

**UTILITY ADVISORY BOARD
MEETING
MAY 20, 2019**

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

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

CALL TO ORDER/ANNOUNCEMENTS

- A. Roll Call
- B. Next Scheduled Meeting
 - 1. Monday, June 24, 2019

CITIZENS COMMENTS ON AGENDA ITEMS ONLY

- There were none.

APPROVAL OF MINUTES

- A. Review and Approval of Minutes from April 22, 2019
 - Mr. Tucker requested the minutes be amended to reflect Mr. Dougherty made the statement that he might not attend the May 20, 2019 meeting.
 - Mr. Pflaum MOVED, Mr. Hoffman SECONDED approval of the April 22, 2019 minutes as amended. MOTION CARRIED UNANIMOUSLY.

REPORTS

- A. Utilities Operational Data: Review of Water and Wastewater Flows from April 2019
 - Mr. Tom Jackson, Utilities Director, reviewed the April 2019 operational data reports, as delineated in the agenda material, noting rainfall was slightly below average. He noted June would mark the beginning of the rainy season.
- B. City Council Action on Utilities Agenda: Utilities Agenda Items Presented to City Council in April/May 2019
 - Mr. Jackson reviewed City Council's action on agenda items related to the Utilities Department in April 2019 and May 2019, as denoted in the agenda material, stating CDM Smith was awarded Amendment #2 for development of recommendations to increase the Wastewater Treatment Plant's capacity. He noted a draft report would be presented in November 2019 or December 2019.

- C. FY 2020 Utilities Budget: Review of Utilities Operational Budget, Budget Status CIP & OMR, and Utilities OMR Proforma.
- Ms. Kristin Simeone, Finance Director, reviewed the Fiscal Year (FY) 2019/2020 Utilities Budget from the agenda material, providing a detailed account of expenditures utilized for Capital Improvement Projects. She pointed out no rate increases were included in the Utilities Operations Maintenance and Repair (OMR) Proforma, noting revenues had an estimated growth of 0.5% between FY 2019/2020 and FY 2023/2024. She stated the Utilities Department's budget would be presented to City Council on June 5, 2019.
 - Discussion ensued regarding the particulars of the various projects, with members confirming the financial plan for the Septic to Sewer Master Plan (SSMP) would be presented at the June 24, 2019 meeting.
 - Mr. Feneran MOVED, Mr. Pflaum SECONDED to endorse the presentation. MOTION CARRIED UNANIMOUSLY.
 - Mr. Dougherty inquired as to grant funding for the Reverse Osmosis (RO) Plant.
 - Mr. Jackson replied staff was negotiating a grant of approximately \$2.2 million for the RO Plant, explaining the RO Plant would help offset the impact of future requirements for minimum flows and levels (MFLs).
- D. Utilities Financial Report.
- Ms. Elizabeth Braccia, Finance Manager of Budgets & Grants, reviewed the financial report from the agenda material, noting revenues were greater than expenses.
 - Mr. Tucker requested staff provide clarification of the information on the financial graphs at a future meeting.

UNFINISHED BUSINESS

- A. R.O. Plant status report: Review of monthly progress meeting and schedule. Project is on budget and on schedule.
- Mr. Jackson presented the RO Plant Status Update, as delineated in the agenda material, noting same was on budget and on schedule. He reviewed the anticipated time frames for presentation of project reports.

STAFF COMMENTS

- Mr. Jackson announced presentations related to the SSMP, Wastewater Treatment Plant and MFLs would be provided to the Board later in the summer.
- Mr. Pflaum questioned whether additional meetings could be scheduled for discussion of those projects.
- Mr. Jackson stated the City Clerks' Office would be consulted regarding scheduling a workshop.

- Mr. Schindler suggested members review reports from CDM Smith prior to scheduling a workshop.
- Mr. Dougherty requested an update on the Automatic Meter Infrastructure website.
- Ms. Simeone estimated the website would be available within the current fiscal year.
- Mr. Rhett inquired if the characteristics of treated water changed during transmission from the Water Treatment Plant.
- Mr. Jackson replied affirmatively, explaining ammonia was used to increase the shelf-life of the water.

ADJOURNMENT

- Meeting Adjourned: 10:28 a.m.

Bil Tucker, Chairman

Leah Pues, Recording Secretary