



Tampa Bay Water  
June 16, 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  
Commissioner Ken Hagan, Hillsborough 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  
Council Member Karl Nurse, City of St. Petersburg

**Absent:** Commissioner Kathryn Starkey, Pasco County

**Staff:** Matt Jordan, General Manager

**Presenters:** Christina Sackett  
Peter Dunbat, Legislative Counsel  
Matt Blair, Cocran & Johnson  
Chuck Carden  
Maribel Medina  
Alison Adams  
Warren Hogg

**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 Budget workshop and Regular Board meeting to order at 9:00 a.m. She welcomed new Board member, Mayor Rob Marlowe from New Port Richey.

## **BUDGET HEARING – 9:00 a.m. – Proposed Fiscal Year 2015 Budget**

Chair Latvala opened the meeting and introduced Mayor Rob Marlowe from New Port Richey as the new board member. Chair Latvala turned the discussion for the public hearing on the proposed budget to Matt Jordan, General Manager. Mr. Jordan stated that at the April Board meeting a proposed budget for FY14 was presented for the Board to review. Mr. Jordan noted that 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. He stated that Tampa Bay Water's finance department met with member government's financial staff and that it was ready to present a final budget for the Board to approval. Mr. Jordan announced that Tampa Bay Water received, for the 5<sup>th</sup> year in a row, the Distinguished Budget Presentation Award, from the Government Finance Office Association. 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 2015 which begins on October 1, 2014. She reminded the Board that Tampa Bay Water is contractually required to approve a budget by August 1<sup>st</sup> of each year and indicated that adoption of the budget by the Board allows Member Government utilities and budget staff to prepare for approval of their budgets in September. Ms. Sackett provided a brief presentation and overview of the FY15 proposed budget and reported that there was one minor change to some Renewal and Replacement projects with the total costs increased to \$166.5 million which is a .4 million increase from the April total. Ms. Sackett asked the Board for action to adopt the resolution approving the proposed budget for FY15.

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

Commissioner Schrader asked how we are meeting the increase to the surface water for FY2015. Ms. Sackett answered that with the reservoir back online surface water is used more and normal hydrologic conditions are expected in FY15.

Commissioner Schrader also asked how much money will be set aside for the rate stabilization fund. Ms. Sackett answered that it cannot be determined until the end of FY14 and stated she will come back to the Board in August with an anticipated amount.

Chair Latvala thanked Ms. Sackett and her staff for a job well done.

Council Member Nurse asked if the reduced power cost is driven by reducing the DESAL plant. Ms. Sackett answered that is correct. Council Member Nurse also asked if there was some cushion room and Ms. Sackett answered yes. Council Member Nurse asked if there was a draught would we be covered and Ms. Sackett answered yes.

Chair Latvala opened the public hearing to the public for comment. The following speaker made public comment to the Board of Directors: Mark Klutho spoke on budget and waste.

Chair Latvala, seeing no more public comments, made a motion to close the public hearing and asked for a motion to approve the FY15 budget.

**Motion:** Commissioner Sandra Murman moved to approve the FY15 budget. Councilman Charlie Miranda seconded the motion.

**Vote:** The motion was carried by a vote of 8-0.

## **PUBLIC COMMENT**

Commissioner Latvala opened the regular Board 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.

## **CONSENT AGENDA**

### **A. GENERAL MANAGER**

1. Board Minutes for April 21, 2014 Board Meeting – *Approve*
2. Water Smarter Spring Dry Season Outreach Campaign Results – *Status Report*

### **B. GENERAL COUNSEL**

No items were presented to the Board for discussion

### **C. WATER PRODUCTION**

1. First Amendment to Contract No. 2011-048 with Black & Veatch Corporation for the Eldridge-Wilde H<sub>2</sub>S Removal Facility and Pinellas County Points of Connection Updates Project– *Approve*
2. Energy Management Program – *Status Report*
3. Section 21 Wellfield Electrical Components - Project No. 07530 – Award Construction Contract No. 2014-045 to the lowest, responsive, responsible bidder, Lavandera Electrical Company - *Approve*
4. Vulnerability Assessment Program
  - a. Amendment No. Three (3) to Contract No. 2011-049 with IFSS – Integrated Fire & Security Solutions, Inc. for FY15 Scope of Services (Access Control and Alarm Maintenance) - *Approve*
  - b. Amendment No. Three (3) to Contract No. 2011-050 with IFSS – Integrated Fire & Security Solutions, Inc. for FY15 Scope of Services (Video Surveillance Equipment) - *Approve*
5. Real Property Disposition, Mid-Pinellas Property, Parcel No.'s 2601.01.01, .02, .03 & .04 Surplus for sale or release – *Approve*

### **D. SCIENCE AND TECHNOLOGY**

1. Long-Term Water Supply Planning
  - a. Long-Term Master Water Plan Feasibility Study – *Status Report*
  - b. Long-Term Demand Forecasting Models Revision Project – *Status Report*
  - c. Water Use Efficiency Program – Implementation of Resolution 2013-006- *Status Report*
2. Regional Demand and Member Government Water Conservation Activities – *Status Report*
3. Regional Water Supplies and Member Demands – *Status Report*
4. Water Quality Update – *Status Report*
5. Production Update and Hydrologic Conditions Report for April and May 2014 and the past 12-Month Period (June 1, 2013 through May 31, 2014) – *Status Report*

