



Tampa Bay Water
October 20, 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
Mayor Rob Marlowe, City of New Port Richey
Councilman Charlie Miranda, City of Tampa
Commissioner John Morroni, Pinellas County
Commissioner Sandra Murman, Hillsborough County
Commissioner Kathryn Starkey, Pasco County

Absent: Commissioner Ken Hagan, Hillsborough County
Council Member Karl Nurse, City of St. Petersburg

Staff: Matt Jordan, General Manager

Presenters: Chuck Carden, Chief Operating Officer
Alison Adams, Chief Technical Officer
Michelle Biddle, Chief Communications Officer

**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 workshop to order at 8:35 a.m.

BOARD WORKSHOP – 8:35 a.m. – Long-Term Master Water Plan Update

Chairman Latvala opened the workshop by welcoming the group and turning it over to the agency's general manager, Matt Jordan. Mr. Jordan commented that the purpose of the workshop is to gain board input into the screening criteria and process for narrowing the list of Master Water Plan projects. He then introduced Alison Adams, Chief Technical Officer, to provide a presentation on the Long-Term Master Water Plan process and screening criteria. Following the presentation, the

board discussed the process and the screening criteria and requested further information on the public outreach planned for the Plan update.

A full copy of the workshop presentation and a recording of the workshop can be requested through the agency's Records Department.

PUBLIC COMMENT

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

No members of the public requested to speak.

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 August 18, 2014 Board Meeting – *Approve*

B. GENERAL COUNSEL

C. WATER PRODUCTION

1. Cypress Bridge Well #7 Generator Replacement, Project No. 50014 (Contract 2014-024) – Project Closeout – *Approve*
2. Water Tank and Pipeline Cleaning and Inspection – Award Goods & Services Contract No.: 2015-016 to the lowest, responsive responsible bidder - *Approve*
3. As-Needed Painting Goods and/or Services – Award Contract No. 2015-029 to the lowest, responsive, responsible bidder - *Approve*
4. As-Needed Roofing Goods and/or Services – Award Contract No. 2015-030 to the lowest, responsive, responsible bidder - *Approve*
5. Grounds Maintenance Services – Award Contract No. 2015-028 to the lowest, responsive, responsible bidder - *Approve*
6. Fire Alarm and Fire Suppression Services – Award Maintenance Services Contract No: 2015-015 to the lowest, responsive, responsible bidder - *Approve*
7. As-Needed Well Repair and Maintenance Goods and/or Services – Award Contract No. 2015-018 to the lowest, responsive, responsible bidder - *Approve*
8. Chemical Supply Services - Award
 - a. Quicklime Supply Services – Award Contract 2015-037 to the lowest responsive, responsible bidder - *Approve*
 - b. Diatomaceous Earth Supply Services – Award Contract 2015-039 to the lowest responsive, responsible bidder - *Approve*
9. Cypress Creek Transmission Main – Parcels Adjacent to SR 54 – Purchase and Sale Agreement - *Approve*
10. Energy Management Program – *Status Report*

D. SCIENCE AND TECHNOLOGY

1. Water Quality Update – *Status Report*
2. Production Update and Hydrologic Conditions Report for August and September 2014 and the past 12-Month Period (October 1, 2013 through September 30, 2014) – *Status Report*
3. Professional Services Contracts – Three-year As-Needed Hydrological Services Contracts Nos. 2015-022, 2015-023, 2015-024, 2015-025, 2015-026, and 2015-027 in the amount of \$200,000 each - *Approve*
4. Regional Demand Management and Member Government Water Conservation Activities – *Status Report*
5. Water Use Efficiency Program - Long Term Demand Model Redevelopment - *Status Report*
6. Water Use Efficiency Program- Implementation of Resolution 2013-006 - *Status Report*

E. FINANCE

1. Fiscal Year 2015 Insurance Program – *Ratify Insurance Change*
2. Water Research Foundation Membership – Payment of Annual Dues - *Approve*
3. Management and Performance Audit Services - *Approve*

F. CONSENT DISCUSSION

Chair Susan Latvala announced the Consent Agenda and inquired if any agenda items should be pulled for discussion. Commissioner Starkey asked that Item C9 be pulled for discussion.

Motion: Commissioner Sandra Murman moved for approval of the Consent Agenda. Commissioner John Morroni seconded the motion.

Vote: The motion carried by a vote of 7-0.

Agenda Item C9

Commissioner Starkey asked to be removed from voting on Item C9 due to conflict of interest (Form 8B attached).

Motion: Commissioner Schrader moved for approval of Item C9. Commissioner John Morroni seconded the motion.

Vote: The motion carried by a vote of 6-0. (Commissioner Kathryn Starkey removed herself from this item due to conflict of interest.)

