MEETING MINUTES

WHAT: Pinellas County Stormwater/Wastewater Task Force; Working Group Meeting #4

WHEN: December 16, 2016; 11:00 – 1:30pm

WHERE: 6730 142nd Avenue N, Largo Utilities – GMD Training Room

ATTENDEES:

- Heather Parsons City of Clearwater
- David Porter City of Clearwater
- Courtney King City of Dunedin
- Paul Stanek City of Dunedin
- Don Sopak City of Gulfport
- Irvin Kety City of Largo
- Nan Bennett City of Oldsmar
- Lana Beck City of Pinellas Park
- Bill Logan City of St. Petersburg
- Paul Smith City of Tarpon Springs
- Bill Breckenridge Pinellas County
- Elizabeth Farley Pinellas County
- Rahim Harji Pinellas County
- Irena Karolac Pinellas County
- Randi Kim Pinellas County
- Canaan McCaslin Pinellas County
- Patrick Flynn Utilities Inc. of Florida

Meeting Started at 11:09am

1) Transition the discussion to presenting the 90 day report; tentatively 2/13 9:00am – 12:00pm Digitorium SPC
   a) Need to consider days of the week for each entity and what would benefit all for scheduling
      i) Monday morning not good. Many exec meetings on Monday morning.
   b) Review of current version of 90 day report (v.12-14)
i) Suggested to condense to 2-3 page summary by PIO’s. Get right to the message.

ii) Presentations – what are the big messages?
   (1) 10-15 slide max PPT Presentation
   (2) Keep at roughly 1 hour presentation leave room for Q&A
       (a) Suggest an Agenda (Intro, presentation, discussion, Open to public for discussion (TBD))
       (i) What are the main themes for story boarding?
           1. Tell them our current condition, what are realistic expectations moving forward.
              a. 7 STEPS Use compassion, show understanding and concern, show vulnerabilities
                 i. Compassion
                 ii. Confidence
                 iii. Confirmation – confirm facts
                 iv. Containment – steps taken to correct
                 v. Coordination – reassure working with multiple agencies
                 vi. Call to Action – What we would like the residents to do and provide our vulnerabilities
                 vii. Correction Action

           2. Define Mission
           3. Define Level of Service
              a. pick the defining storm to determine example parameter

     c) Sign in by PIO’s separate to create separate committee to take report and create supporting doc

2) Moved to create a draft Powerpoint from brainstorming