

HNWS Regular Board Meeting Agenda
March 19, 2019 – 6:00 PM

6:00 p.m. Call Meeting to Order - Board President Mike Kennedy

PRAYER
PLEDGE OF ALLEGIANCE
ANNOUNCE QUORUM
ANNOUNCE **“AUDIO AND VIDEO RECORDERS IN USE”**
“PLEASE SILENCE ALL CELL PHONES”

Approval of Minutes and Transcripts –

Approval of the minutes and transcripts of the February 19th HNWS BOD Regular Meeting

Approval of Memberships –

Approve February New Memberships (264), Cancelled Memberships (243) & Transfers (0)

ADMINISTRATIVE – President Kennedy

1. Finance – Review of the January and February 2019 Financial Statements – Rob Williamson

Description: presentation of the January and February financials for both HNWS and MESI.

Fiscal Impact: N/A

Legal Review: N/A

Staff Recommendation: Approve January and February financial statements.

2. Resolution to Adopt an Open Meeting Framework – Secretary Lanier

Description: Discussion of the proposed resolution. The Board directed HNWS general counsel, Keith Kilpatrick, to perform a legal review of the draft policy document to include compliance with Florida statutes and HNWS governing documents.

Fiscal Impact: N/A

Legal Review: completed

Staff Recommendation: the board will decide if the resolution will be adopted.

3. HNWS Effluent Disposal Capacity UPDATE - Rob Williamson

Description: update to the two Board approved task items from the February HNWS Board meeting.

Task 1 - The fee agreement with Outside Counsel Will Dunaway was executed and an initial meeting was held to discuss the creation of a Memorandum of Understanding (MOU) with Santa Rosa County. Will has begun creating the first draft of MOU. When completed, the draft will be forwarded to HNWS General Counsel Keith Kilpatrick for review.

Task 2 – see agenda item #4

Fiscal Impact: NA

Legal Review: pending

Staff Recommendation: Information Only

4. GB/HNWS Shared Reuse Agreement

Description: at the February Board meeting, the HNWS board approved staff to renew discussions with Gulf Breeze for a shared reuse solution. The initial meeting with Gulf Breeze City Manager, Samantha Abell, was conducted March 13. The next step is to draft an agreement for review by both parties.

Fiscal Impact: not to exceed \$10k

Legal Review: pending

Staff Recommendation: direct staff to retain outside counsel Jack Fiveash to create a Shared Reuse Agreement between the City of Gulf Breeze and Holley-Navarre Water System. Upon completion, the draft agreement would be brought back to the board for review and approval.

5. Board of Directors Code of Conduct – Secretary Lanier

Description: the HNWS Board of Directors voted at the February meeting to direct the General Counsel, Keith Kilpatrick, to perform a legal review of the draft Code of Conduct policy document to ensure compliance with Florida statutes and HNWS governing documents.

Fiscal Impact: N/A

Legal Review: pending

Staff Recommendation: The Board will decide if the resolution will be adopted.

6. HNWS Office Expansion

Description: The existing office underwent an expansion in 2014. All current offices and storage space have been maximized. There are positions needing to be filled with no available office space. The requested will result in four additional offices and maximize remaining storage space. The renovation is expected to get us two more years of growth. If approved, the expected completion date is June. This project will be coded to the HNWS Office Expansion CIP budget line item.

Fiscal impact: \$49,275.60

Legal Review: NA

Staff recommendation: approve award of project to Extreme Builders & Construction, LLC and allow CEO to sign all related documents.

7. Member Information Request Policy

Description: The most recent board policy does not allow for HNWS members personal information to be shared without board approval.

Fiscal Impact: NA

Legal Review: General Counsel

Staff Recommendation: direct staff to evaluate the New Member Application Form and present recommended improvements at the April meeting.

GOLF COMMITTEE - Director Terasa

THE CLUB AT HIDDEN CREEK

1. 2018 Financial Statements – Cindy Callen

Description: Cindy presents a review of the January and February revenue, expenses and net income.

Fiscal Impact: N/A

Legal Review: N/A

Staff Recommendation: Approve January and February financial statements

2. TCHC Visioning Exercise UPDATE– Director Terasa

Description: a diverse group of 13 stakeholders, participated in a visioning exercise facilitated by Director Terasa on February 26th from 7:30-11:30. A mission and vision statement were created, recommended team values and critical issues for the future identified. Staff will use the feedback and recommendations to facilitate ongoing improvement efforts.

Fiscal Impact: N/A

Legal Review: N/A

Staff Recommendation: Information Only

3. Restaurant Lease Update – Rob Williamson

Description: financial capability has been validated and the lease agreement is being finalized.

Fiscal Impact: N/A

Legal Review: pending

Staff Recommendation: approve CEO to execute the lease agreement.

PERSONNEL COMMITTEE – Director Harper

1. Employee Handbook

Description: discussion of adding a CEO job description to the HNWS employee handbook.

Fiscal Impact: NA

Legal Review: pending

Staff Recommendation: the board will direct next steps

ENGINEERING – Phil Phillips

1. Monthly Operations Report – Phil Phillips

Description: operations status update

Fiscal Impact: N/A

Legal Review: N/A

Staff Recommendation: Information Only

2. Clarifier #4 – Cory Snyder

Description: project status update

Fiscal Impact: N/A

Legal Review: N/A

Staff Recommendation: Information Only

Member Forum:

Adjourn meeting:

The next HNWS Board meeting is scheduled for April 16, 2019 at 6pm

