



**Florida Department of Health  
Bureau of Environmental Health  
Onsite Sewage Programs  
Research Review and Advisory Committee Meeting**

**DATE AND TIME:** October 22, 2013 at 1:30 p.m. ET

**PLACE:** Florida Department of Health Southwood Complex  
4025 Esplanade Way, Room #130 L  
Tallahassee, FL 32399

**Or via conference call / web conference:**

Toll free call in number: 1-888-670-3525

Conference pass code: 8605907413

Website: [http://connectpro22543231.na5.acrobat.com/rrac\\_new/](http://connectpro22543231.na5.acrobat.com/rrac_new/)

This meeting is open to the public

**AGENDA:** FINAL

1:30 – 1:40	Introductions and Housekeeping
1:40 – 3:00	Discussion on Nitrogen Reduction Strategies Study: <ul style="list-style-type: none"><li>• Current Project Status</li><li>• Request for Extension of Project Timeline</li></ul>
3:00 – 3:15	Updates on Other Projects
3:15 – 3:20	Other Business
3:20 – 3:25	Public Comment
3:25 – 3:30	Closing Comments, Next Meeting, and Adjournment

NOTE: Time slots are approximate and may be subject to change.

**Florida Department of Health Research Review and Advisory Committee  
Division of Disease Control and Health Protection  
Bureau of Environmental Health - Onsite Sewage Programs Section**

Approved Minutes of the Meeting held at the Southwood Office Complex, Tallahassee, FL  
October 22, 2013

**In attendance:**

- **Committee Members and Alternates:**

- In person:**

- Carl Ludecke (vice-chairman, member, Home Building Industry)
    - Bill Melton (member, Consumer)

- Via teleconference:**

- Quentin (Bob) Beitel (alternate, Real Estate Profession)
    - Taylor Brown (alternate, Division of Environmental Health)
    - Paul Davis (member, Division of Environmental Health)
    - Bob Himschoot (alternate, Septic Tank Industry)
    - Eanix Poole (alternate, Consumer)
    - John Schert (member, State University System)
    - Clay Tappan (chairman, member, Professional Engineer)

- Absent members and alternates:**

- Craig Diamond (member, Environmental Interest Group)
    - Ed Dion (alternate, Home Building Industry)
    - John Dryden (alternate, State University System)
    - Nancy Gallinaro (alternate, Local Government)
    - Tom Higginbotham (alternate, Division of Environmental Health)
    - Ted Kirk (member, Septic Tank Industry)
    - Geoff Luebkekmann (member, Restaurant Industry)
    - Tony Macaluso (alternate, Real Estate Profession)
    - Susan McKinley (alternate, Restaurant Industry)
    - Jim Peters (alternate, Professional Engineer)
    - David Richardson (member, Local Government)

- **Visitors:**

- In person:**

- Damann Anderson (Hazen and Sawyer)
    - Douglas Buck (FHBA)
    - Keith Hetrick (Broad & Cassel)
    - Bruce Ritchie (Florida Current)

- Via teleconference:**

- Alice Berkley (Orange County Commissioner Brummer's office)
    - Greg DeAngelo (DEP)
    - Kim Dinkins (Marion County)
    - Rick Hicks (DEP)
    - Josefin Hirst (Hazen and Sawyer)
    - Kathryn Lowe (Colorado School of Mines)
    - Ron Piasecki
    - Paul Runk (DOH Office of Legislative Planning)
    - Andrea Samson (Coalition of Property Rights)

- **Department of Health (DOH), Onsite Sewage Program Section:**

- In person:**

- Gerald Briggs, Environmental Administrator
    - Eberhard Roeder, Professional Engineer
    - Elke Ursin, Environmental Health Program Consultant

**Florida Department of Health Research Review and Advisory Committee  
Division of Disease Control and Health Protection  
Bureau of Environmental Health - Onsite Sewage Programs Section**

1. **Introductions** – Seven out of ten groups were present, representing a quorum. The groups that were not represented were Local Governments, Environmental Interest group, and the Restaurant Industry. Vice Chairman Ludecke called the meeting to order shortly after 1:30 p.m. The agenda was outlined, introductions were made, and some housekeeping issues were discussed.
  
