

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

MEMBERS PRESENT: Bil Tucker, Chairman
Mike Dougherty, James Hoffman,
Paul Jones, Christopher Pflaum,
Haskell Rhett

MEMBERS ABSENT: Cynthia Blondin

OTHERS PRESENT: Thomas Jackson, Utilities Director
Kristin Simeone, Finance Director
Michael Putnam, GIS Coordinator
Gary Skillicorn

CALL TO ORDER/ANNOUNCEMENTS

- A. Roll Call
- B. Next Scheduled Meeting
 - 1. December 23, 2019
 - Members reached consensus to hold their next meeting on December 30, 2019.
 - Mr. Jones introduced himself as a new member of the Board and provided a history of his professional experience in engineering.

CITIZENS COMMENTS ON AGENDA ITEMS ONLY

- None.

APPROVAL OF MINUTES

- A. Review and Approval of Minutes from October 17, 2019
 - Mr. Pflaum MOVED, Mr. Hoffman SECONDED approval of the October 17, 2019 minutes. MOTION CARRIED UNANIMOUSLY.

REPORTS

- A. Utilities Operational Data: Review of Water and Wastewater Flows from October 2019.
 - Mr. Tom Jackson, Utilities Director, announced City Council had not been presented with the Board's recommendation to revisit the system selection for the Septic to Sewer (STS) Project, noting he was awaiting approval of the October 17, 2019 minutes before presenting them with same. He indicated the recommendation could be postponed until after City Manager Howard Kunik's meeting with the Charlotte County (County) Commission, explaining staff could begin resolving concerns during the design process if they agreed to move forward with the assessment.
 - Discussion ensued regarding County and City funding for the STS Project.
 - Mr. Jackson then reviewed the October 2019 report from the agenda material, noting the Shell Creek Reservoir levels had deviated below the 50 year average in October 2019. He

stated levels were currently at no flow conditions; however, same had begun to stabilize. He explained the Phase 1a Interconnect Pipeline would assist with future concerns regarding flow conditions, adding November was historically the driest month.

B. City Council Action on Utilities Agenda: Utilities Agenda Items Presented to City Council in November 2019

- Mr. Jackson stated no items were presented to City Council in November 2019.

C. Utilities Financial Report

- Ms. Kristin Simeone, Finance Director, stated staff was working on completion of Fiscal Year 2018/2019 financial reports, noting revenues were greater than expected. She explained the Transfer to Utilities Construction Fund expenditure was \$5 million over as grant reimbursements were not yet received for the Reverse Osmosis (RO) Water Treatment Plant Project. She concluded the October 2019 and November 2019 reports would be presented at the December 2019 meeting.

UNFINISHED BUSINESS

A. R.O. Plant Status Update

- Mr. Jackson provided an update on the RO Water Treatment Plant, noting completion of work was on schedule and same was slightly under budget.
- Discussion ensued regarding the installation process of the production wells as well as the materials utilized and duration of the filtration system, with members confirming anticipated completion was for June 2020.
- Members discussed how the STS Project would proceed.

NEW BUSINESS

- ARC GIS System Presentation - Addendum
- Mr. Putnam, GIS Coordinator, provided a detailed overview of the ARC Geographic Information System (GIS), as delineated in the agenda material, explaining the GIS would assist in protecting City assets, long-term planning and analysis of data collected which would eventually include costs of material and labor. He noted one of the goals for the GIS was to access information even during internet outages.
- A lengthy question and answer session with members took place.
- Mr. Jackson announced Mr. Putnam was in the process of training Utilities Department staff to collect additional data using tablets.
- Mr. Putnam concluded the GIS and tablets would save staff time since information could be sent and received instantaneously.

COMMITTEE/BOARD COMMENTS

- Mr. Jones verified an engineering firm would be responsible for the design of the STS system.
- Mr. Pflaum confirmed sewer lines were flushed when minimum flows were not maintained.

CITIZENS' COMMENTS

- Mr. Gary Skillicorn commented on the assessment process for the STS Project.
- Mr. Jackson stated the City could not assess County residents for sewer service, explaining the County would need to do so.
- Mr. Skillicorn questioned why an assessment of \$11,500 was being established prior to design of the sewer system.
- Mr. Jackson replied the County would only assess \$11,500, stating no system could be installed for less than that cost.
- Mr. Skillicorn then requested water safety notices be written so that the average customer could understand.
- Mr. Jackson noted the Environmental Protection Agency provided the language, explaining the City was required to use same.

ADJOURNMENT

- Meeting Adjourned: 10:17 a.m.

Bil Tucker, Chairman

Leah Pues, Recording Secretary