



Tampa Bay Water

Budget Workshop and Regular Meeting

April 20, 2020 Minutes

The Board of Directors of Tampa Bay Water met via Go To Meeting.

BOARD MEMBERS PRESENT:

Present: Chair – Commissioner Dave Eggers, Pinellas County
Vice Chair - Commissioner Ron Oakley, Pasco County
Mayor Rob Marlowe, City of New Port Richey
Councilman Charlie Miranda, City of Tampa
Commissioner Sandra Murman, Hillsborough County
Commissioner Kathleen Peters, Pinellas County
Council Member Darden Rice, City of St. Petersburg
Commissioner Mariella Smith, Hillsborough County
Commissioner Kathryn Starkey, Pasco County

Staff: Matt Jordan, General Manager

Presenters: Peter Dunbar, Dean Mead Dunbar
Matthew Blair, Corcoran Partners
Chuck Carden, Chief Operating Officer
Warren Hogg, Water Use Permitting Manager

General

Counsel: Barrie Buenaventura, General Counsel

Chairman Eggers called the Regular Board Meeting to order at 9:33 a.m. and asked for a roll call attendance. Chairman Eggers noted votes will also be tallied via roll call. Vice Chair Oakley led the Pledge of Allegiance.

BUDGET WORKSHOP – Proposed Fiscal Year 2021 Budget

Christina Sackett, Chief Financial Officer, presented an overview of the Agency’s proposed Fiscal Year 2021 (FY21) budget. Ms. Sackett stated agency staff provided the budget documents to staff of each member government for review and met with member government finance staff to review the proposed budget and address questions. The agency considers its overarching responsibilities while working toward meeting the five goals of the Strategic Plan when developing the budget. Key Factors considered for the FY21 budget include: demands; the regional demand management program; pay-as-you-go funding; interest income; grants; and rate stabilization funds (noting that rate stabilization funds were not used in FY21 to minimize any impact on the Uniform Rate). Ms. Sackett reviewed the budgeted water supplies and the uniform rate components stating for the

tenth consecutive year, the uniform rate remains at \$2.5590 per 1,000 gallons. Ms. Sackett provided a breakdown and comparison of the FY21 total costs to water sales. Next, Ms. Sackett provided an overview of the agency's Capital Improvement Program with a 10-year expenditure and funding projection. Ms. Sackett then provided the next steps concerning the proposed FY21 Budget.

Commissioner Murman asked what percentage of the rate is charged to rate payers is debt. Ms. Sackett responded 44% for both bonds and the acquisition credits. Commissioner Murman, Commissioner Smith and Councilman Miranda discussed the need to manage the agency's debt. Commissioner Oakley thanked staff for keeping the rate at \$2.559 for 10 years and remarked that the debt is attributed to building the high- quality regional system. Chairman Eggers asked Ms. Sackett to comment on the overall fiscal health of the agency in the future; how might the professional services numbers increase in the future; how will staffing numbers grow in the future; and will the agency be able to keep the rate down when considering professional services and increased staffing in the future. Ms. Sackett noted the proposed budget does provide a brief outlook for five years and explained a 1% increase is anticipated over the next five years. The agency has the ability to utilize rate stabilization, if needed, to help minimize the rate impact. Chairman Eggers asked, in the next couple of years, will professional services be cut back as the engineering is finished and the capital costs start or will there be a need for a different level of professional services going forward. Ms. Sackett responded the need for additional engineering staff will decrease once the Master Water Plan Feasibility Study and the Water Quality Study are completed. Some of the projects can be done through the uniform rate, so new debt is not needed. Mr. Jordan stated in some instances, adding engineering staff helped to reduce and offset costs. Mr. Jordan suggested discussing the subject during the June Budget Hearing. Commissioner Murman asked for an analysis of the necessity of the current capital projects.

Chairman Eggers opened the Regular Board meeting to public comment. No members of the public provided comments.

