

BOARD OF COUNTY COMMISSIONERS

OCTOBER 14, 2025

A Utilities Department Quarterly Update Meeting was held at the Murdock Administration Complex in Commission Chambers; Room 119, Port Charlotte, Florida.

The following members were present: Chair Tiseo, Commissioner Constance, Commissioner Deutsch, Commissioner Doherty, and Commissioner Truex. Also in attendance were: County Administrator Flores, County Attorney Knowlton, and Minutes Clerk Welsh. The following members were absent: None.

The Meeting was called to order at 2:00 pm, followed by the Pledge of Allegiance.

Changes to the Agenda

Change #1: Item 4, Added attachment - Revised Presentation.

Requested by: Utilities

Change #2: Item 5, Added attachment - Revised Presentation.

Requested by: Utilities

Change #3: Item 8, Added attachment - Revised Presentation.

Requested by: Utilities

Change #4: Item 4, Added: 23-485, Approve, Change Order 8, East Port Water Reclamation Facility Expansion.

Requested by: Utilities

Change #5: Item 5, Added: 25-214, Amendment #1, Construction Manager at Risk - Burnt Store Water Reclamation Facility, Guaranteed Maximum Price.

Requested by: Utilities

COMMISSIONER TRUEX MOVED TO APPROVE CHANGES TO THE AGENDA, SECONDED BY COMMISSIONER DOHERTY

MOTION CARRIED 5:0.

Public Input

Michael Lonigro discussed Ackerman Sewer Project cost increases and phases, annual assessment rates, available funding sources, and tax payer impacts.

Phillip Smallwood mentioned Burnt Store Water Reclamation Facility (WRF) capacity and operators, portable unit cost, and funding and connection fee responsibility.

1. Resiliency & Modernization Program

Sharon Wright, HDR Florida Resilience Practice Lead gave a brief overview of Resiliency & Modernization Program: Public Meeting 2 of 2, About Charlotte County Utilities Department (CCU), About CCU, Utility & Regulatory Drivers, Resiliency & Modernization Program (R&M), R&M Program: Grant Compliance, Outcomes & Benefits to Community, Tailored Decision-Support Framework, Interactive and Iterative Workshop Process, Project Prioritization Rubric, Program Prioritization, Prioritization Framework Applied, Capital Improvement Projects (CIP) & Capital Maintenance Program (CMP) Prioritization - How Projects Stack Up, R & M Implementation, Funding Sources and Strategies, Prioritization Framework - Performance Measure Scoring Tool, Resilient Infrastructure, Charlotte County Utilities Department 20 year Capital Improvement and Maintenance Plan Projects, Project Locations, Project: East Port WRF Deep Well Supply Line, Education and Training, R&M Part of CCU Communication Plan, Summary, and responded to Draft Integrated Master Plan.

Chair Tiseo commented on Resiliency & Modernization Program: Public Meeting 2 of 2, public input requirement, Grant qualification, Summary, storm surge events, criteria, Project: East Port WRF Deep Well Supply Line, compliance issues, Prioritization Framework Applied, CityWorks, decision making process, objectivity, and Draft Integrated Master Plan. **Commissioner Constance** spoke to Prioritization Framework Applied, scoring calculation methodology, Project Prioritization Rubric, subjective and objective ratings, Live Oak Point Park, Project: East Port WRF Deep Well Supply Line, database ownership and updates, and Draft Integrated Master Plan. **Commissioner Doherty** noted Project Prioritization Rubric, weightings technique implementation, and adjustment flexibility.

County Attorney Knowlton interjected on public input requirement.

Deputy County Attorney Thomas David responded to Grant public input requirement.

2. Fiscal Update

Richard Arthur, Fiscal Services Manager gave a brief overview of Agenda and Timeline.

3. Connection Fee Discussion

Murray Hamilton, Raftelis Vice President gave a brief overview of Discussion Topics, Purpose and Background, Project Tasks, Summary of Current Fees with Emphasis on "TAP Fee", Capacity Fee Criteria: Governed primarily by Florida Case Law, Cost Allocation Approach, Cost Recovery Methods, Development of Capacity Fees, Existing CCU Assets, Apportionment of Capital Projects, Water System Improvements, Wastewater System Improvements, Summary of Available Capacities, System-wide Service Level, Investment in Existing Plant Facilities, Investment in Plant Capacity Additions, Investment in Transmission Facilities, Summary of Plant and Transmission Capacity Fee Results, Why Capacity Fees Differ Among Utilities, Capacity Fee Comparison, Accrued Guaranteed Revenue Fee (AGRF) Criteria, Summary of AGRF Fee Results, Water Connection Fee Results, Wastewater Connection Fee Results, and replied to financing alternatives.

