

**UTILITY ADVISORY BOARD
MEETING
OCTOBER 22, 2018**

MEMBERS PRESENT: Bill Schindler, Chairman
Mike Dougherty, Thomas Feneran, James Hoffman,
Haskell Rhett, Christopher Pflaum, Bil Tucker

OTHERS PRESENT: Tom Jackson, Utilities Director
Kristin Simeone, Finance Director

CALL TO ORDER/ANNOUNCEMENTS

- A. Roll Call
- B. Next Scheduled Meeting
 - 1. November 26, 2018 (to be discussed due to Thanksgiving)
 - Consensus of the Board was to hold the meeting on November 26, 2018, as scheduled.

CITIZENS COMMENTS ON AGENDA ITEMS ONLY

- There were none.

APPROVAL OF MINUTES

- A. September 26, 2018
 - Mr. Tucker MOVED, Mr. Pflaum SECONDED approval of the September 26, 2018 minutes.
MOTION CARRIED UNANIMOUSLY.

REPORTS

- A. Utilities Operational Data: Review of Water and Wastewater Flows for September 2018
 - Mr. Tom Jackson, Utilities Director, reviewed operational data reports, as delineated in the agenda material, announcing the Shell Creek Reservoir stage elevation level was slightly below the 50-year average. He reported transfer of 12.3 million gallons to the Aquifer Storage & Recovery System and 31.7 million gallons to the Peace River Manasota Regional Water Supply Authority during September 2018.
- B. City Council Action on Utilities Agenda: Utilities Agenda Items Presented to City Council in September/October 2018
 - Mr. Jackson reported the Utilities Department presented no items to City Council at the September 17, 2018, October 3, 2018, and October 17, 2018, meetings, noting the performance objectives for Fiscal Year (FY) 2018/2019 would be presented at the November 26, 2018, meeting.

- C. Utilities Financial Report: Report of Monthly and Year-end Revenue and Operations for Utilities – September 2018
- Ms. Kristin Simeone, Finance Director, drew members' attention to the September 2018 financials, as delineated in the agenda material, explaining the Utilities Department was in the process of re-appropriating unexpended funds. She then announced funds were appropriated for the Septic to Sewer Master Plan project at the October 17, 2018, City Council meeting.
 - Discussion ensued with regard to the timeline for the Comprehensive Annual Financial Report for FY 2017/2018, the amount of debt service for FY 2017/2018 and the use of the Utilities Administration line item.

NEW BUSINESS

- A. Utilities Response to Hurricane Michael (discussion only)
- Mr. Jackson reported on the Florida Water/Wastewater Agency Response Network's efforts to repair utilities infrastructure in north Florida following Hurricane Michael, stating the City had dispatched a crew of four wastewater technicians and assorted equipment and materials to assist in mutual aid repairs, with a second crew to be dispatched later. He predicted the City would be involved in the repair efforts for another two to three weeks.
 - Mr. Schindler questioned if the Federal Emergency Management Agency would reimburse associated expenses.
 - Mr. Jackson replied associated expenses would be billed to the utility responsible for the infrastructure repaired.
 - Discussion ensued with regard to the use of mutual aid following hurricanes and the particulars of funding and reimbursement of expenses associated with the City's mutual aid efforts.
 - Mr. Schindler requested a final report on associated expenses.
 - Mr. Tucker confirmed the crews which participated in mutual aid efforts would be recognized.
 - Mr. Jackson noted staff had bottled 2,000 bottles of water as part of the relief effort.

COMMITTEE/BOARD COMMENTS

- Mr. Schindler inquired regarding the Septic to Sewer Master Plan, requesting monthly reports in the future.
- Mr. Jackson reiterated City Council had appropriated funding for Phase II of the Septic to Sewer Master Plan project, which would take approximately six months to complete. He explained the City was working in conjunction with Charlotte County as he was not

certain the City had the authority to enforce connection to City utilities outside of City limits.

- Mr. Rhett inquired as to any water and wastewater service extension policy.
- Mr. Jackson replied an individual within the City's service area could enter into a developer's agreement, offering to include development of ordinance language regarding same on a future agenda.
- Mr. Pflaum requested clarification of whether the City could refuse to provide water service to a newly constructed mobile home park which intended to use a package plant.
- Mr. Jackson expressed uncertainty regarding same, stating he would request clarification from the Legal Department.
- Mr. Pflaum inquired if the City could require annexation in order to build a lift station.
- Mr. Jackson replied he believed so, stating same was often addressed through a pre-annexation agreement.
- Discussion ensued regarding pre-annexation agreements and the provision of utility service.
- Mr. Feneran suggested inclusion of an agenda item detailing the timeline and funding of the Reverse Osmosis (RO) project each month.
- Mr. Jackson stated he would include same, announcing the RO project was slightly ahead of schedule and slightly under budget.
- Consensus of the Board was to request a monthly status report on the RO project.
- Mr. Feneran questioned if the agreement for the construction of the RO plant included a provision in the event increased costs resulted in higher expenditures.
- Mr. Jackson replied only change orders initiated by the City could impact the City's cost.

ADJOURNMENT

- Meeting Adjourned: 10:18 a.m.

Bill Schindler, Chairman

Sara Welch, Recording Secretary