



Meeting Summary

DATE: August 17, 2010

FROM: Jerry M. Salsano

TO: Coquina Coast Representatives (via email only)

CC: Staff and Interested Parties (via email only)

SUBJ: Coquina Coast Seawater Desalination Alternative Water Supply Project Business Teleconference Summary, August 11, 2010

Purpose

Conduct business as required to accomplish the Coquina Coast Seawater Desalination Alternative Water Supply Project PDR. The meeting agenda is at Attachment 2.

Action Items

Person/Agency	ACTION ITEM(s)	Due/Status
SJRWMD	Seek STAG funds for Phase 2 of the project at this time, with the option to pursue funds for subsequent design or construction phases.	Ongoing
Suppliers	Examine how conservation is treated on Supplier websites and consider increasing the prominence of that process.	Ongoing
Phase 2 Team	Coordinate and resolve outside PM services scope and fee.	Complete
Partners	Execute the revised MOA in 5 originals and send to Linda Shelley's office	Complete
Fitzgerald	Convey to Governance Team Stan Niego's, suggestion that a strategy could be employed to take out options on multiple tracts early in the process to mitigate the potential for speculation. The MOA could be modified to allow such for the benefit of the Suppliers.	ASAP
Pirnie	Provide bullet list of project points for partners' use with their lobbyists.	ASAP
SJRWMD/ Shelley	Assemble, sign and provide final MOA with original signature pages to all Parties.	ASAP
Pirnie/SKM	Provide partners common operating pressure data on most recent RO plants.	9/8/10
Fitzgerald	Provide partners District study on the effectiveness of conservation strategies (Currently in draft form, with no firm plans for publication)	TBD
Phase 2 Team	Resolve matter of whether rate escalation is authorized in Consultant contract. Adjust/revise fee accordingly during final negotiation following execution of revised MOA.	TBD

Note: The author prepared this work product from notes taken during the meeting or teleconference. The work product is not intended to be verbatim text of the conversations, but a summary of the important points covered. If an addressee finds that an error in fact was made please contact the author and corrections will be made with a revised version circulated.

Person/Agency	ACTION ITEM(s)	Due/Status
Suppliers	Take action as and when appropriate to publicly notice site options in order to minimize/avoid land speculation.	TBD
Team	Post final signed version of Phase 2A MOA to project website.	TBD
Pirnie/Suppliers	Meet to discuss further issues and timing of conservation and demand data.	TBD
Pirnie	Assure that consultant contract is in final form ready for review by the Council by the August 31, 9:00 a.m. workshop and fully signed and ready for City execution by the September 7, 6:30 p.m. Council regular meeting.	8/24/10 and 8/31/10
Taurant	Assure that PM support contract is in final form ready for review by the Council by the August 31, 9:00 a.m. workshop and fully signed and ready for City execution by the September 7, 6:30 p.m. Council regular meeting.	8/24/10 and 8/31/10
Partners	Provide data request information to Pirnie.	9/8/10
SJRWMD	Provide a staff member at the 9/8 business meeting who can address demand issues during the discussion.	9/8/10

Welcome and Introductions

The business teleconference convened at 9:05 a.m. Richard Adams, Chairman, Palm Coast, welcomed the attendees.

Public Comments—none.

MOA Status

Mr. Adams noted that Palm Coast has signed and sent to Fowler White. Ray Sharp noted that Leesburg also has. Jerry Salsano noted that Linda Shelley, in an email last week had noted also that they had received DeLand's signature sheets as well. Neal Shinkre noted that St. Johns County has signed and the pages were sent yesterday to Fowler White. The next step is for Fowler White to assemble the documents for final signature by SJRWMD. Once SJRWMD has signed copies of the MOA, all with original signature pages will be sent to the partners.

ACTION ITEM

Phase 2A scope and fee review/approval

Chris Hill discussed this topic using slides 2-6 at Attachment 3. He noted that there would be a reduced meeting schedule supplemented by teleconferences and that the schedule had been previously distributed.

Mr. Hill noted that one significant change to the scope is the investigation in Phase 2A of funding opportunities for Phase 2B. He also highlighted the data request, previously sent that asks for partner data by the 9/8 kick-off meeting.

Although there was no partner request to work with transmission during Phase 2A, Pirnie is going to do a quick analysis to better align with the current partners' locations and demands.

Regarding the conservation plan, which is also an addition, Mr. Hill asked for info from all.

