

AGENDA

CITY OF ARCHER
16870 SW 134TH AVENUE
P.O. BOX 39
ARCHER, FL 32618-0039

February 16, 2016

SEWER COMMITTEE MEETING

6:00 p.m.

ARCHER CITY HALL

All persons wishing to participate and speak on an issue at the public meeting have the right, through the Chair, to ask questions of staff or other speakers, to seek clarification of comments made by staff or other speakers, and to respond to the comments or presentations of staff or other speakers.

All persons who present written materials to Commissioners for consideration must ensure that a copy of those materials is provided to the Clerk for inclusion in the record of proceedings and official minutes.

All persons are advised that, if they decide to appeal any decision made at this public hearing or meeting, they will need a record of the proceedings and, for such purpose, they may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

All interested persons are invited to attend and be heard.

CALL TO ORDER

I. Consent Agenda

- A. Approve minutes from meeting on November 16, 2015

II. New Business

- A. Ms. Debra Preble-Attachment A-2, Grant Work Plan
- B. Ms. Debra Preble-New Draft of the PER

III. Citizen Comments

IV. Committee Comments

V. Motion to Adjourn

CITY OF ARCHER
16870 SW 134th AVE
Archer, Florida 32618-0039
Phone: 352-495-2880 Fax: 352-495-2445

CITY OF ARCHER SEWER COMMITTEE MEETING MINUTES
Monday, November 16, 2015 Time: 6:00 PM

MINUTES, WHICH ARE PUBLIC RECORD, ARE NOTES TAKEN TO PROVIDE A SUMMARY MEMORANDUM OF MEETINGS OR HEARINGS AND CONTAIN ALL OFFICIAL ACTIONS TAKEN. MINUTES ARE NOT INTENDED TO BE A WORD FOR WORD OR VERBATIM TRANSCRIPTION OF THE MEETING.

SEWER COMMITTEE: Commissioner Susan Drawdy
Bob Kasicki
Sara Brannon
Dan Beck
Sue Batey
Harriett Davis
Laurie Costello

Absent: Amelia Davis
Robert Brown

GUEST SPEAKER: Debra Preble, P.E, Vice President, Preble-Rish, Inc.

STAFF: Interim City Manager, John Glanzer
Minutes Recorder, Mary T. Flickinger

I. CALL TO ORDER

Interim City Manager Glanzer called the meeting to order at 6:00 pm.

II. CONSENT AGENDA

A. Approval of Minutes from the September 24, 2015, Sewer Committee Meeting

MOTION

Committee Member Costello moved to approve the minutes from September 24, 2015.

Committee Member Beck seconded the motion.

PUBLIC COMMENT: None

MOTION CARRIED: 7-0. (All voted)

III. NEW BUSINESS

A. Appoint a Sewer Committee Co-Chair

Interim City Manager Glanzer stated that arrangements have been made for the City's Minutes Recorder to take the minutes for the committee. Committee members recapped that in the past, the Commissioner assigned to the Sewer Committee would chair the meeting, but would not participate in the vote. Interim City Manager Glanzer proposed appointing a Co-Chair in the event that Commissioner Drawdy is absent.

MOTION

Committee Member Davis moved to appoint Bob Kasicki as Co-Chair of the Sewer Committee.

Committee Member Brannon seconded the motion.

PUBLIC COMMENT: None

MOTION CARRIED: 6-0.

IV. OLD BUSINESS

A. Continued Discussion on the preliminary engineer's report, Ms. Preble, Preble & Rish, Inc.

Ms. Preble stated that after the last Sewer Committee meeting, the options were analyzed and a spreadsheet outlining the comparisons and costs that the committee had explored was created for further examination. The spreadsheet analysis was displayed on the overhead screen and discussions on the analysis continued.

Committee had looked at the option of building on the property that the city owns with a small, medium or large package plant with advanced wastewater treatment and no spray fields. The committee compared the small, medium and large systems because the area collected from is directly related to the revenue generated from the system. The Committee also looked at other options, such as sending waste water to GRU or Williston. The Committee discussed Newberry, but felt that it was not a viable option.

Revenues:

Small Collection System:	\$126,000
Medium Collection System	\$240,000
Large Collection System	\$356,000

Annual Costs (with grants)

Archer Plant Small:	\$151,000
Archer Plant Medium:	\$243,000 \$235,000 (with \$700,000 new legislative appropriation)
Archer Plant Large:	\$324,000
GRU Small:	\$267,000
GRU Med:	\$287,000
GRU Large:	\$312,000
Williston Small:	\$250,000
Williston Medium:	\$270,000
Williston Large:	\$295,000

Ms. Preble stated that USDA will be looking at the least expensive option in terms of initial cost and affordability and also in terms of the revenue collected from citizens and the rates that they can afford to pay to service the debt. Instead of looking at the overall cost of any one option, they will look at the annual cost of that option compared to annual revenue that option generates. If the committee were to recommend anything but the cheapest option, we would need to clearly identify the non-monetary advantages. If the non-monetary advantages are not clearly articulated to USDA, they will not allow you to go forward.

