

**UTILITY ADVISORY BOARD  
MEETING  
FEBRUARY 25, 2019**

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

**MEMBERS ABSENT:** Thomas Feneran

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

**CALL TO ORDER/ANNOUNCEMENTS**

- A. Roll Call
1. Election of Officers - Chairman and Vice Chairman
    - Mr. Schindler opened the floor for nominations for Chairman, advising he would refuse nomination for same. He then NOMINATED Mr. Tucker.
    - As there were no other nominations, Mr. Tucker was appointed Chairman by acclamation. He then opened the floor for nominations for Vice Chairman.
    - Mr. Pflaum NOMINATED Mr. Dougherty.
    - As there were no other nominations, Mr. Dougherty was appointed Vice Chairman by acclamation.
    - Mr. Tucker thanked Mr. Schindler for his service as Chairman.
- B. Next Scheduled Meeting
1. Monday, March 25, 2019

**CITIZENS COMMENTS ON AGENDA ITEMS ONLY**

- There were none.

**APPROVAL OF MINUTES**

- A. Review and Approval of Minutes from January 28, 2019
- Mr. Pflaum MOVED, Mr. Dougherty SECONDED approval of the January 28, 2019 minutes. MOTION CARRIED UNANIMOUSLY.
  - Mr. Tom Jackson, Utilities Director, thanked Mr. Schindler for his service as Chairman.

**REPORTS**

- A. Utilities Operational Data: Review of Water and Wastewater Flows from January 2019
- Mr. Jackson reviewed the January 2019 operational data reports, as delineated in the agenda material, pointing out the current Aquifer Storage and Recovery cycle would be the last due to construction of the Reverse Osmosis (RO) Water Treatment Plant (WTP).

- Members' discussion confirmed the following: (1) Mr. Jackson would provide members with a table indicating how many million gallons each inch in the reservoir represented; (2) lower than average reservoir level was due to a combination of increased demand for water and lower rainfall; (3) water received from the Peace River Manasota Regional Water Supply Authority was for maintenance of flows.
- B. City Council Action on Utilities Agenda: Utilities Agenda Items Presented to City Council in January/February 2019
- Mr. Jackson reviewed City Council's action on agenda items related to the Utilities Department in January 2019 and February 2019, as delineated in the agenda material, noting a part-time position had been converted into the full-time Automated Metering Infrastructure Technician position.
  - Members' discussion confirmed the following: (1) automated meters were functioning satisfactorily; (2) Zenner meters were used for residential meters; (3) larger meters were retrofitted with transmitters.
- C. Utilities Financial Report: Report of Monthly and Year-End Revenue and Expenses for Utilities
- Ms. Elizabeth Braccia, Finance Manager of Budgets & Grants, reviewed the January 2019 financials, as delineated in the agenda material.
  - Discussion ensued regarding development of the Utilities Operating and Capital Outlay budgets, with members confirming the following: (1) Long Range Financial Plan would be reviewed by the Board in March 2019; (2) budget alternatives would be reviewed at the April 17, 2019, City Council meeting; (4) Utilities Operating and Capital Outlay budgets would likely be presented to the Board in April 2019 and to City Council in May 2019; (5) utilities use inside City limits might be higher than use outside City limits due to the composition of users.

#### **UNFINISHED BUSINESS**

- A. Reverse Osmosis Water Treatment Plant Status Update
- Mr. Jackson presented the RO WTP Status Update, as delineated in the agenda material.
  - Mr. Pflaum suggested project updates indicate how far a project was ahead or behind schedule and above or below budget.
  - Discussion ensued regarding the content of the report, with members expressing a desire for additional scheduling and budget information for the RO WTP and a similar report for the Jones Loop force main; however, members desired less detail than was provided in the Weekly Highlights Report.

### **COMMITTEE/BOARD COMMENTS**

- Mr. Dougherty inquired as to the status of repairs at West Olympia Avenue and Sullivan Street.
- Mr. Jackson replied connection of the pipe and resurfacing remained.
- Mr. Tucker confirmed utilities service existed at the new bank and Starbucks properties.
- Mr. Schindler questioned if Mr. Jackson was involved in the group examining Southwest Florida's utilities issues.
- Mr. Jackson replied affirmatively, explaining Mr. Steve Adams was a member of the Public Supply Advisory Board.
- Mr. Tucker requested the Board remain apprised of pertinent utilities issues.
- Mr. Pflaum requested the number of homes in each phase of the Septic to Sewer Master Plan be reported for members to consider in relation to rate impacts.
- Mr. Jackson noted Congressman Greg Steube was interested in finding money for septic-to-sewer conversions.
- Mr. Pflaum stated he believed the Governor had budgeted funds for same.
- Mr. Schindler spoke in favor of treating the Septic to Sewer Master Plan and Wastewater Treatment Plant improvements separately.
- Mr. Dougherty confirmed the Wastewater Treatment Plant's current excess capacity was approximately one million gallons.

### **ADJOURNMENT**

- Meeting Adjourned: 9:45 a.m.

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Bil Tucker, Chairman

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Sara Welch, Recording Secretary