



Tampa Bay Water
Regular Board Meeting
June 15, 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
Commissioner Ken Hagan, Hillsborough County
Commissioner Jack Mariano, Pasco County
Mayor Rob Marlowe, City of New Port Richey
Councilman Charlie Miranda, City of Tampa
Commissioner John Morrone, Pinellas County
Commissioner Sandra Murman, Hillsborough County
Commissioner Kenneth Welch, Pinellas County

Staff: Matt Jordan, General Manager

Presenters:

Alison Adams, Chief Technical Officer
Christina Sackett, Chief Financial Officer
Chuck Carden, Chief Operating Officer
Michelle Biddle, Chief Communications Officer
Maribel Medina, Senior Professional Engineer
Chris Shea, Environmental PerMIT Coordinator
Phillip Downs, Keir & Downs Research

General

Counsel: Baine 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 Ted Schrader called the Public Hearing to order at 9:00 a.m.

PUBLIC HEARING – 9:00 a.m. – Proposed Fiscal Year 2016 Budget

Chairman Schrader turned the discussion for the public hearing to Matt Jordan, General Manager. Mr. Jordan stated that at the April Board meeting a proposed budget for FY16 was presented to the Board for review. The budget public hearing was properly advertised in the Tampa Bay Times, the Tampa Tribune and the Florida Administrative Register in anticipation of today's public hearing. The Tampa Bay Water's finance department met with member government financial staff and is now ready to present a final budget for Board approval. Mr. Jordan then turned the public hearing over to the Chief Financial Officer, Christina Sackett.

Christina Sackett addressed the Board regarding the Agency's Fiscal Year 2016 (FY16) budget. Ms. Sackett reminded the Board that Tampa Bay Water is contractually required to approve a budget by August 1st of each year and will request adoption of the budget by the Board. Ms. Sackett stated there were two factors impacting the FY16 budget, demand for water and required net revenue. She explained that when demand is lower, costs need to be covered by less revenue which has an effect on the rate. Ms. Sackett's presentation providing information explaining management's development of a budget with lower demand, increased staffing, lower total costs and a lower variable rate. The agency requested the addition of four new positions bringing the total number of staff positions to 138 for the current fiscal year 2015. The four new positions would carry forward to FY16. Under agenda item I.2.a., five new positions would be requested for the FY16 increasing staff to 142. Ms. Sackett stated that at the April Budget Workshop, the Board favored Option B, utilizing more rate stabilization funds, requiring a lower net revenue and no rate increase. Ms. Sackett asked the Board for action to adopt the resolution approving the proposed budget for FY16.

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

Chairman Schrader asked if there were any questions from the Board. He thanked Ms. Sackett and her staff for their hard work and opened the public hearing to the public for comment.

The following speaker(s) made public comment to the Board of Directors: Mark Klutho spoke on the budget.

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

Chairman Schrader, seeing no more public comments, closed the public hearing and asked for a motion to approve the FY16 budget.

Motion: Commissioner Sandra Murman moved to approve the FY16 budget, Commissioner Jack Mariano seconded the motion.

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

PUBLIC COMMENT

Chairman Schrader opened the regular Board meeting public 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 records of Tampa Bay Water.

CONSENT AGENDA

A. GENERAL MANAGER

1. Board Minutes for April 20, 2015 Board Meeting – *Approve*

B. GENERAL COUNSEL

1. 2015 State Legislative Session – *Status Report*

C. WATER PRODUCTION

1. Construction Project Closeouts
 - a. Lithia Hydrogen Sulfide Removal Facility, Project No. 06503 (Contract 2011-056) – Project Closeout – *Approve*
 - b. Eldridge-Wilde Wellfield Fiber-Optic Communications, Project No. 06003 (Contract 2014-015) – Project Closeout – *Approve*
2. Amendment No. 1 - As-Needed Contractor Services – Contract No.'s 2014-016 and 2014-017 – *Approve*
3. Tampa Bay Water Security System Infrastructure – Award assignment of Security System Services Contract under US Communities Contract Pricing to UNICOM Government Inc. – *Approve*
4. Energy Management Program – *Status Report*
5. South Pasco Generator Project Grant Agreement - *Approve*
6. Real Property Disposition-Agreement between Tampa Bay Water and the Southwest Florida Water Management District for the Chito Branch Surplus Property- *Approve*
7. Joint Project Agreement with the City of St. Petersburg to Complete the Cosme Yard Piping Project Improvements and to Provide for Payment to the City - *Approve*

D. SCIENCE AND TECHNOLOGY

1. Water Quality Update – *Status Report*
2. Production Update and Hydrologic Conditions Report for April 2015 and May 2015 and the past 12-Month Period (June 1, 2014 through May 31, 2015) – *Status Report*
3. Integrated Hydrologic Model and Integrated Northern Tampa Bay Model – Copyright Registrations and Memorandum of Understanding with Southwest Florida Water Management District – *Approve*
4. Regional Demand Management and Member Government Water Conservation Activities – *Status Report*
5. Long Term Demand Forecasting Model Redevelopment – *Status Report*
6. Regional Water Supplies and Member Demand – *Status Report*

E. FINANCE

1. General Manager's Quarterly Travel Report - *Approve*

F. CONSENT DISCUSSION

Chairman Schrader announced the Consent Agenda and inquired if any agenda items should be pulled for discussion. No items were pulled. Chairman Schrader recognized Councilman Karl Nurse. Councilman Nurse commented that the Lithia Hydrogen Sulfide Removal Project (Item C.1.a.) was completed \$2.5 million under budget.

