MINUTES OF A REGULAR MEETING OF THE FORT PIERCE UTILITIES AUTHORITY, TUESDAY, SEPTEMBER, 7, 2021, 3:00 P.M., CITY COMMISSION CHAMBERS.

Members Present: Chairman Frank H. Fee, IV; Vice Chairman Kristina Gibbons; Secretary Glynda Cavalcanti; Deputy Secretary; Barbara M. Bennett; and Mayor Linda Hudson.

Others present: John K. Tompeck, Director of Utilities; Rupert N. Koblegard, III, FPUA Attorney, Barbara A. Mika, Director of Financial Services; Paul A. Jakubczak, Director of Electric & Gas Systems; and Bo Hutchinson, Director of Water/Wastewater Systems; Javier Cisneros, Director of Utility Support Services; Joshua P. Gang, Director of Regulatory Affairs.

The meeting was called to order by Chairman Frank H. Fee.

Opening Prayer was by Jason Mittler, Manager FPUAnet.

The Pledge of Allegiance was recited.

The roll was called and a quorum declared.

Chairman Fee said I understand we have an award for the UA. Is Mr. Crawford available?

Mr. Crawford said thank you Mr. Chairman, Members of the Board. I'm very proud of our department. The American Public Gas Association presented Fort Pierce Utilities Authority the prestigious APGA Operating System Achievement Recognition, which is the SOAR award. We received it for excellence on operating a natural gas utility, which entails delivering clean, affordable natural gas to customers through natural gas, through safety and reliability of the distribution piping system.

To accomplish this mission, a forward-thinking natural gas utility consistently strives to improve its operating capabilities, overcome challenges, and adapt to changing environments. Out of approximately 750 APGA members, Fort Pierce Utilities Authority was selected for an SOAR level bronze by its peers in the APGA Operations and Safety Committee. The selection was based on demonstration of excellence and four areas; the system integrity, system focus, creative recruitment and training, and education and development practices.

Fort Pierce Utilities is one of 15 SOAR recipients to be recognized in 2021, joining 41 other previous OSAR recipients. We received this plaque for our significant achievement in excellence in the APGA Annual Conference in San Antonio/Pueblo, New Mexico in July.

Mayor Hudson said congratulations!

Chairman Fee said very nice, thank you, good work!

Chairman Fee said moving on to Item A. Has everyone had a chance to look at the Agenda? Any questions?

A motion was made by Ms. Cavalcanti, seconded by Mayor Hudson, and unanimously carried to approve the set agenda.

A motion was made by Ms. Cavalcanti, seconded by Mrs. Gibbons, and unanimously carried to approve the Minutes of the Regular Meeting of August 17, 2021.

Chairman Fee said moving on to comments from the public. Are there any persons that wish to come forward to make a statement, please do so? There being none, we will move on to Item D, the Consent Agenda.

A motion was made by Mayor Hudson, seconded by Ms. Cavalcanti, and unanimously carried to approve the Consent Agenda.

1. POA No. 16-42: Approve Amendment No. 3 to the Tree Trimming Services Contract with The Davey Tree Expert Company, of Kent, Ohio, to amend the Contract to: (i) update the scope of work to include the Davey 2021 Tree Storm and Emergency Services Agreement as Attachment A, (ii) add FEMA required contract provisions as Attachment B, and (iii) allow for two additional one-year renewal options, contingent upon receipt of the required Certificates of Insurance.
2. Bid No. 22-02: Approve award of bid and contract for Wet Lime Residual Hauling with Accurate Septic Services, Inc., of Fort Pierce, Florida, in an amount not to exceed $198,000 annually. The initial term of the contract will be from October 18, 2021 through September 30, 2022 with four one-year renewal options, contingent on receiving the required Certificate(s) of Insurance.
3. RFQu 14-53: Approve Specific Authorization No. GT 62-22-01 for the Antiscalant System Rehabilitation, with Globaltech Inc., of Boca Raton, Florida, in an amount not to exceed $159,853.38. This Specific Authorization shall commence upon written Notice to Proceed and end upon final completion of the work and written acceptance by FPUA.
4. Approve Budget transfer in the amount of $450,000.00 from multiple FY2021 accounts into Mains and laterals Accounts 835221805 and 835321805 to cover wastewater repairs performed by MASTEC.

Chairman Fee asked do we have any letters of appreciation.

Ms. Sabota replied we do not.

Chairman Fee asked any old business? There being no old business we'll move forward to new business?

Mr. Tompeck said thank you Mr. Chairman. The first item this afternoon is the status report on the Power Cost Adjustment which requests your approval to increase the PCA by $6.00 per thousand KWh effective October 1st. Barbara Mika will make the presentation.

Ms. Mika said thank you Mr. Tompeck, Chairman and Board Members. Good afternoon, I am here today to provide you with the information about the status of the July power cost adjustment along with the updated 12-month projections through July of next year.

FPUA recovers the cost of our purchase power through customer billings. Power cost recovered that are in excess of our base power cost are accumulated and credited back to the customer through the PCA adjustment. Negative PCA appears as a credit on the customer's bill. The cost of power purchase from FMPA for the month of July was billed FPUA at a rate of $68.30 per 1,000 kilowatt hours. This was an increase of $1.24 as compared to the June billing from FMPA. For the month of July FPUA experienced an under-recovery of power costs in the amount of $257,837 reducing the over-recovery to about $2.7 million as of July 31st.

This chart tracks the cumulative monthly balance of the PCA over-recovery in relation to the approved power cost adjustment levels. Looking back two years to July of 2019, and the projections forward for 12 months through July of 2022. The level of the power cost adjustment is represented by the darker blue line on the bottom for the month of July which was set at negative $12 per 1,000 KWh. The bars on the top of the chart represent the level of the over-recovery of the power cost. The blue bars are the actual numbers of the monthly balances, while the orange bars are what the projected over-recovery would be if the forecast numbers that we have being presented are correct.

These projections have been prepared by Raftelis financial consultants and are based on data forecasts that have been prepared by FMPA. Since the June forecast, FMPA's estimate of the cost of purchase power for the upcoming 12 months has decreased by .8%.

This graph represents a comparison of projections trending of the power cost recovery through July of 2022. We bring these updates monthly and since February of this year, with data through December at that time, we have been presenting comparisons that indicated a reduction to the PCA in June would give credits back to the customers through the summer with the notion that an increase would be needed in October. In May, with data through March, it was approved by the Board to implement a $4.00 decrease to bring the PCA to the negative $12 where it is today.

This graph represents the direction of the PCA adjustment based upon the most recent projections. All of these scenarios keep the negative $12.00 PCA in place through the end of this

month with each of these paths indicative of the projected increases in the cost of purchase power.

The grey line shows no change in October with the PCA remaining at negative $12.00 and falling below our rate stabilization of $1 million dollars by December. The green and red lines indicate the track that some sort of increase would bring, if implemented. The green line represents a $4.00 increase on October 1st with potentially two additional $4.00 increases by April which would bring the current negative $12.00 PCA to zero and keep us in our rate stabilization into early February. The red line represents a $6.00 increase now or effective October 1st also with additional necessary increases of $2.00 each, which would ultimately bring the PCA to a negative $2.00 and will also keep us in that rate stabilization window into early February. This change will allow us to give a little less back now in the hope that future forecasts might present a more favorable projection.

It is the recommendation of staff to increase the power cost adjustment by $6.00 effective October 1st which will bring the PCA to a negative $6.00 with continued and constant evaluation of the progress of the updated forecast.

If you have any questions, I would be happy to address them.

Ms. Cavalcanti said I do. So I think the point of what we have done is we lowered the PCA to the negative $12 for the summer months because the summer months are when people use the most electric and it is hard on them. With the idea that we raise the PCA or however it we want to call it, put it down to negative $4.00 or at negative $6.00, negative $2.00, I think it is a good idea for October as people start using less electric. There are more people in the area to share the pain. I am going to be going off the Board and I'm going to advise this Board to try to make it so that it builds that buffer again whether you make it at zero through the winter. So that next June, just as we did this June, we can again lower it for the full-time residents who are here who have to pay all the electric because that is when the air conditioning is going on. I'm just going to say that's my opinion and that is what I think the Fort Pierce Utilities can do to best benefit the people here in our town that are year-round residents.

Mayor Hudson said Mr. Chair. Do you have an opinion of the $4.00 or the $6.00?

Ms. Cavalcanti said I think we should make it what they recommended for October, but look at it for November because you don't know what natural gas prices are going to be, what the cost of fuel is going to be, but I would be ready next month if we go to a negative $4.00 or negative $6.00 now. Then the following month a lot less utilities are being used and a lot less electric is being used, go on down November, December, January, February, March to zero and build your reserves back up so in the summer you can again turn around and do what we did this year. I think people's bills are reflecting a lot lower. I know in my office it has always been about $500 bucks and for the first time ever it was like $300. So I think this is important.

Chairman Fee said I agree with Ms. Cavalcanti on the reasoning behind it. Any discussion about whether $4.00 or $6.00?

Ms. Bennett said I would rather for them to increase it $4.00 and then gradually work up instead of $6.00 because that's a big jump and some people may not see the difference. However, others may see the difference. It depends on how much they are paying each month. So I think the gradual increase of $4.00 would be, you know, more beneficial than $6.00 all at once.

Ms. Cavalcanti said, but remember October people are using a lot less utilities so they may not notice it at all, okay, because it is cooler than it is right now. If you don't build it up in the winter then next summer you are not going to be able to lower it. That is the problem.