Ms. Preble displayed survey maps on the overhead screen, highlighting the proposed plant site and required vegetative buffer. The committee discussed the location, nature trails and possible recreation amenities at the site. Ms. Preble recommended looking at the creative wetlands at Kanapaha Gardens. Boardwalks will serve as a barrier to the public coming in contact with the waste water and birds will naturally flock to the site.

The Archer package plants all meet the county's standards. In discussions with the county, although they have not firmly committed, they may allow the city to consider what the discharge effluent limits are that come out of the wetlands as oppose to coming out of the package plant. This option would also drive the costs down.

The Sewer Committee unanimously agreed that the city should have their own plant and felt that the medium plant might not meet the goals of having as many homes on the system as possible and attracting businesses to the area.

MOTION

Committee Member Kasicki moved to recommended to the City Commission the large plant.

Committee Member Brannon seconded the motion.

Ms. Preble stated that with the large plant, there maybe some push from the funding agencies to complete the large plant in two phases.

PUBLIC COMMENT: None

MOTION CARRIED: 6-0.

For the next Commission on December 14, 2015, Ms. Preble stated that she will prepare the numbers in a clearly readable format for all of the options, not just the one chosen, and provide maps showing the small, medium and large service area.

V. CITIZEN COMMENTS

None

VI. ADJOURNMENT

MOTION:

Interim City Manager Glanzer moved to adjourn the meeting.

Committee Member Costello seconded the motion.

PUBLIC COMMENT: None

MOTION CARRIED 6-0 Time: 7:32 pm.

John Glanzer, Interim City Manager

Susan Drawdy, Commissioner

ATTACHMENT A-2 GRANT WORK PLAN

PROJECT TITLE: Archer Wastewater Collection, Treatment and Agriculture Reuse Project

PROJECT AUTHORITY: Archer (Grantee) received funding from the Florida Legislature in the amount of \$750,000 through Specific Appropriation Line Item No._____, Fiscal Year (FY) 2014 - 2015, General Appropriations Act. The Grantee received this funding for the purpose of constructing wastewater collection, treatment, and effluent disposal. Authority for this Project is specified in Section 403.061, Florida Statutes. Monitoring and auditing guidelines, as related to the Florida Single Audit Act, are specified in the Florida Catalog of State Financial Assistance (CSFA), No. 37.039.

PROJECT LOCATION: The Project will be located at 15515 SW 170th Street, which is located within the City of Archer in Alachua County, Florida. See Figures 1 and 2 for a location map and site plan.

PROJECT BACKGROUND: Numerous septic tank systems in the City of Archer have been documented as sanitary nuisances by the Alachua County Health Department. The aging and failing septic tanks are estimated to contribute to pollution of the Floridian Aquifer by the addition of 30,000 pounds of Nitrates annually.

The initially proposed project consisted of the construction and related technical services to implement a centralized wastewater collection, treatment and agriculture re-use system to serve the Grantee. It also included the Grantee's purchase of real property for the construction and implementation of the centralized wastewater treatment and agriculture re-use system which, as of the date of this Revised Project Work Plan, has been completed. Finally, the initially proposed project included the abandonment and demolition of approximately 500 septic tanks, a vast number of which are failing or poorly maintained.

However, the initially proposed project is not able to be completed at this time and Grantee has to start over with a new set of pre-design and design documents for a much smaller project. Therefore, the Grantee requested a revision in the scope of work to redesign the project, an extension to allow time to redesign the project, and a reallocation of the budget resulting in this Revised Project Work Plan and the Project Description and Tasks set forth below.

PROJECT DESCRIPTION: The Grantee intends to predesign, design and purchase land for the construction and implementation of a centralized wastewater collection, treatment and agriculture reuse system.

Task 1: Land Purchase

Task Description: The Grantee will acquire a treatment and agriculture reuse site of not less than 40 acres with satisfactory shape, size, soils and slopes to accommodate a treatment plant and handle the reuse of effluent and bio-solids in an environmentally sensitive matter in accordance with the Santa Fe River Basin Management Action Plan. Pursuant to paragraph 29 of the State Financial Assistance Agreement ("Agreement"), all land acquired under the Agreement shall be used in perpetuity for the construction of the centralized wastewater treatment and agriculture re-use system. The deed to the property purchased by the Grantee under the Agreement shall be subject to the terms and conditions of the Agreement and shall be subject to the "Restrictive Covenants" attached to the Agreement as Exhibit 2.