2. **Nitrogen Study Update** – Elke Ursin started the discussion of a letter sent by Damann Anderson to Clay Tappan requesting a timeline extension for the nitrogen reduction strategies study. Damann Anderson presented on the key points of the letter. The project team is requesting a one year, no cost, time extension and perform a contract amendment to finalize the project scope and budget. The three key issues that impeded project progress is incremental funding, too many deliverables, and having the research direction tied to deliverables that were developed prior to having a work plan. Damann Anderson discussed each of these issues in detail. Based on the evidence he presented, he said that the project cannot be completed under the current contract timeline. Several questions were asked by the RRAC and the public. Rick Hicks with DEP said that the technology is what is needed, and that is needed now. The delay is a concern to them but understands Mr. Anderson's concern. Elke Ursin responded to a question about why DOH was not granting an extension. The contract has a specific end date, and at this point only allows for one six month extension. The legislative language also includes a specific date for when the project is to be complete. Bob Himschoot said that it is important to have a complete report at the end of the project. Paul Runk with DOH's Legislative Planning office said that after speaking with members of the legislature, they want the study done right and do not want an incomplete report. Quentin Beitel encourages everyone to give DOH the support they need to get this done. Clay Tappan asked whether this is something that needs legislative action, and Gerald Briggs stated that this is something that will be discussed with Legislative Planning. Elke Ursin will send an email to update the RRAC on the progress and spending requirements.

**Motion by Bob Himschoot, seconded by Quentin Beitel, that RRAC is in favor of granting a no-cost schedule extension through January 16, 2016 to complete the project as outlined. All were in favor and none opposed and the motion passed unanimously.**

**Motion by Bob Himschoot, seconded by Bill Melton, that RRAC supports appropriation for the remaining cash and budget authority necessary to complete the project. All were in favor and none opposed and the motion passed unanimously.**

3. **Other Business** – No other business was discussed.
  
4. **Public Comment** – The public were allowed to comment throughout the meeting.
  
5. **Closing Comments, Next Meeting, and Adjournment** – The next RRAC meeting will be determined in the future to discuss the draft final report on the grant looking at the performance of advanced systems as well as to have a discussion on the process forward with research priorities. The meeting adjourned at 2:30 p.m.

September 25, 2013

Mr. Clay Tappan, P.E., Chair  
Research Review and Advisory Committee  
Florida Department of Health  
c/o CDM Smith  
1715 N. West Shore Blvd., Suite 875  
Tampa, FL 33607

**RE: Florida Onsite Sewage Nitrogen Reduction Strategies (FOSNRS) Project Schedule**

Dear Clay:

I am writing to you in your role as Chair of the FDOH Research Review and Advisory Committee, because the RRAC provides oversight of the Florida Onsite Sewage Nitrogen Reduction Strategies (FOSNRS) Project. As you know, the FOSNRS Project was a legislatively mandated study to develop strategies for nitrogen reduction from onsite sewage treatment and disposal systems (OSTDS) in Florida. The project was budgeted at \$5 million and was anticipated to take approximately 5 years to complete. Funding for the project was to be appropriated by the Florida Legislature each session, so the project would have cash and budget to operate continuously through each fiscal year. This has not been the case, and several years of non-funding or inconsistent distribution of monies for the project have resulted in the project falling behind the originally anticipated schedule. In addition, project administration, deliverable requirements, permitting, and construction difficulties have further delayed the project schedule. We have repeatedly expressed this concern and our desire for a no-cost schedule extension to the Department, but have been informed that no such extension would be given. For that reason, we wish to express in writing the project team's concern for completion of the project scope by the current end date of January 2015. In short, we believe that the scope of the project, as initially envisioned by the Legislature cannot be completed unless the time frame is extended. Therefore, this letter is to formally request an amendment and no-cost extension for the FOSNRS project by one-year to enable us to successfully complete the project.

