

**UTILITY ADVISORY BOARD  
MEETING  
MARCH 22, 2021**

**MEMBERS PRESENT:** Mike Dougherty, Acting Chairman  
Dennis Cafaro, James Hoffman,  
Paul Jones, George Ruchti

**MEMBERS ABSENT:** Bil Tucker

**OTHERS PRESENT:** Chuck Pavlos, Interim Utilities Director  
Steven Leonard, Senior Utilities Project Manager  
Steve Adams, Utilities Engineering Manager  
Kristin Simeone, Finance Director

**CALL TO ORDER/ANNOUNCEMENTS**

- Mr. Dougherty called the meeting to order at 9:00 a.m.
- A. Roll Call
- 1. Election of Chairman and Vice Chairman
- Consensus of members to postpone the election of Chairman and Vice Chairman to the April 26, 2021, meeting.
- Mr. Dougherty indicated he and Mr. Tucker would no longer be able to serve as Chairman or Vice Chairman due to other commitments they had.
- Mr. Cafaro requested an explanation of the duties of Chairman and Vice Chairman be provided to him following this meeting.
- B. Next Scheduled Meeting
- 1. April 26, 2021

**CITIZENS COMMENTS ON AGENDA ITEMS ONLY**

- None.

**APPROVAL OF MINUTES**

- A. Review and Approval of Minutes from August 24, 2020
- Mr. Hoffman MOVED, Mr. Cafaro SECONDED approval of the August 24, 2020, minutes.  
MOTION CARRIED UNANIMOUSLY.

**REPORTS**

- A. Utilities Operational Data: Review of Water and Wastewater Flows from February 2021
- Mr. Chuck Pavlos, Interim Utilities Director, reviewed the February 2021 reports from the agenda material, noting one goal accomplished was lowering the Total Dissolved Solid levels to less than 500. He spoke positively on operations at the Reverse Osmosis Plant, concluding Mr. Steven Leonard, Senior Utilities Project Manager, was present this date to address any concerns members might have regarding same.

- Mr. Dougherty questioned the status of the cracking which occurred around the base of the degassing tower.
  - Mr. Leonard replied staff was unsatisfied with the operation of the part after same was sent for repair, explaining the manufacturer then approved pouring concrete around the base of the degassing tower, which was now satisfactory.
- B. City Council Action on Utilities Agenda: Utilities Agenda Items Presented to City Council
- Mr. Pavlos pointed out the items approved by City Council between December 2020 and February 2021 denoted in the agenda material, noting Mr. Steve Adams, Utilities Engineering Manager, would provide an update on all of the projects.
- C. Capital Improvement Projects (CIP) Update: Status of Utility CIP
1. Septic to Sewer Area 1
- Mr. Adams reported staff hired an engineering firm to assist with the Preliminary Design Report (PDR) for the Septic to Sewer (STS) Project, explaining the PDR would include the concepts and cost estimates of the gravity system versus the vacuum system to determine which was most favorable in costs. He briefly reviewed the STS Project's description along with the schedule (slides 3-4), noting the STS Project was currently in the survey and data collection period which would assist with the project's conceptual layout. He concluded the PDR would be presented to the Board and City Council.
  - Mr. Dougherty questioned whether the survey included improved and vacant properties as well as potential customers.
  - Mr. Adams responded in the negative, noting there was a limited amount of survey data to help with the conceptual layout for the STS Project and the survey would be limited to the PDR. He noted information relating to developed and undeveloped properties could be found on the Charlotte County (County) Property Appraisers' website, adding the information regarding same would be brought together in the project's cost analysis.
2. Taylor Road Watermain Extension
- Mr. Adams briefly reviewed the description and current status of the Taylor Road Watermain Replacement (TRWR) Project (slides 5-6), concluding the next step was for a PDR on the 12-inch watermain.
  - Mr. Dougherty questioned whether same was located in the public right-of-way (ROW) or in a private easement.
  - Mr. Adams replied same was located in the County ROW on Taylor Road, explaining work would be completed in increments to maintain service and manage traffic.

