

**UTILITY ADVISORY BOARD
MEETING
JANUARY 28, 2019**

MEMBERS PRESENT: Bill Schindler, Chairman
Mike Dougherty, Thomas Feneran, James Hoffman,
Christopher Pflaum, Haskell Rhett, Bil Tucker

OTHERS PRESENT: Tom Jackson, Utilities Director
Elizabeth Braccia, Budgets & Grants Finance Manager

CALL TO ORDER/ANNOUNCEMENTS

- A. Roll Call
- B. Next Scheduled Meeting
- 1. Monday, February 25, 2019

CITIZENS COMMENTS ON AGENDA ITEMS ONLY

- There were none.

APPROVAL OF MINUTES

- A. November 26, 2018
- Mr. Dougherty MOVED, Mr. Feneran SECONDED approval of the November 26, 2018 minutes. MOTION CARRIED UNANIMOUSLY.

REPORTS

- A. Utilities Operational Data: Review of Water and Wastewater Flows for November and December 2018
- Mr. Tom Jackson, Utilities Director, reviewed operational data reports, as delineated in the agenda material.
- B. City Council Action on Utilities Agenda: Utilities Agenda Items Presented to City Council in November and December 2018
- Mr. Jackson reviewed City Council's action on agenda items related to the Utilities Department in December 2018 and January 2019, as delineated in the agenda material, noting the amendment to the Interlocal Agreement for Phase 1 of the Regional Interconnect extended the timeframe for its completion.
- Discussion ensued regarding utilities infrastructure along Piper Road and the timeframe for the Phase 1 Interconnect's completion.
- C. Utilities Financial Report: Report of Monthly and Year-End Revenue and Operations
- Ms. Elizabeth Braccia, Finance Manager of Budgets & Grants, reviewed the December 2018 financials, as delineated in the agenda material.

- Member discussion confirmed a key would be added to the Revenue and Expenditures bar graph and the increase in "Miscellaneous Revenue" likely related to penalty fees and interest income.

UNFINISHED BUSINESS

- Mr. Jackson announced construction of the Reverse Osmosis (RO) Water Treatment Plant (WTP) was under budget and progressing well, estimating construction would be substantially completed in March 2020. He noted RO WTP updates would be included as an agenda item in the future. He then stated the engineer for the Wastewater Treatment Plant (WWTP) improvements was developing options to increase treatment capacity, adding the Septic to Sewer Master Plan would return as an agenda item later in the summer.
- Discussion ensued regarding the WWTP improvements, rate increases, the timing of utilities projects, and the five-year and twenty-year Capital Improvements Plan (CIP), especially the process used to construct and update same, with members speaking in favor of reviewing the WWTP improvement options before City Council, obtaining a long-term CIP and reviewing same farther in advance.

COMMITTEE/BOARD COMMENTS

- Mr. Rhett confirmed Utilities Department's volunteers had returned from the Hurricane Michael utilities repair efforts.

ADJOURNMENT

- Meeting Adjourned: 9:55 a.m.

Bill Schindler, Chairman

Sara Welch, Recording Secretary