**JUSTIFICATION**

We believe that there are three key issues that have impeded our progress on this project: 1) inconsistent "stop and start" funding and authorization was not as initially anticipated and did not

Mr. Clay Tappan, P.E.  
September 25, 2013

allow proper planning and completion of work activities in a continuous fashion from project start-up, 2) the project deliverable format established in a scope of work that was required prior to development of the research plan, and 3) inability of the team to direct the research for the best results of the project, based on 1) and 2) above. The interrelated affects of these combined issues have resulted in significant effort and cost expended by the project team on budgeting, documenting, and verifying work conducted rather than increasing the impact of the project findings.

- 1) **Incremental Funding:** The key and overriding problem is that we have never had the flexibility to conduct work on the project in a continuous fashion based on the budget established at the beginning of the project. Instead, we have been limited based upon cash disbursements from year to year, and task authorizations only for those amounts. As highlighted in our letter of October 2011, the incremental funding and delayed budget authorization has resulted in challenges for planning and scheduling work activities. Without an authorized and continuous revenue stream in place, necessary planning (especially critical for field tasks) cannot be initiated and limits the ability of the project team to take advantage of opportunities to leverage related task efforts as they arise. This situation has worsened since that letter was written.

As mentioned, the project was anticipated to take approximately 5 years, and this estimate was based on beginning all task areas at project start-up. The FOSNRS project began in February 2009 with an initial funding allocation of \$900,000 from the legislature for fiscal year 2008-2009. After this initial allocation, cash appropriations from the legislature have been intermittent, as illustrated in Table 1.

This uneven funding stream has directly resulted in a considerably longer project schedule than first anticipated, since we are authorized to proceed on project tasks only as cash is available to FDOH. As the table shows, after 3.4 years of the project schedule, only about half of the project budget was available and tasks authorized for starting work. Therefore, many tasks and sub-tasks in the project did not even start until August 2012 (FY 12/13 funding authorization), just over 1 year ago and nearly 4 years into the project! In fact, we are still installing several passive nitrogen reduction systems that will require monitoring over the next year. Additionally, complete cash appropriations for the project still may not be available due to the loss of approximately \$350,000 of carry-over funds from FY 2012/2013. Therefore, the project team believes it is simply not feasible to attempt to shoe-horn the remaining project tasks into the approximately 1.25 years left in the project schedule.

- 2) **Deliverables:** As a requirement for establishment of the contract between H&S and FDOH, a fixed price deliverable schedule was necessary. The budget line items and number of individual deliverables was therefore developed to provide cash flow to conduct the work

Mr. Clay Tappan, P.E.  
September 25, 2013

**Table 1. Summary of FOSNRS Project Cash Appropriations**

<b>Fiscal Year</b>	<b>Cash Appropriations</b>	<b>Cumulative % of Project Authorized to Begin</b>	<b>Comments</b>
2008 - 2009 Project Start-up	\$ 900,000	18%	Phase I Funding: Project start February 2009
2009 - 2010	\$ 0	18%	No Funding: Some project areas put on hold, primarily Task Areas B and D
2010 - 2011	\$2,000,000	58%	Phase II Funding: Distributed primarily to Tasks Areas A, B, and C
2011 - 2012	\$ 0	58%	No Funding: No tasks fully funded at this point, Tasks B and D especially limited in funding
2012 - 2013	\$1,500,000	88%	Phase III.a Funding: Significant portion of Tasks A and C funded, B and D less funded.
2013 - 2014	\$ 700,000	?	Phase III.b Funding: This funding would have completed budget requirements, but ~\$350K was lost from FY 2012-2013 carry over. There is still not complete funding for the project.
<b>TOTAL</b>	<b>\$5,100,000<sup>1</sup></b>		