Commissioner Starkey expressed her desire for more opportunities for public trails. Mr. Jordan stated trails could be one of the topics to be discussed at a Board Workshop.

CONSENT AGENDA

A. GENERAL MANAGER

- A.1 February 17, 2020 – Draft Agenda Minutes - *Approve*
- A.2 Tampa Bay Water Performance Dashboard - *Receive Report*

B. GENERAL COUNSEL

C. WATER PRODUCTION

- C.1 Capital Improvements Program - Task Order Authorization - *Approve*
- C.2 Liquid Ammonium Sulfate & Liquid Sodium Hypochlorite Supply Services at Brandon Urban Dispersed Well No. 7 Contract #2018-008, Amendment Three - *Approve*

C.3 Cypress Creek Purchasing Warehouse Building Replacement, Project 06320 -
Environmental Resource Permit (ERP) application – *Approve*

D. SCIENCE AND TECHNICAL

- D.1 C.W. Bill Young Regional Reservoir - Mowing Grounds Services, Contract No. 2020-041 in the amount of \$175,000 per year - *Approve*
- D.2 Optimized Regional Operations Plan (OROP) – 2020 Biennial Operations Plan Report –
Submittal to Southwest Florida Water Management District - *Approve*
- D.3 Long-Term Master Water Plan Feasibility Studies - *Status Report*
- D.4 Fiscal Year 2020 Joint Funding Agreement with the U.S. Geological Survey for
Hydrologic Monitoring Services, First Modification - *Approve*
- D.5 Tampa Bay Water Wise Program Implementation Update - *Status Report*
- D.6 Inspection Services for Rebated Toilets and Urinals, Contract No. 2020-045 in the
amount of \$319,460.00. - *Approve*
- D.7 Regional Water Supplies and Member Demands - *Receive Report*
- D.8 Water Quality Update - *Status Report*
- D.9 Hydrologic Conditions Update - *Status Report*

E. FINANCE

- E.1 Tampa Bay Water Insurance Program - Contract for Consultant/Insurance Broker
Services for Property and Casualty Coverage - *Approve*
- E.2 Operation Information Security Program Consulting Services - First Amendment to
Contract No. 2017-056 with The Mako Group, LLC - Contract Increase - *Approve*
- E.3 Contract Renewals – *Approve*

F. CONSENT DISCUSSION

Chairman Eggers announced the Consent Agenda and asked if any agenda items should be pulled for discussion. Chairman Eggers asked for a motion to approve the Consent Agenda.

Motion: Commissioner Starkey moved for approval of the Consent Agenda. Commissioner Murman seconded the motion.

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

Chairman Eggers requested a presentation on the agency Dashboard under the Regular Agenda during the June Board meeting.

REGULAR AGENDA

G. GENERAL MANAGER

- G.1 Agency Coronavirus Response and Update on Agency Programs and Initiatives -
Receive Report

Matt Jordan, General Manager, provided an update on the agency's response to the Coronavirus and measures taken to keep staff safe and adhere to the CDC guidelines, while continuing to keep water flowing and the business running. Mr. Jordan turned the presentation over to Chuck Carden, Chief Operating Officer, to provide an update on the Agency's operations and current water demands. Mr. Carden noted that the overall operation of the system is doing well but there has been increasing demands as the region approaches the dry season. Mr. Carden stated the regional system is prepared to meet these demands and staff recently participated in a call with member government utility directors and discussed outdoor irrigation. The agency has increased its conservation messaging on social media to encourage wise water practices. Commissioner Murman expressed the need to encourage builders and developers to utilize Florida-friendly methods. Mr. Carden stated the initial stages of the Tampa Bay Water Wise program has been rolled out and a portion of it focuses on developers and builders. Commissioner Smith inquired about how the Reservoir is utilized. Mr. Carden noted the importance of filling the Reservoir during the rainy season to prepare for the dry season the following year.

