

**UTILITY ADVISORY BOARD  
MEETING  
MARCH 25, 2019**

**MEMBERS PRESENT:** Bil Tucker, Chairman  
Mike Dougherty, Thomas Feneran,  
Christopher Pflaum, Bill Schindler

**MEMBERS ABSENT:** Haskell Rhett, James Hoffman

**OTHERS PRESENT:** Tom Jackson, Utilities Director  
Elizabeth Braccia, Finance Manager of Budgets & Grants

**CALL TO ORDER/ANNOUNCEMENTS**

- A. Roll Call
- B. Next Scheduled Meeting
- 1. Monday, April 22, 2019

**CITIZENS COMMENTS ON AGENDA ITEMS ONLY**

- There were none.

**APPROVAL OF MINUTES**

- A. Review and Approval of Minutes from February 25, 2019
- Mr. Pflaum MOVED, Mr. Dougherty SECONDED approval of the February 25, 2019 minutes. MOTION CARRIED UNANIMOUSLY.

**REPORTS**

- A. Utilities Operational Data: Review of Water and Wastewater Flows from February 2019
- Mr. Tom Jackson, Utilities Director, reviewed the February 2019 operational data reports, as delineated in the agenda material, noting rainfall was average in February 2019 and was trending above average in March 2019. He stated the final Aquifer Storage and Recovery (ASR) cycle was in progress as the ASR wells were being converted to raw water production wells.
- Discussion ensued regarding the RO Water Treatment Plant's production wells, with members confirming the City would not need to expand reservoir capacity.
- B. City Council Action on Utilities Agenda: Utilities Agenda Items Presented to City Council in February/March 2019
- Mr. Jackson reviewed City Council's action on agenda items related to the Utilities Department in February 2019 and March 2019, as delineated in the agenda material, noting bills of sale and releases of lien were accepted from D.R. Horton for utilities infrastructure at Waterford Estates and from Charlotte County for the Piper Road water main.

- C. Utilities Financial Report: Report of Monthly and Year-End Revenue and Expenses for Utilities
- Ms. Elizabeth Braccia, Finance Manager of Budgets and Grants, reviewed the February 2019 financials, as delineated in the agenda material, noting revenues were greater than expected while expenses were lower than anticipated.
  - Discussion ensued regarding revenues and the AMI project which was expected to be completed in April 2019.

**UNFINISHED BUSINESS**

- A. Reverse Osmosis Plant Status Update
- Mr. Jackson presented the Reverse Osmosis (RO) Plant Status Update, as delineated in the agenda material. He noted construction was eight days ahead of schedule and the project was on budget; however, same could change significantly as the complicated portion of the project was commencing.
  - Discussion ensued regarding an error in the design of the RO Water Treatment Plant and pursuit of a correction, with members confirming the Procurement Division would follow up with the Board.
  - Mr. Tucker inquired if AMI was used by any other departments.
  - Mr. Jackson replied the Information Technology Division was investigating additional AMI applications.

**NEW BUSINESS**

- Mr. Jackson noted the budget would likely be presented to the Board in May 2019.

**ADJOURNMENT**

- Meeting Adjourned: 9:34 a.m.

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Bil Tucker, Chairman

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Sara Welch, Recording Secretary