

Tampa Bay Water
February 17, 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 Robert Consalvo, City of New Port Richey
Councilman Charlie Miranda, City of Tampa
Commissioner John Morroni, Pinellas County
Commissioner Sandra Murman, Hillsborough County
Council Member Karl Nurse, City of St. Petersburg
Commissioner Ken Hagan, Hillsborough County
Commissioner Kathryn Starkey, Pasco County

Staff: Matt Jordan, General Manager

Presenters: John DeSanto, Ernst & Young
Christina Sackett
Chuck Carden
Mandi Rice
Chris Owen

**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 meeting to order at 9:00 a.m.

PUBLIC COMMENT

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

None

CONSENT AGENDA

A. GENERAL MANAGER

1. Board Minutes for December 16, 2013 Board Meeting – *Approve*
2. Public Affairs
 - a. Board Room Audio/Visual System Replacement and Upgrade – Award Contract No.: 2014-034 to the lowest, responsive, responsible bidder, LMG, LLC - *Approve*
 - b. Regional Demand Management and Member Government Water Conservation Activities – *Status Report*

B. GENERAL COUNSEL

No items were presented for discussion to the Board under this item.

C. WATER PRODUCTION

1. Water Use Efficiency Program
 - a. Implementation of Resolution 2013-006 – *Status Report*
 - b. Long Term Demand Forecasting Model Redevelopment Project – *Status Report*
2. Regional Water Supplies and Member Demands – *Status Report*
3. Energy Management Program – *Status Report*
4. Section 21 WF Electrical Improvements Project
 - a. Real Property Disposition-Blanket Utility Easement to Tampa Electric Company – *Approve*
 - b. Tampa Electric Company Utility Installation - *Approve*
5. High Service Pump Station Medium Voltage Variable Frequency Drives Controls and Power Cell Upgrades for Pumps 1, 2, 3 and 4– Award Purchase Order. - *Approve*
6. Eastshore Commerce Park - Amend Declaration of Restrictive Covenants with Hillsborough County- *Approve*
7. Increase the contract amount for As-Needed Surveying Contract No. 2009-094 with Stantec (formerly Greenhorne & O'Mara) in the amount of \$10,802.50 - *Approve*
8. Comprehensive Asset Management Program – *Status Report*
9. Real Property Disposition – Highview Property, Parcel No. 301.60-Surplus for sale - *Approve*
10. Tampa Bay Water Generator RICE-NESHAP Upgrades – Award Contract No.: 2014-043 to the lowest, responsive, responsible bidder, Ring Power Corporation – *Approve*

D. REGULATORY COMPLIANCE

1. Water Quality Update – *Status Report*
2. Production Update and Hydrologic Conditions Report for December 2013 and January 2014 and the past 12-Month Period (February 1, 2013 through January 31, 2014) – *Status Report*
3. First Amendment to Contracts 2011-010 for Professional Ecological Monitoring and Assessment Services for the J.B. Starkey and North Pasco Wellfields and 2013-028 for As-Needed Environmental Assessment Services with GPI Southeast, Inc. – Change Corporate

- Name – *Approve*
4. Purchase of replacement cellular modems – *Approve*

E. FINANCE

1. Vehicle Maintenance/Fleet Replacement Program Fiscal Year 2014 – *Approve*
2. General Manager's Travel Quarterly Report - *Approve*
3. Fees for Independent Annual Financial Statement Audit and As-Needed Services for \$210,000 – *Approve*
4. Rate Stabilization Account Transfers for FY14 – *Status Report*

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

Motion: Commissioner Ted Schrader moved for approval of the Consent Agenda. Councilman Miranda seconded the motion.

Vote: The motion carried by a vote of 8-0. (Commissioner Kathryn Starkey was not in attendance for the vote)

REGULAR AGENDA

F. GENERAL MANAGER

1. Executive Committee Report and Minutes

Mr. Jordan gave an update on the first Executive Committee meeting which was held on January 27, 2014 in the Tampa Bay Water offices. He announced each item and gave a brief description on each. Mr. Jordan announced that some items will be brought to the Board Members at a later date.

Chair Latvala commented that she likes the idea of the Executive Committee moving forward and that the Board Members have a deeper involvement in what is going on.

No Board action is required on this item.

2. Public Affairs
 - a. Water Conservation Month Proclamation - *Resolution Adoption*

Mr. Jordan presented the Water Conservation Month Proclamation. He explained how Florida proclaims April as Water Conservation Month. The Florida Association of American Water Works Association, Water Use Efficiency Division coordinates this effort and has requested the membership to proclaim April as Water Conservation Month. Tampa Bay Water is coordinating adoption with its member governments. The recommendation is from staff is to approve the proclamation declaring April as Water Conservation Month.

Motion: Commissioner Schrader moved for approval of April as Water Conservation Month. Councilman Miranda seconded the motion.

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

G. GENERAL COUNSEL

No items were presented for discussion to the Board under this item.

Commissioner Schrader asked Barrie Buenaventura if there were any legislative issues that she is aware of that should be brought to the Board's attention. Ms. Buenaventura responded that there are issues they are monitoring but nothing that needs to be brought to their attention at this time.

