

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

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

MEMBERS ABSENT: Haskell Rhett

OTHERS PRESENT: Steve Adams, Utility Engineering Manager
Kristin Simeone, Finance Director
Steve Leonard, Utilities Project Manager
Jason Sciandra

CALL TO ORDER/ANNOUNCEMENTS

- A. Roll Call
- B. Next Scheduled Meeting
 - 1. Monday, December 24, 2018 (to be discussed)
 - Mr. Feneran MOVED, Mr. Hoffman SECONDED to cancel the December 24, 2018 meeting.
MOTION CARRIED UNANIMOUSLY.
 - Mr. Schindler confirmed the next meeting would occur January 28, 2019.

CITIZENS COMMENTS ON AGENDA ITEMS ONLY

- There were none.

APPROVAL OF MINUTES

- A. Review and Approval of Minutes from October 22, 2018
 - Mr. Hoffman MOVED, Mr. Tucker SECONDED approval of the October 22, 2018 minutes.
MOTION CARRIED UNANIMOUSLY.

REPORTS

- A. Utilities Operational Data: Review of Water and Wastewater Flows for October 2018
 - Mr. Steve Adams, Utility Engineering Manager, presented the operational data reports, as delineated in the agenda material, announcing the Shell Creek reservoir stage elevation level in November 2018 was favorable.
- B. City Council Action on Utilities Agenda: Utilities Agenda Items Presented to City Council in October/November 2018
 - Mr. Adams reported the Utilities Department did not present any items to City Council at the October 3, 2018, October 17, 2018, and November 7, 2018, meetings, noting the Sullivan Street improvements would be awarded soon.
 - Discussion ensued with regard to the particulars of the Sullivan Street utility improvements, scheduling and timeframe.

- C. Utilities Financial Report: Report of Monthly and Year-end Revenue and Expenses for Utilities October 2018
- Ms. Kristin Simeone, Finance Director, reviewed the October 2018 financials, as delineated in the agenda material, noting re-appropriations had not yet been made.

UNFINISHED BUSINESS

- A. Reverse Osmosis Status Update
- Mr. Steve Leonard, Utilities Project Manager, displayed several photographs depicting construction of the Reverse Osmosis Water Treatment Plant, providing an update on work completed over the past quarter, as delineated in the agenda material.
 - Mr. Feneran confirmed members could visit the construction site.

NEW BUSINESS

- A. Wastewater Treatment Plant Capacity Evaluation Report
- Mr. Adams explained increased flows at the wastewater treatment plant (WWTP) necessitated improvements within the next five years, adding CDM Smith had been requested to renew the City's biosolids permit with the State. He reviewed the process for improvement of the WWTP facilities, then introducing Messrs. Jason Sciandra and Isaac Holowell, CDM Smith.
 - Mr. Sciandra provided a presentation on the WWTP's capacity analysis, as delineated in the agenda material, discussing the following topics with members: background of and objectives for the WWTP project; viability of using reclaimed water for irrigation; backup for the pumps; updated flows and loads; treatment capacity, hydraulic capacity and non-process evaluations; Florida Power and Light's interruptible rate; next steps; potential for rate increases.
 - Mr. Adams concluded CDM Smith would produce a scope of services to identify alternatives for improvements.
 - Mr. Pflaum suggested a schedule detailing the timing of and costs associated with Capital Improvement Projects over ten years to assist City Council in evaluating the alternatives for the WWTP.

ADJOURNMENT

- Meeting Adjourned: 10:49 a.m.

Bill Schindler, Chairman

Sara Welch, Recording Secretary