

HNWS Regular Board Meeting Agenda
June 18, 2019 – 6:00 PM

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

PRAYER
PLEDGE OF ALLEGIANCE

ANNOUNCEMENTS: QUORUM (Requires 4)

Approval of Minutes and Transcripts

Approval of minutes and transcripts from the May 7th Special Board Workshop and May 21st HNWS BOD Regular Meeting

Approval of Memberships

Approval of May new memberships (403), cancelled memberships (398) & transfers (0)

ADMINISTRATIVE – President Kennedy

1. Finance – Review of the May 2019 Financial Statements – Rob Williamson

Description: Presentation of the May financials for both HNWS and MESI.

Fiscal Impact: N/A

Legal Review: N/A

Staff Recommendation: Approve May financial statements.

2. Request for Impact Fee Financing for Navarre Gardens North – Rob Williamson

Description: Applicant is requesting to finance \$64,575.68 (\$80,719.60 – water \$28,158.00 & sewer \$52,561.60 less 20% down payment) at 2% +prime (currently 5.5%) for 5-years. Current policy only provides for financing of commercial impact fees with Board approval. Request is consistent with previous board approved commercial impact fee financing.

Fiscal Impact: N/A

Legal Review: N/A

Staff Recommendation: As directed by the Board.

3. Customer Service Billing Improvements – Rob Williamson

Description: Discussion of billing and payment process improvements to include reducing the number of annual billing cycles from forty-eight to twelve and the outsourcing of credit card processing.

Fiscal Impact: Estimated labor savings in excess of \$40,000 annually with enhanced productivity and improved customer service.

Legal Review: N/A

Staff Recommendation: Approve transition from 48 to 12 billing cycles per year. Approve selection of Paymentus for billing services, as presented, and direct CEO to sign all related documents.

4. FRUS/HNWS Service Agreement – Rob Williamson

Description: Discussion of the current draft of the agreement. Recommendations from FRUS partners have been incorporated into the agreement. The FRUS Board approved forwarding the current draft for legal review by FRUS general counsel and other FRUS partners.

Fiscal Impact: N/A

Legal Review: Document has been submitted to HNWS general counsel.

Staff Recommendation: The Board will direct.

5. Booster Pump Station Project – Rob Williamson

Description: Discussion of acquisition of a vacant lot for the installation of a skid mounted booster pump and additional HNWS facilities.

Fiscal Impact: \$49,900

Legal Review: If approved, Keith will perform title search and schedule the closing.

Staff Recommendation: Approve acquisition of subject property at a price of \$49,900 and authorize CEO to sign all related documents.

6. GB/HNWS Shared Reuse Agreement – Rob Williamson

Description: As directed by the board at the March 19, 2019 meeting, outside counsel Jack Fiveash was retained to draft a Shared Reuse Agreement between the City of Gulf Breeze and Holley-Navarre Water System. If the Board approves, the next step is for the agreement to be delivered to GB for their initial review and commentary. The agreement will come back to the Board for consideration prior to any action being taken.

Fiscal Impact: N/A

Legal Review: Outside counsel Jack Fiveash has reviewed agreement.

Staff Recommendation: Approve forwarding the proposed agreement to GB for review.

7. Annual HNWS Insurance Renewal – Rob Williamson

Description: Per the FY 19 budget, the renewal date for Corporate Insurance Policy, including GL and Workers Comp Policies, is July 1, 2019.

Fiscal Impact: \$28,000 reduction in annual policy costs when compared to prior year.

Legal Review: N/A

Staff Recommendation: Approve renewal of insurance policy as presented and direct CEO to sign all related documents.

PERSONNEL COMMITTEE – Director Harper

1. Board Policy Requiring HNWS Job Descriptions – Rob Williamson

Description: Job descriptions have been created for all positions currently offered by HNWS. All current and future employees will be required to sign acknowledging they have received and read a copy of their job description.

Fiscal Impact: N/A

Legal Review: HR Landrum has reviewed and verified all job descriptions to be legally compliant.

Staff Recommendation: Approve requiring a legally compliant job description for each position offered at HNWS.

2. **401k Retirement Benefits Policy** – Rob Williamson

Description: Discussion to amend current 401k retirement plan. The May 2019 Board Critical Issues Workshop identified improving employee training and retention as the highest priority. Currently, HNWS does not provide a match for the employee 401k retirement savings plan. The suggested modifications are fiscally feasible, sustainable and, if approved by the Board, implementation will not require any changes to the existing Defined Benefit Pension Plan.

Fiscal Impact: FY 2019 - \$41,250

Legal Review: N/A

Staff Recommendation: Approve amending the existing 401k plan, effective October 1, 2019, to offer up to a 5% match for each eligible full-time employee across all business segments.

THE CLUB AT HIDDEN CREEK GOLF COMMITTEE – Director Terasa

1. **GM Report** – Cindy Callen

Description: Cindy presents a review of the financials and updates the Board on The Club at Hidden Creek related activities.

Fiscal Impact: N/A

Legal Review: N/A

Staff Recommendation: Approve May financial statements.

ENGINEERING – Phil Phillips

1. **Monthly Operations Report** – Phil Phillips

Description: System operations status update.

Fiscal Impact: N/A

Legal Review: N/A

Staff Recommendation: Information Only

2. **Clarifier #4 Status Report** – Cory Snyder

Description: Project Manager, Cory Snyder, delivers status report including percentage complete, timeline, expenditures, etc.

Fiscal Impact: Board approved project cost - \$1,324,867.00; Expenditures to date - \$534,626.82

Legal Review: N/A

Staff Recommendation: Information Only.

Member Forum:

Adjourn meeting:

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