

HNWS Regular Board Meeting Agenda
April 16, 2019 – 6:00 PM

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

PRAYER
PLEDGE OF ALLEGIANCE

ANNOUNCE QUORUM (need 4)

ANNOUNCE **“AUDIO AND VIDEO RECORDERS IN USE”**
“PLEASE SILENCE ALL CELL PHONES”

ANNOUNCE: **“If anyone would like to address the board, please sign up on the MEMBER FORUM SIGN UP SHEET”**

Approval of Minutes and Transcripts –

Approval of the minutes and transcripts of the March 19th HNWS BOD Regular Meeting

Approval of Memberships –

Approve March New Memberships (290), Cancelled Memberships (276) & Transfers (0)

ADMINISTRATIVE – President Kennedy

1. Finance – Review of the March 2019 Financial Statements – Rob Williamson

Description: presentation of the March financials for both HNWS and MESI.

Fiscal Impact: N/A

Legal Review: N/A

Staff Recommendation: Approve March financial statements.

2. 2018 Consolidated Financial Audit Presentation – Kristen McAllister

Description: Presentation of the HNWS, MESI and TCHC 2018 Audited Financial Statements

Fiscal Impact: N/A

Legal Review: N/A

Staff Recommendation: Approve the 2018 Consolidated Audited Financial Statements

3. Holley-Navarre Fire Department Hydrant Program – Rob Williamson

Description: the day after the March Board meeting, a meeting was held with the Holley-Navarre Fire Department to discuss the interest in developing a program to add hydrants within the HNWS franchise areas. Currently, there is no funding programmed into the FY19 budget for costs associated with the installation of 6" waterline necessary to support such an initiative.

Fiscal Impact: pending

Legal Review: pending

Staff Recommendation: Information Only. Staff will provide options and associated costs for a fire hydrant program with the FY 2020 budget presentation.

4. Requests for Information Policy – Mike Kennedy

Description: the current policy is all information requests require HNWS board approval.

Fiscal Impact: NA

Legal Review: HNWS is a private, member owned non-profit governed by Florida Statute 617, HNWS Articles of Incorporation and Bylaws. We are not subject to FL Statute 119 related to public records requests.

Staff Recommendation: Direct HNWS CEO to release information consistent with Florida Statutes and/or the HNWS governing documents.

5. Fairpoint Regional Utility Systems and Holley-Navarre Water System Operating Agreement – Rob Williamson

Description: this most recent draft of the operating agreement was presented to all FRUS members at the March FRUS Board Meeting. Each FRUS member is performing a review and will submit recommendations at the May meeting.

Fiscal Impact: N/A

Legal Review: completed and no modifications are needed at this time.

Staff Recommendation: provide recommendations, if any, for discussion at the May FRUS board meeting.

6. Fleet vehicles purchase – Rob Williamson

Description: the FY 2019 approved budget for fleet vehicles is \$75,000. Three bids were solicited for the purchase of two fleet vehicles.

Fiscal impact: \$69,756.36

Legal Review: NA

Staff recommendation: Approve the purchase of two Ford F-150 4x4 pickup trucks from Hub City Ford at a total cost of \$69,756.36.

7. **Membership Certificate** – Rob Williamson

Description: Currently, membership eligibility is recorded digitally. The current process requires staff to print, scan, sign, mail a copy and archive each new member certificate and/or transfer each month. Currently, member eligibility is verified by the digital record, not a printed, physical copy of a membership certificate. A membership is issued

Fiscal Impact: reduction of expenses for labor, postage, printing, as well as ongoing costs for printed and digital storage.

Legal Review: staff recommendations are compliant with FL Statutes and HNWS governing documents.

Staff Recommendation: approve that the benefits of membership begin at the time a membership certificate number is activated and that Membership Certificates will be archived digitally and available upon request.

8. **Website Update** – Torin Brand

Description: In 2018, the Board of Directors directed staff to create a new HNWS website. Two separate RFP's were conducted, and a vendor was selected. Currently, the project is in the final stages of approving the website's layout design.

Fiscal Impact: \$16,000 (board approved budget project amount)

Legal Review: NA

Staff Recommendation: approve website design and direct staff to complete the project using timeline provided.

9. **Office Remodeling Update and request for reassignment of costs** – Rob Williamson

Description: at the March meeting, the board directed staff to evaluate the feasibility of using the adjacent building for service technician storage in lieu of an approximate cost of \$9,000 associated with a 20x20 cement pad and purchase of a metal storage shed.

Fiscal Impact: estimated savings of \$3000

Legal Review: NA

Staff Recommendation: approve up to \$9,000 for renovations to adjacent building (8562 Turkey Bluff Road) for storage.

10. Board Meeting Agenda Development protocol – Mike Kennedy

Description: develop a policy to better clarify the process for board meeting agendas. For example, the policy would set a deadline for adding items to the agenda, when the agenda would be posted, etc.

Fiscal Impact: N/A

Legal Review: N/A

Staff Recommendation: direct staff to create a draft board meeting agenda protocol policy to bring back to the board at a future meeting.

GOLF COMMITTEE - Director Terasa

THE CLUB AT HIDDEN CREEK

1. 2019 Financial Statements – Cindy Callen

Description: Cindy presents a review of the March revenue, expenses and net income.

Fiscal Impact: N/A

Legal Review: N/A

Staff Recommendation: Approve March financial statements

2. Monthly Operations Report – Cindy Callen

Description: Restaurant Lease, Capital Projects and Course Condition update.

Fiscal Impact: N/A

Legal Review: N/A

Staff Recommendation: Information Only

3. Restaurant Lease – Rob Williamson

Description: Discussion of Restaurant Lease agreement.

Fiscal Impact: N/A

Legal Review: N/A

Staff Recommendation: approve lease and direct HNWS CEO to sign all related documents.

ENGINEERING – Phil Phillips

1. Monthly Operations Report – Phil Phillips

Description: operations status update

Fiscal Impact: N/A

Legal Review: N/A

Staff Recommendation: Information Only

2. Clarifier #4 – Cory Snyder

Description: project status update

Fiscal Impact: N/A

Legal Review: N/A

Staff Recommendation: Information Only

3. HNWS Effluent Disposal Capacity UPDATE – Phil Phillips

Description: project status update

Fiscal Impact: N/A

Legal Review: pending

Staff Recommendation: Information Only

Member Forum:

Adjourn meeting:

The next HNWS Board meeting is scheduled for May 21, 2019 at 6pm
