



HNWS Regular Board Meeting Agenda  
November 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
- PROXY AND ABSENTEE VOTING STARTS NOV 1 AND ENDS DEC 22 AT 4:00PM
- ARTICLES OF INC VOTE AVAILABLE VIA PROXY OR ON ELECTION DAY, JAN. 16

**Approval of Minutes and Transcripts**

- October 17, 2023, Regular Meeting Minutes and Transcripts
- November 7, 2023, BAWM – Revised 2022 Corporate Tax Returns

**Approval of Memberships**

October New Memberships (280) Cancelled Memberships (266) & Transfers (0).

**Unfinished Business**

None.

**New Business**

**1. CEO Update – Jeff Crigler**

**Description:** Brief updates Forensic Audit Implementation, 2024 Draft Budget, HNWS 2022 Corporate Taxes, and TCHC Spray field cost breakdown.

**2. Finance – Review of September Quarterly 2023 Financials – Jeff Crigler**

**Description:** Presentation of September Quarterly 2023 financial statements.

**Fiscal Impact:** N/A

**Legal Review:** N/A

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

**3. Directors Update**

- **Finance Committee Updates – Joe Campbell**
  - **Capital Improvement – Don Linnell**
  - **Budget/ O&M – Daryl Lynchard**
- **SR Regional Reuse Project – 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. Defined Benefit Plan – Pension Payment – Jeff Crigler**

**Description:** Pension Committee met on November 16 and discussed payments for the remainder of 2023 and 2024.

**Fiscal Impact:** \$222,000

**Legal Review:** N/A

**Staff Recommendation:** Approve

**5. Award of Bid – Operations Chlorine Annual Contract – Jeff Crigler**

**Description:** Staff received three bids for the annual contract for gas chlorine delivery at HNWS Well sites and WWTP's. The lowest responsive bidder was Mobile Solvent in the amount of \$123,750.00 with two, one-year options of renewal included.

**Fiscal Impact:** \$123,750.00

**Legal Review:** N/A

**Staff Recommendation:** Award Mobile Solvent the bid for an annual contract of gas Chlorine delivery in the amount of \$123,750.00.

**6. Emergency Response Plan – Jeff Crigler**

**Description:** Updated Emergency Response Plan presented.

**Fiscal Impact:** N/A

**Legal Review:** N/A

**Staff Recommendation:** Approve

**7. 2024 Holidays – Jeff Crigler**

**Description:** Presentation of the 2024 Holiday closure dates as outlined by the Employee Handbook.

**Fiscal Impact:** N/A

**Legal Review:** N/A

**Staff Recommendation:** Approve

**8. SR Regional Reuse Project – Jeff Crigler**

**Description:** The appraisals for the easements for the South Santa Rosa Reuse Initiative have to be updated because the original appraisals are over a year old. An additional escrow deposit payment of \$13,800.00 to Santa Rosa County is needed. This is in addition to the previous amount of \$119,400.00 approved on June 20, 2023.

**Fiscal Impact:** \$13,800.00

**Legal Review:** Complete

**Staff Recommendation:** Approve the \$13,800.00 appraisal escrow deposit payment to Santa Rosa County for Santa Rosa Regional Reuse Initiative Project easements.

**9. 2023 TCHC Property Taxes – Jeff Crigler**

**Description:** Presentation of the HNWS budgeted 2023 TCHC Property Tax invoice, recommended to be paid by The Club at Hidden Creek before November 30, 2023, in the amount of \$38,909.38 for 3070 PGA Blvd. Staff is not requesting a reimbursement from HNWS at this time.

**Fiscal Impact:** \$38,909.38

**Legal Review:** N/A

**Staff Recommendation:** Approve TCHC to pay the 2023 Real Estate Taxes in the amount of \$38,909.38 paid prior to 11/30/23.

**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 December 19, 2023, at 6pm at HNWS.