

**CITY ADVISORY UTILITY BOARD MEETING MINUTES
JUNE 18, 2008 * CITY HALL**

The City Advisory Utility Board for the Greater Lake City Regional Utility Authority, met on June 18 2008, 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

John Robertson - Chairman
Eugene Jefferson – City Councilman
George Ward – City Councilman – absent (Mayor Stephen Witt represented)
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
Scott Reynolds – City Manager
Steve Baltzley – Natural Gas Director – tardy
Steve Roberts – Water Plant Director
Thomas Henry – Director of Public Works
Dorothy Tyre – Finance Director
Dave Clanton – Executive Director of Utility
Walt Graham - Contractor, non-council board member
Herbert Darby – City Attorney
Audrey Sikes – City Clerk
Steven Burch – Sergeant-At-Arms – absent

1. **CALL TO ORDER**
 Chairman Robertson called the meeting to order at 6:06 PM.

2. **PLEDGE OF ALLEGIANCE**

3. **INVOCATION – LARRY LEE**

4. **ROLL CALL**
 Chairman Robertson asked City Clerk Audrey Sikes to call roll. Attendance is indicated above.

5. **MINUTES – BOARD MEETING, MAY 13, 2008**
 Chairman Robertson considered the Board Meeting minutes from May 13, 2008 approved as published.

6. APPROVAL OF AGENDA

Members concurred to add item 8A Update on Water Treatment Facility (Henry Sheldon) to the agenda. Chairman Robertson declared the agenda approved as modified.

7. PUBLIC COMMENTS

None

8. OLD BUSINESS

A. Update on Water Treatment Facility (Henry Sheldon)

Mr. Sheldon provided members with an update on the Water Treatment Facility and the delivery of water into the downtown area.

9. CONSENT AGENDA

A. Jones Edmunds – St. Margaret Road PER – Invoice 306669 - \$24,587.89

B. GTC Design Group, LLC – Birley Road Water Extension – Invoice 3101 - \$16,700

C. GTC Design Group, LLC – Turner Road Water Main Extension – Invoice 3100 - \$7,950

D. MACTEC Engineering & Consulting, Inc. – Butler Tract Soil Boring – Invoice 8305554 - \$6,800

Chairman Robertson considered the Consent Agenda approved, consisting of items A-D identified above.

10. PRESENTATIONS

11. NEW BUSINESS

A. Purchase of Commercial Duty Steel Utility Trailer – Steve Roberts

Per the report to the City Advisory Utility Board, staff is recommending purchasing a 6-foot by 10-foot commercial duty steel utility trailer for the safety and care in handling the mowing equipment. The steel trailer will be purchased from a local vendor after obtaining several quotes. Funding is identified as follows: from account number 410-0050-536-30-48 \$1,332 and from account number 410-0050-536-60-64 \$500 for a total of \$1,832. **Chairman Robertson considered the request approved as stated.**

B. North Lake Harper Basin Stormwater Project – Dave Clanton - \$15,000

Per the report to the City Advisory Utility Board, staff is recommending approval to allow the City Manager, or his representative, to enter into negotiations with the School Board for the acquisition of a parcel of land to be utilized as a stormwater detention facility. The recommendation also includes approval to retain the services of an engineer to design the stormwater detention facility. Funding is identified as follows: reallocation of funds in the amount of \$15,000 from account number 001-0541-60-63 (SR 41 water main extension) to account

001-0541-536-30-31 for professional engineering services. **Chairman Robertson considered the request approved as stated.**

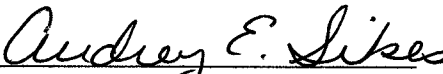
- C. Analytical Balance – Dave Clanton - \$2,751
Per the report to the City Advisory Utility Board, the existing balance has been in service for fifteen years and has recently begun to show signs of failure. This vital piece of equipment is used daily in the wastewater facility laboratory in calculating the mixed liquor suspended solids, total and volatile solids, total suspended solids and calculating removal efficiencies. These daily tests are needed to maintain the operational integrity of the wastewater treatment facility as a means of functioning within the FDEP permit conditions. Funding is identified as follows: reallocation of funds from account 410-052-536-52 to account 410-0052-536-64 in the amount of \$2,751. **Chairman Robertson considered the request approved as stated.**
- D. Commerce Drive Force Main Extension – Richard Lee - \$107,000
Per the report to the City Advisory Utility Board, staff is requesting approval of Bailey Bishop and Lane's engineering services for the design of Commerce Drive force main extension. Funding is identified as follows: reallocation of funds from account 410-051-536-60-63 (SR 41 water main extension) \$15,000 to account 410-0051-536-30-31 – engineering, \$60,000 to account 410-0051-536-30-34 – construction cost, \$32,000 to account 410-0051-536-60-67 (Material) for a total of \$107,000. **Chairman Robertson considered the request approved as stated.**

Chairman Robertson declared items A-D identified above to be presented to the City Council for approval.

12. CITY MANAGER REPORT Waiver of Tap & Permit Fees for Low Income Housing
Mr. Reynolds discussed the May 30, 2008 letter from Columbia Developers, LLC relating to concerns with the Tom Page Place property. This site is for low income housing and for those that has been misplaced due to the recent storms and tornadoes. Mr. Jock Phelps is requesting for the City to waive the tap and permit fees. Mr. Reynolds reported the impact fees could not be waived. **Members concurred to support and would like to see criteria placed on requirements for waiving. Members concur for the wordage to include a direct relation to aftermath of storm damage.**

Mr. Baltzley provided a quick update on the Florida Gas Utility conference. A presentation is forthcoming on the conversion of regular gas to CNG gas in city owned vehicles.

13. ADJOURNMENT
There being no further business the meeting adjourned at 6:53 P.M.


Audrey E. Sikes, City Clerk