

HNWS Regular Board Meeting Agenda  
October 15, 2019 – 6:00 PM

**6:00 PM: Call Meeting to Order – Board President Mike Kennedy**

- PRAYER & PLEDGE OF ALLEGIANCE
- ANNOUNCE QUORUM (4 Required)

**Approval of Minutes and Transcripts**

Approve the minutes and transcripts from the September 17<sup>th</sup> HNWS BOD Regular Meeting.

**Approval of Memberships**

Approve September New Memberships (311), Cancelled Memberships (271) & Transfers (0).

**ADMINISTRATIVE – President Kennedy**

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

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

**Fiscal Impact:** N/A

**Legal Review:** N/A

**Staff Recommendation:** Approve September financial statements.

**2. Memorandum of Agreement and letter to Santa Rosa County**

**Description:** Discussion of sending Memorandum of Agreement and cover letter to Santa Rosa County.

**Fiscal Impact:** NA

**Legal Review:** NA

**Staff Recommendation:** Approved staff to forward the cover letter and Memorandum of Agreement (MOA) to Santa Rosa County (SRC) and authorize the board president to sign the letter.

**3. 2018 HNWS Corporate Tax Returns – Rob Williamson**

**Description:** The HNWS 2018 Corporate Tax Returns and 2016 & 2017 Amended tax returns. They are due November 15, 2019.

**Fiscal Impact:** \$18,625 will be returned to HNWS as a result of filing the amended returns.

**Legal Review:** N/A

**Staff Recommendation:** Approval of the 2018 Corporate Tax Returns, the 2016 & 2017 Amended Tax Returns and direct staff to file all returns.

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#### 4. **FRUS/HNWS Service Agreement Review – Rob Williamson**

**Description:** At the September FRUS Board meeting, the board approved each Fairpoint member to provide written comments and recommended modifications to the draft service agreement. Each Fairpoint member is to submit their items for consideration at the October FRUS board meeting where the agreement is to be finalized.

**Fiscal Impact:** N/A

**Legal Review:** Review of current draft completed.

**Staff Recommendation:** Approval of a list of comments for submission to the Fairpoint Board of Directors.

#### 5. **Continuing Services Contract for Improved Asset Management and I & I – Rob Williamson**

**Description:** The Contract Documents for the Annual Contract were advertised in early September in the Pensacola News Journal and the Navarre Press. The project was also listed on multiple national plans services. Bids were opened October 8, 2019. There were three plan holders but only one bid was received. As this is an annual contract, the bid establishes pricing for many items related to the repair of the I&I problems in the system however the initial award amount is zero dollars.

**Fiscal Impact:** N/A

**Legal Review:** N/A

**Staff Recommendation:** Staff recommends awarding an annual contract to Pensacola Concrete Company and authorize the CEO to sign all related documents. Task orders will be given to the contractor based upon the annual contract throughout the next 12 months in accordance with the Board approved budget item.

#### 6. **Fleet Vehicle Purchase(s) – Rob Williamson**

**Description:** Request to purchase two fleet vehicles. One fleet vehicle for mechanic and fleet maintenance related activities. Vehicle will also be utilized to transport recently acquired RIB's maintenance equipment to maintain Williams Creek and Holley RIBs as well as the future Eglin RIB's site. The second fleet vehicle is to replace the existing nine-year-old vehicle. This vehicle is utilized for office and administrative support, deposits, training and conference related transportation. We will trade in the existing 2010 vehicle. Three bids were solicited for each vehicle.

**Fiscal Impact:** \$113,092.00 from Unrestricted Budget

**Legal Review:** N/A

**Staff Recommendation:** Approve purchase of two fleet vehicles from Bozard Ford for a total cost not to exceed \$113,092.00 (this includes a \$11,900.00 trade-in value applied toward the purchase) and approve staff to sign all related documents.

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## PERSONNEL COMMITTEE

### 1. CEO Job Description Update

**Description:** The Personnel Chair has proposed a change to the Job Description for the CEO. The recommended language would now read as follows: *“Responsibilities include interviewing, hiring; training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints; resolving problems and when necessary terminating employees following established H/R guidelines.”*

**Fiscal Impact:** N/A

**Legal Review:** Landrum has reviewed and approved of Job Description.

**Staff Recommendation:** The board will direct.

## GOLF COMMITTEE – Director Terasa

### THE CLUB AT HIDDEN CREEK

#### 1. 2019 Financial Statements – Cindy Callen

**Description:** Cindy presents a review of the September 2019 revenue, expenses and net income.

**Fiscal Impact:** N/A

**Legal Review:** N/A

**Staff Recommendation:** Approve September 2019 financial statements.

## 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 November 19, 2019 at 6pm.***

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