Chairman Fee said which is going to make it more costly.

Ms. Cavalcanti said it is going to hurt people more next summer. October, you start getting the winter residents here, so you want to spread the pain.

Mrs. Gibbons said I have a question about that. Have we discussed $4 and then $4 again rather than $4-$2-$2 or $6-$2-$2?

Ms. Mika said right now we wanted to see what you wanted to do as of October, it could be $5.00. It could be whatever you want it to be and then we will evaluate it again in another, you know, probably two weeks before I get the information again. We can do those subsequent changes and it can be whatever they need to be. Right now this is what the projections say they will look like.

Ms. Cavalcanti said it is grim. If you look at it it's grim because if you go back to this chart, okay it's showing a zero and we still have no reserves or it is showing a negative $2.00. Sorry.

Ms. Mika said negative $2.00 and this is based on the $6.00.

Ms. Cavalcanti said and it's showing no reserves for next summer. I mean, look at July. I mean, people's bills are going to be out of sight.

Mrs. Gibbons said I might be interested in entertaining doing a $4-$4 and then $2 only because I feel like it's still hotter in October, talk about it in November and in November we drop another $4.00 and then $2.00 in January. We may get ahead better than $6-$2-$2. I mean, I don't...

Ms. Bennett said even if we could like you said, even if we do $4.00, $2.00 in November, $2.00 in January, $2.00 in April, the cost will be spread out versus $6.00 all at once and then $2.00 in January and $2.00 in April.

Ms. Mika said you are getting more impact in October in the earlier months because the consumption is a little bit higher than it will be in those winter months. That is why it is impacting it more now.

Mrs. Gibbons said right.

Mayor Hudson asked what was the thinking behind the option of the $6.00 and then the $2.00? Could you go back to that chart? Were you advocating the increase for $4.00 in October, $4.00 in January and then $2.00 I mean there's no numbers?

Ms. Mika said it was $4.00 for October and in January and April the same.

Mayor Hudson said so three $4's ($4-$4-$4)? So what was your thinking or who's thinking was that $6.00 right now?

Ms. Mika said we are trying to put some scenarios out there without taking too big of a bite now on what it looks like. Certainly the grey line is definitely grey, just some other scenarios we can, it can be like I said $5 which would throw it right in the middle there and not much of a difference.

Mayor Hudson said well the idea is we have to build up our reserves and we know that. We know that we have to do it so whether we do it with $6.00.

Ms. Mika said you are not approving the subsequent changes now.

Mrs. Gibbons said but that green line is based off of $4.00 in October, $4.00 in January, and $4.00 in April? I was -- okay, I was under the impression it was $4-$2-$2.

Ms. Mika said I'm sorry. I should have labeled that better and that would bring the negative $12 down then to zero. At the end of February with the PCA, it would just be zero, whatever the rates are.

Mrs. Gibbons said in that case, I mean, I'm going to be more apt to say go for the $6.00 now and then we can reassess.

Chairman Fee said just for my understanding, if we don't raise it by $6.00 now will we have adequate reserves if we do it in baby steps as Mrs. Gibbons is thinking?

Ms. Mika said for the short term, yes. But not for very long depending on what the -- if the projections change.

Ms. Cavalcanti said right and the projections as they are now, look at July.

Chairman Fee said it doesn't look good with a baby step.

Ms. Cavalcanti said in July we're going to have sky high rates.

Ms. Mika said and if it rebounds, we can just lower it.

Ms. Cavalcanti said but remember during the winter we use overall less electricity. I'm not saying individual households, I'm saying the Fort Pierce Utilities as a whole. So we have to have a bigger increase to get more money in.

Mr. Tompeck said and also in the winter is when the gas price normally spikes.

Mayor Hudson said right. We don't know what is going to happen. We are assuming we might get good news, but we might get bad news, too. We don't know.

Ms. Cavalcanti said usually we find out in April that gas prices have spiked. Therefore, we need to increase the PCA in June. I mean how many years have we gone through this?

Ms. Mika said I think FMPA has changed their –

Ms. Cavalcanti said I know they have. But I'm just saying that that has been the scenario. So to me it's better and let's pay it where we are spreading with all these other winter residents.

Attorney Koblegard said one thing you might think about is if you look at the over and under. Starting in September, you start picking up money. If you look at 19' and 20' September had over a million and $147,000 then $433,000. Then it goes down in September 2020, you got to $244,000, half a million, $379,000 so you're picking up at least a million dollars historically in the next three months. That is something to think about in relation to that.

Ms. Cavalcanti said I'm going to make a motion, if I can to go to the negative $6.00 PCA starting in October and reevaluate it for November.

Mayor Hudson said I will second.

A motion was made by Ms. Cavalcanti, seconded by Mayor Hudson, and unanimously carried to approve an increase in the Power Cost Adjustment (PCA) of $6 per 1,000 kWh, from -$12 to -$6 per 1,000 kWh, effective October 1, 2021.

Mr. Tompeck said the next item is an information presentation by Rachel Tennant on recent manatee mortality issues.

Ms. Tennant said Mayor Hudson, Chairman Fee and Members of the Board, thank you as always for having me. This presentation is -- will be slightly different from some of the Manatee Center update presentations.

My name is Rachel Tennant, I'm the Manager of the Center. Typically I'm here to update you on what the Manatee Center is doing. There's a little bit of that, but we'll also talk today a little bit about what is going on with the manatee population in general. So I'm sure that you have seen in some news outlets or more this unusual mortality event of the manatees. It is officially called an unusual mortality event. The number of manatees that died in the first half of the calendar year of 2021 surpassed every manatee mortality records that we have for the entire calendar year prior. So the question is sort of what is going on? And what happened? FWC, the Florida Fish and Wildlife Conservation Commission tracks manatee mortality every month on a monthly basis. So I just want to preface the numbers with this caveat that they have on their manatee mortality counts for the calendar year, 2021. They have acknowledged the unprecedented manatee mortality specifically noting that it appears to be due to starvation. It was mostly seen in the winter and the spring during the colder months, which is when manatees migrate to Florida and specifically to and through the Indian River lagoon, which is the lagoon where we are situated on here in Fort Pierce. It is also where the majority of seagrass has appeared to die off in the state of Florida.

As temperatures warmed up, as happens every year that manatees will disburse back to their year-round habitats. Some of them do live here year-round, but many of them are snow birds and so they head home. What we are finding or what the records are showing is that the numbers of malnourished carcasses and manatees has decreased. So there are still, of course, manatees dying, but less so from the malnourishment, which is what we were seeing in the first half of this year.

So just to review the numbers, 929 manatees died between January 1st and August 27th of this year. Just for a source of reference, the Treasure Coast there were 496. So a majority of that 929 was a large number that was just in the Treasure Coast on the east coast of Florida. Something important and we will go to a month-by-month slide next, but I did want to note that only 6 of those 496 manatees are recorded as having died in the month of August. Which is consistent with what they are saying about the colder weather.

The previous record high was 830 manatees died in all of calendar year 2013 in all of Florida. We have already seen 929 through the end of August. So this is what they are talking about when they say unusual mortality event. It was an unusually high level of manatee deaths. I also included here just for reference the counties that we include in the Treasure Coast. I wanted you to see the count of the 929, how many of them died in which county on the Treasure Coast since specifically the Indian River lagoon not the Treasure Coast.

Brevard has the highest count. They also have the longest coastline of any of the counties in the Indian River lagoon with 71 miles. I did a little bit of math so it was something like 4.5 per coastline mile manatees died as compared to the St. Lucie County, where we've got 21.5 miles and 15 manatees died which is something like .7 manatees per coastline mile. So it is just important to recognize that these counts are connected to the amount of coastline area that we have and they are not just -- they are not immediately representative of what is or is not going on in certain areas.

So on the month-by-month basis, you can see here I'm comparing 2021 and 2020. In January this year there were 186 manatees counted as having died as compared to last January there were only 58. February, 230 this year versus 86 last year. March, 194 as compared to 61. But if we go all the way over to July last year, it was 45 and this year it was 57. So we can see that gap decreasing and again, a big number of the manatees that were dying in these earlier months were found to be from malnourishment. Which is what we are thinking is what FWC is reporting as having happened in those months. Also for reference, the population of manatees as of February 2019 in Florida was about 570 -- 733 manatees. This is done by aerial survey. So there's some question as to how accurate they are. But they are the best count that we have and so what FWC does is they will fly over on clear days and the counts are really determined by the number of clear days and safe days that they can fly, but they will fly and take aerial photos, and they will count the number of manatees that they see kind of floating.

To lose 929 in the first half of 2020 when there are only expected to be less than 6,000 is kind of a big deal, which is also why it is in the news a lot now. What is going on? Seagrasses, and I pulled some important details from the FWC reports. I have links to the reports and I'm happy to send them to you, they are also in the PowerPoint presentation. You can take a look. They are long and the main thing that I pulled from -- for seagrasses more than 1,000 acres of seagrass coverage was lost between 2015 and 2017. Specifically in the portion of the lagoon just south of the Fort Pierce inlet. Species diversity also declines, as there are many different species of seagrass and that diversity has also declined. When you lose species diversity, you increase vulnerability to issues like disease, some species might be more tolerant of different salinities, different temperatures, if there's only one species you can lose sort of that ability of the seagrass in general to survive varying conditions.

