

**CITY ADVISORY UTILITY BOARD MEETING MINUTES
AUGUST 12, 2008 * CITY HALL**

The City Advisory Utility Board for the Greater Lake City Regional Utility Authority, met on August 12, 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 – tardy
George Ward – City Councilman
Henry Sheldon – Engineer, non-council board member
Jim Poole – Director of the Columbia County Industrial Development Authority
Larry Lee – Director of Growth Management – absent
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
Steve Roberts – Water Plant Director – absent
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
Officers Spahalski and Officer Cline – Sergeant-At-Arms

1. CALL TO ORDER
Chairman Robertson called the meeting to order at 6:00 PM.

2. PLEDGE OF ALLEGIANCE

3. INVOCATION – JOHN ROBERTSON

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

5. MINUTES – BOARD MEETING, JUNE 18, 2008
Mr. Ward made a motion to adopt the June 18, 2008 City Advisory Utility Board Meeting minutes as published. Mr. Poole seconded the motion and the motion carried on a voice vote.

6. APPROVAL OF AGENDA
Mr. Robertson asked to move items 10A Dale Williams, County Manager- City/County Utilities, 10B Compressed Natural Gas Presentation and 10C Update of St. Margaret's Reuse Facility – Henry Sheldon to 7A, 7B, and 7C. The request also included Public Comments to be moved from item 7 to item 8 with the renumbering of the remaining items on the agenda. **Members concurred by voice vote.**

7. PRESENTATIONS
 - A. Dale Williams, County Manager – City/County Utilities
Mr. Williams provided members with an overview of the presentation he provided to the Board of County Commission relating to City/County Utilities. Mr. Williams reported he has received permission from the Board of County Commission to work with the City on setting goals/framework for the creation of a Memorandum of Understanding (MOU) for a Joint Utility.

Mr. Robertson requested for Mayor Witt to appoint City Manager Scott Reynolds and one more person to work with Mr. Williams and Commissioner Weaver on the MOU agreement.

Mr. Williams stated he will ask the Chair of the Board of County Commission to appoint two new members to the Board.

Mr. Reynolds requested for this topic to remain a standing item on the agenda.
 - B. Compressed Natural Gas Presentation – Steve Baltzley
Mr. Baltzley provided a PowerPoint Presentation on the 2008 Feasibility Study for Compressed Natural Gas.
 - C. Update of St. Margaret's Reuse Facility – Henry Sheldon
Mr. Sheldon provided a PowerPoint Presentation on Reclaimed Water and the Progress of the Wastewater Master Plan.

Mr. Reynolds reported he will apply for grants and approval as necessary.

8. PUBLIC COMMENTS
None

9. OLD BUSINESS
None

10. CONSENT AGENDA
 - A. Bailey, Bishop & Lane–Lake Jeffery Road Water Line Project–Invoice 13209-\$1,500
 - B. GTC Design Group – Target Lift Station – Invoice 3093 - \$9,718.84

- C. GTC Design Group – Wastewater Treatment Plant – Invoice 3147 - \$3,500
- D. Jones Edmunds – Storm Water Utility Development – Invoice 0306743 - \$1,642.30
- E. Tetra Tech HAI – Water Treatment Plant – Invoice 50173611 - \$578.83

Mr. Poole made a motion to recommend to City Council the approval of the Consent Agenda, consisting of items A-E identified above. Mr. Richard Lee seconded the motion and the motion carried on a voice vote.

11. NEW BUSINESS

- A. Emergency Aerator Repair for the West Digester – Dave Clanton - \$25,000

Per the Report to City Utility Advisory Board Mr. Clanton is requesting approval to re-allocate funds for the emergency repair to the West Digester aerator gear box. The existing aerator for the West Digester has been in service for approximately thirty four years and has recently failed to operate when called upon. This vital piece of equipment is used in the Wastewater Facility to mix bio-solids that are wasted from the treatment process. The recommended reallocation of funds in the amount of \$25,000 is as follows: from account number 410-0052-536.64 identified as Pole Bar to account number 410-052-536.46 Repair and Maintenance. **Mr. Ward made a motion to recommend to City Council the authorization for the emergency aerator repair for the west digester in the amount of \$25,000. The motion requires an allocation of funding from account number 410-0052-536.64 to 410-052-536.46. Mr. Jefferson seconded the motion. The motion passed on a voice vote.**

- B. Malone Street Curbing Improvements – Thomas Henry - \$10,000

Per the Report to City Utility Advisory Board, Mr. Henry is requesting approval to install curbing and one driveway cut along Malone Street to the drainage along Highway 441 due to flooding problems along the street. **Mr. Reynolds made a motion to recommend to City Council the approval to install curbing and one driveway cut along Malone Street. The motion identifies funding as 001-0160-541-60.63 Capitol Expense. Mr. Jefferson seconded the motion. The motion passed on a voice vote.**

- C. Florida Department of Corrections Memo of Understanding – Nick Harwell

Mr. Harwell reported the City can now meet the demands for connectivity. Mr. Harwell stated the engineer drafted the Memorandum of Understanding (MOU) and staff has reviewed the document. Mr. Darby recommended addressing the question of payment from the Department of Corrections whether it is a reimbursement or payment up front. **Mr. Harwell made a motion to recommend to City Council the approval to move forward with the Memorandum of Understanding between the City of Lake City and the Florida Department of Corrections for Potable Water Service Extension to the Columbia Corrections Institute. Mr. Poole seconded the motion. The motion passed on a voice vote.**

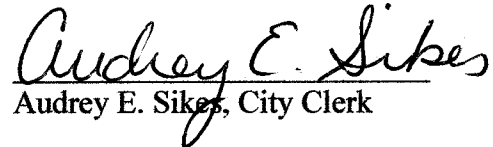
D. Residents of Woodborough Subdivision Memo of Understanding – Nick Harwell

Mr. Reynolds reported a draft Memorandum of Understanding has been created and that he felt this would be a good pilot program for the Utility. Mr. Reynolds reported this is not a budgeted expense with an estimated financial impact of \$890,000. Mr. Darby reported he had briefly reviewed the document and feels there are some legal concepts that need to be better articulated. Mr. Darby would like to review the document and make recommendations on the language to be included in the Memorandum of Understanding. **Mr. Reynolds made a motion to recommend to City Council, at a later date, the conceptual approval of the Memorandum of Understanding between the City of Lake City and the residents of Woodborough Subdivision (150 lots) for Potable Water Service. The motion provides for staff to formally meet with residents and explore ideas. The motion is subject to the review and approval of the City Attorney. Mr. Ward seconded the motion. The motion passed on a voice vote.**

Mr. Robertson expressed his enjoyment for serving on the Utility Board and officially passed the gavel to Councilman Ward.

12. ADJOURNMENT

There being no further business the meeting adjourned on a motion duly made and seconded.


Audrey E. Sikes, City Clerk