



**BOARD OF DIRECTORS
MEETING MINUTES
April 6, 2021**

Directors

In Person:

Brian Farrar-President, Vince Marchesani-Vice President, Paul Attwood-Secretary, Mike Malloy, Bob Bachman-Treasurer, Richard Garner, Larry Kosilla and Jim Murphy and Ben Nelson

Staff Present:

John Jenkins, Steve Richards, Andy Koebel, Kim Hoskins, Lisa Karnow, Lori Nalli, Jose Espinoza, James Morris and Yunior Rivera

Don Thomson of Henderson Franklin

Staff Remote:

Courtney Stevenson, Jane Kreuter, Patrick Suniewick

IN ACCORDANCE WITH THE CENTERS FOR DISEASE CONTROL (CDC) SOCIAL DISTANCING GUIDELINES DUE TO THE COVID-19 PANDEMIC, SOME DIRECTORS, STAFF, MEMBERS, AND OTHERS ATTENDING THIS MEETING DID SO REMOTELY UTILIZING THE ZOOM MEETING ONLINE PLATFORM.

Meeting called to order at 5:01 p.m. by President Farrar.

Minutes: **Garner** moved to approve the Minutes from March 2, 2021 Board Meeting. 2nd by **Marchesani**. Approved 9-0.

Bachman moved to approve the Minutes from March 16, 2021 Annual Meeting. 2nd by **Kosilla**. Approved 9-0.

Member

Comment: None.

210406-01 **Jenkins** presented TeamLogicIT Quote, Microsoft Cloud Agreement, recommended the Office 365 cloud based email solution and explained the benefits of this platform. Will Emmons, CIO, from TeamLogic IT addressed the Board on what TeamLogic does for BSU pursuant to their Managed Services Agreement. He explained how TeamLogicIT provides engineering support for larger project work, ongoing Help Desk Ticket support and other functions. **Bachman** moved to approve. 2nd by **Attwood**. Approved 9-0.

210406-02 **Richards** introduced Cal Brantley, Chris McGuire and Cole Vincent from Nichols, Cauley & Associates, LLC, independent auditors, who presented the results of the annual financial statement audit as of December 31, 2020. The presentation included audited financial statements, the Governance

Communication Letter and the Management Comment Letter. **Murphy** moved to accept the 2020 Audited Financial Statements. 2nd by **Garner**. Approved 9-0.

2100406-03 Richards requested the Board approve a Resolution authorizing and approving a \$9,200,000 Florida Department of Environmental Protection (DEP) State Revolving Fund Loan for Automated Metering Infrastructure (AMI) Project. The term of the loan is 20 years with an interest rate of 0.48%. Richards explained the loan documents presented were in substantially final form and that a quarterly reset of the interest rate by DEP might result in a higher rate. **Garner** moved to approve the DEP State Revolving Fund Loan for Automated Metering Infrastructure Project, subject to an interest rate adjustment not to exceed 0.6%. 2nd by **Bachman**. Approved 9-0.

Thomson recommended the Board re-approve this item to specifically approve the written Resolution, subject to correcting a typo on the loan amount to \$9,200,000 subject to a 0.6% interest rate cap. **Garner** moved to amend his motion and approve the Resolution with stated revisions. **Bachman** amended his 2nd. Approved 9-0.

210406-04 Richards reported on the High Efficiency Toilet Rebate Program. (Information Only). Richards explained the program was a 60/40% cost sharing grant of \$10,000 from the South Florida Water Management District and \$15,000 from BSU that ran from January, 2020 to June 30, 2021. BSU provided 250 rebates at \$100 each that was applied as a credit on the member's bill. 199 single-family home toilets and 51 condominium toilets were replaced. The estimated savings was 1.6 million gallons per year. BSU has applied for additional \$10,000 grants for residential and commercial units. The program will run from October 1, 2021 through September 30, 2022.

210406-05 Hoskins presented Task Order with Jacobs with a guaranteed maximum price for the Reverse Osmosis Water Treatment Plant 4.0 MGD Expansion. Hoskins reported the contract documents for scope of work were bid out to multiple contractors and equipment vendors. BSU and Jacobs' staff reviewed, compared and verified bids used to create the guaranteed maximum price in the amount of \$19,916,236 and recommended approval of the Task Order. **Murphy** moved to approve the Task Order 2 GMP to Jacobs. 2nd by **Kosilla**. Approved 9-0.

210406-06 Hoskins reported on the New Construction Project Status (Information Only).

210406-07 Koebel presented a Purchase Order for the installation of Automated Metering Infrastructure (AMI) equipment. The project received bids from multiple companies, and conducted interviews and site visits with the three lowest bidders. Staff recommended Envocore-RTS as the best qualified installer of the low bidders. Pricing came in a little higher than budgeted. Koebel also indicated the overall project cost would increase by taking the opportunity to have the installer, at no additional cost, replace spanners, a

component in many meter boxes. The equipment cost is \$15 totaling \$250,000. **Marchesani** moved to approve the Purchase Order. 2nd by **Nelson**. Approved 9-0.

210406-08 **Koebel** presented a Purchase Order to Revere Control Systems for installation of additional firewalls and separation of the process control and enterprise (business) networks. Koebel explained the isolation of the process control and enterprise networks is a key objective of BSU's cybersecurity efforts and recently completed Risk and Resilience Assessment. Network separation has been a longtime goal and this process would accomplish it, given today's technology. **Bachman** moved to approve the Purchase Order. 2nd by **Attwood**. Approved 9-0.

210406-09 **Koebel** presented a Purchase Order for the purchase of replacement vehicles. Vehicles being replaced are between 9 and 13 years old. BSU could not find a company to convert Dodge vehicles to compressed natural gas (CNG) fuel. Ford of Port Richey was able to convert their vehicles to CNG and will deliver as a turn key package. Pricing for conversion to CNG was not yet available for 2022 but was expected to be similar as last year's pricing. **Kosilla** moved to approve the Purchase Order. 2nd by **Bachman**. Approved 9-0.

Other

Business: **Jenkins** clarified how securities pledged as collateral for the SRF Loan would be managed.

Jenkins provided a COVID-19 response update. Notice has been sent to staff regarding the availability of the vaccine for all ages. BSU is encouraging staff to get vaccinated. There were no staff currently out sick or quarantined. June 1 was tentatively set to reopen the Customer Service Center to walk in traffic.

Bills: **Bachman** moved to approve payment of the bills presented and Renewal and Replacement Withdrawal Request (2021-5). 2nd by **Malloy**. Approved 9-0.

Director

Comments: **Farrar** stated it was wonderful to have the entire Board at the meeting and it was nice to see everyone.

Kosilla thanked all the Members for their support during the Election.

Bachman happy to see the entire Board all at one time and hopes they can continue to meet as a group going forward. He was happy the AMI project is finally proceeding after many years of planning and happy to see action on the cybersecurity to better protect BSU and its members.

Meeting Adjourned at 6:18 p.m.