In the south, which I wrote this down for myself, St. Lucie County, is the northern border of St. Lucie County down through -- toward West Palm Beach. The FWC reports that weather extremes and high temperatures and precipitation beginning in the Fall of 2015 and extending through 2016 as well as physical impacts from hurricane Michael likely contributed to the seagrass losses that they were seeing here. So this thousand acres of seagrass coverage was not -- was here. Also due or largely due to increased storms and weather extremes. Of course, there are other man-made issues as well, but it is important to know that these were some of the top issues that FWC was highlighting as reasons that we would be losing seagrass at such a fast rate.

Up north, which is Indian River County, all the way up through Volusia County, the loss of percent cover appears to be more directly related to shading by prolonged phytoplankton. This is what is typically feared I think that it is the blue green algae blooms or the phytoplankton blooms that are causing all of the seagrass to die. There is some truth to that, but there are more issues here that we are looking at and some of them are natural and some of them are caused by changes in weather patterns.

Manatees are a protected species, so we can't just feed them even if that is what we think might be the solution here. They were listed in 1967 as one of the first 75 species to be officially listed as endangered through the Endangered Species Preservation Act. Again, protected on the Marine Mammal Protection Act of 1972, which is a Federal Act. The Florida Manatee Sanctuary Act of 1978, which allows the regulation of boat speeds and in 2017, they were down listed from endangered on the endangered species list to threatened. This is just a change in terminology. It implies that the population is on an uptick, which is a good thing, but it does not take away the protections of the Endangered Species Act, which a really important point that we always try to make at that Manatee Center. They are still considered protected under the Endangered Species Act. They are just considered threatened and with everything that's gone on this year there are some groups that are suing different agencies to try and get them back onto endangered rather than threatened since their population right now is not on an upward tick and we will see.

So on a happy note what are we doing here? There are actually a lot of things going on in the City of Fort Pierce to address the seagrass decline. This is a picture of the pond outside of the Manatee Center. It is an above water or above ground pond. It is pointing at seagrass. That's a freshwater grass that is growing called eel grass and that is pulled from a project that is happening in Moore's Creek further west. So not actually at that Manatee Center, but further up. So it is more freshwater than what you will find at the Manatee Center and there's some signage to talk about it and they are doing that through St. Lucie County.

There's also some folks with St. Lucie County that are doing the Fort Pierce inlet state park Tucker Cove. These are seagrass or freshwater grass restoration projects that are happening in our waterways right here in Fort Pierce. We are trying to bring more information about it into the Manatee Center and outside of it so you can read about it and learn what is going on. The group that the -- both of these projects and the third project I will tell you about are being done through Sea and Shoreline, which is a seagrass restoration company that is based out of Florida and they did seagrass restoration, I believe it was in Blue Springs, which is known for the -- where you can swim with that manatees and it took them three years and now they have fully viable seagrass populations and it was a very successful project. So we are working with them as well.

Which leads me here. The Treasure Coast Manatee Foundation launched a fundraiser in July of this year. We are raising $10,000 to do a seagrass restoration project right outside of the Manatee Center just in front of the mural that went in last year. We have already raised just about $8,800 towards this $10,000 dollar project and the project is slated to begin in Spring of 2022. So I am

very optimistic that we will get the full $10,000 by the time we get there. The project is 50% restoration and 50% education. So $5,000 of that will pay to send educators out into schools or to bring schools to us so that we can teach kids and teachers what the value of doing seagrass restoration is and why it matters. What this will be for us at the Manatee Center is not only a seagrass restoration project in the creek at the mouth of the creek, but also an outdoor exhibit. There will be signage to talk about seagrass restoration and the way that this restoration is done there are five -- there will be five round cages that will be placed outside. Some of the seagrass will grow inside the cages that is to protect them from being eaten, partly by manatees and then there will also be seagrass put outside of the cages. The idea here is to show people and get people excited when you can see it happening, it is a little bit more exciting when you can take photos of it and right behind it is that manatee mural. So they'll know exactly where they are when they do it.

This was featured in Nowhere News and right after this feature came out, we raised I think $5,000 or $6,000 of the $8,800 that we raised was right after this was picked up, which was really exciting for us and we also interviewed the Chairman of the Manatee Foundation Board at NPR, the local NPR station, which has been getting a lot of coverage.

So of that is my big update for you on manatee's unusual mortality event and what we are doing and how we are trying to help the issue. If you have any questions at all, I'm happy to answer them and thank you for this opportunity.

Chairman Fee asked any questions?

Mrs. Gibbons asked are you guys working with the other counties to help rebuild this, like Brevard, I mean, clearly they may be in need you know?

Ms. Tennant said I think right now, that is a little larger in scope than what we are able to do just yet. What I would really like to see is for this initial project to be a pilot project for us. Brevard County did a really, really nice online manatee education piece and it was a county project. I'm trying to link with them to get them to do a Treasure Coast version of it because they really focused on the Space Coast. Beyond that, we are not working with them to put seagrass in -- but there are many different partners that are doing seagrass restoration nonprofits and for-profits.

Ms. Cavalcanti asked south it says weather extremes, temperatures and precipitation and Hurricane Michael. Hurricane Michael hit in Tallahassee so I'm kind of lost on that. But I am wondering, so we are doing something right there in Moore's Creek by the Manatee Center when you say south of the inlet, I'm assuming that's where, you know, the boats come into the marina and all of that. Is that part of the habitat that has been lost?

Ms. Tennant said so what we are saying, I think when we talked about south of the inlet, I do think that that is part of it. But I think that these maps are at a larger scale and so they are looking,

you know, full counties of information. So I don't think they are looking specifically, a very specific spot on south of the inlet where boats are coming and going.

Ms. Cavalcanti said it could be the whole Indian River Lagoon to Stuart?

Ms. Tennant said right, it is a larger piece. I think when they say south of the inlet they are talking about a larger area to include further down. For example, when I read that, I would read that to include the Moore's Creek area where we are, which is even further down. But I don't know for sure and I can send you the link from the FWC report. They go into painstaking detail.

Ms. Cavalcanti said I bet, okay thanks.

Chairman Fee asked any other questions?

Mayor Hudson asked what about the hurricane? Hurricane Michael hit the panhandle. So I would have to ask at the FWC.

Ms. Tennant said I would asked FWC. My best guess just from the studies that I've done is that sometimes these storms can have events that go further than what you would think than where the storms are. If they have -- if there's effects to ecosystems, those ecosystems can extend beyond just a sort of localized area, but I'm not sure. I did pull that directly from the report. I was not here at that time.

Ms. Cavalcanti said Irma or some of those may have been the one....

Mayor Hudson said and Dorian maybe.

Mrs. Gibbons said I think Michael also hit -- didn't it hit Brevard? Got real close to them I feel like and then it skirted up the coast.

Mayor Hudson said it was the gulf.....

Ms. Cavalcanti said it came in at some Mexico beach, Tallahassee. I think they may have mixed it up. They may be saying Hurricane Matthew.

Ms. Tennant said it's possible.

Ms. Cavalcanti said Dorian was way off, right.

Ms. Tennant said regardless of which hurricane it was, which I'm not.....I'm going to Google this, but regardless of which one it is there are very real effects to ecosystems when hurricane's come through. We do tend to focus pretty heavily on the effects of hurricanes to humans and to our

development, our homes and infrastructure. But hurricanes, for example, as one, can come through and fully change ecosystems, but that is normal. That is what happens and I think maybe what we might be seeing is if there is an increase of hurricanes or there is a decrease stability of the species in the natural habitat to bounce back. That can be problematic, but I am speculating.

Mayor Hudson said I have one more question. So, if somebody is watching this what can the average boater do, what can the average person do beyond.....I think they should contribute to your effort, for sure and you need to tell them how to do that. What can they do beyond that? These causes don't seem to be something that an individual can do anything about.

Ms. Tennant said I think when we are talking about boaters, one of the most important things that boaters can do is slow down and be mindful not only of manatees and manatees being present, but of where seagrass populations are thriving. There is something called seagrass scarring. When you go through seagrass the bottom of your boat can actually scar the seagrass acreage which can have detrimental effects to the acres of seagrass right there. So be mindful of where the seagrass is growing and I would say learn as much as you can about the local areas where you are so you know where the seagrass is, but also the importance of seagrass. I think the more we learn and the more we talk about it and the more we develop this collective conscious of caring for it, I think the better off we will be all around.

Mayor Hudson asked so how does somebody contribute?

Ms. Tennant said to contribute to this specific project you can go to the Manatee Center website. It is www.manateeeducationcenter.org, and there's a link on the homepage that will take you to this full discussion. It is the place where you can donate online, but we also talk in detail about the need for the project and what we are doing.

Ms. Bennett asked are there any plans on putting up advertisements to tell people that this is a seagrass area and to slow down anything like that?

Ms. Tennant said so those tend to be more regulatory from either FWC or certain county agencies would be the ones to put those kinds of signs in. I don't know enough about where that is at. I know for the seagrass restoration projects what they do is they are taking -- and this is through Sea & Shoreline, they are taking pvc pipe and having it stand up real tall and so you will be, for example, in Tucker Cove if you are in Fort Pierce Inlet State Park you'll be going along and you'll just see these pvc pipes sticking up and I know they added a sign there to talk about the project that they are doing. I don't know of a concerted effort, but I think it is a good idea.

Chairman Fee said thank you very nice presentation.

Mr. Tompeck said the next item is a presentation on bill paying processing fees and Michele Harris will make the presentation.

Ms. Harris said thank you, Mr. Tompeck, Mayor Hudson, Chairman Fee and Board Members. I'm here to present an update of our online bill paying processing fees.

