

CITY ADVISORY UTILITY BOARD MEETING MINUTES

June 9, 2009 * CITY HALL

The City Advisory Utility Board for the City of Lake City, met on June 9, 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 – absent
Henry Sheldon – Engineer, non-council board member -absent
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 - absent
Dave Clanton – Interim City Manager
Steve Baltzley – Natural Gas Director
Steve Roberts – Water Plant Director
Thomas Henry – Director of Public Works
Dorothy Tyre – Finance Director - absent
Grayson Cason – Project Manager (representing Dorothy Tyre – Finance Director)
Walt Graham - Contractor, non-council board member
Blair Payne – City Attorney
Stephen Bailey – County Commissioner
Jody Dupree – County Commissioner
Dale Williams – County Manager – absent

Also in Attendance:

Audrey Sikes – City Clerk
Stephen M. Witt – Mayor/Council Member
Jeff Hardison – Lake City Reporter
Bill Herrington – W.H.H. Enterprises

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.

At this time Mr. Ward stated the Ordinance has been enacted allowing all members to vote.

3. APPROVAL OF AGENDA
Mr. Dupree made a motion to approve the agenda as presented. Mr. Bailey seconded the motion and the motion carried on a voice vote.

4. PUBLIC COMMENTS
None

5. MINUTES-BOARD MEETING – TUESDAY, APRIL 14, 2009
Mr. Harwell made a motion to approve the April 14, 2009 Board Meeting minutes as presented. Mr. Jefferson seconded the motion and the motion carried on a voice vote.

6. OLD BUSINESS
Engineering Proposal for Lake Harper Erosion/Sedimentation (North) with attachment
Dave Clanton

Mr. Clanton reported these are items within the contract. Members were provided a detailed outline from GTC Design Group of the Engineering Proposal to include: scope of project, engineering documentation, project schedule, schedule of fees, additional plans and payment of invoicing. The proposed cost for the Engineering Proposal is \$14,550 based upon a thirty day acceptance period. **Mr. Roberts made a motion to recommend to City Council the authorization to proceed with the engineering proposal from GTC Design Group for the Lake Harper Erosion/Sedimentation (North) project in the amount of \$14, 550. Mr. Baltzley seconded the motion and the motion carried on a voice vote.**

7. CONSENT AGENDA
A. Jones Edmunds – Sisters Welcome Road Reclaimed Water – Invoice #0307396 - \$12,715.39
B. Tetra Tech – Conceptual Design PER – Invoice #50260870 - \$12,582.98

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

8. PRESENTATIONS
A. Sisters Welcome Road Reclaim Water System Status Report (with attachments) –
Dave Clanton

Mr. Clanton reported construction is underway and going well on the reuse facility.

B. Gas Rate Study (with attachment) – Steve Baltzley (Bill Herrington, W.H.H. Enterprises)

Mr. Herrington provided a Powerpoint Presentaion relating to the Natural Gas System Rate Study for 2009. The presentation included the existing Lake City Rate Analysis, Peer Group Rate Analysis, Rate Design, Determination of Revenue Requirements, Allocation of Costs, Development of New Rates, Comparison of Proposed Rates and the Recommendations and Conclusions. Overall Mr. Herrington is recommending a modest increase over a three year phase in period. Mr. Herrington suggested reviewing the rates and the budgets together. Mr. Herrington reported a benchmarking study was not performed as a part of this Rate Study. Mr. Dupree expressed the importance of a benchmarking study to evaluate and review the efficiencies of the administrative services. **Mr. Larry Lee made a motion to recommend to City Council the adoption and enactment of the Natural Gas System Rate Study 2009 as presented by Bill Herrington of WHH Enterprises, Inc. Mr. Clanton seconded the motion and the motion carried on a voice vote.**

Mr. Baltzley discussed the importance of implementing a CIP account to allow for future projects **Mr. Baltzley made a motion to recommend to City Council approval for the creation of a CIP (Capitol Improvement Plan) account for the Natural Gas Department. Mr. Larry Lee seconded the motion and the motion carried on a voice vote.**

9. NEW BUSINESS

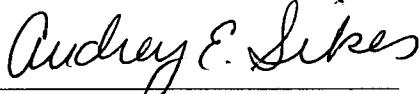
Procedure for County Residents hooking up to city utilities (with attachment) – Commissioner Jody Dupree.

Mr. Dupree reported a county resident was told the City does not have any available capacity however, if they annexed their property the City would have capacity available. Mr. Dupree expressed concern with this practice. Mr. Ward cited the Council Policy surrounding the Department of Environmental Protection (DEP) Consent Order stating residents must annex in order to gain a reserve for capacity. After discussion, Mr. Ward suggested a repeal of the Council Policy.

Mr. Clanton is to present an updated capacity report next month.

10. ADJOURNMENT

There being no further business the meeting adjourned at 6:50 PM on a motion made and duly seconded.



Audrey E. Sikes, City Clerk