

**UTILITY ADVISORY BOARD
MEETING
FEBRUARY 24, 2020**

MEMBERS PRESENT: Bil Tucker, Chairman
Cynthia Blondin, Mike Dougherty,
James Hoffman, Paul Jones

MEMBERS ABSENT: Christopher Pflaum, Haskell Rhett

OTHERS PRESENT: Tom Jackson, Utilities Director
Kristin Simeone, Finance Director
Steve Adams, Utilities Engineering Manager

CALL TO ORDER/ANNOUNCEMENTS

- A. Roll Call
 - 1. Election of Chairman and Vice Chairman
 - Recording Secretary Pues opened the floor for nomination for Chairman.
 - Mr. Dougherty NOMINATED Mr. Tucker.
 - As there were no other nominations, Mr. Tucker was appointed Chairman by acclamation.
 - Recording Secretary Pues opened the floor for nomination of Vice Chair.
 - Mr. Tucker NOMINATED Mr. Dougherty.
 - As there were no other nominations, Mr. Dougherty was appointed Vice Chairman by acclamation.
- B. Next Scheduled Meeting
 - 1. March 23, 2020

CITIZENS COMMENTS ON AGENDA ITEMS ONLY

- None.

APPROVAL OF MINUTES

- A. Review and Approval of Minutes from January 27, 2020
 - Mr. Dougherty MOVED, Mr. Hoffman SECONDED approval of the January 27, 2020 minutes. MOTION CARRIED UNANIMOUSLY.

REPORTS

- A. Utilities Operational Data: Review of Water and Wastewater Flows from January 2020
 - Mr. Tom Jackson, Utilities Director, reviewed the January 2020 reports from the agenda material, noting the Shell Creek Reservoir levels were slightly below the 50 year average and were currently at no flow conditions; however, the Phase 1a Interconnect Pipeline would assist with concerns regarding flow conditions. He stated the Ground Water

Reverse Osmosis (RO) Plant might replace the Aquifer Storage and Recovery line item once production commenced.

B. City Council Action on Utilities Agenda: Utilities Agenda Items Presented to City Council in January/February 2020

- Mr. Jackson announced City Council approved the Hydrobiological Monitoring Plan (Plan), explaining same was required to be completed every five years. He confirmed the Plan could be presented to the Board once complete.
- Mr. Dougherty verified the contract was with Atkins Engineering.
- Mr. Tucker confirmed members could be provided with the 2015 report.
- Mr. Dougherty then verified the estimated cost for the Plan was \$62,000.
- Discussion ensued regarding the data collection process for the Plan.
- Mr. Jackson concluded there were no City Council agenda items for February 2020.

C. Utilities Financial Report

- Ms. Kristin Simeone, Finance Director, reviewed the January 2020 reports from the agenda material, noting grant reimbursements were being received slower than expenditures; however, revenues and expenditures remained relatively aligned with each other.

UNFINISHED BUSINESS

A. R.O. Plant Progress and Status Update

- Mr. Jackson stated work on the RO Plant was on schedule and on budget.

NEW BUSINESS

- Mr. Jackson announced the Charlotte County (County) Commissioners recently agreed to assess County residents living in the City's utilities service district for the Septic to Sewer (STS) conversion. He explained staff was in the process of hiring a rate analyst to research the impact of the STS conversion which would include costs, payment options and the type of assessment needed. He opined the County would assess the City Service District customers the same as County customers, noting the cost was approximately \$11,000 per household.
- Ms. Simeone reviewed information received from the County meeting, noting there was uncertainty as to whether the cost for City residents would also be \$11,500. She stated the County was unwilling to commit to funding for undeveloped lots at this time, noting the rate assessment would assist in their decision making.
- Discussion ensued regarding the assessment process for the STS project and the County's involvement with same.
- Ms. Simeone concluded the County would be provided with the results of the rate study once complete.

- Mr. Jackson provided a brief review of the annual meeting he attended in Washington, D.C., stating water quality was the main priority for the State of Florida. He stated federal funding was being increased to assist with water quality, noting there was some support for developing a method to federally fund STS projects. He then noted the incoming Utilities Director should be able to attend the April 2020 meeting. He then stated recent traffic delays were caused by sewer connections completed by a private developer.
- Discussion ensued regarding private development in the City, with members requesting to be informed when such projects would occur.
- Mr. Steve Adams, Utilities Engineering Manager, explained staff had no way of knowing private contractor's schedules; noting Public Works was responsible for road closures in the City.
- Mr. Daugherty suggested Public Works be encouraged to permit work only during times when traffic was slower.
- Mr. Hoffman verified June 2020 was the anticipated time for the RO Plant dedication.

CITIZENS' COMMENTS

- None.

ADJOURNMENT

- Meeting Adjourned: 9:48 a.m.

Bil Tucker, Chairman

Leah Pues, Recording Secretary