Chair Tiseo discussed water and wastewater expansion project costs, infrastructure, Florida Association of Counties (FAC), construction inflation, existing rate payers, cost allocation and recovery, new development fees, septic to sewer expansion

program and costs, comparative analysis, Water Connection Fee Results, Wastewater Connection Fee Results, full cost approach, and Capacity Fee Comparison. **Commissioner Constance** mentioned Existing CCU Assets, Water System Improvements, line extension requests and connection fees, AGRF, rate payers and impacts, system utilization and maintenance, connection fee cost indexing, Wastewater Connection Fee Results, inflation, construction costs, Low Pressure Sewer Systems (LPS), and 3 Million Gallons Per Day (MGD) cost calculations. **Commissioner Deutsch** commented cost. **Commissioner Doherty** spoke to Water System Improvements, 3 MGD and Reservoir 3 costs, Surface Water Supply Expansion Project (SWSEP), Wastewater Connection Fee Results, Water Connection Fee Results, line extension charges, LPS tanks, and full cost and indexing approaches. **Commissioner Truex** noted petroleum cost impacts, debt, full cost approach, LPS locations, Cape Haze, and indexing.

Mr. Arthur remarked on Reservoir 3 expansion, cost estimates, Water System Improvements, Timeline, connection fees, indexing, and full cost approach.

County Administrator Flores replied to cost estimates and Water System Improvements.

4. Projects Update

(Change #1) Added attachment - Revised Presentation.

(Change #4) Added: 23-485, Approve, Change Order 8, East Port Water Reclamation Facility Expansion.

Ken Stecher, Utilities Operations Manager gave a brief overview of Current Projects in Planning, Current Projects in Design, Current Projects in Construction, Water Authority Phase 2B Joint Project Hillsborough Water Main, Hillsborough Water Main: Segment 1, Segment 2, State Road 776 Wastewater Force Main, Ackerman - Water Quality Improvement, East Port Water Reclamation Facility Expansion, Change Order #1, Change Order #2, Change Order #3, Change Order #4, Change Order #5, Change Order #6, Change Order #7, Change Order #8, East Port Change Orders, East Port Headworks, East Port Headworks: Option 1, Option 2, Staff Recommendation, Ackerman Zone Map, Zone 1 and 2 Connections, Zone 1 and 2 Connections Map, Prepaid Customers, Prepaid Properties Map, Unity of Title and Deferrals, Unity of Title and Deferrals Map, Lakeview/Midway - Water Quality Improvement, Supervisory Control and Data Acquisition (SCADA) Fiber Optic Upgrades, Engineering Design Manual Updates, responded to unidentified existing infrastructure, change order process and language, project contingency and integrator, Jones Edmunds project design contract amendment and probable cost opinion,

Sandra Weaver, Business Services Supervisor gave a brief overview of Paymentus: Terminology, Payment Options, July Paymentus - Payment by Method, August Paymentus - Payments by Method, Assuming E-Check (\$1) Fees, Account Shut-offs, replied to fee-free alternatives, and convenience fees.

Chair Tiseo discussed State Road 776 Wastewater Force Main, lateral installation, Change Order #1, adequate drainage design criteria and determination standards, Change Order #2, Change Order #3, communication improvements, design professionals and consultants, Change Order #5, change order language and reason, contingency fund uses, backup documentation, contract markup percentage process, East Port Headworks Option 2 and total project cost, engineers and CCU cost estimates, Ackerman Septic to Sewer customer assessment, Payment Options, fee-free alternatives, July Paymentus - Payments by Method, surrounding counties comparative analysis, Pinellas County contract, Bill Pay setup and payment process, Assuming E-Check (\$1) Fees, cash flow value, transaction volume and fees, and SCADA Fiber Optic Upgrades. **Commissioner Constance** mentioned Change Order #5, infrastructure removal costs, change order language

and process, detailed associated costs and suggestion source spreadsheet, Change Order #8, documentation, East Port Headworks design and Request for Proposal (RFP), contract amendment, Lakeview/Midway - Water Quality Improvement, Paymentus contract term, payment processing options, and SCADA Fiber Optic Upgrades. **Commissioner Deutsch** commented on change order details and reason, General Development, and cost increases. **Commissioner Doherty** spoke to East Port Water Reclamation Facility Expansion, Change Order #8, implementation timeline extension, and language, project and construction costs, East Port Headworks, Change Order #1, change order approval process, delivery system selection, Construction Manager at Risk (CMAR) proposals, East Port Headworks Option 2, Lakeview/Midway - Water Quality Improvement, LPS systems, funding sources, Meadow Park Elementary School, Engineering Design Manual Update, and pump station classifications and elevations. **Commissioner Truex** noted State Road 776 Wastewater Force Main existing line extension, Change Order #5, Agenda item backup documentation, project agreement change process and management, unidentified infrastructure, General Development, contractor responsibility, McKim & Creed back credit, Bid 2023-485 and Change Order #8 documentation, time extensions, East Port Headworks cost estimates and 90% drawings, and Automated Clearing Housing (ACH) payments.