Just a little bit of an overview. Invoice Cloud provides FPUA secure bill payment processing and payment solutions. All payments through online, phone, or in person and electronic payments are processed through Invoice Cloud. They also ensure that we are in PCI compliance to secure cardholder data. Accepting electronic payments provides efficiency and convenience, but it also comes with a cost.

This is a listing of major fees that are associated with electronic payments. Fees that result from the use of credit or debit cards are Invoice Cloud received and a 34 cent per transaction fee as well as a volume fee of .08%. Interchange fees and assessment fees are paid into Chase and what those are is Chase would pay the customers card issuing bank every single use and what that does is it helps protect the card issuer's bank from covering processing fees, fraud protection and risk management. So Chase has to pay the card issuer's bank and then Chase again passes those costs onto us. These account for about 70% of our credit card fees.

American Express receives $1.35 per transaction for those charges under $750 and anything over that they charge us 1.25%. Other fees that are related to taking electronic payments are we pay Invoice Cloud 95 cents per EFT. What Electronic Funds Transfer (EFT) are is when you log onto the website and you provide your bank routing and banking information, the money is transferred that way. Also, Invoice Cloud gets a 40 cent per invoice for paperless billing and also they get 25 cents per Online Bank Direct, we call them OBD's, and that is when you log onto your own bank and you process a payment electronically from your bank to ours.

Over the past 12 months our fees were about $460,000. About 75% of that were associated with credit or debit card payments, which is about $340,000. Of that $340,000, $240,000 of that had to deal with the interchange and assessment fees that we paid to Chase Paymentech.

This chart shows the trend of online bill payment fees for the last three years. Fiscal year 2019 resulted in almost $320,000 in fees, of which $194,000 was due to card usage. Fiscal year 2020, we saw an increase of 33% in fees from card usage, which was $258,000. In the last 10 months we saw an additional 33% increase in credit card fees and we're currently at $340,000. Back in December of 2020, we did bring to the Board a request for additional funding to cover that increase. We increased the annual funding to Chase from $310,000 to $500,000 annually.

Section 215 of the Florida Statute addresses acceptance of credit cards, debit cards, EFT's by state agencies and local governments. Paragraph 1 encourages local governments to make their services more convenient to the public by accepting credit cards and debit cards which we are

currently doing. Paragraph 5 allows for local government to add a surcharge for the use of such credit or debit card, but not in excess of the charges that we incur. FPUA currently absorbs the cost of all electronic customer payments.

This item has been brought for information only, but management thought that we would like a discussion to see if we even wanted to create a policy that would allow us to recover these convenience fees. Some utilities, we did some research and it kind of seemed 50% from some people don't charge, some utilities do charge. Their structures are all very different, but we do know that there are a lot of utilities that are charging a convenience fee to their customers and about half aren't. We didn't know if we wanted to discuss it.

Chairman Fee asked is there any discussion from the Board?

Mrs. Gibbons said I've got a few questions. So a couple, I think it was at the end of last year, I think I asked what our average percentage was that we were paying out in fees. Do we know what that number is? Like the overall, usually I go through my bill and I will be like, okay got my charges and they are $556. This is how much was rung up in credit card and then I come up and it is below 3%. So as long as I'm running below 3% I feel like I'm okay with it, but I don't know where we are. I'm just curious.

Ms. Harris said as far as a sales or fees?

Mrs. Gibbons said credit card transactions versus fees. So if you only have 20% of the customers using their credit cards that will show you how much you are gaining in your bank from those sales.

Ms. Harris said I looked at the last two invoices that we got, and this is just for the Chase Paymentech part. Invoice Cloud is a whole different section. I saw about $5 million a month rolling through Chase. So if they are at -- let's see.....if they are about $20,000 a month --

Mrs. Gibbons said right.

Ms. Harris said I need a calculator.

Mrs. Gibbons said $5 million a month? Oh, my goodness.

Ms. Harris said which is .42%.

Mrs. Gibbons said that is including all of the fees, the extra 34 cents and all that stuff?

Ms. Harris said that is just Chase. For Invoice Cloud every credit card fee, every time that there's a credit that is swiped it is 34 cents.

Mrs. Gibbons said okay.

Ms. Harris said when I did kind of a quick math. When I looked at all of our credit card fees and we have reporting that said how many transactions do we get a year? It's about $150,000 roughly that number of credit card transactions that we hit. I was thinking $1.95 somewhere around there, just doing a quick look.

Ms. Cavalcanti said so the question I have, okay, this would be some kind of a fee on top of a credit card payer or an online banker because it would seem online banking is a good thing for you guys.

Ms. Harris said that is right, especially in today's day and age. We are kinda gearing everybody towards Invoice Cloud. What I would suggest is not to confuse -- there are other methods of paying online than with a credit card. So maybe it would be more of an incentive to do like, you know, auto pay, EFT's, you know, your online bank direct to try to avoid them doing the credit cards.

Ms. Cavalcanti said so essentially everybody who pays with cash, check, ECH/online banking. Those people are absorbing the costs of everybody who is using a credit card?

Mrs. Gibbons said we are absorbing it. We haven't charged anybody yet.

Chairman Fee they are making a transaction free.

Ms. Cavalcanti said it is because the bills are higher. The rates are higher.

Mayor Hudson said all of the ratepayers are carrying that.

Ms. Harris said for right now, all of the ratepayers are covering the charges where this might be a way to incentivize those customers that are currently paying by credit card to use other means.

Chairman Fee asked what amount are you thinking about charging in order to recuperate these fees?

Ms. Harris said very, very quickly, I came up with $1.95. It would be somewhere -- if we really started to dig into all of these fees. I have seen anywhere from, you know, I think there's agencies that do $3.00, they do $2.25.

Mrs. Gibbons asked would it be percentage based?

Ms. Harris said I would not suggest percentage based. Percentage base gets you into gray areas. I have seen a lot of people where they say it's a convenience fee and it's a per transaction fee.

Mr. Tompeck said I think what we were looking for here is you can see the trend in the last three years for the number of credit card fees and it's gotten pretty expensive. So we wanted to get your feel. If you would like us to figure out a way to recoup these costs we will certainly bring these back to you with the details.

Ms. Bennett asked so the expense would be on the person that uses the card instead of all the ratepayers paying? I mean, most businesses do that anyway. If you use your card, they charge you a certain amount.

Mayor Hudson said when you get cash out of your bank with your credit card you have to pay $3.50 or something for the transaction fee.

Ms. Bennett said if you go to these convenience stores, it is like $1.95 that they actually charge. So if we go between $1.95 and $3.00, the expense would go back to them instead of all of the ratepayers because I just....you know in my opinion I think if they are going to enjoy the luxury, why not they pay it, not me or anybody else?

Ms. Cavalcanti said and they are getting points on their credit card and cash back.

Ms. Harris said I did speak with the manager of customer service and she did want to emphasize a lot of the payments are debit cards. Shockingly enough, I was surprised that the majority are debit cards because a lot of customers don't have the credit cards and if they do they don't have the ones that have rewards attached to it.

Ms. Bennett said a lot of people use debit cards instead of walking around with cash. That is the new era, the young people.

Mayor Hudson said yeah or their phones.

Ms. Bennett said they do it right on their phones.

Ms. Harris said we wanted to get an idea what the feel was. We can spend some time and develop some scenarios. We can definitely bring it back if that is what you guys want.

Mrs. Gibbons said I'm definitely interested in reviewing it further. The one thing I would caution obviously, you know, when you go online and sometimes I will pay all four of my accounts at the same time. You might want to make sure that when you're looking, you check how the online portal works because that could be just one transaction, you know? I don't use my credit card, I use ACH, but still maybe just kind of see how that works.

Ms. Harris said per transaction? You run it up for $730 and that's taking care of my one thing and that's that. There may be some people that have multiples out there.

Mayor Hudson said if I'm paying by check -- I'm not costing $730.

Ms. Harris said then we just have to pay for bank fees.

Mayor Hudson said you have to mail me the bill.

Ms. Harris said you are paying stamps.

Mayor Hudson said yes, right I'm absorbing that. That is fine. I think that would be good to at least have a proposal.

Chairman Fee said I think it is worth evaluating. I think in today's' world a convenience fees is not shocking. I think everybody is used to it. We definitely don't need to pay $341,000 in fees if that's the way I'm understanding it.

Ms. Harris said it's not going to go down.

Chairman Fee said it is too easy to swipe a card. All right so I guess we will just put this on the next meeting or two meetings and have a policy in place.

Mr. Tompeck said and while Michele is here, we have the bill comparisons for the month of July 2021.

Ms. Harris said thank you again. I'm presenting to you today the monthly update of the comparisons of Florida Municipal Electric Rates published by FMEA and the local Treasure Coast utility bills for July.

This first graph shows the comparison of residential electric rates for 1000 KWh of consumption for the 13 municipal utilities which are members of the All Requirements Project. They are displayed and ranked based upon their base bill amount. I'm extremely pleased to the show that our July rates at $104.84 shown in the yellow bar ranks as the absolute lowest in the group.

Mrs. Gibbons said for now.

Chairman Fee said we take our victories the way we find them.

Ms. Harris said you don't enjoy too much happiness in reporting and finance so this is a good thing.

This graph displays the comparison for that same level of consumption of 1000 KWh, but includes all the municipal utilities in the state. Last month we were excited to report that we were sixth and now we're forth. We enjoyed the excitement while we can.

In July, while we maintained our rates, eight of the other 31 municipal utilities implemented rate changes. The overall impact of these rate adjustments resulted in a small increase of 50 cents for the ARP average and an increase of 38 cents for the municipal average.