<sup>1</sup> This total includes \$100,000 for FDOH administration

since funds could not be allocated to the team prior to submittal of deliverables. However, the deliverables in many cases have been interpreted as final work products with requirements for addressing technical comments and analysis of data leading to deliverable revisions and other changes. The primary impact of this approach to the schedule has been dealing with 100 budget line items consisting of over 300 individual deliverables. This has led to considerable and unanticipated time spent managing and coordinating deliverable production and the resulting contract administration. In addition, since the deliverable scope was defined prior to developing the research plan (detailed work plans, QAPPs, subcontractor scopes of work, etc.) some of the initially anticipated tasks and associated deliverables became no longer warranted, which has resulted in numerous scope and budget amendments. In addition to taking time and resources, these types of expenditures do not maximize the research outcome and in fact are detrimental to research progress.

Mr. Clay Tappan, P.E.  
September 25, 2013

- 3) **Research direction:** The team is further constrained by the deliverable review and payment process. Currently as deliverables are submitted for payment of work accomplished, resulting technical comments and review have impeded completion and thus payment of the deliverable as task objectives and goals are reinterpreted. In some cases deliverables or portions thereof may no longer be in the best interest of the project. However, funding is tied to the deliverables which limits the teams' ability to make decisions on how the work could be better focused. Ultimately this impedes progress and negatively affects the schedule as work cannot move forward as necessary.

Research by its nature requires redirecting the path as new knowledge is gained. Advances in technology result from being able to react to new findings that allow improvement of current practices. Unfortunately, the uncertain funding and deliverable based process under which we are currently operating does not allow changing scope or expenditure reallocation without major contract amendment. No other research I am aware of is efficiently or effectively managed in this fashion. For example, the Water Environment Research Foundation (WERF), a major contributor to wastewater treatment research, provides funding for such research under specific goals and objectives, but leaves the details of achieving these goals to project teams selected for their expertise in the research area. As a result, municipal wastewater research has brought great advancements in wastewater treatment. The industry has moved from discharge of minimally treated wastewater to approaches such as nutrient recovery, UV disinfection, and membrane bioreactors and other processes capable of meeting any defined treatment performance, using the scientific method of research.

## CONCLUSION

Results from the project to date are extremely promising and could significantly contribute to the resolution of nitrogen impairment from OSTDS in Florida, and we certainly recommend completion of this project to reap the rewards of these efforts. However, we simply cannot continue to spend the ongoing level of effort and time on management, administration, and partial task deliverables that has been expended previously without additional adverse effects to both schedule and budget. To provide the greatest project impact to management of nitrogen from OSTDS in Florida, we formally request an amendment that addresses these issues and extends the project schedule from January 2015 to the end of 2015.

# HAZEN AND SAWYER

Mr. Clay Tappan, P.E.  
September 25, 2013

We would ask that you present this request to the RRAC at your earliest convenience. This requested amendment and no-cost schedule extension will allow us to complete this very important project in a cost-effective manner and provide effective strategies for nitrogen reduction from OSTDS in Florida, and elsewhere.

Sincerely yours,  
Hazen and Sawyer, P.C.



Damann L. Anderson  
Vice President

Cc: P. Anderson, G. Briggs, E. Ursin, E. Roeder, FDOH

# Research Review & Advisory Committee Meeting

October 22, 2013

Elke Ursin

Environmental Health Program Consultant

Florida Department of Health

Bureau of Environmental Health

Onsite Sewage Programs

Division of Disease Control and Health Protection

To protect, promote and improve the health of all people in Florida through integrated state, county, and community efforts.

