

**UTILITY ADVISORY BOARD  
MEETING  
JANUARY 18, 2018**

**MEMBERS PRESENT:** Bill Schindler, Chairman  
Thomas Dillon, Mike Dougherty, Thomas  
Feneran, James Hoffman, Christopher Pflaum

**MEMBERS ABSENT:** Bil Tucker

**OTHERS PRESENT:** Tom Jackson, Utilities Director  
Kristin Simeone, Financial Analyst  
Steve Adams, Utilities Engineering Manager

**CALL TO ORDER/ANNOUNCEMENTS**

- A. Roll Call
  - Mr. Schindler introduced Mr. Dougherty, noting he was recently appointed to the Board.
  - Mr. Dougherty provided a brief review of his background and experience.
- B. Next Scheduled Meeting
  - 1. February 26, 2018

**CITIZENS COMMENTS ON AGENDA ITEMS ONLY**

- There were none.

**APPROVAL OF MINUTES**

- A. Meeting of November 27, 2017
  - Mr. Pflaum MOVED, Mr. Hoffman SECONDED approval of the November 27, 2017 minutes. MOTION CARRIED UNANIMOUSLY.

**REPORTS**

- A. Utilities Operational Data: Review of Water and Wastewater Flows for November 2017 and December 2017
  - Mr. Tom Jackson, Utilities Director, displayed a graph of Shell Creek reservoir levels, as delineated in the agenda material, stating the problems surrounding recent cold weather would be addressed later in the meeting. He then drew members' attention to the Utility Operational Data Report, as delineated in the agenda material, providing a detailed review of the monthly water and wastewater flows.
  - Mr. Feneran questioned the discrepancy between the daily reservoir level flows in November and December.
  - Mr. Jackson replied tremendous rainfall accounted for same.
- B. City Council Action on Utilities Agenda: Utilities Agenda Items Presented to City Council for November 2017 and December 2017

- Mr. Jackson stated staff provided a Capital Improvement Project (CIP) presentation to City Council on December 6, 2017, adding he would provide the same presentation to the Board. He announced recently completed utility infrastructure had been deeded to the City. He then reported the third party review of Phases One and Two of the Reverse Osmosis (RO) project was complete, explaining the third party approval process in detail. He concluded this step executed the agreement and enabled reimbursement of the City for half of the RO project expenses; however, Phase Two funding was yet to be determined.
- C. Utilities Financial Report: Report of Monthly and Year End Revenue and Expenses for Utilities – November 2017 and December 2017
- Ms. Kristin Simeone, Financial Analyst, drew members’ attention to the October 2017 financials, as delineated in the agenda material, providing a detailed review of revenues and expenses through November 30, 2017. She noted she was unable to provide members with copies of the December 2017 financials as the City was experiencing a network-wide printing problem this date.
  - Mr. Pflaum pointed out a significant difference between budgeted and actual revenue for service outside City limits, inquiring as to development in that area.
  - Mr. Jackson replied Alligator Creek Mobile Home Park had recently connected to City utilities.
  - Ms. Simeone then displayed the December 2017 financials, providing an overview of same. She confirmed she would e-mail same to the Board. She then spoke at length regarding the disbursement of Southwest Florida Water Management District (SWFWMD) funds related to the RO project.
  - Discussion ensued regarding the RO project’s construction costs.
  - Mr. Jackson reminded members City Council opted not to implement the previously approved four percent rate increase.
  - Mr. Schindler cautioned against surprising rate payers with an unexpected increase.
  - Ms. Simeone questioned members’ thoughts on the monthly financials’ revised format.
  - Messrs. Dougherty and Pflaum commented favorably on the new format.
  - Discussion ensued with regard to the monthly budget amendments.

**UNFINISHED BUSINESS**

- A. Reverse Osmosis Project Update: Review of Project Status
- Mr. Steve Adams, Utilities Engineering Manager, provided a PowerPoint presentation on the status of the Shell Creek Water Treatment Plant (WTP) RO Addition project, as delineated in the agenda material, providing a detailed explanation of work completed

to date and the next scheduled steps. He displayed aerial views of the project site, confirming he would provide copies to the Board.

- Mr. Feneran questioned the blended water's anticipated availability date if the project was completed by July 2020.
- Mr. Adams replied production would be immediate once the RO plant was operational.
- Mr. Pflaum questioned the anticipated level of total dissolved solids.
- Mr. Adams replied the target was between 350 and 400 parts per million.
- Mr. Dougherty asked staff to comment on the design of flows among the production well field, the existing plant and the RO plant.
- Mr. Adams spoke at length with regard to the flow of water from its origin through the treatment process, explaining water from the RO plant would be blended with that from the surface water unit. He stated bidding for the RO WTP had begun and would last approximately 6 weeks, noting SWFMWD funding in the amount of \$15.65 million was approved on December 12, 2017. He announced all permitting was in place.
- Mr. Hoffman questioned whether the RO plant would remove arsenic.
- Mr. Adams replied no discernible level of arsenic would remain after the treatment process.
- Mr. Jackson explained arsenic did not exist in the production wells, giving an overview of the incidental creation of arsenic in the aquifer storage and recovery wells. He then provided an in-depth update on the Utilities Department's CIP program, including the Groundwater RO WTP, the Shell Creek Raw Water Pump Station improvements and the Jones Loop Road force main projects.
- Mr. Pflaum inquired how close the City was to eliminating all septic systems.
- Mr. Jackson responded the Utilities Department would bring same before the Board upon completion of a septic-to-sewer conversion study.

#### **STAFF COMMENTS**

- Mr. Jackson stated a number of recent water main breaks had kept Utilities Department crews busy, noting those breaks had prompted improvements to the lines which serviced Bayfront Health Punta Gorda.
- Mr. Pflaum questioned if the hospital had contributed toward associated costs.
- Mr. Jackson stated the details of payment were under development. He then noted main breaks were common in colder weather.

#### **COMMITTEE/BOARD COMMENTS**

- Mr. Hoffman requested a moment of silence for former member Steve Fabian.
- Mr. Feneran noted he recently observed crews working on a water main break, commending staff on a job well done.

- Mr. Dillon opined the City needed to improve its maintenance of traffic related to Utilities repair work.

**Note: Mr. Dillon left the meeting at 10:25 a.m.**

**CITIZENS COMMENTS**

- Mr. Bill Harper provided Mr. Dougherty with a book on the history of the City's utility system.

**ADJOURNMENT**

- Meeting Adjourned: 10:27 a.m.

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Bill Schindler, Chairman

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Mary Kelly, Recording Secretary