This graph presents a similar comparison for the consumption of 2500 KWh. FPUA's July bill at $264.80 brings us 11th lowest among this group. Our rates for both 1,000 KWh and 2500 KWh fall below all three averages, the ARP average, Municipal average and the IOU average.

This table displayed is the July comparison of the average residential utility bills on the Treasure Coast. FPUA's utility bill for all three services provided are inside city limits and is shown in the first column in blue. All other bills in the table have electric services by FP&L and water and wastewater services by the localities provider.

This comparison includes the bills for the average consumption of electric, water, and wastewater services for residential customers. There have been no rate changes to the July bills since the June comparison was presented.

This item has been presented for information only, but I will be glad to answer any questions you have.

Ms. Cavalcanti said I think it's wonderful. I would say since I have been on this Board, Vero and Martin County have always been consistently $30 less than us. I mean look how close we are now and we are really the lowest in St. Lucie County except for those that are inside the city limits that are on FP&L, but it is barely any different....less than $1.00. Great job!

Mayor Hudson and Chairman Fee said great job!

Chairman Fee asked any questions?

Mrs. Gibbons said we might have three months, a solid three.

Chairman Fee said no pressure.

Mr. Tompeck said the next item requests the approval of the renewal quotes for our FMIT insurance package and Josh Gang will make the presentation.

Mr. Gang said thank you Mr. Tompeck, Mr. Chairman, and Madam Mayor.

We received our renewal proposal. In your packet is also the recommendation letter from Siver, our insurance consultant, who's the same consultant we have been using for years. This is the full package of our insurance. This covers our property, general liability, auto liability, and workers comp and each of those breakdowns. The property insurance includes equipment breakdown, crime and bond coverage, GL coverage, employer's liability, public officials, employment practices, and things like that. It also includes some privacy, security and network. That is encompassing our cyber security, of course, which we keep quiet.

The auto liability is our general -- our basic comprehensive coverage. This year, we added some collision coverage because we actually had never carried it. We had self-insured our vehicles for the collision piece and that is the physical damage and we have a $5,000 deductible and we are only ensuring vehicles with a value over $25,000 which are mostly newer vehicles that we have and especially the larger trucks that can run up in the hundreds of thousands. So we figured that was good to add and the cost was -- you will see in a slide or two the cost was not that expensive.

The workers compensation insurance is our basic workers comp and employer's liability coverage. So the proposal and the total package comes out to $836,905 and the breakdown of each of those coverages is included here as I was explaining and I have included the actual premium difference in the increases. You can see there were some large increases for the property coverage, general liability and our auto liability.

Now, on this slide, you will see the addition of the physical damage was only $6,000 for the year which was relatively inexpensive and then $15,000 for the upcoming year. The good news here is our worker's compensation coverage cost decreased by over 18% and I will get into the reasons for that. The total package, though, because of that workers comp decrease, the total package only increased by 5%, which looking at years passed is actually very good. We have been quite a bit higher than that as the next slide shows our increases have been year-over-year generally bigger than that 5%. This is going back to fiscal year 19. You can see there's always some movement and different pieces are going up and down. That's just the general marketplace and market factors that affect it. Our general liability is one piece that had increased over that three year period over time and that was due to specifically some losses and some litigation that we had.

This chart also shows, if you look at that workers comp there the trending down of the workers comp over the three years, which has been some good news. So the renewal breakdown, I will start with the policy changes in the packet and Siver described there were several policy changes that are coming up. All of them are positive changes that FMIT is putting in place, not all of them, most of them are positive changes. We're not exactly sure how all of them are going to play out, but generally FMIT makes some policy updates to their forms every year. It is usually clarifications on coverage. Things that happened that they may have disputes over that they want to clarify. Or it's to bring their coverages in line with the market, but again, most of them, as Siver explains in detail, most of them are generally positive towards FPUA.

So pricing, as I said, it was based on various market factors. The insurance market continues to struggle, especially on property insurance and that's directly related to Hurricane Michael up in the panhandle. That has had a negative impact on property rates across the board in Florida, especially for municipalities. As pointed out, Mexico Beach took a direct hit and pretty much got annihilated. So a lot of that is covered by these big insurance carriers and the reinsurance market is where things have struggled and various players have left at the market and when there's less competition the prices have increased over the last couple of years.

So COVID uncertainty, of course, has not helped anything. It is something we are hoping will go away soon and we can get back to normal with some of this. So the general liability is based on two things which is our payroll has increased. As a general year-over-year we see some increases and that adds to the GL and then market increases in general for the public officials and employment practices.

Our workers comp, again that's the good news and that is based on two things, which is payroll and something called the experience mod factor. So what is the experience mod factor? It is a calculation that is done by the National Council on Compensation Insurance. That is what Florida uses. They rate every industry, every entity across the board when you're getting your workers comp. They perform this analysis in the background. So it is an industry benchmark and it uses a three-year backward looking historical trend analysis and it actually goes from March to March so when I say three years, it is almost three and a half trailing for us based on our fiscal year. So it is looking at frequency and severity of accidents and claims versus the industry. So anything below 1.0 is better than average. If you are above 1.0 you are worse than average. The last few years you can see from what I have up here, we've had improvement year over year, but looking back three years, we were well above the industry average at 1.28 which then trended down. Last year, we were at 1.11 and this year we're finally at 0.74. What that tells us is that some time years ago, we had some very serious accidents or frequency of accidents that have now dropped off of our historical record and we are now at a point where we are doing far better than industry average. In talking to Siver insurance consultants the 0.74 is about as low as they see ever. So they were -- they did an analysis and they have estimated that has saved us $57,000 in just this year's renewal not counting the last couple of years where we've seen it trending down. That is what led to the workers comp reduction of 18.3% almost $35,000.

Very short presentation. We are just looking for approval of the insurance renewal, which comes due on October 1st and I'm happy to answer any questions.

Chairman Fee asked any questions from the board?

A motion was made by Ms. Cavalcanti, seconded by Mrs. Gibbons, and unanimously carried to approve the renewal quote and proposal from the Florida League of Cities on behalf of the Florida Municipal Insurance Trust (FMIT) for the FY22 policy package that includes our property, general liability, automobile liability, and workers' compensation insurance coverage for the

period of October 1, 2021, to September 30, 2022, and approve funding for the $836,904 annual premium.

Mr. Tompeck said the next item is very exciting. It's requesting approval of the progressive design build agreement for the WRF relocation with Globaltech/Haskell. I want to thank the Board for participating in the individual meetings we had last week. Bo Hutchinson and Josh Gang will make this presentation and also with us we have a lot of eye candy from Globaltech, Hazen and Haskell.

Mayor Hudson said we have the suits with us.

Mr. Tompeck said they are here to answer any specific questions that may come up.

Mr. Gang said Mr. Chairman, Madam Mayor, as Mr. Tompeck said this is the island water reclamation facility relocation progressive design build contract. I will keep my portion very short and brief because mine is the boring part. It's just talking about a contract.

The progressive design build contract itself is between FPUA and a joint venture entity that is Globaltech-Haskell. Globaltech is what you saw at the last meeting so I'm not going to go into too much detail. You got a lot of detail from Mr. Gandy. It's a Boca Raton firm with 26 years of experience. Lots of experience as a design-build firm, lots of experience working with FPUA. They are very familiar with how we operate, how we work, which brings lots of benefits to the table. The Haskell Company itself is a national and international firm. They have offices across the US, also in Asia and South America and they have offices in Florida. They handle large-scale projects of varying size or various industries, but they have done water and wastewater projects here in Florida as well. I've listed some examples, which are up in JEA, Live Oak, Hobe Sound, and St. Petersburg.

So why a joint venture entity? Well, it adds strength and capability. It adds experience. Brings a lot more capabilities and experience to the table. It gives a lot of financial strength and the bonding capacity, as one of the key pieces. A project of this size is going to need a performance and payment bond for the full amount of the project. So if we are talking around $80 million, you know, sometimes that can put a lot of pressure on one firm. So having a joint venture firm they can both bring it to the table and helps a lot. It also gives FPUA one point of contact which Mr. Gandy went into some detail at the last presentation.

On to the contract itself, so that contract package that is in your packets is built up of a series of contracts and exhibits. The main contract is that DBIA 545, the DBIA is the Design Build Institute of America and that is an industry trade group that puts together these types of agreements and it is a group of architects, engineers, and construction contractors.

So the agreement we are working from is based on that 545 and we then added to it, made amendments to it most of which were accepted. We work through it with Globaltech-Haskell to get the contract to where we were happy with it. Mr. Koblegard has reviewed it as well and then included in that are the series of attachments, which is the project criteria package, the scope of services, our insurance requirements, which we did insurance for both Phase 1 and Phase 2 of the project. I will get into those phases in the next slide and then some standard terms and conditions and the project schedule which Bo will go over here in just a minute.

The contract itself is a phased contract. Phase 1 comes in three parts. Phase 1A is facility and process selection. Phase 1B is a 30% design and then there's this built-in pause and that pause is there so that we can take a look at -- we will have a better idea of the rates and we can look at granting and funding and what it is actually going to take to get the plant done. We have thrown around figures of $80 million, $100 million whatever it is. This will actually get us to a better understanding. If I recall, it is a 15% confidence level within that range. So at that point we'll have a good idea of grants to rates and how that will play out. Phase 1C is a 60% design and the guaranteed maximum price proposal.