# Agenda

- 1:30 – 1:40 Introductions and Housekeeping
- 1:40 – 3:00 Discussion on Nitrogen Reduction Strategies Study:
- Current Project Status
  - Request for Extension of Project Timeline
- 3:00 – 3:15 Updates on Other Projects
- 3:15 – 3:20 Other Business
- 3:20 – 3:25 Public Comment
- 3:25 – 3:30 Closing Comments, Next Meeting, and Adjournment

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# Introductions & Housekeeping

- Committee roll call
- Identification of audience
- How to view web conference
- Mute / unmute phone line = \*6
- Do not put phone on hold
- Download meeting material:

<http://www.myfloridaeh.com/ostds/research/Index.html>

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# Florida Onsite Sewage Nitrogen Reduction Strategies Study

## Study Purpose:

- Develop passive strategies for nitrogen reduction
- Complement use of conventional systems
- Develop cost-effective nitrogen reduction strategies

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# Florida Onsite Sewage Nitrogen Reduction Strategies Study

## Discussion on Nitrogen Reduction Strategies Study:

- Current Project Status
- Request for Extension of Project Timeline

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# Florida Onsite Sewage Nitrogen Reduction Strategies Study

Fiscal Year	Cash Appropriations	Budget Authority	Encumbered for Contract	Encumbered for DOH	Balance
2008-2009	\$900,000	\$900,000	\$213,727	\$21,029	\$665,244
2009-2010	\$0	\$540,000	\$485,720	\$6,845	\$172,679
2010-2011	\$2,000,000	\$2,000,000	\$742,016	\$4,153	\$1,426,510
2011-2012	\$0	\$2,725,000	\$678,773	\$29,467	\$718,270
2012-2013	\$1,500,000	\$1,500,000	\$1,103,566	\$38,506	\$679,764
2013-2014	\$700,000	\$1,000,000	\$1,000,000	\$0	\$379,764
2014-2015	\$394,434*	\$776,198*	\$776,198*	\$0	\$0
<b>TOTAL</b>	\$5,100,000		\$5,000,000	\$100,000	

\* FY 2014-2015 subject to legislative appropriation

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# Updates on Other Projects

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# Other Business

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# Public Comment

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# Next Meeting Information

Upcoming meeting topics:

- Nitrogen Study task updates
- Discussion on ongoing research projects

Proposed dates for next meeting:

- To be determined via email in the future

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# **Closing Comments and Adjournment**

**Elke Ursin, PMP**

**Email: [Elke.Ursin@flhealth.gov](mailto:Elke.Ursin@flhealth.gov)**

**Phone: 850-245-4444 x 2708**

**4052 Bald Cypress Way, Bin A08,  
Tallahassee FL, 32399-1710**

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# FLORIDA ONSITE SEWAGE NITROGEN REDUCTION STRATEGIES (FOSNRS) STUDY

## Project Schedule Discussion

RRAC Meeting Presentation  
October 22, 2013



# Project Team is requesting a FOSNRS Contract Extension

- 1 year, no cost time extension
- Contract amendment to finalize project scope and budget

# Why do we need a time extension?

## Three key issues have impeded project progress

1. Incremental Funding – several years with no funding!
2. Deliverables – too many, initially requiring too much paperwork time.
3. Research Direction – tied to deliverables developed prior to having a work plan. Required continuous changes, tedious amendments.

# Incremental Funding

Fiscal Year	Cash Appropriations	Cumulative % of Project Authorized to Begin	Comments
2008 - 2009 Project Start-up	\$ 900,000	18%	Phase I Funding: Project start February 2009
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2013 - 2014	\$ 700,000	?	Phase <u>III.b</u> Funding: This funding would have completed budget requirements, but ~\$350K was lost from FY 2012-2013 carry over. There is still not complete funding for the project.
<b>TOTAL</b>	<b>\$5,100,000<sup>1</sup></b>		

<sup>1</sup> This total includes \$100,000 for FDOH administration

# Deliverables

## **Deliverables were required for each subtask in the contract**

- 100 Budget line items in contract
- Over 300 individual deliverables!
- Set up for cash flow, but initially considered final work products.

