



HNWS Regular Board Meeting Agenda  
October 17, 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
- EARLY VOTING STARTS NOVEMBER 1 AND ENDS DECEMBER 22 AT 4:00PM
- ARTICLES OF INCORPORATION VOTE ONLY AVAILABLE ON ELECTION DAY, JAN. 16

**Approval of Minutes and Transcripts**

- August 10, 2023, Open By-Law Amendment Workshop Transcripts
- September 19, 2023, Regular Meeting Minutes and Transcripts

**Approval of Memberships**

September New Memberships (282) Cancelled Memberships (282) & Transfers (1).

**Unfinished Business**

**1. Administration – HNWS 2024 Annual Board Election – Jeff Crigler**

**Description:** Presentation of updated election documents, vetted candidates, biography press release and distribution of annual notice.

**Fiscal Impact:** N/A

**Legal Review:** N/A

**Staff Recommendation:** Approve: **A)** vetted candidates, press releases to publications, and number of ballots ordered (2500 historically). **B)** 2024 Articles of Incorporation Amendment 3 Member Ballot sample, 2024 Articles of Incorporation Amendment 3 Member Proxy sample, and updated Election and Articles of Incorporation Amendment documents.

**2. Forensic Audit – Implementation Schedule– Jeff Crigler**

**Description:** Proposed timeline of implementation of recommendations from the 2023 Forensic Audit.

**Fiscal Impact:** N/A

**Legal Review:** N/A

**Staff Recommendation:** Information only.

**New Business**

**1. CEO Update – Jeff Crigler**

**Description:** Brief updates on the PBGC premium, Club Events, and TCHC Spray field cost breakdown.

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

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

**Fiscal Impact:** N/A

**Legal Review:** N/A

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

### 3. Directors Update

- **Finance Committee Updates** – Joe Campbell
  - **Capital Improvement** – Don Linnell
  - **Budget/ O&M** – Daryl Lynchard
- **Eglin 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. 2022 HNWS Corporate Tax Returns – Jeff Crigler

**Description:** Presentation of the draft HNWS 2022 corporate tax returns Form 990, Form 990-T, and Florida Form F-1120.

**Fiscal Impact:** N/A

**Legal Review:** N/A

**Staff Recommendation:** Approve President Mark Miller signatory authority and to submit the 2022 HNWS corporate tax returns by the recommended deadline of November 15, 2023.

### 5. Conflict of Interest Policy – Jeff Crigler

**Description:** Presentation of the Conflict of Interest Policy to require key personnel and Board Members to complete annually as recommended in the 2023 Forensic Audit.

**Fiscal Impact:** N/A

**Legal Review:** N/A

**Staff Recommendation:** Approve and adopt for immediate use.

### 6. Operations – Dewatering Pump Purchase – Jeff Crigler

**Description:** Staff solicited three quotes for the purchase of a Dewatering Pump in the amount of \$43,945 from Tugwell. This project will be funded from the Equipment line item in the Unrestricted CIP.

**Fiscal Impact:** \$43,945.00

**Legal Review:** N/A

**Staff Recommendation:** Approve purchase of Dewatering Pump from Tugwell in the amount of \$43,945.00.

### 7. CIP – Colonial Pines LS#16 Pump Replacements – Jeff Crigler

**Description:** Upgrade of pumps and controls for Colonial Pines Lift Station #16. This project will be funded from the General Lift Station Repairs/ Improvements line item in the Unrestricted CIP.

**Fiscal Impact:** \$35,092.59

**Legal Review:** N/A

**Staff Recommendation:** Approve Colonial Pines LS#16 Rehab project for a total amount of \$35,092.59.

### 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 21, 2023, at 6pm at HNWS.