The total initial cost that we are seeking approval for here is a $2.49 million cost and that will get us to that 1B plus. So 1B into that granting and funding analysis process. Then as I said, that Phase 2 final design and construction. Phase 2 -- sorry, at the end of the Phase 1C they will be giving us a GMP proposal, guaranteed maximum price proposal, but at that point we have an off ramp. No penalties. We can choose to take the off ramp. We can continue to negotiate. When I say choose to take the off ramp, we can literally just cancel the rest of the contract and walk away and take our 30% or 60% design at that point, which ever we have completed. Take that with us and look to move forward with a different design build firm or we can put it out for a P3 option, which is something the Board has discussed at length. There's no termination penalties and if you read through the contract you will see there's a 1% or 4% termination penalty and those kick in after we go onto Phase 2. So once we move on to Phase 2 if we terminate before construction it's 1% after we start the process of construction. If there's a cancellation after that, we are paying 4% of that price.

Why a guaranteed maximum price? Guaranteed maximum price is one way of doing these contracts. You can also do them as a time and materials or lump sum. Typically these design builds for smaller projects might be a lump sum and that is where the design builder comes in and says look I will build you this tank and it will cost $1.5 million, but we don't get to see any of what went into that $1.5 million. A massive project like this, we want to see a lot more of the detail. So there's a guaranteed maximum price that gives us a view behind the curtain. It is referred to it in the contract as open book and what that means is we get to participate in the process. We get to see the quotes, we get to see what they are building their entire proposal out of. We will also be involved in input on some of those pricing components and making decisions and those decisions can be important. The Board is deciding between Item A and Item B and one has a different upfront cost, but a more expensive maintenance cost down that road, we may

want to spend more on something that has less maintenance down the road or works more efficiently in our process.

Built into the contract also is a retainage on progress payments and that's once we get into that construction piece, we will be holding back 5% of the contract price for the initial....it's 10% of the first 50% works out to 5% of the total and FPUA will hold onto that until we reach that substantial completion milestone. Once we hit that substantial completion, we would then turn over that piece, which is effectively a chunk of their profits that we hold onto until the very end. There's also a late completion penalty that we worked into the contract. Once we have that schedule and we're in construction and this is a way down the road, obviously, there's a penalty if they missed that final date that deadline. That's in there because we have other things we're trying to rework as Bo will go into the conveyance system and the idea is to time these at least relatively in the ballpark of each other.

I'm going to pause there and turn it over to Mr. Hutchinson. I'm happy to answer any questions you may have on the contract portion. After Bo gets going you will probably forget what I said.

Chairman Fee said I have one question. For Phase 1C will we have to supplement a fee to Globaltech and Haskell to complete the first phase?

Mr. Gang said we anticipate that there would be an amendment at that point or to update the scope of work for 1C and that would bring with it an increase in pricing.

Chairman Fee asked have you anticipated what that increase might be?

Mr. Gang said I don't....

Mr. Hutchinson said we're probably in the ballpark of what 1A and 1B was both combined. Somewhere in that ballpark.

Chairman Fee said thank you. Any other questions?

Mayor Hudson asked that was 1C?

Chairman Fee said yes. No questions, alright Bo.

Mr. Hutchinson said ok the exciting part. Here's the picture. This is one iteration depending on the process the actual plant way out and can look different. This gives you an idea of how it's going to lay out on the site. So this is the Treasure Coast Regional Water Reclamation Facility coming to a town near you in 2024.

I wanted to show this organizational chart just to demonstrate the depth that we have with this design team, with Globaltech, Haskell, and Hazen together. This gives us a very large pool of professionals, some of the best in our industry to pull from to really put together kind of an all-star team. I'm going to turn it over to Mr. Gandy for just a couple of minutes to introduce his team and the team members that are here.

Mr. Gandy said thanks. It is a pleasure to be back in front of you. Of course, the picture of the plant was the real eye candy. Obviously, the org chart shows the technical depth and breadth of the team that we put together to deliver a project of this size, which is a good size project and very important to you. Obviously, we couldn't bring all of the folks on the org chart to the meeting, but I did bring a few key individuals along with us so I would like to introduce those.

I'm Paul Gandy, of course, the President of Globaltech. Joining me, the folks from Haskell. I have Bryan Bedell here from the Haskell Company. Bryan and I together will serve on the executive committee in addition to doing some specific work on the project. It's our responsibility to deliver the resources from each of our firms to accomplish the project. I also have Joe Kantor, who will be the construction manager. He is with the Haskell Company for the project. I have with me Jason Kirk, who is Haskell's eastern district water group manager, again to ensure that Haskell is going to be providing the resources to the project and also I have with me from Hazen, I have sitting in the back Joe Franko. Joe is a local here in Fort Pierce. He will be the Design Manager over the consulting engineering part of the project. I also have with me Kurt Pfeffer from Hazen and he will be leading the technical process design portion of the project and as you folks mentioned, there will be a selection process to arrive at the process that is going to be best for your site. Kurt Pfeffer will be handling that. I also have with me today from Haskell, Aaron Holtz, who is their Business Development Manager. He has been very instrumental in putting this whole package together for us. Have I missed anyone? I don't think so. Sorry. Most important of all, the money man, Seth Robertson from the Hazen Company, which will also be, as you folks met him at the last meeting will be leading the funding effort. Once we -- as a part of this package, that is one of the tasks we will be performing is to seek out sources of funding.

Chairman Fee said very good. Don't go far we may have questions.

Mr. Gandy said I'll be right here.

Mr. Hutchinson said as well as the external team we have an internal team. You can see some of the usual suspects on this list. Something I'd like to point out, Mr. Gang's efforts in putting this contract together have been very commendable and just the speed in which he was able to pull this off. It is really valuable to our team, especially going forward being able to have that kind of focus, I guess, I'm going to call it. Moving on from there, Mr. Cisneros is going to be taking over our marketing and public outreach for this project. That's something that has been brought up to us quite a bit and we need to take that seriously. Moving onto more of the technical side, Mark Kobbe and his group over at the wastewater plant, Mike Martin and even all the way down to

the IWRF mechanics staff, it is our plan to consult with these guys. These are really the boots on the ground that will be operating this plant and there's just no better experience than actually doing the job. So we are going to reach down to them as well. Mr. Carnes and his engineering group will be taking over the lead on the conveyance system group and Mr. George Landry will be the St. Lucie County representative and he may choose to bring some other technical folks with him as well or delegate it off entirely I don't know, but he is definitely on the list for now. I look forward to working with him on the project.

I'm going to go into a little more detail than Josh did, but I'm going to move fast because you have all heard this enough times at this point that it is kind of rote at this point. The very first task here is 1A and the purpose of 1A is really to select our process that we are going to use. It's something that Josh mentioned there was we are going to look for the most cost-effective long-term process for our particular system. In order to select that process, we have to first do some investigation on our particular influent that is coming into the plant. So the team will start by looking at five years past history of the records that we have at the plant now and then we will go into some site-specific sampling where we really look at a little more detail a little bit of a more focused microscope on what we have coming in. We have industrial users in our area that put different products into the waste stream also the citrus processors. That is another nutrient that goes into the waste stream that needs to be accounted for. We would like to be able to put leachate directly into the waste stream and treat it on occasion. That is a funding source for the new plant as well and of course, the nutrients from the breweries, the bugs at the plant really like that they keep them happy and the staff happy. We want to keep that included as well.

So once that information is all gathered and the process has been selected, we will seek out a few other similar entities that are already operating that type of a plant and potentially do some site visits there and see if there are some lessons learned from the staff and engineers at those particular facilities.

Phase 1B takes the information from Phase 1A and brings it together to a 30% preliminary design, as well as that design we'll do our geotechnical investigation through some soil borings on the site. Also, get a current survey from the local surveyor. It's nice to know what we have for a subsurface so we don't have any expensive surprises going down the road. This will get us to a cost that is within about 15% of the cost of the plant. If you recall the study that we originally did with Raftelis got us to a 30% confidence level. This is going to take it one step closer to that. That ties into our funding needs. First we need to identify the funding opportunities and then we'll need to tailor our applications specifically to those funding opportunities. For example, if it is the Department of Economic Opportunity grant that is available to us and then we're really going to want to sell the economic opportunity with all the job creations and that stuff and then if it is, for example, a DEP grant, then at that point we are really going to want to sell the environmental mitigation possibilities for the relocation of the plant. So that's something we are specifically going to have to do for all of the grants. Each one, they really have their own personalities. I've learned quite a bit about them here recently and yeah, we really just need to focus on that.

Another note when we are talking about the funding is we are focusing on the plant here today, but there is the conveyance system that we still need to the fund as well and I'll touch on that a little bit later and then also our marketing needs. I'm not expecting the marketing cost to be tremendous. It may be something we can absorb without having to put it in the financing, but it definitely needs to be considered here as well.

So at this point we would have gone through phase 1A and 1B and we have the opportunity to pause to select our next path forward. This is about seven months down the road and that is putting us early to mid-April. Now, if we are happy, if the Board is satisfied and the staff is satisfied with the progress that we are making here, that pause can be very, very small. We can keep the throttle down and we can be working on the amendment to the contract to roll into Phase 1C. We can be working on that at the same time and not have much of a gap at all and keep that timeframe as compressed as much as we possibly can.

