

Tampa Bay Water
April 21, 2014 Minutes

The Board of Directors of Tampa Bay Water met in their offices, 2575 Enterprise Road, Clearwater, Florida 33763.

BOARD MEMBERS PRESENT:

Present: Chairman – Susan Latvala, Pinellas County
Vice Chairman – Commissioner Ted Schrader, Pasco County
Commissioner John Morroni, Pinellas County
Commissioner Sandra Murman, Hillsborough County
Commissioner Ken Hagan, Hillsborough County

Absent: Mayor Robert Consalvo, City of New Port Richey
Councilman Charlie Miranda, City of Tampa
Council Member Karl Nurse, City of St. Petersburg
Commissioner Kathryn Starkey, Pasco County

Staff: Matt Jordan, General Manager

Presenters: Christina Sackett
Brandon Moore
Mandi Rice
Alison Adams

**General
Counsel:** Barrie Buenaventura, General Counsel

A list of others present who signed the attendance roster was filed in the permanent files of Tampa Bay Water. Staff and Consultants presenting to the Board are listed above.

Chairman Latvala called the Budget workshop and Regular Board meeting to order at 9:00 a.m.

BUDGET WORKSHOP – 9:00 a.m. – Proposed Fiscal Year 2015 Budget

Christina Sackett presented the Agency's Fiscal Year 2015 budget and reported that no rate increase is requested for FY2015. She explained the key factors that impact the FY15 budget and demands are lower in the last four years when compared to demands from the last decade. Ms. Sackett explained that when demand is lower, costs need to be covered by less revenue which has an effect on the rate.

Ms. Sackett explained that an additional engineering position is being requested to work on utility conflicts.

Ms. Sackett reviewed the budgeted supply sources for FY15 and explained that it is different for FY2015 because DESAL use is down and Surface Water use is much higher resulting in the use of groundwater from the Consolidated Wellfields Permit being lower and usage from other water sources is also lower compared to FY14.

Ms. Sackett highlighted the agency's key focal points for FY15 which are:

- Implementation of Strategic Initiative
- Continue to work on the approved Long-Term Master Water Plan
- Maintain Compliance with all Permits
- Focus on Renewal and Replacement
- Implement the Asset Management Program

A copy of the full presentation can be found in the agency's Records Department.

Chair Latvala asked what the projection of less sales next year is based on. Ms. Sackett responded that it is based on Pinellas' wholesale going down.

Commissioner Schrader made an observation that if the ground water pump numbers had been reversed, the pumps would be going up.

Commissioner Murman thanked staff for containing cost and they have done an excellent job.

No Board action was requested at this time.

PUBLIC COMMENT

Commissioner Latvala opened the meeting to the public for comment. The following speaker(s) made public comment to the Board of Directors:

Mark Klutho

Public comment was duly recorded and is filed in the permanent files of Tampa Bay Water.

CONSENT AGENDA

A. GENERAL MANAGER

1. Board Minutes for February 17, 2014 Board Meeting – *Approve*

B. GENERAL COUNSEL

1. Notice of Claim for Personal Injuries filed on behalf of Ellen Heller – *Status Report*
2. Diversified Drilling Corporation v. Tampa Bay Water, Protest of Bid for Contract Number 2014-035 – *Authorize Defense*
3. Edward Netscher v. Tampa Bay Water, Hillsborough County Circuit Civil Case No: 09-

- 18372, Div. G – *Approve settlement of lawsuit*
4. Amendments to Tampa Bay Water Rules – *Approve*

C. WATER PRODUCTION

1. Cross Bar Ranch Wellfield, Contract No. 2014-035 - *Reject all bids upon resolution of the bid protest in a manner favorable to Tampa Bay Water*
2. Ground Storage Tanks Modification & Coatings for High Service Pump Station, Repump and Morris Bridge Water Treatment Plant – Award Goods & Services Contract No.: 2014-037 to the lowest, responsive responsible bidder, Pre-Con Corporation - *Approve*
3. Computerized Maintenance Management System Implementation Services – Award Contract No. 2014-044 to EDI, Inc. - *Approve*
4. Cypress Creek Wellfield Transmission Main – Condition Assessment Services with Pure Technologies U.S. Inc. - *Approve*
5. Lithia Hydrogen Sulfide Removal Facility Operations and Maintenance Contract 2013-001 with OMI, Inc. – Exercise Renewal Option Year 1 - *Approve*
6. Amendment 1 to Keller Hydrogen Sulfide Removal Facility Maintenance Contract 2014-029 – *Approve*
7. Section 21 Wellfield Electrical Improvements Project –Tampa Electric Company Utility Installation – *Approve*
8. Energy Management Program - *Status Report*