Deliverable: Copy of closing settlement statement (or equivalent document) that outlines all of the separate costs associated with the closing of the land purchase. Title/deed of the purchase property (located at 15515 SW 170th Street, Archer, FL; Tax Parcel Number 05129-000-000) that includes the covenants and restrictions outlined in the Grant Award Agreement (DEP Agreement LP01030).

Task 2: Preconstruction Activities

Task Description: The Grantee will procure surveying and professional engineering services in accordance with state law to design a centralized wastewater collection, treatment, and agriculture reuse system. The Grantee will complete the design of centralized wastewater collection, treatment, and agriculture reuse system and obtain all necessary permits for construction of the project. The Grantee will submit documentation of preconstruction activities, as described below.

Payment Request Schedule: Grantee may submit a payment request for cost reimbursement no more frequently than once per month. The outlined Interim Deliverable(s) and/or Final Deliverable(s) must have been submitted and accepted in writing by the Department's Grant Manager prior to payment request submittal.

Deliverable 2a: An electronic copy of the final preliminary engineering report, including professional certification as applicable. Upon request, the Grantee will provide a paper copy of the final preliminary engineering report submittal.

Performance Standard: The Department's Grant Manager will review the final preliminary engineering report to verify that it meets the specifications in the Grant Work Plan and this task description, and provide any comments to the Grantee for incorporation. Upon review and written acceptance of this submittal by the Department's Grant Manager, the Grantee may proceed with the payment request submittal for costs associated with this pre-design document.

Deliverable 2b: An electronic copy of the final infiltrating wetlands evaluation for wetlands disposal, including professional certification as applicable. Upon request, the Grantee will provide a paper copy of the final infiltrating wetlands evaluation submittal.

Performance Standard: The Department's Grant Manager will review the final infiltrating wetlands evaluation to verify that it meets the specifications in the Grant Work Plan and this task description, and provide any comments to the Grantee for incorporation. Upon review and written acceptance of this submittal by the Department's Grant Manager, the Grantee may proceed with the payment request submittal for costs associated with this pre-design document.

Deliverable 2c: An electronic copy of the final survey, including professional certification as applicable. Upon request, the Grantee will provide a paper copy of the final survey submittal.

Performance Standard: The Department's Grant Manager will review the survey to verify that it meets the specifications in the Grant Work Plan and this task description, and provide any comments to the Grantee for incorporation. Upon review and written acceptance of this submittal by the Department's Grant Manager, the Grantee may proceed with the payment request submittal for costs associated with this pre-design document.

Deliverable 2d: An electronic copy of the draft design for the Phase 1 collection system at 30% completion submitted to the Department's Grant Manager for review prior to submittal of the draft design at 60% completion.

Performance Standard: The Department's Grant Manager will review the draft design at 30% completion to verify that it meets the specifications in the Grant Work Plan and this task description, and provide any comments to the Grantee for incorporation. Upon review and written acceptance of this submittal by the Department's Grant Manager, the Grantee may proceed with the payment request submittal for costs associated with this design document.

Deliverable 2e: An electronic copy of the draft design for the Phase 1 collection system at 60% completion submitted to the Department's Grant Manager for review prior to submittal of the final design.

Performance Standard: The Department's Grant Manager will review the draft design at 60% completion to verify that it meets the specifications in the Grant Work Plan and this task description, and

provide any comments to the Grantee for incorporation. Upon review and written acceptance of this submittal by the Department's Grant Manager, the Grantee may proceed with the payment request submittal for costs associated with this design document.

Deliverable 2f: An electronic copy of the final design for the Phase I collection system, including professional certification as applicable. Upon request, the Grantee will provide a paper copy of the final design submittal.

Performance Standard: The Department's Grant Manager will review the final design to verify that it meets the specifications in the Grant Work Plan and this task description, and provide any comments to the Grantee for incorporation. Upon review and written acceptance of this submittal by the Department's Grant Manager, the Grantee may proceed with the payment request submittal for costs associated with this design document.

PROJECT TIMELINE: The tasks must be completed by the end of each task timeline and all deliverables must be received by the designated due date.

Task/ Deliverable No.	Task or Deliverable Title	Task Start Date	Task End Date	Deliverable Due Date/ Frequency
1	Land Purchase		Completed	
2a	Preliminary Engineering Report	7/1/2015	12/31/2016	
2b	Infiltrating Wetlands Evaluation for Wetlands Disposal	7/1/2015	12/31/2016	
2c	Survey	7/1/2015	12/31/2016	
2d	30% Design Phase I Collection System	7/1/2015	12/31/2016	
2e	60% Design Phase I Collection System	7/1/2015	12/31/2016	
2f	Final Design Phase I Collection System	7/1/2015	12/31/2016	

BUDGET DETAIL BY TASK:

Task No.	Budget Category	Budget Amount
1	Contractual Services	\$588,500
2	Contractual Services	\$161,500