So that is all that the Board is approving today, is 1A and 1B. When we go into 1C we'll have to come back to the Board again for approval. So this task, 1C this rolls into the 400 series of bullet numbers in the contract. It would take around four months. So that would put us right at the end of the summer and this would get us to a 60% design. This is when we are really getting into the nuts and bolts of the plant. We will touch on the mechanical, the electrical, all the way down to plumbing and architectural, although I would expect a lot of really fancy architectural features on the wastewater plant. It is more going to be a storm hardened facility looking like a bunch of concrete blocks to be perfectly honest with you. That is just fine. This will also allow us to get to the tail end of our permitting. We're going to start our permitting efforts at the 30% level. We will start having sit downs with the regulatory agencies and getting everything submitted by the time we get to the 60% level, we can really nail down the permitting and actually start obtaining those permits. At that point, we will have yet another off ramp or a pause to evaluate if we want to keep continuing forward on the path that we are on or if we want to move into the next phase, Phase 2, which will be the actual construction phase at that point.

So the next steps. The conveyance system. There's a few different methodologies that we can use to complete that work. We can potentially select a single design build firm to do all of that work and they can break it up to other contractors if they wish. We can do that more traditional design bid build for the pipeline work. We can do some of the designs in house or farm some of those out to consultants and then hand it off to our unit price contractors that we already have on staff or we might be breaking this up and doing it as a combination of strategies, breaking it up by different firm specialties. We need to have some sit downs and look at the efficiencies we can find and how we do that.

I mentioned marketing before. Marketing is going to be very, very important to this. This is going to require a specialty consultant that this is what they do, is create an all-encompassing public outreach plan. It would include things like our commercial that we are already working on now. We have a contract to do the commercial that was suggested by Congressman Mast as well. We

are working on it, but we need an overall strategy. The important part here is going to be getting to the folks that won't immediately recognize a benefit to the relocation of this plant. You know when you say, hey, we're going to have to raise rates a very minimal amount, but the rates are going to go up a few dollars. That is very important to a lot of people. Right off the top of their head and they don't understand the future value that we are creating for our community. This is so tremendous that it is worth the investment in your kids and your grandkids and just the tax dollars, the permanent jobs all of that stuff that comes into this is so valuable that we really need to make that investment. That is something we're going to have to be able to get that message out to the public.

So without further ado, staff probably recommends approval of Phase 1A and 1B of the progressive design build agreement for the FPUA WRF relocation and we will open this up for questions and discussion at this time. We have a plethora of experts in the field. We can quiz them or maybe it is something that Mr. Gang or I can answer.

Chairman Fee asked are there any questions from the Board?

Ms. Bennett said yes. Did I hear you correctly when you said the construction part of it can start -- we can start that process if it is full throttle after that 1C in mid-summer?

Mr. Hutchinson said that will be the time when we will be able to start the early work packages, start ordering materials, the large lead time items. Yes, we can effectively start at that time.

Ms. Bennett asked are we going to advertise in local community areas and educate them about the benefit of the plant moving over to that area?

Mr. Hutchinson said we will absolutely be doing that as part of our public outreach. That is the main component to it and actually, you had mentioned in our private meetings about using the local contractors and such and Mr. Gandy can speak to that.

Mr. Gandy said so, you know, in the 15 years we have been here, we have spent at least over $2 million on local vendors and contractors. We probably employ anywhere from 15 to 20 local subcontractors, vendors at any one time, but for a project of this size. The Haskell and Globaltech team actually has a marketing strategy and actually, I will ask Joe Kantor to come up and talk about some of their programs. I don't know if you have a slide available. If you don't, don't worry about it. This is one of the things that we do in the local communities, is try to build wealth in the local community through advertisement and use of local subcontractors.

Mr. Hutchinson asked how deep in the slides are we?

Mr. Gandy said you are getting there.

Mr. Kantor said right there. To your point, I think it is really important that we engage the local community and make sure that we've got that local participation and so part of that strategy when we are developing the project is to right size those bid packages and have that community outreach where everybody feels involved in the project. We are eliminating any sort of double markup and people are encouraged to participate in the project. So, traditionally we've gone out to the community had those workshops and let people know what the project is. Got them bought in so they are able to really participate. In addition to that, with our self-performance capabilities, we try to develop a workforce along with that. We worked with ABC previously on other projects to kind of not only have subcontractor participation, but through our self-performance hiring locally to develop that skill set for carpentry, mechanical, it's a large part of these projects and so when the projects concluded, there's a workforce in the community that has that skill set for future projects or for other work that is in the area, not necessarily directly associated with this project. There's that continuing legacy of this initial capital improvement project that continues to the benefit the community.

Ms. Bennett asked how do you select your local vendors?

Mr. Kantor said we prequalify everyone involved in the project. That is looking at safety record, previous projects, current backlogs, to make sure that they are able to participate and be successful because we want to make sure that all of the subcontractors associated with the project have that opportunity to be successful and kind of learn throughout the process and develop their business throughout the course of this entire project. So getting out the word is a big part of it. There's local advertisements. You can see on this photo here, it is that diversity workshop of getting into the community working hand-in-hand with local business leaders to get out the word of what the project is, how those firms can participate and then, you know, encouraging them to participate in making sure that the bidding opportunities are right, that the packages aren't too large, that could overwhelm a smaller subcontractor, but making sure that it's the appropriate size and scope of work for everyone to feel included in the job.

Mr. Gandy said if I could add to that, if you could go one slide more. This is a list of current vendors and contractors that were used in the City of Fort Pierce and to add to what Joe said, when you start to have them do work for you, they develop a skill set that we actually take to other places. So folks like AirX, Apple Industrial and some of the sub-consultants that we have used that we take to the other places, Palm Beach County and further south that we work with. So we already have a pretty significant list to choose from, but this is a much larger project with more complicity than might be on some of our smaller jobs. That will give us the opportunity to develop more of those resources.

Ms. Bennett asked what would be the times that you got your company to advertise to the public so that they would buy into it? Would it be after hours so that the public can come in for say 5:00, 5:30 so they will be able to participate and come to these meetings or workshops because most

people get off at 5:00pm and if we do it any time before that, they won't be able to participate. Is that something that you all will be willing to do?

Mr. Kantor said absolutely. I mean, you know, part of this development of the project is trying to create as much opportunity as possible and so having multiple, you know, workshops, community outreach, it is something that helps us create a larger base that we can then draw upon which then creates value for the overall project. So having opportunities, you know, either after hours, on the weekends, through Zoom any sort of alternative, you know, approaches for this type of work is something that, you know, we have done in the past and had success with.

Mr. Gandy said and a lot of the folks that are already in that league will be aware of the normal vendor advertisements that we normally use through competitive bidding, on VIA and online demand, DemandStar and things like that they can see the bid packages. Actually, they can bid – I think you folks have a program for bidding online.

Mr. Kantor said yeah, and one thing I did want to add is we have a department that focuses solely on community outreach and business diversity. So apart from the construction, their sole focus is finding those partners within the community and, you know, you saw a picture of Tyree Williams, who is with one of our other project developers and at one the workshops and their sole focus is on getting that participation as opposed to just executing the work as well.

Mrs. Gibbons said I have a question about that slide. Could you go back to or up to, whatever it was. Over on the right-hand side you have, is that like what your goal is for that project of percentage of local contractors?

Mr. Kantor said so the middle column was the goal. So the contract goal that was established kind of jointly between those clients and the project team and so you can see in yellow of how we have exceeded those goals. It's something we take a lot of personal pride in of that community engagement in trying to drive opportunities within a small business community.

Mrs. Gibbons said that is great. So you will have a goal within this project as well of what you guys would like to meet for local or -- I'm only asking --

Mr. Hutchinson said that is completely up to Board if you want it to be something reasonable based on the project. I would think it's reasonable to have a goal.

Mrs. Gibbons said good I like that.

Chairman Fee asked any other questions?

Mayor Hudson said I have one question that it's not for you...eye candy it's for Mr. Tompeck. So the $2.4/$5 million, how are we going to pay for this?

Mr. Tompeck asked is that important?

Mayor Hudson said it's not important, actually. We can wait until after the project and then you can tell us.

Mr. Tompeck said we are still -- to be honest with you, we are still working on that. We have some budget transfers we'll do internally and I'm also thinking that part of our debt restructuring, we are going to put this project, at least part of this project, in the debt restructuring as well. So that is how we are planning on handling it.

Mayor Hudson asked right now rates aren't going to play a part in paying for this?

Mr. Tompeck said that's right.

Mrs. Gibbons said if I remember quickly, I think we had a half a million dollars set aside already in the budget, right?

Mr. Tompeck said yes, we did have a half million dollars set aside, but obviously that is not going to be enough and you'll notice the way we've worded this thing is that you are giving me the authorization to make the budget transfers to enable us to fund the $2.5 million.

Mr. Hutchinson said another point on that is material delays that we've started seeing on a lot of the pipe work and just a lot of the things in general. It will effectively delay a lot of the projects that we already have on our budget. So that is going to free up some money for some of those other budget transfers and it will effectively push those projects back and make a little funding and space for this project.

Mayor Hudson said we don't want any disasters to happen because we pushed it back.

Mr. Hutchinson said no ma'am.

Mayor Hudson said I know it is a balancing act.

Mr. Hutchinson said the other projects will get done regardless, yes ma'am.

A motion was made by Mrs. Gibbons, seconded by Ms. Bennett, and unanimously approve POA No. 22-99: A) Approve the Progressive Design-Build Agreement for the Water Reclamation Facility Relocation, with Globaltech-Haskell, JV, of Jacksonville, FL, in an initial amount of $2,498,946.69. B) Approve all subsequent budget transfer requests without further board approval. The term of the agreement shall begin upon written notice to proceed and end upon final completion of the project, contingent on receiving the required Certificates of Insurance.

