



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
Digitarium 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
- (b) 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