Brian Matthews commented that the data request asks that demand projections be in line with those in the District Water Supply Plan (DWSP) and that Palm Coast projections and requirements do not. Palm Coast has not yet validated the new conservation data so it is not ready for distribution. Mr. Matthews and Neal Shinkre together commented on their concerns about the District methodology. Mr. Hill noted that the first draft was due to be published in November, but it could be delayed without impacting the rest of the project in order to allow better analysis of the data and methodology. Partners agreed that they should meet with Pirnie to discuss further before the data are included in the plan. **ACTION ITEM**

Mr. Hill highlighted that one key aspect of the work is to prepare a pilot study plan and determine if it requires FDEP approval. If it does, they will seek same. If not, approval will rest with the Suppliers. He also noted that Whitney Lab will begin some of the initial marine ecological investigations.

Mr. Adams asked if all parties had received the calendar and data request. All acknowledged that they had. Neal Shinkre asked that Mr. Hill resend the schedule.

Mr. Hill then reviewed the fee schedule, highlighting the differences between base tasks, allowance tasks and additive tasks and asked that Palm Coast assure that the total amount be included in the funded contract amount.

On contract execution—Dianne Torino noted that John Wilcox had provided comments on the contracts and each contract (Pirnie and Taurant) had been sent to the consultants for review. The goal is that the contracts be in final form ready for review by the Council by the August 31, 9:00 a.m. workshop and fully signed and ready for City execution by the September 7, 6:30 p.m. Council regular meeting.

Outside PM scope and fee review/approval (20 minutes) Chair 9:30

Jerry Salsano covered the fees and scope for the administrative support contract using slides 7-8 at Attachment 3. There were no comments or questions.

Data Collection for Phase 2A (15 minutes) Chair 9:50

Mr. Hill reiterated the issues previously discussed, above. Pirnie wants the data by 9/8 if possible, recognizing that some elements of the conservation data may not yet be available. There was discussion on this item and recognition that it should be put on the 9/8 agenda. Also, the partners asked that the District provide a staff member who can address demand issues during the discussion. **ACTION ITEMS**

Confirm next meeting(s) and agenda(s)

Next Business Meeting—(Ph 2A Kick-off meeting)—Wednesday, September 8, 2010, 9:00 a.m., Palm Coast Community Center

<i>MOA and consultant contract discussion</i>	<i>15 minutes</i>
<i>Team introduction</i>	<i>10 minutes</i>
<i>Major Task Walk-through (include deliverables and timing)</i>	<i>90 minutes</i>
<i>Data request discussion (including demand projections)</i>	<i>60 minutes</i>

Member Comments

Mr. Adams asked about the needs of partners relative to Palm Coast providing invoices. He received the following responses:

- Leesburg wants invoice prior to 9/30 to use current year funds.
- St. Johns County wants invoice prior to 9/30 to use current year funds.
- DeLand will use next year funds and can pay after October 1, 2010.

Public Comments—none.

Adjourn Business Teleconference—adjourned 10:10 a.m.

Attachments

1. Attendance Lists and Appointee Attendance List
2. Agenda
3. Meeting Slides (included only in PDF version of this summary)

Business Teleconference Attendance List			
Name	Affiliation	Name	Affiliation
Richard Adams	Palm Coast	Ryan Popko	McKim & Creed
Jim Ailes	DeLand	Kermit Prime	Prime Solutions, LLC
Ed Balchon	Malcolm Pirnie	Keith Riger	DeLand
John Fitzgerald	SJRWMD	Jerry Salsano	SJRWMD (Taurant)
Chris Hill	Malcolm Pirnie	Scott Shannon	Malcolm Pirnie
Ying Lee	Palm Coast (CPH)	Ray Sharp	Leesburg
Brian Matthews	Palm Coast	Neal Shinkre	St. Johns County
Jeff McCord	Western Summit Constructors	Dianne Torino	Palm Coast
Andrew Miller	PCL Construction	Pierre Tristam	FlaglerLive.com

COQUINA COAST SEAWATER DESALINATION ALTERNATIVE WATER SUPPLY PROJECT																					
Phase 2A Business Meeting Appointee Attendance																					
Meeting (M) / Teleconference (T)	Phase 2A											Transition									
	T	M	T	M	T	M	T	M	T	M	T										
Suppliers	11-Aug-10	8-Sep-10	20-Oct-10	8-Dec-10	19-Jan-11	9-Mar-11	20-Apr-11	8-Jun-11	20-Jul-11	10-Aug-11	14-Sep-11	TBD	TBD	TBD	TBD						
City of Leesburg	★																				
City of Palm Coast	★																				
Ex Officio Members																					
City of DeLand	★																				
St. Johns County	★																				
<table border="0"> <tr> <td>★</td> <td>Appointed member(s) present</td> </tr> <tr> <td></td> <td>Appointed member(s) not present</td> </tr> <tr> <td>x</td> <td>Appointed member(s) not present, with advance notice</td> </tr> </table>																★	Appointed member(s) present		Appointed member(s) not present	x	Appointed member(s) not present, with advance notice
★	Appointed member(s) present																				
	Appointed member(s) not present																				
x	Appointed member(s) not present, with advance notice																				



Business Teleconference Agenda

Wednesday, August 11, 2010, 9:00 a.m. - 10:15 a.m.