Motion: Councilman Charlie Miranda moved approval of the Consent Agenda. Commissioner John Morroni seconded the motion.

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

REGULAR AGENDA

G. GENERAL MANAGER

1. Executive Committee Report and Minutes – May 18, 2015– *Matt Jordan*

Matt Jordan gave an update on the Executive Committee meeting which was held on March 16, 2015, 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 the board members.

2. Public Affairs

- a. 2015 Public Opinion Survey Results – *Presentation by Phillip Downs, Kerr & Downs Research*

Mr. Jordan recognized Phillip Downs, Kerr & Downs Research. Mr. Downs provided an extensive presentation on the results of the Public Opinion Survey.

Chairman Schrader asked Mr. Downs if, while conducting the survey, there was any confusion between the Water Management District and Tampa Bay Water. Mr. Downs responded no.

Commissioner Mariano asked if the citizens polled were asked if their service was with a private utility or Pasco County utilities. Mr. Downs explained that only citizens utilizing public utilities were polled.

Councilman Nurse asked if the results of the survey suggest that going to reuse will be a challenge. Mr. Downs stated that it is dependent upon the need for water.

Councilman Nurse asked if there is an opportunity to convert large users of potable water to reclaimed water. Dr. Alison Adams stated that there are not a large number of users taking potable water from municipal systems. She explained that reclaimed water

has been made available to these large users. They are researching whether there is reclaimed water for large commercial uses.

Councilman Nurse asked if that will happen in the near future. Dr. Adams responded yes.

Commissioner Morrone thanked Mr. Downs for the comprehensive survey. Commissioner Morrone asked how many calls were placed to provide 1200 completed surveys. Mr. Downs stated it requires approximately 10 calls per completed survey. Commissioner Morrone asked how long does the survey take. Mr. Downs stated each survey takes approximately 10-12 minutes.

Chairman Schrader thanked Mr. Downs for his presentation.

No Board action is required on this item.

b. 2015 Public Opinion Survey Communications Recommendations – *Presentation and Approve - Michelle Biddle*

Michelle Biddle, Chief Communications Officer, addressed the Board and introduced Michelle Robinson, Dialogue Public Relations and Diane Jones, DJ Public Relations, members of the public relations team involved in the 2015 Public Opinion Survey. Ms. Biddle provided a brief presentation on the 2015 Public Opinion Survey Communications Recommendations. She explained how the survey results could be used as part of the agency's communications and outreach program focusing on agency branding and recognition, a regional water quality education campaign, community outreach and education and long-term master water plan outreach.

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

Chairman Schrader asked if the Board had any questions or comments.

Councilman Miranda explained his opposition to G.2.b.

Commissioner Murman stated that she agreed with Councilman Miranda and recommended meeting with member governments. She asked if there are costs associated with this effort. Mr. Jordan explained that the agency would like to meet with member governments on the project. Mr. Jordan asked Ms. Biddle if information was available on the cost of the project. Ms. Biddle explained that costs have already been budgeted.

Commissioner Murman stated that she recommended that the member governments take the lead on any communication that goes out to water customers.

Commissioner Murman asked Mr. Jordan if the agency would assist the member governments in education-friendly activities for customers. Mr. Jordan stated that the agency is looking for any opportunity to partner together and work with the member governments to educate their customers. He recommended a series of meetings with

each member government to discuss how Tampa Bay Water can assist in their various educational programs.

Commissioner Murman asked if updates will be provided to the Board as the program moves along. Mr. Jordan stated yes. He recommended the agency meet with member government's communications officers to discuss ideas and provide regular updates to the Board.

Commissioner Mariano stated he agreed with Councilman Miranda's comments and stated that any information and materials should be provided to the member governments to distribute to customers.

Councilman Nurse explained that each local government is required by the EPA to provide an annual report to customers on water quality. He stated that a regional public relations working group could provide information to customers on water quality.

Commissioner Welch commented that he agreed with Commissioner Murman on the emphasis for education. He expressed his concern over the 18 point gap between Hillsborough, Pinellas and Pasco in the survey. He asked Ms. Biddle about the gaps within the service areas. Ms. Biddle explained that due to the location of a large number of new supplies located in Hillsborough County, a large part of the targeted public outreach was done in Hillsborough County. As the agency moves forward with education and outreach, it will be looking into how to reach the audiences in Pinellas County and Pasco County to get the numbers more even. Commissioner Welch asked about the ratio between cell phones and land lines. Ms. Biddle responded 50-50.

