



Tampa Bay Water  
April 20, 2015 Minutes

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

**BOARD MEMBERS PRESENT:**

**Present:** Chairman – Commissioner Ted Schrader, Pasco County  
Vice Chairman - Council Member Karl Nurse, City of St. Petersburg  
Mayor Rob Marlowe, City of New Port Richey  
Commissioner Dave Eggers, Pinellas County  
Commissioner Jack Mariano, Pasco County  
Commissioner Sandra Murman, Hillsborough County  
Commissioner Kenneth Welch, Pinellas County  
Commissioner Ken Hagan, Hillsborough County  
Councilman Charlie Miranda

**Absent:** Commissioner John Morroni

**Staff:** Matt Jordan, General Manager

**Presenters:**

Alison Adams, Chief Technical Officer  
Christina Sackett, Chief Financial Officer  
Maribel Medina, Senior Professional Engineer

**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 Schrader called the Budget Workshop and Regular Board meeting to order at 9:00 a.m.

## **PUBLIC COMMENT**

Commissioner Schrader 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.

## **BUDGET WORKSHOP – 9:00 a.m. – Proposed Fiscal Year 2016 Budget**

Chair Schrader turned the discussion for the budget workshop to Matt Jordan, General Manager. Mr. Jordan stated that following the budget schedule adopted by the Board in 2014, a proposed budget has been prepared for Fiscal Year 2016. Mr. Jordan explained that the budget anticipates using available sources of supply to meet the projected demands from the agency's six-member government customers. Mr. Jordan then turned the workshop over to the Chief Financial Officer, Christina Sackett.

Christina Sackett presented the Agency's proposed Fiscal Year 2016 (FY16) budget with two funding options. Option A would maintain the minimum balance in the rate stabilization account at 10 percent, but would require a 1.51 percent rate increase in FY16. Option B would not require a rate increase in FY16, but would reduce the rate stabilization account to 8 percent over time. She explained the key factor impacting the FY16 budget is lower demand. Ms. Sackett explained that when demand is lower, costs need to be covered by less revenue which has an effect on the rate. The proposed budget would include two new positions in the Science and Technology Division (Water Resources Engineer and Regulatory Compliance Engineer). These new positions would reduce outside professional services costs resulting in a net savings of \$129,000. The proposed budget also includes two new positions in the Water Production Division (Construction Inspector and Grounds Handyman) which would reduce outside professional services costs resulting in an annual net savings of \$72,000 the first year and an annual net savings of \$107,000 thereafter. The proposed FY16 budget includes adding two Co-Ops in Finance and Administration eliminating the need to hire staff positions and reducing overtime costs with a net savings of \$27,000 as well as providing students with hands-on experience.

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

Commissioner Mariano asked how the reduced demand figures were figured. Ms. Sackett explained the figures were based on Dr. Adams' demand forecasting models and are the result of Pinellas' wholesale water customers leaving.

Commissioner Mariano asked if desalination could be reduced even more than 4 million gallons per day (mgd). Chuck Carden replied that the desalination plant runs at the optimum level at 4 mgd, so 4 mgd is the lowest level to operate.

Councilman Nurse asked if the assumptions could change relating to out-sourcing services in the future. Ms. Sackett explained that by looking at services currently being contracted out, it could possibly change assumptions in the future years.

Councilman Nurse asked if figures for future costs had been considered based on implementing energy saving projects at additional wellfields. Ms. Sackett replied that they had not. Councilman Nurse stated that he was in favor of Option B of the budget.

Commissioner Schrader commented that he was in favor of Option B utilizing the rate stabilization fund.

Commissioner Eggers asked what costs are included in adding the additional employees. Ms. Sackett explained that they including salaries, FICA, FRS contributions, health, optical, dental, life and AD&D insurance.

Commissioner Welch commented that he agreed with Commissioner Schrader on the rate increase. Commissioner Welch asked how "Co-op" is defined. Ms. Sackett stated that Co-Ops are similar to a paid internship. Co-ops only work 20 hours per week, are paid a flat hourly fee and do not incur any other benefits.

Commissioner Welch asked if the member governments are waiting for the Board's decision in June or at this Board meeting to prepare their budget for 2016. Ms. Sackett stated that the member governments will take their lead by the Board's decision at this meeting.

Councilman Miranda stated that he agreed with Commissioner Schrader and other members of the Board on Option B and asked for a 6-month review of all the water supply and demand projections.

Commissioner Murman commented that she concurred with other Board members on Option B.

Commissioner Mariano stated that he agrees with Option B.

Mayor Marlowe stated that he agrees with Option B.

Commissioner Eggers thanked the Executive Committee for requesting the agency review and research an additional budget option with no increase for the Board's consideration. He stated that he supports Option B.

Commissioner Schrader commended Ms. Sackett and her staff for preparing two options of the budget for the Board's consideration.

No Board action was requested at this time.

## CONSENT AGENDA

### A. GENERAL MANAGER

1. Board Minutes for February 16, 2015 Board Meeting – *Approve*
2. Public Affairs
  - a. Tampa Bay Estuary Program Amended and Restated Interlocal Agreement – *Approve*

### B. GENERAL COUNSEL

1. Notice of Claim for personal injuries filed on behalf of Angela Sterling – *Status Report*
2. General Counsel Services – Contract with Pennington, P.A. – *Approve*