6. Professional Services Agreement – Ecological Monitoring and Assessment Services at the Cypress Creek Wellfield – Consultant Selection – *Approve*
7. Professional Services Agreement – Ecological Monitoring and Assessment Services at the Morris Bridge Wellfield – Consultant Selection – *Approve*
8. Professional Services Agreement – Ecological Monitoring and Assessment Services at the Starkey and North Pasco Wellfields – Consultant Selection – *Approve*
9. Professional Services Agreement – Ecological Monitoring and Assessment Services at the Northwest Hillsborough Regional Wellfields – Consultant Selection – *Approve*
10. Cypress Creek Wellfield Surface Water Improvements – Submit Environmental Resource Permit modification application to the SWFWMD and new permit application to the Army Corps of Engineers – *Approve*

#### **E. FINANCE**

1. Financial Advisory Services – Option Year Renewal to Contract No. 2009-089 with Public Financial Management. - *Approve*
2. Investment Advice Services– Option Year Renewal to Contract No. 2010-018 with PFM Asset Management LLC. – *Approve*
3. General Manager’s Quarterly Travel Report – *Approve*

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 Charlie Miranda seconded the motion.

**Vote:** The motion carried by a vote of 8-0.

### **REGULAR AGENDA**

#### **F. GENERAL MANAGER**

1. 2014 State Legislative Affairs Update – *Presentation*

Mr. Peter Dunbar, Tampa Bay Water’s Legislative Counsel gave an update on the 2014 State Legislative Affairs. He acknowledged Tampa Bay Water staff who worked to monitor the bills and the Tallahassee team. Mr. Dunbar reported that there were 1,800 bills filed and 30 of them were actively monitored on behalf of Tampa Bay Water. Mr. Dunbar discussed the bills and highlighted some of the issues that may be addressed during the 2015 legislative session.

Chair Latvala thanked Mr. Dunbar for his many years of service to Tampa Bay Water.

No Board action is required on this item.

2. Water Project Funding Update – *Presentation*

Mr. Matt Blair presented an update on the Water Project Funding. Mr. Blair gave a brief history of the program. He went on to say that the Cypress Creek Wellfield project was selected and approved for funding.

No Board action is required on this item.

## **G. GENERAL COUNSEL**

No items were presented to the Board.

## **H. WATER PRODUCTION**

### **1. Regional Reservoir Construction Update – *Presentation***

Chuck Carden presented an update on the Reservoir Construction. He highlighted what has been done and what will need to be done in the coming months. Mr. Carden reported that an Emergency Action Plan table-top exercise was held on May 6, 2014.

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

No Board action is required on this item.

### **2. Capital Improvement Program Plan – Fiscal Years 2015-2019 – *Accept***

Maribel Medina presented the Capital Improvement Program Plan for Fiscal Years 2015 – 2019. She explained the program's process and goals and compared last year's program to this year's program with an increase of projects and total Capital costs.

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

**Motion:** Commissioner Ted Schrader moved for approval of the Capital Improvement Program Plan – Fiscal Years 2015-2019. Councilman Charlie Miranda seconded the motion.

**Vote:** The motion carried by a vote of 8-0.

## **I. SCIENCE AND TECHNOLOGY**

### **1. Comprehensive Asset Management Program – *Presentation***

Alison Adams presented an update on the Comprehensive Asset Management Program. She explained the benefits of the program, how it the program was developed, and identified the opportunities for improvement.

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

No Board action is required on this item.

2. First Amendment to Contract 2014-007 with CH2M Hill, Inc. for As-needed Professional Engineering Services – *Approve*

Dr. Adams asked for the Board to approve a contract amendment to increase the contract for CH2M Hill professional services.

**Motion:** Commissioner Murman moved for approval of the Capital Improvement Program Plan – Fiscal Years 2015-2019. Commissioner Schrader seconded the motion.

**Vote:** The motion carried by a vote of 7-0. (Commissioner Ken Hagan was not present for the vote)

3. Environmental Monitoring and Assessment Program – *Presentation*

Warren Hogg presented Agenda Item I3 to explain the wellfield environmental monitoring and assessment program. Mr. Hogg discussed why the wellfields are monitored, what the program includes and the cost-savings achieved to date.

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

Chair Latvala commented that this is one of the most important things that Tampa Bay Water does.

Commissioner Morroni asked if the \$700,000 will stay that amount. Mr. Hogg answered that it is not expected to increase each year.

Commissioner Morroni thanked Mr. Hogg for the updated and commented that the funding should not be cut too much more. Mr. Hogg responded that even though cuts have been made in the budget the level of service on the data collected and the reports or analysis prepared have not reduced.

Council Member Nurse asked if the savings was because the work is being done internally instead of hiring from outside. Mr. Hogg responded that was correct.

## **J. FINANCE**

No items were presented to the Board.

## **K. CONSENT DISCUSSION, OLD BUSINESS AND OTHER ADMINISTRATIVE MATTERS**

There were no items listed for discussion.

**L. RECEIVE & FILE**


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

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

**Vote:** The motion carried by a vote of 8-0.

**Adjournment:**

The Board adjourned at 10:18 a.m.

Attest:   
Matt Jordan, General Manager/Secretary

Date: 8/19/14