Commissioner Murman stated that she willing to move forward as long as a final plan is provided to the Board and that member governments will be the lead in providing information to their customers.

Mayor Marlowe stated he supported the motion and expressed the need to reach out to Pasco County residents to inform them that the member governments and Tampa Bay Water are working as a joint body to ensure there is an adequate supply of water for the future.

Commissioner Schrader stated he saw no down side to the project and asked for any other comments or questions.

Motion: Commissioner Sandra Murman moved for approval of Item G.1.b. Commissioner Welch seconded the motion.

Vote: The motion carried by a vote of 8-1.

H. GENERAL COUNSEL

No items were presented to the Board.

I. WATER PRODUCTION

1. Capital Improvement Program Plan – Fiscal Years 2016-2020 – Presentation and Approve – Maribel Medina

Maribel Medina presented the Capital Improvement Program Plan for Fiscal Years 2016-2020. Ms. Medina explained the program's process and goals and compared last year's program to this year's program and total Capital costs.

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

Motion: Councilman Karl Nurse moved for approval of Item I.1. Mayor Rob Marlowe seconded the motion.

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

2. Lithia Hydrogen Sulfide Removal Facility
 - a. Transition from Contract to In-house Operation and Maintenance – Strategy and Staffing - *Presentation and Approve – Chuck Carden*

Chuck Carden, Chief Operating Officer provided a presentation on the operation and maintenance of the Lithia Hydrogen Sulfide Removal Facility. Mr. Carden explained the advantages and cost savings of adding staff to perform the operation and maintenance of the Lithia facility. Mr. Carden asked the Board to consider Items I.2.a. and I.2.b., separately. Mr. Carden requested Board approval for Item I.2.a.

Motion: Councilman Charlie Miranda moved for approval of Item I.2.a. Commissioner Sandra Murman seconded the motion.

Vote: The motion carried by a vote of 8-0. Commissioner Morroni was not present for the vote.

- b. Operations and Maintenance Contract 2013-001 with OMI, Inc. – Exercise Partial Renewal Option Year 2 – *Presentation and Approve – Chuck Carden*

Mr. Carden continued the presentation explaining that extending the OMI agreement for six months would allow for a transition period. Mr. Carden requested Board approve of Item I.2.b.

Motion: Councilman Charlie Miranda moved for approval of Item I.2.b. Commissioner Sandra Murman seconded the motion.

Vote: The motion carried by a vote of 8-0. Commissioner Morroni was not in present for the vote.

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

J. SCIENCE AND TECHNOLOGY

1. Wetland Mitigation Areas at the C.W. Bill Young Regional Reservoir – *Status Report Presentation – Chris Shea*

Chris Shea, Environmental Permit Coordinator, provided a presentation on the Wetland Mitigation Areas at the C.W. Bill Young Regional Reservoir. Mr. Shea explained the different phases of the mitigation project and costs.

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

There was discussion regarding possible future cost reductions for this work effort.

No Board action is required on this item.

2 Long-Term Master Water Plan Update- *Status Report Presentation – Alison Adams*

Dr. Alison Adams, Chief Technical Officer, provided an update on the Long-Term Master Water Plan. Dr. Adams explained the plan to move forward with the feasibility evaluation and the next steps for the project concepts and provided a schedule of activities

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

Councilman Miranda inquired about the consultant fees and whether the agency would be receiving the water for free or buying it from the City of Tampa.

Dr. Adams responded that last year the Board approved the contract with Hazen & Sawyer for \$3.5 million to perform the entire Master Water Plan update. Dr. Adams stated she did not have an answer to the second question.

No Board action is required on this item.

K. FINANCE

No items were presented to the Board.

L. OLD BUSINESS AND OTHER ADMINISTRATIVE MATTERS

Chairman Schrader appointed Commissioner John Morroni as Alternate to the Executive Committee.

M. RECEIVE & FILE

1. Human Resources Activity Report
2. General Counsel Activity Report
 - a. Legal Services Activity Report for April and May 2015
 - b. Legal Services Budget Report for April and May 2015
3. Public Affairs Activity Report for April and May 2015
4. Finance Activity Report:
 - a. Finance Activity Report for April and May 2015
 - b. Comprehensive Check List with delegated Check Approval for March and April 2015
 - c. Investment Schedule for March and April 2015
 - d. Financial Statements and Fund Analysis for March and April 2015
 - e. Disposition of Assets through April 2015
 - f. Vendor Status Report through April 2015

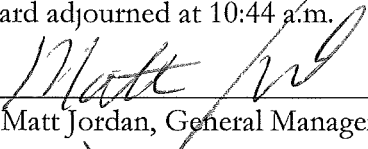
5. Water Production Activity Report for April and May 2015
6. Science and Technology Activity Report for April and May 2015

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

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

Adjournment:

The Board adjourned at 10:44 a.m.

Attest: 
Matt Jordan, General Manager/Secretary

Date: 8/17/15