

**UTILITY ADVISORY BOARD
MEETING
MARCH 26, 2018**

MEMBERS PRESENT: Bill Schindler, Chairman
Thomas Dillon, Thomas Feneran,
James Hoffman, Christopher Pflaum, Bil Tucker

MEMBERS ABSENT: Mike Dougherty

OTHERS PRESENT: Tom Jackson, Utilities Director
Kristin Simeone, Financial Analyst

CALL TO ORDER/ANNOUNCEMENTS

- A. Roll Call
- B. Next Scheduled Meeting
- 1. April 23, 2018

CITIZENS COMMENTS ON AGENDA ITEMS ONLY

- There were none.

APPROVAL OF MINUTES

- A. Meeting of February 26, 2018
- Mr. Feneran MOVED, Mr. Tucker SECONDED approval of the February 26, 2018 minutes. MOTION CARRIED UNANIMOUSLY.

REPORTS

- A. Utilities Operation Data: Review of Water and Wastewater Flows for February 2018
- Mr. Tom Jackson, Utilities Director, displayed a graph of Shell Creek Reservoir levels, as delineated in the agenda material, stating same were below average. He then drew members' attention to the Utility Operational Data Report for February 2018, as delineated in the agenda material, providing a detailed review of the monthly water and wastewater flows. He noted the Aquifer Storage Recovery System was full and recovery would likely begin sometime in late April or early May.
- B. City Council Action on Utilities Agenda: Utilities Agenda Presented to City Council for January.
- Mr. Jackson stated staff recommended Southeast Drilling Services, Inc. be awarded the contract to construct wells for the RO project at City Council on February 21, 2018, noting a board vacancy was announced at the March 7, 2018 meeting.
- Mr. Feneran MOVED, Mr. Tucker SECONDED to request City Council provide a waiver for existing Board members to serve beyond two terms when there were no applicants for a vacancy. MOTION CARRIED UNANIMOUSLY.

- Mr. Schindler presented Mr. Hoffman with a plaque, recognizing his service to the Board.
- C. Utilities Financial Report: Report of Monthly and Year-end Revenue and Expenses for Utilities – February 2018
 - Ms. Kristin Simeone, Financial Analyst, drew members’ attention to the February 2018 financials, as delineated in the agenda material, providing a detailed review of revenues and expenses through February 28, 2018. She announced revenue was slightly behind compared to Fiscal Year (FY) 2016–2017, though actual revenues exceeded estimated revenues for FY 2017–2018.
 - Mr. Feneran inquired as to the cause of the increase in revenues.
 - Ms. Simeone explained same was due to auctions of assets and insurance recovery.
 - Mr. Feneran then inquired if members currently received debt service reports.
 - Ms. Simeone confirmed she could provide members same.
 - Mr. Schindler requested the Board be allowed more time to discuss the budget before voting on it in future, specifying he desired the Capital Improvement Program budget be examined separately.

STAFF COMMENTS

- Mr. Jackson announced the Septic to Sewer Conversion report draft would be presented at the April 23, 2018 meeting, adding a proposed developer’s agreement would also be presented. He then noted Wharton–Smith, the Construction Manager at Risk, had reviewed the bid submittals and would compile a list of competent bids at a meeting on April 4, 2018. He stated Wharton–Smith would present the guaranteed maximum price to the Board before it moved to City Council.

COMMITTEE/BOARD COMMENTS

- Mr. Tucker confirmed the use of gray water was not allowed in Florida; however reuse of treated water was permitted.
- Mr. Jackson explained the City’s water reuse permit required a reuse feasibility study.
- Mr. Hoffman thanked Mr. Jackson for his support over the years.

ADJOURNMENT

- Meeting Adjourned: 9:35 a.m.

Bill Schindler, Chairman

Sara Welch, Recording Secretary