



HNWS Regular Board Meeting Agenda  
October 18, 2022 – 6:00 PM

**6:00 PM: Call Meeting to Order – Board President Joe Campbell**

**Meeting Announcements:**

- PRAYER & PLEDGE OF ALLEGIANCE
- ANNOUNCE QUORUM (4 Required)
- AUDIO & VIDEO RECORDERS IN USE
- PLEASE FILL OUT THE MEMBER FORUM SIGN-UP SHEET TO ADDRESS THE BOARD

**Approval of Minutes and Transcripts**

- August 24, 2022 Closed Executive Session Meeting Minutes unredacted and redacted
- September 20, 2022 Regular Meeting Minutes and Transcripts
- September 29, 2022 Closed Executive Session Meeting Minutes unredacted and redacted.
- October 6, 2022 Closed Executive Session Meeting Minutes unredacted and redacted.

**Approval of Memberships**

Approve September New Memberships (298) Cancelled Memberships (275) & Transfers (1).

**Unfinished Business**

**1. Forensic Audit – Joe Campbell/ Ty Campbell**

**Description:** Update on forensic audit search.

**Fiscal Impact:** Board approved up to \$50,000.00

**Legal Review:** In progress

**Staff Recommendation:** Information only.

**2. Organizational Resources – Employee Handbook - Jarod Cross**

**Description:** Presentation of “Employee Handbook” for approval.

**Fiscal Impact:** N/A

**Legal Review:** Complete

**Staff Recommendation:** Approve for immediate adoption.

**3. Member Claims Process – Joe Campbell**

**Description:** Presentation of policy and forms to be used.

**Fiscal Impact:** N/A

**Legal Review:** Complete.

**Staff Recommendation:** Approve.

#### 4. **CEO Hiring Committee – Update – Joe Campbell**

**Description:** Advertising and next steps.

**Fiscal Impact:** TBD

**Legal Review:** Incomplete

#### New Business

##### 1. **CEO Update – Joe Campbell**

**Description:**

**Fiscal Impact:** N/A

**Legal Review:** N/A

**Staff Recommendation:**

##### 2. **Finance – Review of August 2022 Financials – Joe Campbell/ Ty Campbell**

**Description:** Presentation of quarterly August 2022 financial statements.

**Fiscal Impact:** N/A

**Legal Review:** N/A

**Staff Recommendation:** Approve the August 2022 financial statements.

##### 3. **Finance Committee Updates – Bill Thiel**

- **Eglin Project – Daryl Lynchard**
- **Capital Improvements – Don Linnell**
- **Budget – Chairman Bill Thiel**

**Staff Recommendation:** Information only.

##### 4. **Pension Plan/ 401K Trustees – Update Administrators – Joe Campbell**

**Description:** Current trustees: Michael Kennedy, Bill Thiel, James Dabney, and Joe Campbell.

**Fiscal Impact:** N/A

**Legal Review:** N/A

**Staff Recommendation:** Remove Michael Kennedy and approve execution of resolutions to update trustees.

##### 5. **Board of Directors – Remote Attendance – Joe Campbell**

**Description:** Resolution to define Director board meeting remote participation.

**Fiscal Impact:** N/A

**Legal Review:** Complete

**Staff Recommendation:** Approve.

**6. Document Retention Plan – Joe Campbell**

**Description:** Presentation of policy and process for corporation wide document retention plan.

**Fiscal Impact:** N/A

**Legal Review:** Complete

**Staff Recommendation:** Approve.

**7. Operations – Commercial Impact Fee Usage Review Policy – Cory Snyder**

**Description:** Updated policy presented to clarify the intent of the policy and memorialize staff's interpretation of the policy through board action.

**Fiscal Impact:** N/A

**Legal Review:** Complete

**Staff Recommendation:** Approve.

**8. Finance – Insurance Renewal – Joe Campbell**

**Description:** Information regarding 2023 insurance renewal.

**Fiscal Impact:** N/A

**Legal Review:** Complete

**Staff Recommendation:** Information only.

**Engineering**

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

**Description:** Operations status update.

**Fiscal Impact:** N/A

**Legal Review:** N/A

**Staff Recommendation:** Information only.

**Member Forum**

**Adjourn Meeting**

**The next HNWS Regular Board meeting is scheduled for November 15, 2022 at 6pm at HNWS.**