



HNWS Regular Board Meeting Agenda
February 21, 2023 – 6:00 PM

6:00 PM: Call Meeting to Order – Board President Mark Miller

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
- **WELCOME Jeff Crigler as CEO, THANK YOU Joe Campbell as Interim CEO.**

Approval of Minutes and Transcripts

- December 20, 2022, Regular Meeting Minutes and Transcripts
- January 17, 2023, Annual Meeting Minutes and Transcripts
- January 23, 2023, Closed Executive Session Redacted and Unredacted
- January 23, 2023, Special Board Reorganization Minutes and Transcripts

Approval of Memberships

Approve December New Memberships (204) Cancelled Memberships (196) & Transfers (1).
Approve January New Memberships (198) Cancelled Memberships (186) & Transfers (3).

Unfinished Business

1. Finance – Review of HNWS October 2022 Financials – Jeff Crigler

Description: Presentation of HNWS October 2022 financial statements.

Fiscal Impact: N/A

Legal Review: N/A

Staff Recommendation: Approve the October 2022 financial statements.

2. Member Services – Commercial Review – Jeff Crigler

Description: Presentation of summary of letters sent to commercial accounts.

Fiscal Impact: N/A

Legal Review: N/A

Staff Recommendation: Information.

3. Organizational Resources – Employee Handbook – Mark Miller

Description: Presentation of “Employee Handbook” redline comparison and clean version, with a summary of changes.

Fiscal Impact: N/A

Legal Review: Complete

Staff Recommendation: Information.

4. TCHC and MESI – Operating Agreement Amendments – Jeff Crigler

Description: Current edition of the TCHC and MESI Operating Agreements presented and request to Legal to offer an amendment to include: HNWS Board approving TCHC and MESI yearly budget by December.

Fiscal Impact: TBD

Legal Review: N/A

Staff Recommendation: Approve change to TCHC Operating Agreement and MESI Administrative Policies.

5. Water Use Permit – Leak Adjustments – Mark Miller

Description: Presenting options of possible adjustments to best suit requirements of the Water Use Permit.

Fiscal Impact: N/A

Legal Review: N/A

Staff Recommendation: Approve option one.

New Business

1. CEO Update – Jeff Crigler

Description: Introduction, forensic audit status, and update on admin building renovation.

Fiscal Impact: N/A

Legal Review: N/A

2. Finance – Review of November and December 2022 Financials – Jeff Crigler

Description: Presentation of, November and December 2022 financial statements.

Fiscal Impact: N/A

Legal Review: N/A

Staff Recommendation: Approve the November and December 2022 financial statements.

3. Finance – Review of 2022 YTD Un-Audited Financial Statements – Jeff Crigler

Description: Presentation of the un-audited 2022 YTD financials.

Fiscal Impact: N/A

Legal Review: N/A

Staff Recommendation: Approve 2022 YTD un-audited financial statements.

4. Committee Updates – Bill Thiel

- **Eglin Project** – Mark Miller
- **Capital Improvements** – Don Linnell
- **Budget/ O&M** – Daryl Lynchard
- **Fairpoint** – Mike Matthews and David Crumbley

5. Employee Recognition – Jeff Crigler

Description: Ms. Monica Garcia completion of 2023 Santa Rosa County Leadership program and Josh Tittle's nomination to attend.

Fiscal Impact: N/A

Legal Review: N/A

Staff Recommendation: Information.

6. TCHC – Sale of 7061 Pro Am Ct Parcel – Jeff Crigler

Description: 2022 TCHC Management Board requests the authority to sell 7061 Pro Am Court parcel.

Fiscal Impact: TBD

Legal Review: N/A

Staff Recommendation: Information.

7. Operations – Well 4 Maintenance – Jeff Crigler

Description: Replacement of HNWS Well 4 pump and column pipe.

Fiscal Impact: \$58,908.00

Legal Review: N/A

Staff Recommendation: Approve purchase.

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 March 21, 2023, at 6pm at HNWS.