H. WATER PRODUCTION

1. Regional Reservoir Construction Update – *Presentation*

Chuck Carden presented an update on the Reservoir Renovation construction.

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

Commissioner Schrader asked what keeps the stones from sliding down the embankment. Mr. Carden answered that the weight of the stone and after construction the stair step soil cement will be on top of the stones. Mr. Jordan commented that the row of sand bags are being used as well.

Commissioner Schrader asked for a reminder of the schedule for filling the reservoir. Mr. Carden replied that 7.5 million gallons in July/early August after certain requirements are met.

Chair Latvala commented to the Board about the Reservoir tour and asked for the Board Members to keep their schedules flexible. Commissioner Schrader responded that Mondays may be the better day.

No Board action is required on this item.

2. Eldridge-Wilde Hydrogen Sulfide Removal Facility and Pinellas County Points of Connection Project Update – *Presentation*

Mandi Rice presented an update on the Eldridge-Wilde Hydrogen Sulfide Removal Facility and Pinellas County Points of Connection Project specifically the project and scope highlights.

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

No comments or questions were made by the Board.

No Board action is required on this item.

I. REGULATORY COMPLIANCE

1. Update on Water Research Foundation Tailored Collaboration Research Project
“Optimization of Engineered Biofiltration” – *Presentation*

Christine Owen presented on the update on the Water Research Foundation Tailored Collaboration Research Project: Engineered Biofiltration.

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

Chair Latvala asked what is done with the sludge. Ms. Owen responded that a company takes the sludge, processes it and makes a fertilizer out of it.

Council Member Nurse asked what the savings would be. Ms. Owen responded that she is not sure what the savings would be yet until because the full scale application has just begun. Council Member Nurse also asked what the cost implemented across all of the 19 units would be. Ms. Owen responded that not until there is one full scale.

No Board action is required on this item.

J. FINANCE

1. Fiscal Year 2012/2013 Financial Statement Presentation
 - a. Reports of Certified Public Accountants and Audited Financial Statements for the year ended September 30, 2013 – *Presentation from Ernst & Young*

John DeSanto, Executive Director from Ernst & Young gave a brief presentation on the 2013 audit results and communications. A clean audit report was issued.

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

Council Member Nurse asked if capital projects should be paid for with cash rather than bonds. Mr. DeSanto responded that management evaluates. Council Member Nurse also asked if Mr. DeSanto if he has seen other governments indicating a portion of cash that they don't intend to use in this year term, moving it to anything that takes more than one percent. Mr. DeSanto responded by saying that Florida statutes is restrictive as to what governments in the State can vest in. He said that does see a movement into longer term securities, but that is considered in the Treasury function. Mr. DeSanto stated that the answer to Council Member Nurse's question is yes, in similar type securities is moving them into longer type securities.

Motion: Commissioner Murman moved for approval to receive the reports and approve the financial statements. Commissioner Schrader seconded the motion.

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

- b. Year-end Reporting of Utility Reserve and Rate Stabilization Account Transfers for Encumbered and Unencumbered Funds – *Receive Report*

Christina Sackett gave a brief presentation on Tampa Bay Water's Reserves and Account Transfers.

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

No comments or questions were made by the Board.

Motion: Councilman Miranda moved for approval to receive the Year-end Reporting of Utility Reserve and Rate Stabilization Account Transfers for Encumbered and Unencumbered Funds report. Commissioner Morrom seconded the motion.

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

K. CONSENT DISCUSSION, OLD BUSINESS AND OTHER ADMINISTRATIVE MATTERS

There were no items for discussion listed under Consent Discussion, Old Business and Other Administrative Matters.

L. RECEIVE & FILE

1. Human Resources Activity Report
2. General Counsel Activity Report
 - a. Legal Services Activity Report for December 2013 & January 2014
 - b. Legal Services Budget Report for December 2013 & January 2014
3. Public Affairs Activity Report
4. Finance Activity Report:
 - a. Finance and Administration Services Activity Report - December 2013 & January 2014
 - b. Comprehensive Check List with delegated Check Approval Items for November & December 2013
 - c. Investment Schedule as of November 30 and December 31, 2013
 - d. Financial Statements and Fund Analysis for November & December 2013
 - e. Disposition of Assets through December 2013
 - f. Vendor Status Report for November & December 2013
5. Water Production Activity Report
6. Regulatory Compliance Activity Report for December 2013 and January 2014
7. Information Technology Activity Report

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

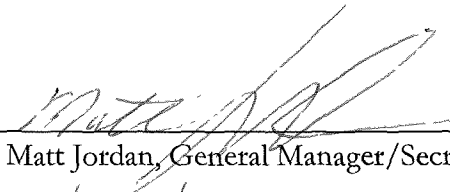
Vote: The motion carried by a vote of 9-0.

Commissioner Sandy Murman wanted to thank Tampa Bay Water staff for meeting with Hillsborough County staff regarding bringing up the agenda item at the Board County Commission Meeting to see if a discussion to collaborate on the franchise utility wealth problem in Hillsborough County.

Adjournment:

The Board adjourned at 9:48 a.m.

Attest: _____


Matt Jordan, General Manager/Secretary

Date: _____

4/21/14