



HNWS Regular Board Meeting Agenda
June 20, 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

Employee Recognition – Jeff Crigler

<u>Service Anniversaries</u>	<u>Retirement</u>
Rebecca Dale – 20 years	Trudie Tolbert – 23 years
Donna Lupola – 20 years	

Approval of Minutes and Transcripts

- May 16, 2023, Regular Meeting Minutes and Transcripts
- May 22, 2023, BAWM - TCHC 2023 Annual Insurance Renewal- review

Approval of Memberships

Approve May New Memberships (360) Cancelled Memberships (326) & Transfers (1).

Unfinished Business

1. Commercial Impact Review – Jeff Crigler / Cory Snyder

Description: Update on remaining commercial accounts.

Fiscal Impact: N/A

Legal Review: Complete

Staff Recommendation: 1. Approve a one-time RV Park ERU update to Emerald Beach Campground, Navarre Beach Campground, and Hideaway Retreat respective accounts to reflect current ERU equivalency of 0.25 ERU's per RV space. 2. Approve an option for calculated additional impact fees outlined in draft letter for accounts of Johnny Huston's, Grey Tap Room, Woodside Living, and Emerald Beach Campground.

2. HNWS Insurance Renewals – Jim Grace

Description: Presentation of Insurance policy renewals for HNWS and an update TCHC coverages.

Fiscal Impact: TBD

Legal Review: N/A

Staff Recommendation: Approve HNWS Insurance Renewals.

3. TCHC 2023 Insurance Renewals – Jeff Crigler

Description: Commercial Property Wind/ Hail, WRAP, and Cyber Liability quote from UA for policy period 6/14/23-6/14/24.

Fiscal Impact: \$58,994.23

Legal Review: N/A

Staff Recommendation: Approval of TCHC Commercial Property Wind/Hail, WRAP, and Cyber Liability quote of policy period 6/14/23-6/14/24 for \$58,994.23.

4. Administration – Cleaning Contracts – Jeff Crigler

Description: Three proposals for cleaning contracts.

Fiscal Impact: \$26,880 annually

Legal Review: N/A

Staff Recommendation: Award to the lowest responsive bidder.

5. SRC Reuse Project, Eglin – Escrow Amount for Property Acquisitions – Jeff Crigler

Description: Clark Partington has been hired to coordinate the property acquisitions necessary for Phase 1B of the Eglin Reuse project. HNWS Board members approved a motion on May 17, 2022, to have the funds available for the fair appraisal value of the easements.

Fiscal Impact: \$119,400.00

Legal Review: N/A

Staff Recommendation: Authorize HNWS' CEO to make an escrow deposit payment of \$119,400.00 to Santa Rosa County.

New Business

1. CEO Update – Jeff Crigler

Description: Brief update on the forensic audit, website update, tank bid, and storm events of June 15, 2023.

2. Finance – Review of April 2023 Financials – Jeff Crigler

Description: Presentation of April 2023 financial statements.

Fiscal Impact: N/A

Legal Review: N/A

Staff Recommendation: Approve the April 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. Operations – E35 Mini Excavator Purchase – Jeff Crigler

Description: Four bids presented to replace the current excavator last purchased in 2011. This new machine was approved during the 2023 budget review for Capital Improvement Projects under “Equipment”.

Fiscal Impact: \$47,322.45

Legal Review: N/A

Staff Recommendation: Approve the purchase of the Kubota US35-4R1 for \$47,322.45.

5. HNWS By-Laws – Jeff Crigler

Description: Discussion surrounding HNWS By-Laws, Article XI, Section 1.

Fiscal Impact: N/A

Legal Review: Complete

Staff Recommendation: Discussion

6. Service Agreement – Tampering Policy – Jeff Crigler

Description: Discussion surrounding the levels of tampering and fines within the policy.

Fiscal Impact: N/A

Legal Review: N/A

Staff Recommendation: Discussion

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 July 18, 2023, at 6pm at HNWS.