

**UTILITY ADVISORY BOARD  
MEETING  
DECEMBER 30, 2019**

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

**OTHERS PRESENT:** Tom Jackson, Utilities Director  
Kristin Simeone, Finance Director  
Steve Adams, Utilities Engineering Manager  
Jason Sciandra, CDM Smith  
Isaac Holowell, CDM Smith  
Bill Harper

**CALL TO ORDER/ANNOUNCEMENTS**

- A. Roll Call
- B. Next Scheduled Meeting
- 1. January 27, 2020

**CITIZENS COMMENTS ON AGENDA ITEMS ONLY**

- None.

**APPROVAL OF MINUTES**

- A. Review and Approval of Minutes from November 25, 2019
- Mr. Dougherty MOVED, Mr. Hoffman SECONDED approval of the November 25, 2019, minutes. MOTION CARRIED UNANIMOUSLY.

**REPORTS**

- A. Utilities Operational Data: Review of Water and Wastewater Flows from November 2019.
- Mr. Tom Jackson, Utilities Director, reviewed the November 2019 reports from the agenda material, noting the Shell Creek Reservoir levels were below the 50 year average. He stated levels were at no flow conditions; however, recent rainfall should stabilize same.
- B. City Council Action on Utilities Agenda: Utilities Agenda Items Presented to City Council in November/December 2019
- Mr. Jackson reported City Council had awarded the Master Agreement and Specific Authorization 1 for water supply planning to Carrollo Engineers of Sarasota Florida.
- C. Utilities Financial Report
- Ms. Kristin Simeone, Finance Director, reviewed the October 2019 and November 2019 reports from the agenda material, noting revenues were greater than anticipated. She pointed out recent temporary transfers to the Construction Fund from the Operating

Reserves, noting those funds would be returned once grant reimbursements were received.

- Discussion ensued regarding the availability of a balance sheet and related information, with Ms. Simeone stating the City's Comprehensive Annual Financial Report contained such information for the Utilities Department's funds.
- Mr. Pflaum questioned if there was a limit on the amount a city could borrow from the State Revolving Fund.
- Mr. Jason Sciandra, CDM Smith, replied there was a limit but the City likely had not reached same, noting additional funding sources could be explored.

#### **UNFINISHED BUSINESS**

- A. R.O. Plant status Update: Review of Monthly Schedule and Progress Meeting Status November/December 2019.
  - Mr. Jackson announced the project was on schedule and on budget.
- B. WWTP Expansion: Presentation by CDM Smith
  - Mr. Sciandra presented the Wastewater Treatment Plant (WWTP) Improvement Alternatives Evaluation report from the agenda material, providing a brief history of the existing WWTP and its operational challenges.
  - Mr. Isaac Holowell, CDM Smith, provided an in-depth review of Alternative One and Alternative Two for improvements to the WWTP, concluding CDM Smith recommended Alternative Two.
  - A lengthy question and answer session took place regarding certain aspects of the alternatives and their implementation.
  - Mr. Steve Adams, Utilities Engineer Manager, spoke in favor of CDM Smith's recommendation. He explained the project was necessary to continue to meet regulatory criteria, expressing concern the criteria could not be achieved beyond the timeframe for improvements to the existing facilities.
  - Mr. Jackson noted City Council would be presented with the alternatives in January 2020.
  - Mr. Pflaum MOVED, Mr. Dougherty SECONDED to recommend acceptance of Alternative Two. MOTION CARRIED UNANIMOUSLY.

#### **NEW BUSINESS**

**NOTE: Groundwater R.O. Plant Name was heard following Committee/Board Comments.**

- A. Groundwater R.O. Plant Name
  - Mr. Jackson questioned whether the Board had any suggestions for the Reverse Osmosis Water Treatment Plant's name.

**NOTE: Mr. Tucker left the dais at 10:33.**

- Mr. Dougherty requested staff provide members with a guideline for naming the facility prior to the January 27, 2020 meeting.

**STAFF COMMENTS**

- Mr. Jackson stated Mr. Bill Burns, WWTP Chief Operator, passed away.

**COMMITTEE/BOARD COMMENTS**

- Mr. Pflaum questioned whether the Board should make a recommendation regarding rate increases.
- Ms. Simeone replied the City might perform another rate study.

**NOTE: Citizens' Comments was heard following Groundwater R.O. Plant Name.**

**CITIZENS' COMMENTS**

- Mr. Bill Harper opined operations should be prioritized over aesthetics or cost for the WWTP, noting the City's infrastructure could not support multiple WWTPs. He then presented Mr. Jones with a book on the history of the City's utilities system.
- Mr. Rhett inquired as to any updates regarding Mr. Pflaum's letter related to the Septic to Sewer (STS) Master Plan.
- Mr. Jackson replied City Manager Howard Kunik had discussed same with Councilmembers.
- Mr. Rhett opined City Manager Kunik's memorandum was not sufficient
- Discussion ensued regarding members' concerns related to the STS Master Plan and how same had been presented to City Council.

**ADJOURNMENT**

- Meeting Adjourned: 10:48 a.m.

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Bil Tucker, Chairman

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Leah Pues, Recording Secretary