



HNWS Regular Board Meeting Agenda
December 19, 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 IS AVAILABLE NOW 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

- November 21, 2023, Closed Executive Session Minutes
- November 21, 2023, Regular Meeting Minutes and Transcripts

Approval of Memberships

November New Memberships (210) Cancelled Memberships (208) & Transfers (1).

Unfinished Business

New Business

1. CEO Update – Jeff Crigler

Description: Brief updates on Procurement Policy.

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

Description: Presentation of October 2023 financial statements.

Fiscal Impact: N/A

Legal Review: N/A

Staff Recommendation: Approve the October financial statements.

3. Directors Update

- **Finance Committee Updates – Joe Campbell**
 - **Capital Improvement – Don Linnell**
 - **Budget/ O&M – Daryl Lynchard**
 - **Pension Committee – Bill Thiel**
- **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. TCHC 2024 Proposed Budget – Jeff Crigler

Description: Presentation of The Club at Hidden Creek's 2024 proposed budget for approval following the February 2023 Operating Agreement Amendment.

Fiscal Impact: TBD

Legal Review: N/A

Staff Recommendation: Approve the TCHC 2024 proposed budget.

5. MESI 2024 Proposed Budget – Jeff Crigler

Description: Presentation of Municipal Engineering System’s 2024 proposed budget for approval following the February 2023 Administrative Policy Amendment.

Fiscal Impact: TBD

Legal Review: N/A

Staff Recommendation: Approve the MESI 2024 proposed budget.

6. Finance – Cost of Living Adjustment – Jeff Crigler

Description: The 2024 proposed budget includes a 2% Cost of Living Adjustment (COLA) for HNWS employees with an effective date of 1/1/2024.

Fiscal Impact: TBD

Legal Review: N/A

Staff Recommendation: Approve the HNWS COLA as part of the proposed 2024 budget.

7. HNWS 2024 Proposed Budget – Jeff Crigler

Description: Presentation of the Holley Navarre Water System’s 2024 proposed budget with included COLA and Rate Increase consideration.

Fiscal Impact: 4.5% rate increase to Water and Sewer base and tiered rates.

Legal Review: N/A

Staff Recommendation: Approve the 2024 proposed budget with included COLA, 4.5% rate increase to Water and Sewer base rates and tiered rates, and CIP plan to be presented at the annual meeting of members for acceptance and direct staff to use the 2024 proposed budget for operations from January 1, 2024, until the budget is approved at the annual meeting of members on January 16, 2024.

8. Finance – Reserve Funding Policy – Jeff Crigler

Description: Presentation of the Reserve Funding Policy as requested.

Fiscal Impact: TBD

Legal Review: N/A

Staff Recommendation: Approve the Reserve Funding Policy as presented.

9. Septic to Sewer – Funding Discussion – Jeff Crigler

Description: Santa Rosa County (SRC) has requested two items relative to a funding application for a septic-to-sewer project. A. SRC is requesting that letters of availability be sent to parcels in the project area upon project completion. B. In addition SRC has requested that HNWS waive either all or some portion of the wastewater impact fee for members that connect within the first year of the project being completed.

Fiscal Impact: TBD

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 Annual Meeting of Members is scheduled for January 16, 2024, at 7am at HNWS.