Mr. Jordan asked Warren Hogg, Water Use Permitting Manager, to speak about the Southwest Florida Water Management District (District) water shortage restrictions Phase I. Mr. Hogg stated the District will take an item to their Governing Board on April 28 to initiate Phase I water restrictions throughout the Tampa Bay region and south. This is due to diminished rainfall and stream flow. Phase I is in preparation for dry conditions and includes increased water conservation messaging. Phase II water restrictions would limit the hours of watering.

Mr. Jordan noted that the scheduled Board Workshops have been cancelled. Staff will coordinate with the facilitators and Board assistants to look at new dates to reschedule. An agenda will be provided to the Board several weeks prior to a workshop. Next, Mr. Jordan provided an update on current agency projects including the Long-term Master Water Plan projects, the South Hillsborough Wellfield (via SHARP credits), the Brandon Booster Station and the pipeline to South-Central Hillsborough County

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

No Board action is required on this item.

G.2 2020 Legislative Session Report - *Receive Report*

Peter Dunbar, Dean, Mead & Dunbar, reported there had been no changes since the last Legislative Update Report. Due to the Coronavirus priorities, Governor DeSantis requested the Legislature not deliver legislation to him. Therefore, all legislation is currently pending delivery including the water quality improvement bill. The budget will most likely be revisited prior to July 1. Mr. Dunbar turned the presentation over to Matthew Blair, Corcoran Partners, to discuss the status of the Budget. Mr. Blair stated the Cypress Bridge Wellfield Improvement Project was funded and is part of the Budget. The Coronavirus is impacting the coming year Budget. The Governor recently indicated he may veto bills in order to address any Budget issues.

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

No Board action is required on this item.

H. GENERAL COUNSEL

No items were presented to the Board.

I. WATER PRODUCTION

I.1 Southern Hillsborough County Booster Pump Station, Project 01609 – Award Contract No. 2020-032 to Reiss Engineering, Inc. – *Approve*

Chuck Carden, Chief Operating Officer, provided a brief presentation on the Southern Hillsborough County Booster Pump Station (Brandon Booster Station) project. The Booster Station will increase delivery of regional water supplies to Hillsborough County's Lithia Water Treatment Plant. Mr. Carden stated the Board approved the project at the June 2019 meeting. A procurement process resulted in the ranking of 7 firms at the February Board meeting. Staff successfully negotiated a scope of services, fee, and contract for design, public outreach, permitting, construction inspection, and start-up assistance services for the project with the top-ranked firm Reiss Engineering, Inc. Staff recommended approval of a contract with Reiss Engineering, Inc.

Commissioner Smith asked if the booster station would provide additional water pressure to the area. Jon Kennedy, Engineering Senior Manager, explained that the booster station would provide additional water flow to the area. He added that Hillsborough County is also looking at their own booster station which would further increase pressure.

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

Motion: Commissioner Murman moved for approval of Agenda Item I.1. Commissioner Smith seconded the motion.

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

I.2 On-Call Civil Contractor Services Contract #2018-003, Amendment One – *Approve*

Chuck Carden, Chief Operating Officer, provided a brief presentation on the On-Call Civil Contractor Services Contract. Mr. Carden explained the contract is used for tasks that are beyond the scope of what Tampa Bay Water Maintenance staff can perform which is for mostly unplanned work. The requested contract increase will allow for release of a pending task to replace the chemical piping at the Keller H2S Facility and Reservoir support work. The remaining funds will be used to carry through the remainder of the contract, ending in September 2021.

