

**REGIONAL WASTEWATER RECLAMATION ADVISORY COMMITTEE (RWRAC)
CAPITAL IMPROVEMENT PROGRAM (CIP) SUBCOMMITTEE MEETING**

**Public Works Building
201 N. Stone Avenue, 7th Floor Conference Room
Tuesday, June 20, 2017 at 10:30 a.m.**

Members Present: Matt Matthewson, Shaun McClusky, Ann Marie Wolf

Members Absent: Amber Smith

Others Present: Jennifer C. Coyle (RWRD), Veronica Lopez (RWRD), Patrick McGee (FRMD), John Warner (RWRD)

A. Call to Order / Roll Call – Matt Matthewson, Chair, called the meeting to order at 10:43 a.m. Veronica Lopez, Program Coordinator, Regional Wastewater Reclamation Department, took the roll call and a quorum was present.

B. Pledge of Allegiance

C. Call to the Audience – There were no comments from the audience.

D. Safety Share – Mr. Matthewson reminded everyone to use sunscreen while outside.

E. Approval of Minutes – Meeting Minutes of March 2, 2017

ACTION: Shaun McClusky made a motion to approve the meeting minutes of March 2, 2017. Ann Marie Wolf seconded the motion. Motion passed unanimously.

F. Discussion/Action

1. Review of CIP Subcommittee Goals and Objectives

Ann Marie Wolf, Member, RWRAC CIP Subcommittee, stated when this subcommittee was formed, the goal was to conduct a detailed review of CIP projects and make a recommendation to the full committee. Ms. Wolf stated that two to three meetings a year is sufficient to meet the goals and objectives of this committee. Mr. Matthewson distributed notes summarizing the goals and objectives, which reiterated Ms. Wolf's statements. Discussion ensued regarding the meeting schedule and purpose for each meeting.

2. Review of Ten-Year CIP Needs

John Warner, Deputy Director, RWRD, stated the review of 5-year needs is easier to discuss than 10-year needs because there are too many unknowns and priorities can fluctuate. Mr. Warner stated the biggest impact on then department would be future growth. The additional 5 years is more growth related and based on unknown data. Mr. Matthewson suggested that the subcommittee review the Facility Plan annually.

3. Future of CIP Subcommittee / Future Agenda Items

It was decided that this subcommittee will meet approximately three times per year, in December, January and July or August. At the December meeting, the subcommittee will review the CIP projects for the coming year and make a recommendation to the full committee at the regular monthly December meeting. If needed, the subcommittee could meet in January to gather more information from staff. At the July/August meeting, the subcommittee will review the previous year's projects.

The next CIP subcommittee meeting is scheduled for Wednesday, December 6, 2017 from 11:00 a.m. – 1:00 p.m. and it will be held at the Conveyance Division facility. The subcommittee will review the FY 2017/2018 CIP Budget.

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Mr. Matthewson asked Jennifer Coyle, Special Assistant to the Director, RWRD, to reach out to the members who do not currently serve on a subcommittee and ask if they would be willing to fill the vacancy on this subcommittee.

G. Call to the Audience – There were no comments from the audience.

H. Adjournment

ACTION: Shaun McClusky made a motion to adjourn the meeting. Ann Marie Wolf seconded the motion. The meeting was adjourned at 11:16 a.m.