

CITY ADVISORY UTILITY BOARD MEETING MINUTES
September 14, 2009 * CITY HALL

The City Advisory Utility Board for the City of Lake City, met on September 14, 2009, at 6:00 P.M. in the Council Chambers on the second floor of City Hall located at 205 North Marion Avenue, Lake City, Florida.

MEMBERS

George Ward – City Council Member – Chairman
Eugene Jefferson – City Council Member
Jake Hill, Jr. – City Council Member
Henry Sheldon – Engineer, non-council board member
Jim Poole – Director of the Columbia County Industrial Development Authority - absent
Larry Lee – Director of Growth Management
Nick Harwell – Director of Strategic Planning and Marketing of Utilities
Richard Lee – Director of Distribution, Collection and Construction of Utility System
Wendell Johnson – City Manager
Dave Clanton – Executive Director of Utilities
Keith Hampton – Interim Natural Gas Director – absent
Steve Roberts – Water Plant Director
Thomas Henry – Director of Public Works
Dorothy Tyre – Finance Director
Grayson Cason – Project Manager
Walt Graham - Contractor, non-council board member
Herbert Darby – City Attorney
Stephen Bailey – County Commissioner
Jody Dupree – County Commissioner
Dale Williams – County Manager – absent

1. CALL TO ORDER

Chairman Ward called the meeting to order at 6:05 PM.

2. ROLL CALL

Chairman Ward asked City Clerk Audrey Sikes to call roll. Attendance is indicated above.

3. APPROVAL OF AGENDA

Members concurred to remove Item 4 (Public Comments – Ms. Pat Riley, Impact Fees) and Item 9B (Gas Rate Study – Bill Harrington, W.H.H. Enterprises) from the agenda. **Mr. Harwell made a motion to approve the agenda as amended. Mr. Clanton seconded the motion and the motion carried on a voice vote.**

4. PUBLIC COMMENTS
None

5. MINUTES-BOARD MEETING – TUESDAY, JULY 14, 2009
Mr. Roberts made a motion to approve the July 14, 2009 minutes as presented. Mr. Jefferson seconded the motion and the motion carried on a voice vote.

6. OLD BUSINESS
None

7. CONSENT AGENDA

- A. Tetra Tech Inc. – Kicklighter Road Preliminary Engineering Report and Conceptual Design Invoice/Credit Memo #50257248 – (-\$2491.) – Contract Balance Remaining – \$311.26.
- B. Tetra Tech Inc. – Water, Wastewater and Reuse Water Rate Study – Services Rendered through 6/26/09 – Invoice #50273163 – \$2925.
- C. Tetra Tech Inc. – Water, Wastewater and Reuse Water Rate Study – Invoice #50280749 – Services Rendered Through 7/24/09 – \$3032.50.
- D. Jones Edmunds – Reuse Water Master Plan Final Invoice – Invoice #307597 – \$3995.
- E. Jones Edmunds – Sisters Welcome Reclaimed Water Project – Invoice #0307636 - \$4933.12.

Mr. Clanton made a motion to recommend to City Council the approval of Consent Agenda items A-E as presented. Mr. Roberts seconded the motion and the motion carried on a voice vote.

8. PRESENTATIONS

- A. Water/Wastewater/PAR Rate - Andy Woodcock, Tetra Tech, Inc.

Mr. Woodcock provided a PowerPoint Presentation regarding the Water/Wastewater/PAR Rates. Members discussed renaming the availability charge to a base charge. Mr. Woodcock stated the rates are based on a conservation rate structure. The estimated percentage of vacant residences is approximately 2% of the customer base. Members discussed what would be factored in for an intergovernmental rate. Members concur, the County needs to provide the City with an estimate on water needs. Commissioner Dupree suggested for both utility committees to meet to begin the dialog. Mr. Dupree stated the Rudder Team IDA Visioning Meeting is at 9:30 AM and the Utility meeting is at 2:30 PM on Tuesday, September 15, 2009.

B. Old Putman Street Water Plant Disposition (with attachments) - Steve Roberts

Mr. Roberts asked the committee what to do with the old water plant. Mr. Roberts reported the Lake City Community College has approached him to utilize this location for aquaculture classes. Mr. Roberts also provided costs to eliminate the water plant. Mr. Ward suggested for all interested parties to discuss possible negotiations. Mr. Clanton stated several years down the road the utility many want to utilize some of the equipment from this location. Mr. Ward asked Mr. Johnson to write a letter to the Lake City Community College and to the Columbia County Public School System to include them in the decision making to discuss the old water plant. Mr. Roberts stated a yearly lease does not need to be an option. The City either needs to demolish or give away. Mr. Sheldon expressed some concerns over what type of waste would be generated by aquaculture classes.

C. Impact Fees – Dave Clanton and Henry Sheldon

Mr. Sheldon reported the existing impact fee took place in 2006 and was structured to ease the need for calculating fees at the front desk. It is evident this method is not working. Mr. Sheldon is recommending going back to ERU's (Equivalent Residential Unit). There are many large meters that need to be reconciled. Mr. Johnson discussed making comparisons to true up the totals after approximately six months. Mr. Johnson stated the impact fees can be combined into the new water rate ordinance. Mr. Ward felt time was of the essence and the City needed to get the water rate implemented. Members concurred by general consent to convert impact rates to ERU (Equivalent Residential Unit). Mr. Sheldon will put the information together for presentation to Council at a workshop.

D. Capacity Allocation (with attachments)- Dave Clanton and Henry Sheldon

Mr. Clanton presented and requested approval for Future Wastewater Connections Policies and Procedures #2. Mr. Clanton reported the City has been able to recapture some I & I and is recommending the addition of 200,000 GPD to the policy. (150,000 GPD Commercial and 50,000 GPD Residential). Mr. Sheldon stated this will help with the management of capacity as a result of the Department of Environmental Protection Consent Order. **Mr. Clanton made a motion to recommend to City Council approval of Future Wastewater Connections Policies and Procedures #2. Mr. Johnson seconded the motion. The motion passed on a voice vote.**

9. NEW BUSINESS

A. Increase on Septage Disposal Fees – Dave Clanton

Mr. Clanton reported the cost of maintenance and operation of the system are increasing. Mr. Clanton recommends \$0.056 per gallon. Mr. Johnson stated this was discussed during the budgetary workshops. **Mr. Jefferson made a motion to recommend to City Council the approval to increase the septage disposal fees to \$.056 per gallon. Mr. Clanton seconded the motion. The motion passed on a voice vote.**

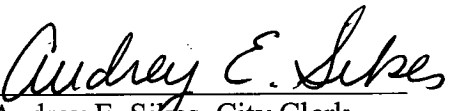
- B. Gas Rate Study – Bill Harrington, W.H.H. Enterprises
Not discussed.

- C. Contract Operations with County Utilities

Members agree and need clear understanding of what the City is being asked to do. Mr. Dupree stated the County desires the City to perform the entire operation and maintenance of the system at Ellisville. Mr. Sheldon discussed the steps necessary for the business contract to be successful for the regional system. Mr. Clanton reported he needs copies of wastewater plans. Mr. Dupree stated he would ensure Mr. Clanton receives this information. Mr. Sheldon stated a geohydrologic study also needs to be performed. Mr. Roberts will prepare an email to the County Utility Committee to advise what information is needed.

10. ADJOURNMENT

There being no further business the meeting adjourned at 8:05 PM on a motion made and duly seconded.


Audrey E. Sikes, City Clerk