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

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

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

J. SCIENCE AND TECHNICAL

J.1 Test Well Site, Well Site Access and Utility Easements for New Wellfield via SHARP Credits: Feasibility, Project 01611, Delegate authority to the General Manager - *Approve*

Warren Hogg, Water Use Permitting Manager, provided a presentation on Test Well Site, Well Site Access and Utility Easements for the New Wellfield via SHARP Credits Feasibility Project (now named the South Hillsborough Wellfield (via SHARP credits). Mr. Hogg explained that the feasibility project includes design and construction of a test production well and monitor wells, an aquifer performance test, wellfield modeling and water use permit application, and design of the collector main layout and water treatment facilities required to meet Exhibit D of the Master Water Supply Contract. It also includes finalized negotiations with Hillsborough County for aquifer recharge credits. Mr. Hogg stated that the parcel we are seeking to acquire for the test well site from Hillsborough County does not have direct access to a public right-of-way; therefore, an access easement is needed along the west side of the property. Staff requests delegation of authority be given to the General Manager to negotiate the purchase of a parcel of land owned by Hillsborough County and authority to negotiate and execute two easements with the adjacent property owner needed for this project.

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

Motion: Commissioner Smith moved for approval of Agenda Item J.1. Commissioner Murman seconded the motion.

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

J.2 Consolidated Water Use Permit Update – Incorporation of the Water Shortage Mitigation Plan into the Renewed Consolidated Permit – *Presentation*

Warren Hogg, Water Use Permitting Manager, provided an update presentation on the Consolidated Water Use Permit and incorporation of the Water Shortage Mitigation Plan into the renewed Consolidated Permit. Mr. Hogg explained that the Water Shortage Mitigation Plan (the Plan) is a water supply management tool of the agency and assists in maximizing supply sources while minimizing environmental effects. Demand management is in an effort between the member governments and the Water Management District with regional support from Tampa Bay Water. The Plan list the priority order of supply sources through the four sequential stages of a drought. Mr. Hogg explained the proposed concept we will discuss with the District, the benefits of the proposal and next steps.

Commissioner Murman asked if the agency will need to ask the District for access to more water under this Plan. Mr. Hogg explained that incorporating the Plan into the renewed permit would streamline the process and remove potential delays. Commissioner Murman how it works if a member government needs additional water. Mr. Hogg explained each member government would work with Tampa Bay Water concerning long- and short-term demands. The agency is stepping up its actions and delivery to meet member government demands. During a drought event, the District and member governments will go through increasing phases of water restrictions in an effort to encourage the public to use less water as the region goes into drought conditions and assist the agency in avoiding an emergency situation. Staff will meet with the Water Management District and member government staffs to discuss incorporating the Plan into the renewed Permit and report back to the Board on those discussions at the August meeting.

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

No Board action is required on this item.

K. FINANCE

No items were presented to the Board.

L. OLD BUSINESS AND OTHER ADMINISTRATIVE MATTERS

No items were presented to the Board.

M. RECEIVE & FILE

M.1 Human Resources Activity Report for February and March 2020 - *Receive Report*

M.2 Legal Services Activity Report for February and March 2020 - *Receive Report*

M.3 Legal Services Budget Report for February and March 2020 - *Receive Report*

M.4 Public Affairs Activity Report – February and March 2020 - *Receive Report*

M.5 Finance and Administration Services Activity Report – February and March 2020 -
Receive Report

M.6 Comprehensive check list with Delegated Check Approval items for January and
February 2020 - *Receive Report*

M.7 Financial Statements - January and February 2020 - *Receive Report*

M.8 Potential True-Up of Fixed Costs between Member Governments as of February 29,
2020 - *Receive Report*

M.9 Management Statistic Report with Aged Accounts Receivable - January and February
2020 - *Receive Report*

M.10 Disposition of Fixed Assets through February 2020 - *Receive Report*

M.11 Vendor's Status Report through February 2020 - *Receive Report*

M.12 Science and Technical Division Activity Report for February 2020 and March 2020 -
Receive Report

M.13 Water Production Activity Report - *Receive Report*

Matt Jordan
June 1, 2020
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Chairman Eggers asked for a motion to approve the Receive & File.

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

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

ADJOURNMENT

The Board adjourned at 11:11 a.m.

Attest: 
Matt Jordan, General Manager/Secretary

Date: 6/15/2020