 10,000 new cases in the state approximately every ten to fourteen days. I wish I knew where we would be in October. **CHAIR BROWN:** I would like to see the driving range closed through the rest of the year. Annual passes to the driving range could be extended by four months. I am also proud to say the pool staff has done a good job. Also, with a lower water loss, I commend the Water Department and the replacement of the PRVs. **COMMISSIONER KEES:** There is still work to do yet, but I think it shows that if you approach a problem from a technical perspective, collect as much data as possible, put together a plan based on that data and work that plan, you get good results. We are starting to see the benefit of that. Looking back over the past 25 years, I have never seen a report under 60% for water loss. In addition to the pressure challenge due to all the elevation changes and the age of the system, we have a water system that is set up for 5,000 to 6,000 connections, while we have only 1,600 connected, so we are only 20-30% installed on a system. In the case of the golf course, there is no time to look at data for a five-year plan, so we have to make a decision and hope we get the best results from it. I would also advocate closing the driving range for

the rest of the year to re-allocate those resources to open the course up and bring in more revenue. **COMMISSIONER ORR:** This is a tough decision for everyone to make. Does this decision come to the Board or is it up to the course manager to re-open the course? Do we need to make a motion to open the course and another motion to close the driving range? **DISTRICT MANAGER BLOOD:** I do not like personally having to make these decisions, but I am the manager and it ultimately falls into my realm unless you think I am doing something inappropriate. You always have the right to overrule me. For the sake of being able to be fluid and react to unknown situations that could happen in the future, I think it would be best suited if you leave that responsibility with me. **COMMISSIONERS KEES, NOONAN AND ORR** agreed. **COMMISSIONER ORR:** With this decision in your hands, how soon can we have a decision on re-opening the golf course and closing the driving range? **DISTRICT MANAGER BLOOD:** I am going to close the driving range for the rest of the year. I am going to meet with my staff today to formulate a plan to reutilize the staff asset and hopefully have the course open by the end of the week with the differences in policies for reopening the course. **CHAIR BROWN:** I would be against increasing non-property owners and guest fees right now. If we get outside players and close the driving range, it might get us through the end of the year. **COMMISSIONER ORR:** Do we need a motion to increase fees? **DISTRICT MANAGER BLOOD:** Having received feedback from the Board, I will move forward and at this time, and not increase the non-property owner fees.

BUSINESS

OLD BUSINESS:

1. Regulation 2020-003 Amending Section 2-31.1 Board of Commissioners Election and Voting Procedures

CHAIR BROWN read Regulation 2020-003 Amending Section 2-31.1 Board of Commissioners Election and Voting Procedures. This is the second reading. It was discussed at the last meeting. **COMMISSIONER KEES** moved to approve the second reading of Regulation 2020-003 Amending Section 2-31.1 Board of Commissioners Election and Voting Procedures. **COMMISSIONER ORR** seconded. **DISTRICT MANAGER BLOOD** summarized the major changes incorporated in this regulation. Motion carried unanimously.

NEW BUSINESS:

1) Approve Bid for Building Pad Construction for Salt and Sand Storage Building

DISTRICT MANAGER BLOOD reviewed the purposes for the building pad construction. The Board budgeted \$72,000.00 with the intent to do a 40'x60' concrete pad; as well as the flexible side storage shelter. He read the bids of \$73,350.00 from Heavy Constructors and \$75,000.00 from R&R Dirt Works, both exceeding our budget and neither included the shelter. He offered the following four options for the Board to consider: 1) increase budget by \$25,000.00 to \$30,000.00 to accommodate the cost of the structure, tax and shipping and approve the low bid of \$73,350.00; 2) multi-phase/multi-year the project approving the low bid of \$73,350.00 now and add the \$30,000.00 in next year's budget for the structure, to complete the project; 3) reject all bids and reduce the footprint and request a proposal for a smaller project; explaining the purpose of a larger facility to store vehicles to shelter them from freezing temperatures; and 4) other recommendations or ideas. **COMMISSIONER KEES:** How were we so far off on the estimate for the budget?

DISTRICT MANAGER BLOOD: Two things: 1) since we are placing this on the residential lot that is adjacent to the Water/Wastewater and Road Departments, I had to seek approval from the Planning Commission for the project; and 2) as a condition of their approval, they asked us to move it to the backside of the lot to maintain the tree cover, so it would not be seen from the road. It is a good spot, but when we started doing the excavation, we went from needing a foot of fill dirt to six feet of fill dirt. Also, if the contractors are busy, you do not get as low a contract rate as you do if they are slow.

COMMISSIONER KEES: Do you know how much of the increase is due to relocating it and the extra fill? Kenny DeHart, Roads Superintendent, explained the change in the topography of the land and the steepness of the land to get it behind the tree line. He expressed his shock at the price of the bids, as the only actual change was the need for more fill dirt. The red dirt is one of the cheapest parts of the project.

COMMISSIONER KEES: If we knew the majority of the increase in cost was because of the Planning Commission's request, it may be worth our time to ask them if they could take a second look, given the extra cost it adds to the project. Kenny DeHart felt that the relocation of the pad site with quite a bit of slope on it might go up by \$10,000.00 from last year's estimate.

COMMISSIONER KEES: If we were to put it there with the fill dirt, are you confident that over time, the dirt is going to be stable and we are not going to have the concrete pad splitting and trying to slide downhill. Kenny DeHart: I am confident on the pad as far as the fill dirt. He further explained the reason for his comment. Further discussion ensued regarding the site, its access, comparison with a concrete wall, and whether there is grant money involved in this project.

COMMISSIONERS ORR, KEES, and NOONAN agreed to re-evaluate the entire project. **CHAIR BROWN** asked why the Planning Commission wanted the project to move back from the original location.

DISTRICT MANAGER BLOOD: It is a residential lot and it would impact the neighbors.

COMMISSIONER ORR: In the re-evaluation of this project, I think we need to target an alternate location, consider pole barn re-use, determine vehicle access and mobility, and consider possible fencing at the front of the location.

COMMISSIONER KEES recommended a site visit for the Board at the maintenance shop.

COMMISSIONER NOONAN does not want to micro-manage this issue.

CHAIR BROWN: Since Covid-19 prevented the Board from having its annual orientation of properties earlier this year, it seems reasonable that we take a look at the location, but with no intention of overruling the decision recommended by **DISTRICT MANAGER BLOOD** and Kenny DeHart.

COMMISSIONER KEES moved to table the matter until a new proposal is presented at a future meeting. **COMMISSIONER NOONAN** seconded. Motion carried unanimously.

PUBLIC COMMENTS: None

COMMISSIONER COMMENTS: None

COMMISSIONER AGENDA SCHEDULING:

Monday, September 21, 2020

Regular Meeting 9:00 a.m.

DISTRICT MANAGER BLOOD: Possible special meetings may have to be scheduled to discuss budget items for next year's budget. **CHAIR BROWN** asked if Regulation 2020-003, having had its second reading today and being approved, could be posted on the Website.

ADJOURN: **COMMISSIONER KEES** moved to adjourn the meeting. **COMMISSIONER ORR** seconded. Motion passed unanimously. Meeting adjourned at 11:16 a.m.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "David Orr", written in black ink.

David Orr, Secretary, Holiday Island Board of Commissioners