# Research Direction

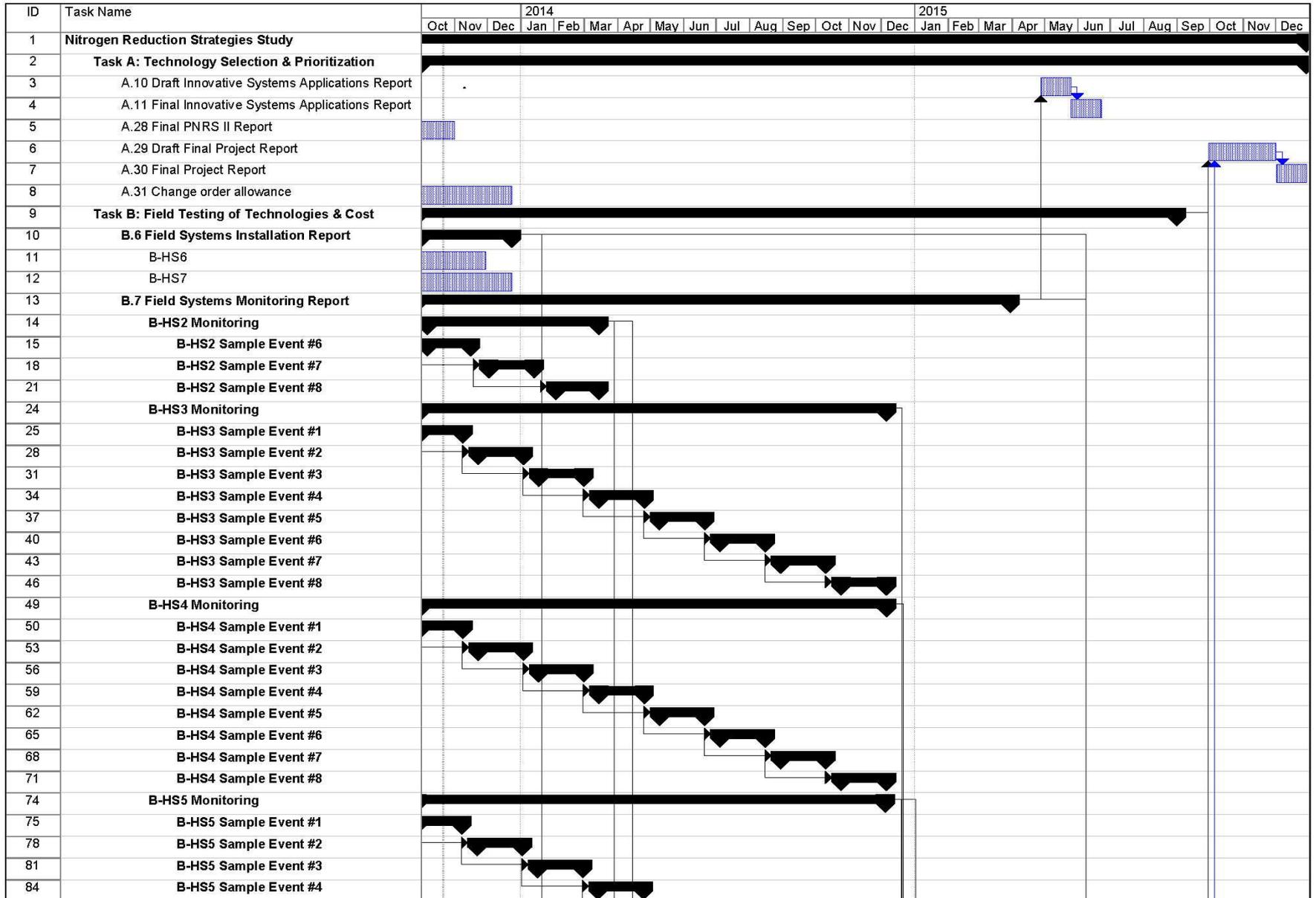
- Deliverables were required to be established at contracting, before work plans were established.
- This resulted in numerous changes, and in some cases additions to scope
- Payment was tied to deliverables, so this limited project teams ability to re-focus work.

