

**SEACOAST UTILITY AUTHORITY
REGULAR MEETING**

February 28, 2018
Seacoast Utility Authority Board Room

MINUTES

CALL TO ORDER: 3:00 PM

PLEDGE OF ALLEGIANCE

ROLL CALL:

PRESENT: Robert Gebbia, Chair
John D’Agostino, Vice Chair
Joseph Lo Bello, President Pro-Tem
Ron Ferris, Member

ALSO PRESENT: Nat Nason, General Counsel
Rim Bishop, Executive Director
Jessica Moore, Authority Clerk

ABSENT: Robert Weisman, Member

COMMENTS FROM THE PUBLIC

There were no comments from the public.

*****DETERMINE THE CONSENT AGENDA*****

APPROVAL OF AGENDA

Moved to approve the agenda.

APPROVAL OF MINUTES FOR MEETING OF JANUARY 24, 2018

Moved to approve the minutes for meeting of January 24, 2018.

RESOLUTION NO. 1-2018 – APPOINTING DAWN PHILLIPS AND DANA SANCHEZ AS
DEPUTY CLERKS OF THE SEACOAST UTILITY AUTHORITY

Moved to approve Resolution No. 1-2018, appointing Dawn Phillips and Dana Sanchez as Deputy Clerks of the Seacoast Utility Authority, as recommended by staff.

HOOD ROAD WATER TREATMENT PLANT – COATING OF THE MEMBRANE BUILDING AND CHEMICAL CONTAINMENT, CHANGE ORDER NO. 1

Moved to approve Hood Road Water Treatment Plant – Coating of the Membrane Building and Chemical Containment, Change Order no. 1, increasing the contract amount by \$59,500.00, as recommended by staff.

SUBORDINATION OF UTILITY INTERESTS – PALM BEACH COUNTY

Moved to approve Subordination of Utility Interests – Palm Beach County, as recommended by staff.

WASTEWATER FORCE MAIN TRANSMISSION SYSTEM HYDRAULIC MODEL DEVELOPMENT

Moved to approve Wastewater Force Main Transmission System Hydraulic Model Development – Agreement for Professional Services with Holtz Consulting Engineers, Inc., in the amount of \$58,160.00, as recommended by staff.

MOTION

Board Members Lo Bello/D’Agostino moved to approve the consent agenda, as recommended by staff.

The motion carried unanimously.

*****END OF CONSENT AGENDA*****

HOOD ROAD ADMINISTRATIVE COMPLEX – AGREEMENTS FOR PROFESSIONAL SERVICES

MOTION

Board Members Lo Bello/D’Agostino moved to approve Hood Road Administrative Complex Agreements for Professional Services, as indicated below, and as recommended by staff:

- **Architectural Services, REG Architects, Inc., in the amount of \$166,000.00.**
- **Land Planning Services, Urban Design Kilday Studios, Inc., in the amount of \$53,000.00.**
- **Site Civil Engineering Services, Chen Moore Associates, Inc., in the amount of \$98,285.00.**
- **Owner’s Representative Services, Zabik and Associates, Inc., in the amount of \$50,000.00.**

Chair Robert Gebbia asked if there was an estimated total price for the project. Executive Director Rim Bishop indicated that it is estimated to cost \$15 million.

The motion carried unanimously.

HOOD ROAD WATER TREATMENT PLANT – COATING AND OTHER IMPROVEMENTS FOR THE ELEVATED STORAGE TANK

MOTION

Board Members Lo Bello/D’Agostino moved to award bid for Hood Road Water Treatment Plant –Coating and Other Improvements for the Elevated Storage Tank, to Utility Service Co., Inc., the lowest responsive bidder whose bid will best serve the public interest in the amount of \$449,797.61, and a supporting budget transfer of \$59,950.00 from O1812 – Chemical Pumps to O1823 – Elevated Storage Tank Coating, as recommended by staff.

The motion carried unanimously.

PGA WASTEWATER TREATMENT PLANT BLOWER BUILDING – AGREEMENT FOR PROFESSIONAL SERVICES

MOTION

Board Members Ferris/Lo Bello moved to approve PGA Wastewater Treatment Plant Blower Building – Agreement for Professional Services with Holtz Consulting Engineers, Inc., in the amount of \$395,301.50, and a supporting budget transfer of \$145,301.50 from R1849 – NARCY Pump Station Replacement to R1652 – Blower Building and Blowers, as recommended by staff.

The motion carried unanimously.

COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR) – FY 2016/2017

Mr. Terry L. Morton, Jr., CPA of Nowlen, Holt & Miner, P.A. presented the auditor’s summary of the Authority’s FY 2016/2017 CAFR, noting that it is a “clean” audit report with no finding of irregularity. Mr. Morton stated that the Authority’s financial position is quite strong and commended the Finance Department for its excellent work.

Vice-Chair John D’Agostino asked what the “deferred inflows” were. Mr. Morton indicated that this is an accounting entry related to the pension program.

MOTION

Board Members Ferris/Lo Bello moved to receive and file the FY 2016/2017 Comprehensive Annual Financial Report and Audit, as recommended by staff.

The motion carried unanimously.

ANNUAL PERFORMANCE EVALUATION EXECUTIVE DIRECTOR

Referencing financial data presented in the CAFR, Board Member Ron Ferris stated that this data, along with the Authority's aggressive capital improvements program, and its commitment to quality customer service confirm that the Authority is being managed exceptionally well. He commended the Executive Director and the entire Seacoast staff for their exemplary performance.

MOTION

Board Members Ferris/D'Agostino moved to authorize a 4% base salary increase for Executive Director Rim Bishop.

Mr. Gebbia stated that he is pleased that the Authority is so well positioned for the future and that it is a financially strong organization. He congratulated Mr. Bishop and the entire Seacoast staff.

Mr. Bishop stated that it is a pleasure to work *with* the Authority's excellent staff and *for* this Authority Board.

The motion carried unanimously.

COMMENTS FROM THE BOARD

There were no comments from the board.

OTHER BUSINESS STAFF REPORT

Executive Director Rim Bishop stated the engineer's report and the financial report were in the packet. Engineering Consultant David Holtz was present for any engineering questions. Finance Director Daniela' Russell was present for any financial report questions.

Mr. Bishop also informed the board that the change order that was approved today will help with the appearance of the outside of the plant.

ADJOURNMENT

There being no further business to come before the board, Chair Robert Gebbia adjourned the meeting at approximately 3:13PM.

APPROVAL:

ROBERT GEBBIA, CHAIR

JOHN D'AGOSTINO, VICE CHAIR

JOSEPH LO BELLO, PRESIDENT PRO-TEM

RON FERRIS, MEMBER

ROBERT WEISMAN, MEMBER

ATTEST:

JESSICA MOORE, AUTHORITY CLERK