

HNWS Regular Board Meeting Agenda
February 19, 2019 – 6:00 PM

6:00 p.m. Call Meeting to Order - Board President Mike Kennedy

PRAYER
PLEDGE OF ALLEGIANCE
ANNOUNCE QUORUM
ANNOUNCE **“AUDIO AND VIDEO RECORDERS IN USE”**
“PLEASE SILENCE ALL CELL PHONES”

Approval of Minutes and Transcripts –

Approval of the minutes and transcripts of the December 18th HNWS BOD Regular Meeting, the January 22nd & February 5th, 2019 HNWS BOD Special Meetings.

Approval of Memberships –

Approve January New Memberships (313), Cancelled Memberships (250) & Transfers (2)

ADMINISTRATIVE – President Kennedy

1. Finance – Review of 2018 YTD Un-audited financial statements –

Rob Williamson

Description: presentation of the 2018 YTD revenue, expenses and net income. These are Un-Audited numbers.

Fiscal Impact: N/A

Legal Review: N/A

Staff Recommendation: Approve YTD un-audited financial statements.

2. Resolution to adopt an Open Meeting Framework – Secretary Lanier

Description: Discussion of the proposed resolution.

Fiscal Impact: N/A

Legal Review: pending

Staff Recommendation: Direct Board attorney, Keith Kilpatrick, to perform review of the draft policy document. Staff can include final draft, with edits, for board consideration at the March 19th board meeting.

3. HNWS Effluent Disposal Capacity - Phil Phillips & Rob Williamson

Description: update of efforts to increase effluent disposal capacity including Eglin reuse project, parallel alternatives, I&I program, permit compliance, recommended solutions, proposed costs and associated timelines.

Fiscal Impact: costs are included in 5 year capital improvement plan.

Legal Review: Keith has been consulted throughout and is supportive of retaining outside counsel to create MOU. Keith will review document before coming to the board for approval.

Staff Recommendation:

1. Recommend approval to retain Will Dunaway to create a draft MOU with Santa Rosa County in support of the Eglin Reuse Project.
2. Recommend approval for staff to renew negotiations with the City of Gulf Breeze to develop a shared reuse solution.

4. Board of Directors Code of Conduct – Secretary Lanier

Description: Review and discussion of adopting a HNWS Board of Directors Code of Conduct.

Fiscal Impact: N/A

Legal Review: pending

Staff Recommendation: Direct Board attorney, Keith Kilpatrick, to perform review of the draft policy document. Staff can include final draft, with edits, for board consideration at the March 19th board meeting.

5. Government Services 2019 Budget Line Item – President Kennedy

Description: Discussion of defunding Government Services line item currently included in the FY19 budget at \$50,000.

Fiscal Impact: N/A

Legal Review: N/A

Staff Recommendation:

6. 22nd Gulf Power Economic Symposium– Rob Williamson

Description: Discussion of board attendance and associated costs for this years Gulf Power Economic Symposium.

Fiscal Impact: \$250 per attendee for symposium registration. Approximately \$275 for one night stay, per diem and mileage. Total estimated cost per attendee = \$525.

Legal Review: N/A

Staff Recommendation: recommend the board approve to reimburse the costs for one or more than one board member to attend this years Gulf Power Economic Symposium.

7. List of Plumbers added to HNWS Website - Director Lynchard

Description: discussion to add a list of plumbers to the HNWS as a resource for visitors to the website to access as needed.

Fiscal Impact: N/A

Legal Review: Pending

Staff Recommendation: receive direction from the board

GOLF COMMITTEE - Director Terasa

THE CLUB AT HIDDEN CREEK

1. 2018 Financial statements – Cindy Callen

Description: Cindy presents a review of the 2018 YTD revenue, expenses and net income. These are un-audited financials.

Fiscal Impact: N/A

Legal Review: N/A

Staff Recommendation: Approve 2018 YTD un-audited financial statements.

2. TCHC Visioning Exercise – Director Terasa

Description: a diverse group of stakeholders, 7 staff and 7 community members will participate in a visioning exercise facilitated by Director Terasa on February 26th from 7:30-11:30.

Fiscal Impact: N/A

Legal Review: N/A

Staff Recommendation: Information Only

3. 18” Effluent line replacement update - Clinton Wells

Description: current status of ongoing capital project to install new reuse line.

Fiscal Impact: \$60,530.30 total project cost to date.

Legal Review: N/A

Staff Recommendation: Information only

4. Restaurant RFP results and next steps – Rob Williamson

Description: Full service food and beverage operations were suspended in 2018. The board directed staff to post an RFP to lease clubhouse f&b operations. The result was one qualified response; however, favorable lease terms could not be reached.

In January of 2019, a new RFP for f&b operations was offered and the proposals will be opened at 4pm Friday, February 15th.

Fiscal Impact: N/A

Legal Review: N/A

Staff Recommendation: Direct staff and attorney to negotiate lease agreement with entity selected as result of RFP. If favorable lease terms are agreed upon, have CEO sign all related documents.

5. 2019 Revised Budget – Rob Williamson

Description: Rob presents the revised 2019 budget

Fiscal Impact: N/A

Legal Review: N/A

Staff Recommendation: approve 2019 revised Budget as presented.

6. 2019 Capital Expenditures – Rob Williamson

Description: the proposed 2019 capital expenditure list was presented at the December 2018 board meeting with projected costs as staff was waiting on several estimates. The final estimates have been received, lowest responsible bidders have been recommended and the final list included for review.

Fiscal Impact: Board will determine 2019 Capital Expenses

Legal Review: N/A

Staff Recommendation: approve 2019 capital expenditures for inclusion to the 2019 fiscal budget for The Club at Hidden Creek.

PERSONNEL COMMITTEE - Director Harper

1. HNWS Board of Directors Feb 5th Special Meeting

Description: the HNWS BOD held a Special Meeting Tuesday, February 5th at 4:30 to discuss a personnel matter.

Fiscal Impact: N/A

Legal Review: HNWS attorney attended the meeting.

Staff Recommendation: N/A

2. Pension Plan Trustee – Rob Williamson

Description: request to add Rob Williamson as an additional trustee for the defined benefit pension plan. Jeff Weeks, plan administrator and financial advisor, requested adding Rob Williamson as a trustee to facilitate timely management of the plan to include asset re-allocations, updates and/or meetings with actuaries.

Fiscal Impact: N/A

Legal Review: N/A

Staff Recommendation: approve adding Rob Williamson as a trustee for the Pension Plan.

ENGINEERING

1. New Commercial Account protocol

Description: Modify existing commercial account set up protocol to ensure regulatory compliance and construction closeout documents are approved before permanent service is awarded.

Fiscal Impact: N/A

Legal Review: N/A

Staff Recommendation: approve new commercial account protocol and update HNWS guidelines.

2. Clarifier #4

Description: Mobilization and preliminary prep-work began on the site Monday, Feb 11. Pre-Construction meeting took place Wednesday, Feb 13. Contractor will begin to mobilize heavy equipment (crane, front end loaders, etc) early the week of the 18th. Dewatering, sheetpiling, and demolition of the existing tank will begin later that week and could last up to 45 days. Note that dewatering will have to take place throughout the entire duration of the project. During working hours, there will be noise from the demolition work and dewatering pumps. Dump truck traffic is expected on Pepper Dr, Fenwick, Moray, Frankfort, Coral. An updated timeline will be provided once it is received from the Contractor.

Fiscal Impact: N/A

Legal Review: N/A

Staff Recommendation: Information Only

Member Forum:

Adjourn meeting:

The next HNWS Board meeting is scheduled for March 19, 2019 at 6pm