Tom Friedrich, Jones Edmunds Senior Consultant remarked on staffing change impacts, adequate drainage determination, East Port Headworks, Change Order #1, unidentified existing infrastructure, Change Order #3, change order process and time extensions, Change Order #5, contractor proposal, Change Order #8 language and reason, Poole & Kent Company of Florida, Bid 2023-485 documents and specifications, McKim & Creed, East Port Headworks system improvements, cost estimates, and structural and electrical designs.

Kim Corbett, Purchasing Senior Division Manager responded to October 14, 2025 Regular Meeting, Bid 2023-485 East Port Water Reclamation Facility Expansion Change Order #8 backup documentation and original package, and SCADA Fiber Optic Upgrades.

County Administrator Flores replied to needed process improvements.

Dave Watson, Utilities Director remarked on Jones Edmunds East Port Headworks Contract amendment.

Mr. Arthur responded to Ackerman Septic to Sewer Conversion assessment and Municipal Service Benefit Unit (MSBU) term extension.

Assistant County Administrator Claire Jubb replied to Payments contract term, November 18, 2025 Board Workshop, credit card fee management, RFP, Engineering Design Manual Update, and regulations.

County Attorney Knowlton interjected on Engineering Design Manual Update.

COMMISSIONER DOHERTY MOVED TO APPROVE CHANGE ORDER #8 TO REQUEST FOR BID #2023-485 EAST PORT WATER RECLAMATION FACILITY EXPANSION WITH POOLE AND KENT COMPANY OF FLORIDA IN THE AMOUNT OF \$379,225.67, SECONDED BY COMMISSIONER TRUEX

COMMISSIONER DOHERTY MOVED TO AMEND THE MOTION TO APPROVE CHANGE ORDER #8 TO REQUEST FOR BID #2023-485 EAST PORT WATER RECLAMATION FACILITY EXPANSION WITH POOLE AND KENT COMPANY OF FLORIDA IN THE AMOUNT OF \$379,225.67, BUT NO ADDITIONAL TIME, SECONDED BY COMMISSIONER TRUEX

MOTION CARRIED 3:2, CHAIR TISEO AND COMMISSIONER CONSTANCE OPPOSED

COMMISSIONER DOHERTY MOVED TO APPROVE MOVING FORWARD WITH EAST PORT HEADWORKS OPTION 2, SECONDED BY COMMISSIONER TRUEX

MOTION CARRIED 5:0.

COMMISSIONER DOHERTY MOVED TO APPROVE PROCEEDING WITH SCADA FIBER OPTIC UPGRADES, SECONDED BY COMMISSIONER TRUEX

MOTION CARRIED 5:0.

5. Burnt Store WRF Capacity Improvements

(Change #2) Added attachment - Revised Presentation.

(Change #5) Added: 25-214, Amendment #1, Construction Manager at Risk - Burnt Store Water Reclamation Facility, Guaranteed Maximum Price.

Lewis Bryant, Kimley-Horn & Associates Professional Engineer gave a brief overview of Agenda, Needs Assessment, Future Expansion Needs, Alternatives Descriptions: Alternative 1, Alternative 2, Alternative 3, Alternative 4, Tentative Cost/Schedules, Recommendation, and Today's Request to the Board.

Commissioner Constance discussed unit purchase and rental costs and Florida Power & Light (FPL) involvement. **Commissioner Doherty** mentioned Alternative 4, Tentative Cost/Schedules, unit purchase, and cost reduction. **Commissioner Truex** commented on project cost reduction.

Nathan Claussen, Haskell Project Director responded to Alternative 4, engineer probable cost opinion, unit purchase costs, and required additional infrastructure and functional processes.

Dave Watson, Utilities Director replied Utilities Department Quarterly Update and project updates.

Ms. Corbett responded to unit purchase credit and Amendment #1 cost reduction revision.

COMMISSIONER DOHERTY MOVED TO APPROVE MOVING FORWARD WITH ALTERNATIVE 4, SECONDED BY COMMISSIONER TRUEX

MOTION CARRIED 5:0.