D. SCIENCE AND TECHNOLOGY

1. Water Quality Update – *Status Report*
2. Production Update and Hydrologic Conditions Report for February and March 2014 and the past 12-Month Period (April 1, 2013 through March 31, 2014) – *Status Report*
3. Professional Services Contracts – Three-Year As-Needed Land Management Services Contracts Nos. 2014-038, 2014-039, 2014-040, 2014-041, and 2014-042 in the amount of \$200,000 each – *Approve*
4. Water Use Permit Renewal Applications for Lake Augmentation near the Cross Bar Ranch Wellfield
 - a. Submittal of Joint Water Use Permit Renewal Application No. 20011127.004 with Pinellas County for Augmentation of Pasco Lake – *Approve*
 - b. Submittal of Joint Water Use Permit Renewal Application No. 20011131.005 with Charles Cadrecha for Augmentation of Triangle Lake – *Approve*
 - c. Submittal of Joint Water Use Permit Renewal Application No. 20011129.006 with Barry A. Bustillo and Hong-Tham Rosson for Augmentation of Lake Loyce – *Approve*
 - d. Submittal of Joint Water Use Permit Renewal Application No. 20011132.005 with Robert T. Hoppenjans for Augmentation of Monsees Pond – *Approve*
5. Optimized Regional Operations Plan – 2014 Biennial Report – Target Level Update - *Approve*
6. Long-term Water Supply Planning
 - a. Long-Term Master Water Plan Feasibility Program – *Status Report*
 - b. Water Use Efficiency Program - Long Term Demand Forecasting Model Redevelopment Project – *Status Report*
 - c. Water Use Efficiency Program – Implementation of Resolution 2013-006 – *Status Report*

7. Regional Demand Management and Member Government Water Conservation Activities – *Status Report*

E. FINANCE

No items were presented to the Board for discussion.

Chair Susan Latvala announced the Consent Agenda and inquired if any agenda items should be pulled for discussion. No items were pulled.

Motion: Commissioner Sandra Murman moved for approval of the Consent Agenda. Commissioner Ted Schrader seconded the motion.

Vote: The motion carried by a vote of 5-0.

REGULAR AGENDA

F. GENERAL MANAGER

1. Executive Committee Report and Minutes – March 17, 2014

Matt Jordan gave an update on the Executive Committee meeting which was held on March 17, 2014 in the Tampa Bay Water offices. He announced each item and gave a brief description on each. Mr. Jordan brought up that there was a discussion about the agency appearing before other government member boards and plan on scheduling that during the month of May.

A copy of the full report can be found in the agency's Records Department

Chair Latvala commented that she feels strongly about having Tampa Bay Water appear before other government member boards, explaining what the agency does. Commissioner Murman agreed with Chair Latvala.

Chair Latvala commented that the region has excess water because of what Tampa Bay Water has done.

Mr. Jordan suggested putting an orientation package together for newly elected officials and provide to the member governments and would be happy to discuss it with them.

Commissioner Schrader encouraged to reach out to Pasco County and have a presentation for them.

Mr. Jordan suggested that proactive work that the agency has been doing should be highlighted.

Commissioner Morroni acknowledged Chair Latvala's fourteen years of service and suggested to rotate board members so that they better understand Tampa Bay Water.

No Board action is required on this item.

2. Public Affairs - Spring Dry Season “Water Smarter” Campaign Overview – *Status Report*

Brandon Moore gave a presentation on the Spring Dry Season Campaign. He explained several ways that the campaign is reaching residents; through the Agency’s website, also through radio commercials, billboards, buses, and utility bill inserts.

A copy of the full presentation can be found in the agency’s Records Department.

Commissioner Morrone commented that some residents of St. Petersburg will say they did not know about the water restrictions and he suggested looking into Bright House possibly letting Tampa Bay Water do a public service announcement.

Mr. Moore responded that he will look into having a PSA on Bright House network.

Commissioner Murman suggested getting the PSA on Government TV and Mr. Moore can contact her office.

Chair Latvala and Commissioner Schrader agreed.

No Board action is required on this item.

G. GENERAL COUNSEL

No items were presented to the Board for discussion.

H. WATER PRODUCTION

1. Regional Reservoir Construction Update – *Presentation*

Mandi Rice presented an update on the Reservoir Construction. She highlighted what has been done so far, the next steps that need to be taken and the contract status. Ms. Rice explained the emergency action plan.

A copy of the full presentation can be found in the agency’s Records Department.