**This is a TELECONFERENCE only. No meeting venue will be used.
To participate dial: 888-808-6959, enter conference code: 8848800#. To assure
your attendance is noted state your name followed by the # sign when
prompted.**

<u>ITEM</u>	<u>WHO</u>	<u>START</u>
• Welcome and Introductions	Chair	9:00
• Public Comments	Chair	9:05
• Phase 2A scope and fee review/approval	Pirnie	9:10
• Outside PM scope and fee review/approval	Chair	9:30
• Data Collection for Phase 2A	Chair	9:50
• Confirm agenda for next meeting(s)/next tasks	Chair	10:05
• Member Comments	Chair	10:10
• Adjourn Business Meeting.....	Chair	10:15



Coquina Coast
seawater desalination project

Phase 2A Scope and Fee Review/ Approval

Coquina Coast Seawater Desalination Project

Business Meeting

August 11, 2010

What is included in Phase 2A?

- (Approximately) quarterly business meetings
 - Intermediate project teleconferences
 - Schedule attached
- One “Project Update” Public Meeting – September 2011
- Continue public information activities
 - Maintain project website
- Update Funding Implementation Plan
 - Investigation of funding opportunities for Phase 2B
- Confirm Project Requirements (for 2A*)
 - Water quality and demand
 - Point-of-connection/transmission system
 - Project Conservation Plan

What is included in Phase 2A?

(continued)

- ◆ Investigate well intake feasibility
 - ◆ Coordination with Marineland
 - ◆ Exploratory wells and APT in 2B if feasible
- ◆ Additional permitting agency discussions
 - ◆ Identify preliminary requirements
 - ◆ Permitting, piloting, monitoring, etc.
- ◆ Develop Water Quality Monitoring Plan
 - ◆ Coordinate with permitting/piloting requirements
 - ◆ Water quality sampling and analysis in 2B
- ◆ Prepare FDEP-approved Pilot Study Plan
 - ◆ Permits (if required) and pilot-testing in 2B

What is included in Phase 2A?

(continued)

- ◆ Preliminary field investigations
 - ◆ Coordinate with permitting requirements
 - ◆ Initial bathymetry survey
 - ◆ Develop Phase 2B geotechnical investigation plan
 - ◆ Initial marine ecological investigations
- ◆ Determine hydrodynamic study requirements
- ◆ More detailed siting investigations
 - ◆ Siting criteria workshops
 - ◆ Develop a site “shortlist”
- ◆ Power availability and renewable energy evaluations
- ◆ Revised project alternatives and cost estimates

Phase 2 Fee Summary

	Phase 1	Phase 2A	Phase 2B
Base Tasks	\$778,028	\$1,663,505	\$3,230,836
Allowances	\$172,423	\$110,659	\$1,568,000
TOTAL	\$950,451	\$1,774,165	\$4,798,836
Additive Tasks	\$0	\$38,249	\$50,000

TOTAL - \$1,812,414

Allowances and Additive Tasks

💧 Allowances

- 💧 Governance Meetings - \$29,742
- 💧 Phase 2A to 2B Transition - \$50,000
- 💧 Phase 1 ESA of Potential Shortlist Sites - \$30,918

💧 Additive Tasks

- 💧 Public Involvement Activities - \$25,609
 - 💧 Miscellaneous Presentations - \$12,640
- 💧 Requires request by Suppliers to expend efforts against these tasks

Taurant Consulting Fee Summary

Item	Amount
Phase 2A Base Tasks	\$79,560
Post 2A Allowances	\$39,420
TOTAL	\$118,980

Allowances and Additive Tasks

💧 Base Tasks

- 💧 Business meeting support
- 💧 Teleconference support
- 💧 Public meeting support
- 💧 Deliverables review and admin support

💧 Allowances (Phase 2A to 2B transition)

- 💧 Governance, business meeting and teleconference support
- 💧 Phase 2B negotiation worksession support