COMMISSIONER DOHERTY MOVED TO APPROVE AMENDMENT 1 TO CONTRACT 25-214, CONSTRUCTION MANAGER AT RISK - BURNT STORE WATER RECLAMATION FACILITY WITH JON F. SWIFT, INC FOR THE GUARANTEED MAXIMUM PRICE (GMP) FOR THE MANAGEMENT/CONSTRUCTION PHASE OF THE PROJECT, SECONDED BY CHAIR TISEO

MOTION CARRIED 5:0.

6. Advanced Metering Infrastructure (AMI) Update

Rick Hitzemann, E Source Operational Technology Director gave a brief overview of Agenda, E Source Introduction, Advanced Metering Infrastructure (AMI) System Components to Aid Discussion, Goals for the AMI System, Initial Study Findings - Deficiencies, Additional Findings and Actions Taken, Read Success Rate Over the Past Year, and Recommended Action Plan.

Chair Tiseo remarked on AMI Study, alternative solutions, pilot program period, surrounding counties comparison, and technology comparison. **Commissioner Constance** spoke to AMI System Components to Aid Discussion, meter reading process, Additional Findings and Actions Taken, battery life expectancy, FP&L electric meter technology, cooperative agreements, purchase and maintenance costs, environmental resiliency, methodology comparisons, and Automated Meter Reading (AMR). **Commissioner Doherty** noted AMI Study, Mueller contract, meter and equipment failures, operational improvements, and alternatives. **Commissioner Truex** discussed Mueller, meter replacement and installation responsibility, inaccurate reading revenue loss and improvements, staffing costs, technology, and alternatives.

Mr. Watson replied to Mueller contract period, meter replacement responsibility and alternative compatibility, AMI Roadmap, flexibility, initial system and maintenance costs, and infrastructure review.

7. Utility Update

Mr. Watson gave a brief overview of Monthly Purchases from Water Authority Average Daily Per Month, Water Produced at Burnt Store Average Daily Per Month, Reclaimed Distributed, Water Distribution, Water Service Installs, Wastewater/Reclaim Events, Sanitary Sewer Overflows Per Calendar Year, Contractor Hits Per Calendar Year, Source of Sanitary Sewer Overflows (SSOs): July 2024 - August 2025, Cause of SSOs: July 2024 - August 2025, Customers Per Sewer System Type, Water Reclamation Facilities Percent of Capacity - Last 12 Months, New Customers, Burnt Store WRF Remaining Equivalent Residential Connections (ERCs), East Port WRF Remaining ERCs, West Port WRF Remaining ERCs, Rotonda WRF Remaining ERCs, Peace River System, Burnt Store System, Miscellaneous Data, Business Services, Accounts Turned off for Non-payment, Customer Support Data, Public Relations, Employee Performance Measures, Department Overtime, 2026 Utility Topics, responded to Florida Department of Environmental Protection (FDEP) requirements, and developer capacity fees.

Chair Tiseo mentioned Burnt Store WRF Remaining ERCs, capacity reservation fees and availability, development projects, threshold, and availability letters. **Commissioner Constance** commented on connection costs and reserved capacity. **Commissioner Truex** spoke to undeveloped properties and reserved capacity.

8. Utility Organizational Structure

(Change #3) Added attachment - Revised Presentation.

Mr. Watson gave a brief overview of Staffing Breakdown, Main Work Areas, Main Reporting Lines, New Organizational Chart, Wastewater Collection, Wastewater Collection: Lift Station Workgroup, Sewer Lines Workgroup, Low Pressure Sewer Workgroup, Vacuum Systems Workgroup, Water Distribution, Water Distribution: Repairs Workgroup, Maintenance Workgroup, Water Quality Workgroup, Booster Stations, Construction, Maintenance: Locates, Instrumentation and Control, Treatment Facility Maintenance, Reclaim, Customer Service, Technical Services, Bill and Account Maintenance, Meter Services, Dispatch, Laboratory, East Port Water Reclamation Facility, Burnt Store Water Reclamation Facility, Burnt Store Water Treatment Plant, West Port Water Reclamation Facility, Rotonda Water Reclamation Facility, Leachate Plant, Administration, Warehouse, and Asset Management.

Commissioner Constance noted Sewer Lines Workgroup.

AA. County Administrator Comments

County Administrator Flores discussed rate and fee discussions and planning improvements.

BB. County Attorney Comments - None

CC. Commissioner Comments - None

ADJOURNED: 6:38 pm

Joseph M. Tiseo, Chair

DATE ADOPTED: _____

ATTEST:

**ROGER D. EATON, CLERK
OF THE CIRCUIT COURT AND
EX-OFFICIO TO THE BOARD
OF COUNTY COMMISSIONERS**

By: _____
Deputy Clerk