Commissioner Ted Schrader thanked staff for taking the time to take the Board members on a tour of the Reservoir.

No Board action is required on this item.

I. SCIENCE AND TECHNOLOGY

1. Regional Water Supplies and Member Demands – *Presentation*

Alison Adams presented an update on the Regional Water Supplies and Member Demands.

A copy of the full presentation can be found in the agency's Records Department.

Commissioner Murman commented that residents are confused between Tampa Bay Water and the water management district. They don't understand the difference. She asked how the water restrictions ended up with the water management district. Barrie Buenaventura responded that Tampa Bay Water is the provider and the Southwest Florida Water Management District is the regulator. Commissioner Murman commented that Tampa Bay Water cannot regulate even though they monitor and produce. Ms. Buenaventura responded that Tampa Bay Water is the provider, not the regulator.

No Board action is required on this item.

J. FINANCE

1. Cash Reserves Overview – *Presentation*

Christina Sackett gave a brief presentation on the restricted and unrestricted fund balances. She explained management's thoughts concerning the Renewal and Replacement Fund, Utility Reserve and Rate Stabilization Account.

A copy of the full presentation can be found in the agency's Records Department.

Commissioner Schrader asked if \$11.2 is available for direction or is \$8.0 and \$3.2 already in the Utility Reserve and Rate Stabilization? Ms. Sackett answered that \$11.2 is available for direction, would like to wait until the agency gets a little farther with the Asset Management Program and the Capital Improvement Program is more finalized.

Commissioner Schrader also commented that since the infrastructure is aging, adequate funding needs to be set aside to begin the replacement. He stated that he would like to see more put into the Rate Stabilization Fund.

No Board action is required on this item.

2. Resolution No. 2014-001 Adopting the Revised Investment Policy – *Approve*

Christina Sackett gave a short presentation regarding recommended changes to the Investment Policy such as outdated language, increasing investment maturities and additional layers of protection.

A copy of the full presentation can be found in the agency's Records Department.

There were no comments.

Motion: Commissioner Sandra Murman moved for approval of Resolution No. 2014-001 in adopting the modified Investment Policy. Commissioner Ted Schrader seconded the motion.

Vote: The motion carried by a vote of 5-0.

3. Resolution No. 2014-002 Adopting the Revised Purchasing Policy – *Approve*

Christina Sackett gave a brief presentation on the proposed Revised Purchasing Policy which includes the following recommended changes; increasing the General Manager's purchasing threshold, increasing the threshold for competitive sealed bids. She also gave a brief overview of the Agency's Purchasing Procedures Manual.

A copy of the full presentation can be found in the agency's Records Department.

There were no comments.

Motion: Commissioner Sandra Murman moved for approval of the Revised Purchasing Policy. Commissioner Ted Schrader seconded the motion.

Vote: The motion carried by a vote of 5-0.

K. CONSENT DISCUSSION, OLD BUSINESS AND OTHER ADMINISTRATIVE MATTERS

No items were listed for discussion.

L. RECEIVE & FILE

1. Human Resources Activity Report for February & March 2014
2. General Counsel Activity Report
 - a. Legal Services Activity Report for February & March 2014
 - b. Legal Services Budget Report for February & March 2014
3. Public Affairs Activity Report
4. Finance Activity Report:
 - a. Finance and Administration Services Activity Report – February & March 2014
 - b. Comprehensive Check List with delegated Check Approval for January & February 2104
 - c. Investment Schedule as of January 31 and February 28, 2014
 - d. Financial Statements and Fund Analysis for January & February 2014
 - e. Disposition of Assets through February 2014
 - f. Vendor Status Report for January & February 2014
 - g. Quarterly Budget Report on Transfers & Amendment Second Quarter Fiscal Year 2014
5. Water Production Activity Report
6. Science and Technology Activity Report for February 2014 and March 2014

Motion: Commissioner Ted Schrader moved for approval of Receive & File. Commissioner John Morroni seconded the motion.

Vote: The motion carried by a vote of 5-0.


Matt Jordan mentioned that this was Board Member Bob Consalvo's last Board meeting and unfortunately he could not attend. Mr. Jordan mentioned that Board Member Consalvo wanted to pass along to the Board how much he enjoyed his tenure here at Tampa Bay Water and enjoyed

working with each one of them. He also wanted to thank Tampa Bay Water staff for all the help and support he has been given.

Chair Latvala commented that Board Member Consalvo was a good member and she looks forward to his replacement.

Adjournment:

The Board adjourned at 10:04 a.m.

Attest: 
Matt Jordan, General Manager/Secretary

Date: 6/16/2014