REGULAR AGENDA

G. GENERAL MANAGER

1. Presentation from Robert Beltran, Executive Director, Southwest Florida Water Management District

Robert Beltran, Executive Director of the Southwest Florida Water Management District provided comments to the board related to partnering activities between Tampa Bay Water and the District.

2. Executive Committee Report and Minutes – September 15, 2014

General Manager Matt Jordan gave an update on the Executive Committee meeting which was held on September 15, 2014 in the Tampa Bay Water offices. He gave a brief description of each item.

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

There were no comments from board members.

3. 2014 Strategic Plan Overview – *Presentation*

Michelle Biddle, Chief Communications Officer, provided an overview presentation to the board on updates to the agency strategic plan. Key highlights include: 1) keeping the board's goals of system reliability, efficiency, financial stability and partnership with the members and stakeholders; 2) adding a fifth goal focused on safety and security; 3) updating the objectives under each goal to be more specific and to capture the direction the agency is heading with the asset management program; 4) and capturing more specific programs like energy management, demand management, capital improvement, renewal and replacement, and capital improvement. The final update plan will come to board at its December meeting for approval and division work plans will be written to reflect the strategies and objectives.

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

There were no comments from board members.

H. GENERAL COUNSEL

1. General Counsel Barrie Buenaventura presented a revised public comment policy to the board for consideration.

Commissioner Schrader asked if a write up would be added to the agenda. Mr. Jordan replied that it would.

Motion: Commissioner Murman moved for approval of Item H1. Commissioner John Morroni seconded the motion.

Vote: The motion carried by a vote of 7-0.

I. WATER PRODUCTION

1. Regional Reservoir Update – *Presentation*

Chuck Carden, Chief Operating Officer, gave an update on the C.W. Bill Young Regional Reservoir and announced that filling to the permit restriction of 110 feet was completed on September 27, 2014, and the reservoir is currently holding 7.3 billion gallons. Construction is nearly complete with minor work being done by the contractor. Staff submitted a request to the Florida Department of Environmental Protection on October 10 to move to the full operational phase and expects to get

the okay by early November. In July the maintenance and monitoring stage of the project began and the contractor will stay on site for a contractual amount of time to ensure the facility works as intended.

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

Commissioner Latvala asked for clarification on the contractor staying on site. Mr. Carden replied that the contractor is obligated to stay on site for five years or two fill-and-drain cycles of the facility to ensure it is working properly.

J. SCIENCE AND TECHNOLOGY

1. Long-Term Master Water Plan Update and Feasibility Program – *Status Report and Approval of Workshop Recommendations - Approve*

Alison Adams, Chief Technical Officer, provided a brief presentation on the Long-Term Water Plan Update and Feasibility program and reviewed the processes graphic for completing an initial screening of reuse projects, as well as the screening criteria. She stated that staff recommends approving the process as laid out and approving the screening criteria.

There was no board discussion on the recommendations.

Motion: Councilman Charlie Miranda moved for approval of staff's recommendation. Commissioner Ted Schrader seconded the motion.

Vote: The motion carried by a vote of 7-0.

2. Regional Water Supplies and Member Demands – Water Year 2014 Year-End Report and Outlook for Water Year 2014 – Presentation

Alison Adams, Chief Technical Officer, provided a report to the board on the regional water supply system supplies and demands at the end of Water Year 2014 and discussed the projected water use for Water Year 2015.

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

There were no board comments on the presentation.

K. FINANCE

No items were presented to the Board.

L. CONSENT DISCUSSION, OLD BUSINESS AND OTHER ADMINISTRATIVE MATTERS

1. General Manager's Annual Evaluation

Chairman Latvala reported that she had received most of the general manager evaluations from board members and they were all very positive. The general manager received an increase on his

anniversary date that was an average of senior staff merit raises. She thanked him for a smooth transition and good communication with the board.

M. RECEIVE & FILE

1. Human Resources Activity Report for June and July 2014
2. General Counsel Activity Report
 - a. Legal Services Activity Report for June and July 2014
 - b. Legal Services Budget Report for June and July 2014
3. Public Affairs Activity Report for June and July 2014
4. Finance Activity Report:
 - a. Finance and Administration Activity Report for June and July 2014
 - b. Comprehensive Check List with delegated Check Approval for May and June 2014
 - c. Investment Schedule for May and June 2014
 - d. Financial Statements and Fund Analysis for May and June 2014
 - e. Disposition of Assets through June 2014
 - f. Vendor Status Report through June 2014
 - g. Quarterly Budget Report on Transfers & Amendment through June 2014
5. Water Production Activity Report for June and July 2014
6. Science and Technology Activity Report for June and July 2014

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

Vote: The motion carried by a vote of 7-0.

Adjournment:

The Board adjourned at 10:17 a.m.

Attest: _____


Matt Jordan, General Manager/Secretary

Date: _____