- Mr. Cafaro inquired as to the total footage required for the TRWR Project.
  - Mr. Adams expressed uncertainty, noting he would verify same.
  - Discussion ensued regarding staff's considerations for the TRWR Project along with current and future capacity for the watermain.
3. Tee & Green Watermain Extension
- Mr. Adams reported the Tee and Green Watermain Extension (TGWE) Project was created due to minor deficiencies within the Tee and Green community, including a few streets which were not provided water lines. He briefly reviewed the history of the Tee and Green location (slide 8), concluding the TGWE Project was small.
  - Mr. Dougherty questioned whether there was fire protection at the location.
  - Mr. Adams replied fire hydrants would be installed to improve fire protection, noting currently the location utilized wells. He concluded with the next steps of the TGWE Project.
4. Water Treatment Plant Evaluation/Construction of Filter/SCU
- Mr. Adams reviewed the proposed design and purpose of the Water Treatment Plant (WTP) Project along with the history and proposed schedule for same (slides 11-12), concluding the Board would be presented with the PDR once same was completed.
  - Mr. Dougherty questioned whether there was a target completion date for the WTP Project.
  - Mr. Adams replied in the negative, noting the PDR should be completed quickly; however, there would be a lengthy period of time for the design plans to reach 100% completion and go out for bid once the PDR was authorized.
  - Discussion ensued regarding the details and scope of the WTP Project, with Mr. Adams reiterating the PDR would be presented to the Board along with the cost estimates of the WTP Project.
5. Wastewater Treatment Plant Improvements
- Mr. Adams drew attention to the Wastewater Treatment Plant (WWTP) Improvement Project, reviewing the proposed construction and project description for the WWTP (slides 13-14).
  - Mr. Dougherty inquired whether the improvements included increased capacity at the WWTP and whether future expansion would be considered.
  - Mr. Adams replied same was a possibility, noting a design report with an analysis revealed the current WWTP met the City's needs for the 20-year planning period. He stated there was an ability to expand the WWTP if unanticipated growth were to occur, adding the current facility would be designed to perform more modern practices and allow better efficiency.

- Discussion ensued regarding current and potential capacity at the WWTP, with Mr. Adams concluding the next step would be to design the WWTP, which could take up to 15 months to complete.
  - Mr. Dougherty inquired as to the estimated cost of the WWTP Project.
  - Mr. Adams replied a study completed in November 2019 estimated the cost was \$36 million, concluding a more accurate cost estimate would be available after completion of the PDR.
- D. Utilities Financial Report: Review of Utilities Financial Reports from October 2020 thru February 2021
- Ms. Kristin Simeone, Finance Director, pointed out the financial reports from October 2020 to February 2021 were available in the agenda material. She then provided a detailed review of the February 2021 reports, noting larger projects this year caused more funds to be transferred from the Operations Fund to the Construction Fund and contributed to the large increase in actual expenses in October 2020 and projected expenses in March 2021. She stated the year-to-date (YTD) revenues were still at 100%, concluding the actual YTD revenues were \$7.7 million.

#### **UNFINISHED BUSINESS**

- No items.

#### **NEW BUSINESS**

- A. 2021 Long Range Financial Plan
- Ms. Simeone drew attention to the Long Range Financial Plan for Fiscal Year 2021 through 2025, providing a detailed review of City-wide forecast assumptions as well as the General Fund's and the Utilities Fund's revenues and expenditures (pages 13-15). She summarized the policy recommendations (pages 44-45) as well as City-wide and General Fund-specific items not included in the current budget or proforma (pages 49-51), which included increased security measures for operations.
  - Mr. Cafaro commented on the importance of security.
  - Ms. Simeone explained the City's Information Technology Division was actively working to prevent technological threats to operations. She then indicated the County was in support of the STS plan for areas 1-3 of Charlotte Park, noting staff could move forward with evaluating costs and funding options once a system was determined for same. She stated there had been safety measures in place at the WWTP related to COVID-19, concluding the City Manager would evaluate whether same were still needed toward the end of this month.
  - Mr. Hoffman questioned why the City was leasing land that would potentially be used for the expansion of the WWTP rather than taking same by eminent domain.

- Ms. Simeone expressed uncertainty regarding same, noting she believed the location was owned by Florida Fish and Wildlife Conservation Commission (FWCC) and same was not permitted.
- Mr. Dougherty requested the terms of the lease be provided to members.
- Discussion ensued regarding the land lease with FWCC and their process, with Mr. Dougherty requesting staff conduct additional research into same.
- Ms. Simeone noted she would bring members' concerns to the City Manager as well.

**STAFF COMMENTS**

- None.

**COMMITTEE/BOARD COMMENTS**

- Mr. Hoffman inquired as to why the City never annexed Charlotte Park.
- Ms. Simeone responded she was uncertain of the entire history; however, she believed all homeowners had to agree to annex into the City.
- Mr. Pavlos added there was some discussion regarding same when the project was presented to the County Commission.
- Mr. Ruchti stated there was much concern about the lead and copper rule that was reformulated in 2019, inquiring whether same would impact the City.
- Mr. Leonard replied staff could return with information regarding same, noting the WTP Supervisor performed testing; however, he was unsure of the results from same.

**CITIZENS' COMMENTS**

- None.

**ADJOURNMENT**

- Meeting Adjourned: 10:35 a.m.

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Mike Dougherty, Acting Chairman

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Leah Pues, Recording Secretary