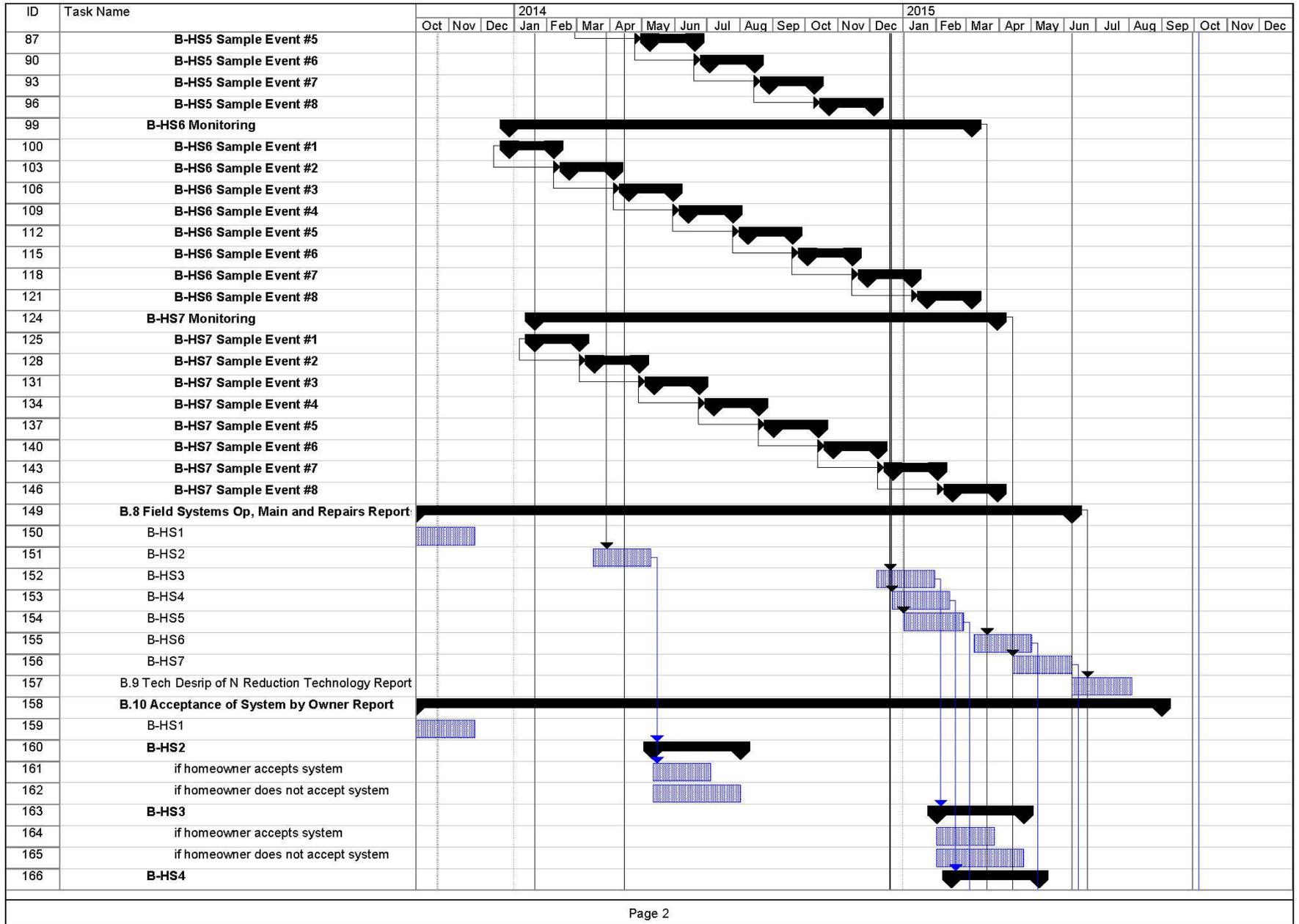
# Project cannot be completed as established by legislature under current contract timeline