### C. WATER PRODUCTION

1. Construction Project Closeout
  - a. High Service Pump Station Medium Voltage Variable Frequency Drives Controls and Power Cell Upgrades for Pumps 1, 2, 3 and 4 – *Closeout – Approve*
  - b. Tampa Bay Water RICE-NESHAP Emissions upgrades for four generators, Contract Number 2014-043 – *Closeout – Approve*
2. Cypress Creek Wellfield MCCs Replacement and Arc Flash Mitigation – Award Assignment under Pre-Qualified Contract No.: 2014-052 to the lowest, responsive responsible proposer, Electrical Engineering Enterprises, Inc. – *Approve*
3. Facilities Site – SWTP Process Piping Repair - Reject sole proposal received from QRC, Inc., for assignment under Pre-Qualified Assignment - *Approve*
4. Tampa Bay Water Janitorial Services – Award assignment of Janitorial Services Contract under Florida State Contract Pricing to The GMI Group Incorporated – *Approve*
5. Pinellas County Tri-County Trail Project – *Status Report*

### D. SCIENCE AND TECHNOLOGY

1. Water Quality Update – *Status Report*
2. Production Update and Hydrologic Conditions Report for February 2015 and March 2015 and the past 12-Month Period (April 1, 2014 through March 31, 2015) – *Status Report*
3. Brandon Urban Dispersed Wells – Letter Modification of Water Use Permit No. 20011732.003 to delete ecological monitoring requirements - *Approve*
4. Professional Services Contracts – Amend As-Needed Ecological Services Contracts No. 2013-025 through 2013-032 to add additional funds – *Approve*
5. Long-Term Demand Forecasting Model Redevelopment – *Status Report*
6. Regional Demand Management and Member Government Water Conservation Activities – *Status Report*
7. Regional Water Supplies and Member Demands – *Status Report*

## **E. FINANCE**

Nothing to report.

## **F. CONSENT DISCUSSION**

Chairman Ted Schrader announced the Consent Agenda and inquired if any agenda items should be pulled for discussion. No items were pulled.

**Motion:** Councilman Nurse moved for approval of the Consent Agenda. Commissioner Murman seconded the motion.

**Vote:** The motion carried by a vote of 9-0.

## **REGULAR AGENDA**

### **G. GENERAL MANAGER**

#### 1. Executive Committee Report and Minutes – March 16, 2015

Matt Jordan gave an update on the Executive Committee meeting which was held on March 16, 2015 in the Tampa Bay Water offices. Mr. Jordan provided a brief description of each item.

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

### **H. GENERAL COUNSEL**

Nothing to report.

### **I. WATER PRODUCTION**

#### 1. Energy Management Program – *Status and Presentation*

Matt Jordan recognized Maribel Medina, the agency's senior professional engineer, for the purpose of presenting an energy management program presentation.

Maribel Medina provided a presentation on the status of on-going activities of Tampa Bay Water's the Energy Program.

Councilman Nurse asked if there were more pump stations that could be audited. Ms. Medina explained that currently an energy audit was being performed at Morris Bridge Wellfield.

Mr. Jordan commented that the agency is planning to bring the schedule and other possible opportunities to the next Executive Committee meeting in May for discussion.

Commissioner Schrader asked if there were any more questions or comments. No action necessary.

## **J. SCIENCE AND TECHNOLOGY**

1. Long-Term Master Water Plan Update and Feasibility Program - *Presentation*
2. Comprehensive Asset Management Program – *Presentation*

Alison Adams provided a presentation on the Long-Term Master Water Plan Update and Feasibility Program with the focus on the five potable water projects currently under evaluation.

Commissioner Mariano asked if Dr. Adams has looked at the Restore Act for funding on these projects. Dr. Adams replied that she has not at this time.

Commissioner Schrader commented that he was encouraged that the Board and the agency is taking an approach on reclaimed water.

Mr. Jordan commented that the current projections show that we do not need additional capacity for approximately 15 years or longer and that we are in very good shape when the time comes to plan for the next project.

Dr. Adams provide a presentation on the Agency's RISE Program (Resilient Infrastructure, Systems & Employees), a comprehensive asset management approach.

Commissioner Welch asked if MAXIMO had GIS functionality. Dr. Adams acknowledged that it does and it will be integrating GIS more fully when the linear asset portion of the program is implemented.

Commissioner Welch asked about the lifecycle of MUNIS and if the agency is satisfied with it functionality. Ms. Sackett commented that it was upgraded in 2014 and does provide the functionality needed.

Commissioner Schrader thanked Dr. Adams for her informative presentations. No action necessary

## **K. FINANCE**

Nothing to report

## **L. OLD BUSINESS AND OTHER ADMINISTRATIVE MATTERS**

None

## **M. RECEIVE & FILE**

1. Human Resources Activity Report for February and March 2015
2. General Counsel Activity Report
  - a. Legal Services Activity Report for February and March 2015
  - b. Legal Services Budget Report for February and March 2015
3. Public Affairs Activity Report for February and March 2015

4. Finance Activity Report:
  - a. Finance and Administration Activity Report for February and March 2015
  - b. Comprehensive Check List with delegated Check Approval for February and March 2015
  - c. Investment Schedule for February and March 2015
  - d. Financial Statements and Fund Analysis for February and March 2015
  - e. Disposition of Assets through February 2015
  - f. Vendor Status Report through February 2015
  - g. Quarterly Budget Report on Transfers & Amendment through December 2015
5. Water Production Activity Report for February and March 2015
6. Science and Technology Activity Report for February and March 2015

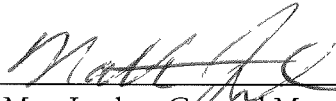
**Motion:** Councilman Miranda moved for approval of Receive and File items. Commissioner Murman seconded the motion.

**Vote:** The motion carried by a vote of 9-0.

Mayor Marlowe stated that New Port Richey is finishing its first phase of "smart" water meters in their area with the second phase on the agenda for April 21.

**Adjournment:**

The Board adjourned at 10:09 a.m.

Attest:   
Matt Jordan, General Manager/Secretary

Date: 6/15/15