



HNWS Regular Board Meeting Agenda  
April 18, 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

**Approval of Minutes and Transcripts**

- March 21, 2023, Regular Meeting Minutes and Transcripts

**Approval of Memberships**

Approve March New Memberships (311) Cancelled Memberships (273) & Transfers (0).

**Unfinished Business**

**1. 2022 Consolidated Financial Audit Presentation – Kristin McAllister**

**Description:** Presentation of the HNWS, MESI, and TCHC 2022 audited financial statements and recommendations.

**Fiscal Impact:** \$~40,000.00

**Legal Review:** N/A

**Staff Recommendation:** Approve the 2022 consolidated audited financial statements and implement the recommendations in the Letter to Management.

**2. Organizational Resources – Employee Handbook – Jeff Crigler**

**Description:** Presentation of “Employee Handbook” final version for approval and immediate adoption.

**Fiscal Impact:** N/A

**Legal Review:** Complete

**Staff Recommendation:** Approve.

**New Business**

**1. CEO Update – Jeff Crigler**

**Description:** Brief updates on Commercial Impact Review and Pool Fill Policy.

**Fiscal Impact:** N/A

**2. Finance – Review of February 2023 Financials – Jeff Crigler**

**Description:** Presentation of February 2023 financial statements.

**Fiscal Impact:** N/A

**Legal Review:** N/A

**Staff Recommendation:** Approve the February 2023 financial statements.

### 3. Directors Update

- **Finance Committee Updates** – Joe Campbell
  - **Capital Improvement** – Don Linnell
  - **Budget/ O&M** – Daryl Lynchard
- **SRC Reuse Project – Eglin** – Mark Miller
- **The Club at Hidden Creek Management Board** – Jeff Crigler
- **Fairpoint Regional Utility System Representative** – Jeff Crigler
- **Municipal Engineering Services Representative** – Phil Phillips

### 4. Board of Directors – Selection Committee – Jeff Crigler

**Description:** HNWS has advertised for insurance broker services. A selection committee will need to be named to review the submittals.

**Fiscal Impact:** N/A

**Legal Review:** N/A

**Staff Recommendation:** Appoint two Board of Director representatives.

### 5. Finance – Award of Forensic Audit – Jeff Crigler

**Description:** Summary of four bids reviewed.

**Fiscal Impact:** \$39,450.00

**Legal Review:** N/A

**Staff Recommendation:** Award of forensic audit to Carr, Riggs, & Ingram.

### 6. 2023 Pension Contribution – Jeff Crigler

**Description:** A payment of \$393,850.00 before May 1, 2023, is required for the 2022 benefit plan year to be able to pay the lump sum benefit to 2023 retirees.

**Fiscal Impact:** \$393,850.00

**Legal Review:** N/A

**Staff Recommendation:** To make a payment to the plan administrator for the 2022 plan year of \$393,850.00 and approve a budget modification to add \$393,850.00 to the Pension Contribution line item for a total of \$750,850.00 to meet the 2022 and 2023 plan contributions requirements. Also, appoint the CEO position as a trustee for the retirement benefit plans.

### 7. Engineering – Master Meter Policy for Private Developments– Jeff Crigler

**Description:** Staff has drafted a memo regarding Master Metering of private developments with background and a proposed policy change.

**Fiscal Impact:** N/A

**Legal Review:** N/A

**Staff Recommendation:** Update Part 1, General Requirements of the HNWS Guidelines, Standards, and Specifications.

**8. Operations – Lift Station Repair – Jeff Crigler**

**Description:** Proposal for air release valve repair/replacements at various lift stations with Pensacola Concrete Construction.

**Fiscal Impact:** \$30,434.10

**Legal Review:** N/A

**Staff Recommendation:** Approve and award project as presented.

**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 May 16, 2023, at 6pm at HNWS.**