## Project Team Recommendation:

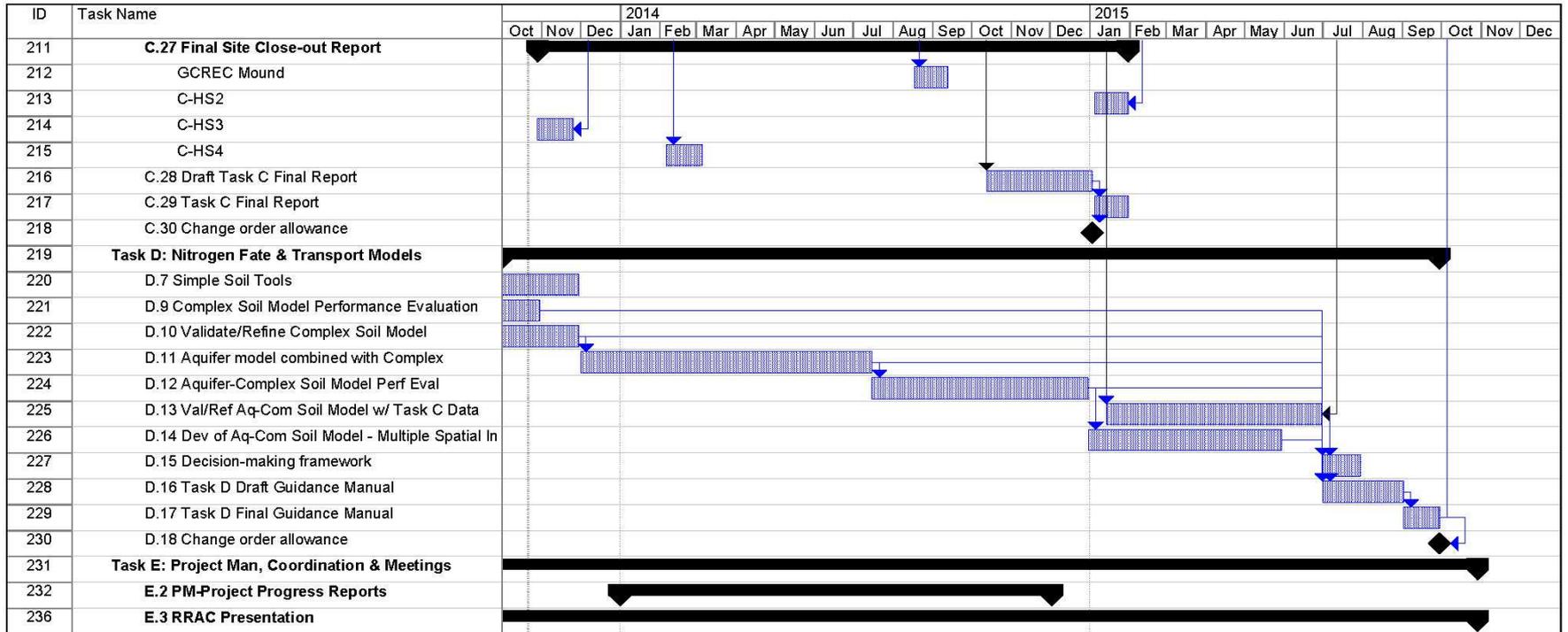
- 1 year, no cost time extension
- Contract amendment to finalize project scope and budget items

# Proposed Schedule for Project Completion









# QUESTIONS?

