



HNWS Regular Board Meeting Agenda
August 15, 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

- July 6, 2023, Open Executive Meeting Minutes
- July 6, 2023, Closed Executive Meeting Minutes
- July 18, 2023, Closed Executive Meeting Minutes
- July 18, 2023, Regular Meeting Minutes and Transcripts

Approval of Memberships

Approve July New Memberships (310) Cancelled Memberships (282) & Transfers (0).

Unfinished Business

None.

New Business

1. CEO Update – Jeff Crigler

Description: Updates on Funding, Forensic Audit, and the By-Law Change Committee.

2. Water Quality Update – Jeff Crigler

Description: Discussion of HNWS Water Quality Results.

Fiscal Impact: N/A

Legal Review: N/A

Staff Recommendation: Information.

3. Finance – Review of June Quarterly 2023 Financials – Jeff Crigler

Description: Presentation of June Quarterly 2023 financial statements.

Fiscal Impact: N/A

Legal Review: N/A

Staff Recommendation: Approve the June Quarterly 2023 financial statements.

4. 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**

5. HR – Organizational Chart – Jeff Crigler

Description: Organizational Chart presented without names showing proposed positions.

Fiscal Impact: N/A

Legal Review: N/A

Staff Recommendation: Approve

6. Proposed Update to 1970 Articles of Incorporation – Jeff Crigler

Description: The first step to amending the HNWS by-laws is to resolve a discrepancy between the existing Articles of Incorporation and the By-laws. Legal Counsel has provided a recommendation for resolving the inconsistency that involves a vote of the members at the upcoming Annual Meeting. The proposed language includes participation and acceptance thresholds for amending the bylaws, as well as amending the Articles of Incorporation in the future.

Fiscal Impact: N/A

Legal Review: In progress

Staff Recommendation: Approve proposed revisions to Articles IX and X in the Articles of Incorporation to be added to the Annual agenda.

7. Administration – HNWS 2024 Annual Board Election – Jeff Crigler/ Amber Bucholtz

Description: 2024 Board Election including timeline, documents, release of candidate applications, and process updates recommended by the Canvassing Committee and Supervisor of Elections.

Fiscal Impact: N/A

Legal Review: N/A

Staff Recommendation: Approve documents and process as presented.

8. MESI and TCHC Corporate Tax Returns – Jeff Crigler / Barbara Carawan

Description: File form 1120S corporate tax returns for MESI and TCHC before deadline.

Fiscal Impact: N/A

Legal Review: N/A

Staff Recommendation: Approve to file the MESI and TCHC corporate tax returns by September 15th deadline.

9. RFP - Employee Health Benefits – Jeff Crigler

Description: One Digital has provided quotes for employee health insurance costs for FY '24. Open enrollment starts October 1, 2023.

Fiscal Impact: 7.37% Increase

Legal Review: N/A

Staff Recommendation: Approve the renewal with One Digital Florida Blue at the 7.37% increase.

10. MESI – Camera Trailer Purchase – Phil Phillips

Description: Purchase of Rapid view IBAK USA CCTV Camera unit with Kubota UTV and trailer to be used jointly by MESI and HNWS Sewer Operations from Jet-Vac Equipment Company, LLC in the amount of \$228,668.59. Purchase a Quickview 360 Manhole Inspection Camera unit from Sansom Equipment Company in the amount of \$21,706.85.

Fiscal Impact: \$250,375.44

Legal Review: N/A

Staff Recommendation: Approve both MESI purchases: Rapid View IBAK USA Camera unit with UTV and trailer from Jet-Vac and Quickview 360 Manhole Inspection Camera unit from Sansom for a total amount of \$250,375.44.

11. Operations Award of Bid – 1.0 MG Elevated Storage Tank – Jeff Crigler

Description: Staff received four bids for the 1.0 MG elevated tank to be located near the intersection of Highway 98 and State Road 87. CB&I was the low bidder for the steel tank base bid. An alternate bid for a composite tank was also solicited.

Fiscal Impact: \$4,029,000

Legal Review: N/A

Staff Recommendation: Award bid to lowest responsive bidder, CB&I, in the amount of \$4,029,000

12. Finance – ServisFirst CD Funding – Resolution – Jeff Crigler

Description: Resolution to purchase a Certificate of Deposit (CD) from ServisFirst in the amount of \$475,000 for a period of 13 months at an interest rate of 5.0%. The Servis First loan has been paid back and there is an opportunity to invest the amount drawn (\$475,000) in a CD earning a higher interest rate than other existing options. This allows us to continue a relationship with ServisFirst despite the closing of the line of credit.

Fiscal Impact: \$475,000.00

Legal Review: N/A

Staff Recommendation: Approve resolution to purchase a CD from ServisFirst in the amount of \$475,000 for a period of 13 months at an interest rate of 5.0%.

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