

I - Call to Order

II - Invocation

III - Pledge of Allegiance

IV - Minutes

M 1 Approval of the November 8, 2021, Board Meeting Minutes

Moved by Chairman Hawkins/Erickson; Seconded by Mr. Brooks- Motion Carried

V - Consent Agenda

CA 1 List of Invoices to be Paid

Moved by Chairman Hawkins/Erickson; Seconded by Mr. Brooks- Motion Carried

CA 2 Construction Related Invoices to be Paid

Moved by Chairman Hawkins/Erickson; Seconded by Mr. Brooks- Motion Carried

CA 3 Other Items

VI - Finance and Administration

FA 1 Finance Report: YTD Budget vs. Actuals through 12/31/2021

- Still tracking what is within the budget

FA 2 US Water Operations Customer Service and Billing Contract

- The US Water Service Corporation contract is for \$625 a month for a one-year term
- The contract is price index adjusted
- Next April, there is a 60-day cancellation
- Requested the board to approve the contract with legal consent
- Requested for the lift stations to be checked each month, to be compliant with any Florida Department of Environmental rules and regulations, and the contract doesn't start until construction is complete
- Delayed start of construction until construction is complete
- Asks for them to waive the competitive procurement requirement of the purchasing policy

Moved by Chairman Hawkins/Erickson; Seconded by Mr. Brooks- Motion Carried

FA 3 2022 Water and Wastewater Initial Rate Evaluation Report – Raftelis

- Based on the FY 2022 Budget, there is an annual base charge of \$2,400
- The Volumetric charge for water is \$2.01 per 1,000 gallons and \$3.38 per 1,000 gallons for wastewater
- Wastewater is capped at 8,000 gallons per month for only residential service
- Every December will include a depreciation cost
- Not restricted to impact fees
- There needs to be a deduction formula
- Public hearing set for February 14th at 10 am CST

Moved by Chairman Hawkins/Erickson; Seconded by Mr. Brooks- Motion Carried

FA 4 Reports Submitted to the DEO

- The authority had to take out a \$600k line of credit to bridge paying the lenders and wait to get reimbursed. Staff says that they are ready to pay it off. Only \$411,337 was needed out of the \$600k. The authority incurred a little under \$12k in interest. It was asked if they could pay this off and get it off their books.

Moved by Chairman Hawkins/Erickson; Seconded by Mr. Brooks- Motion Carried

FA 5 Other Items

VII - Operations

OP 1 Engineering/Project Status Update

- The project's major components are the plumbing of the northwest station, and the plumbing of the southwest station has already been completed. At the northwest station, plumbing is going on right, and the driveway's paving has to be completed. Gulf Power has given a proposal to the board to make a surface across 79.
- GSG has not received a proposal yet.

OP 2 Change Order for GCUC

- Change order number 3, submitted November 3rd for a 90-day extension, was approved
- Change order number 4 was submitted in December for the master meter for \$75,616 that was requested to be approved.
- There is enough in the grant funding to approve the meter
- Currently outside of the original contract. The 90-day extension needs to be reviewed internally before approval

Moved by Chairman Hawkins/Erickson; Seconded by Mr. Brooks- Motion Carried

OP 3 Other Items

VIII - System Manager

SM 1 2022 Proposed Board Meeting Schedule

- Meeting schedule approved to every other month versus monthly

SM 2 Election of Board Officers

- Motion to keep the officers the same

Moved by Chairman Hawkins/Erickson; Seconded by Mr. Brooks- Motion Carried

SM 3 Other Items

IX - General Counsel

GC 1 Wholesale Water and Wastewater Agreement Between the Authority and the City of Bonifay

- Amend the wastewater agreement
- Requested if the city would be interested in providing water service for line flushing and routine maintenance at no charge to contribute to the city's success. It is not currently in agreement, but the board approved adding it.

Moved by Chairman Hawkins/Erickson; Seconded by Mr. Brooks- Motion Carried

GC 2 Revenue Sharing Interlocal Agreement Between the Authority, Washington and Holmes County

- Beginning in FY 23, the board directed them for an automatic calculation
- Revenue sharing fund for FY 22
- Next FY will use the modified tiff method to calculate a contribution based on 100% of the taxes generated in the expanded areas
- Operating costs is about \$83,000 a year
- Took that and looked at the property of how it is broken between the two counties to come up with something equal
- This will run four to five years and can be changed at anytime
- On the agenda to present this to the Holmes County board

Moved by Chairman Hawkins/Erickson; Seconded by Mr. Brooks- Motion Carried

GC 3 Other Items

X - Board Items

BD 1 Other Items

XI- Adjourn - Chairman Hawkins offered a motion to adjourn.

Date Minutes Approved