Mr. Tompeck said the last item this afternoon is the approval of Resolution 2021-09, adopting the St. Lucie County local mitigation strategy and Paul Jakubczak will make the presentation.

Mr. Jakubczak said thank you Mr. Tompeck, Chairman Fee, Mayor Hudson and Members of the Board. I'm here to ask today that you adopt Resolution UA-2021-09.

In April of 2021 the local mitigation strategy working group got together to start revisions to this plan. This plan helps to establish the framework and defines the implementation and coordination of mitigation goals, objectives and projects that will reduce the impacts of hazards to the public as property and the environment. This plan looks at all different types of hazards from natural hazards such as hurricanes and flooding to technological hazards such as pandemics. Each hazard is reviewed and for its impact to St. Lucie County and ranked on its vulnerability, probability, and risk assessment scales.

Suggested mitigation plans are incorporated accordingly. The Florida Department of Emergency Management and the Federal Emergency Management Administration (FEMA), that four letter word, have tentatively approved the St. Lucie County mitigation strategy plan pending the adoption of the plan by the governing bodies that worked on this plan. Those include St. Lucie County, the City of Fort Pierce, the City of Port St. Lucie, the Town of St. Lucie Village, Fort Pierce Farms Water Control District, Fort Pierce Utilities Authority, North St. Lucie Water Control District, South Florida Water Management District, the school board, and St. Lucie County Fire District.

I would be happy to answer any questions that you might have on this. I kindly request your adoption of the resolution and if anyone wants to ask any questions regarding the 184 page document, please see me afterwards.

Chairman Fee asked all right. Is there any other questions?

Mayor Hudson said I did not read it, but are you obligating us to spend anything? No, what this will actually help....

Mayor Hudson said I read part of it, not the whole thing.

Mr. Jakubczak said the reader's digest version is when they do have issues where they get mitigation money from previous hurricanes this allows us in a way to spend it. So if you haven't noticed yet the City of Fort Pierce will need to do something similar to this as they're part of that mitigation strategy group?

Mrs. Gibbons said the county commissioners have already looked at this as well, right?

Mr. Jakubczak said the county commissioners are approving it today.

Chairman Fee asked any other questions?

A motion was made by Mayor Hudson, seconded by Ms. Cavalcanti, and unanimously Approve Resolution 2021-09 Adopting the St. Lucie County Local Mitigation Strategy Plan.

Chairman Fee said please read the Resolution.

Ms. Sabota read Resolution UA 2021-09, a resolution adopting the St. Lucie County local mitigation strategy plan and providing for an effective date hereof.

Mr. Tompeck said just a couple of quick comments. Staff is making a presentation to the City Conference Agenda next Monday on the Utility Advisory Board to solicit their comments and suggestions. Pending any major changes, we will bring a resolution to the UA Board at the next meeting for your approval.

Based on the approval of the progressive design build contract today, staff will be scheduling a presentation to the City Commission in early October to bring to bring them up-to-date on our progress. I'll be adding an agenda item on the October 5th agenda to discuss the process for selecting a new Director of Utilities. Please let me know if you have any specific concerns or questions on the process that I suggested to you in the e-mail I sent to you back on August 28th.

The last item is staff will be meeting with Dana Trabulsy next Monday to go over a recurring appropriation we have for wastewater lining and also to give her some highlights on the WRF relocation as well and that is what I have Mr. Chairman.

Chairman Fee said thank you, sir. Any report from the attorney?

Mr. Koblegard replied not at this time.

Chairman Fee asked any comments from the Board?

Mayor Hudson said Mr. Chairman, I had a conversation with Mr. Tompeck earlier today. I want to call to the Board's attention the draft policies and procedures that were shared with the Board. I have some problems with several of them. One, and I talked to the Mr. Tompeck again about this, where it says that the Director of Utilities shall select an attorney to represent the company as the FPUA attorney and who shall report to and at the pleasure of the Board and that is -- the Board selects the attorney, not the Director of Utilities. So I think the Board needs to pay attention to that and look that. We need to talk about it and make sure that changed depending on what other Board Members think.

The city attorney is an independent person not picked by the City Manager, but picked by the City Commission so I think that independence needs to be retained because you need to have the two different people that both report to Board. I explained that to Mr. Tompeck and my concern about that.

I also was concerned about a place in the procedures that talked about if a conflict of interest that Board Members were required to consult the FPUA attorney and then they were supposed to follow the advice of the FPUA attorney. In ethics training, which I have to take every year four hours every year as an elected official, that is what the state legislature requires of us and that is in our policies and procedures it is suggested for this Board. It would not be bad thing for this Board to take. What they say is you are the decision-maker of whether you have a conflict of interest. You can consult the FPUA attorney or any attorney and say this is the situation. I'm trying to figure out if I have a conflict of interest or not, but you are not required to follow the FPUA attorney's advice.

Another place that I'm concerned about is it allows for remote participation in this Board and the city attorneys will be talking about this tonight on the agenda feel very strongly that remote participation should not be allowed. It is a little gray area and some attorneys may differ or not. It is only allowed -- remote participation is only allowed when the governor has declared an emergency and then once that emergency is over, you have to have -- everybody has to be present to participate. When you have an emergency you can have remote participation and you must always have a physical form present.

So there's some other things that I'm concerned about. So I just think that -- I'm encouraging you to read them carefully and make sure you understand what you are saying that you're going to abide by and so I just wanted to -- I don't know if you've read it or had a chance to read them, the policy. I think they went out about ten days ago or so.

Mr. Tompeck said they did and let me just say, based on the comments that I got from Mayor Hudson this morning that we are going to make some changes. You may want to hold off until I send you another revised document.

Mayor Hudson said I just wanted to bring that to your attention.

Chairman Fee said I took a good look at them at least twice and I agree with all the changes that you've made. So I will be interested to see what revisions come out. I thought they were well done. I think it definitely expanded on what we have. I do agree about the attorney and remove by calling in. I took advantage of that while I was on vacation by calling in. I don't know if we need to be so extreme that if a Board Member is on vacation and they wish to participate remotely, they would be barred from it. There is something to be said that I don't show up to the meeting.....

Mayor Hudson said it's pretty absolute. It makes me uncomfortable that it's that absolute because there might be a time when it works to be remote, but it is also -- there are also times whenever someone might take advantage of it. So I don't know.

Chairman Fee said locally you need to attend, but if you're on a vacation or something of emergence happens it's different.

Mayor Hudson said well in the future if you participate remotely it can always.....decisions if you vote on them they can always be challenged.

Chairman Fee asked what's the theory behind that?

Mayor Hudson said because they don't know where you are, who is in the room, who is influencing you.

Ms. Cavalcanti said believe me we have an issue with the City on that. That issue is something very important that a lot of residents have an issue with the City of Fort Pierce on it, but it was unfortunately during the Governor's emergency period.

Chairman Fee asked so is the consensus that it should only be used for an emergence situation(s).

Ms. Cavalcanti said well the Governor declares emergency situations.

Mrs. Gibbons said yes, only if it's a government declared emergency is what Mayor Hudson is saying.

Mayor Hudson said well that's what we're going to vote on tonight. This Board can decide differently and I brought this to the attention of Mr. Koblegard to and I suggested that he talk to our City Attorney and see if he agrees, right. I don't know if it has to be that absolute, but I think that's the safest way.

Attorney Koblegard said I have done that and spoke with the City Attorney and she referred me to some attorney general reports and I have reviewed those and I have....I think we can set up a method about if someone is on vacation, is sick or has a real issue with attending that they can contact the Chairman and Mr. Tompeck. I suppose and they can state the reason and they can then be excused rather with them just not attending, but attending remotely. I think that would be the way to look at it.

Mr. Tompeck said and that wouldn't change the minimum of three that they have to be physically present.

Attorney Koblegard said a quorum of three sitting at this table.

Ms. Bennett said and with COVID someone may be able to call in at that time and who knows they may be in the hospital, but they want to participate they would be able to.

Mrs. Gibbons said maybe there's a limit that we can do annually or something. Maybe we offer you can do one time a year rather than it being so black and white, not at all.

Mayor Hudson said there might be other ways to do it. I'm not saying...cause I know attorneys will differ on that one. That one is up for discussion. I know the City is going to vote on it tonight and I don't know what it will end up being. Right now it's absolute.

Ms. Cavalcanti said I'm going to make my little speech right now and that is having gone through a very unpleasant time on the Fort Pierce Utilities Authority Board with a Director, I found it invaluable to make sure that we have an attorney that is not an in-house attorney. The attorney is supposed to report to the Board that is our attorney and although I don't see any problems right now and we haven't had any problems, but let me tell you something four years ago we did and our non-in-house attorney was very valuable to us as Board Members. It was a very unpleasant situation and I will be forever grateful that we had a non-in-house attorney. So I'll be off the Board in another couple of weeks, but I'm going to give that word of wisdom and experience to all of you.

Mayor Hudson said I liken it to the City Commission level they have three charter officers. You have the City Manager, City Attorney and City Clerk. They report to the Board. So you have three independent people that can report to the Board. Here we have Mr. Tompeck and then we have our attorney. So that attorney needs to be, we need to have, there needs to be independence. I feel very strongly and I went through the same situation she's talking about and having that independence was invaluable.

Chairman Fee asked any further discussion. Alright so everybody needs to take a look at the new revised policies that will be coming.

Mr. Tompeck said they are coming out later this week.

Mayor Hudson said we have a budget meeting in 4 minutes.

Chairman Fee said there being no further business, the meeting was adjourned at 4:58pm.

ATTEST:

SECRETARY

CHAIRMAN