AGENDA
UTILITY ADVISORY BOARD
CITY OF DUNNELLON
20750 RIVER DRIVE
DUNNELLON, FL 34431
OCTOBER 17, 2016 AT 3:00 P.M.

PLEASE NOTE: Individuals wishing to address the Board please sign in. A three-minute time limit will be administered. PLEASE TURN CELL PHONES OFF.

One or more City Council members may attend this meeting and may speak.

OPENING
Call to Order
Pledge of Allegiance

PROOF OF PUBLICATION
The agenda was posted on the City's website and City Hall Bulletin Board on Friday, October 14, 2016.

ROLL CALL

1. **APPROVAL OF MINUTES**

Minutes 9/19/2016

Documents:

20160919.PDF

2. Basin Management Action Plan (BMAP) - Lewis Bryant, P.E., Kimley-Horn

Kimley-Horn IPO#58 Engineering Support - for review and recommendation to Council

Documents:

IPO58 BMAP AS REQUESTED SUPPORT.PDF

3. Comprehensive Utility Analysis

Woodard & Curran - Scope of Work - approved at Council 10/10; scheduled to begin 10/24

Documents:

WOODARDCURRAN FOR UAB.PDF

4. P113 Project

Rainbow Springs Infrastructure Development - *Update*

5. Finance Reports - Jan Smith

Florida Rural Water Association (FRWA) Rate and Operations Studies - *followup*

Rio Vista Billing - *Status*

6. Utility Operations

Plan for Installation of Radio Controlled Meters

Plan for Valve Replacements

Status of Juliette Falls Permit Renewal

Impact on Utilities - Bicycle Path

7. Public Comment

8. Adjournment

ANY PERSON REQUIRING A SPECIAL ACCOMMODATION AT THIS HEARING BECAUSE OF A DISABILITY OR PHYSICAL IMPAIRMENT SHOULD CONTACT THE CITY CLERK AT (352) 465-8500 AT LEAST 48 HOURS PRIOR TO THE PROCEEDING. IF A PERSON DESIRES TO APPEAL ANY DECISION WITH RESPECT TO ANY MATTER CONSIDERED AT THE ABOVE MEETING OR HEARING, HE OR SHE WILL NEED A RECORD OF THE PROCEEDING, AND FOR SUCH PURPOSE, HE OR SHE MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED. THE CITY IS NOT RESPONSIBLE FOR ANY MECHANICAL FAILURE OF RECORDING EQUIPMENT.

MINUTES
UTILITY ADVISORY BOARD
CITY OF DUNNELLON
SEPTEMBER 19, 2016 AT 3:00 P.M.

OPENING:

Chairman Hugh Lochrane called the meeting to order and led the Pledge of Allegiance.

PROOF OF PUBLICATION:

The agenda was posted on the City's website and City Hall Bulletin Board on Friday, September 16, 2016.

ROLL CALL

Members Present: Hugh Lochrane, Burt Eno, William Maguire, William Descalzi, Jim Hicklin, Denise Rondeau, Cynthia Williams, Alan Wise

Members Absent: Tom Brady

Staff Present: Dawn Bowne, Jan Smith, Teresa Malmberg

1. WELCOME NEW MEMBER CITY REPRESENTATIVE:

William Maguire was welcomed to the Board as a City representative member.

2. APPROVAL OF MINUTES:

The minutes were approved for 5/16/2016, 7/18/2016 as amended; and 8/9/2016, 8/15/2016 as submitted, by unanimous vote 8-0.

3. FLORIDA RURAL WATER ASSOC. (FRWA) - Tom Gustafson:

Mr. Gustafson made a presentation of the Rate and Operational Studies. Members and staff discussed and asked questions. Following discussion, Jim Hicklin made a motion to accept the Rate Study as presented. Alan Wise seconded. The motion passed by unanimous vote, 8-0. Jim Hicklin made a motion to accept the Operational Study as presented. Alan Wise seconded. The motion passed by unanimous vote, 8-0. The studies will be presented to Council.

Chairman and members thanked the FRWA and Mr. Gustafson for the work on these studies.

4. FINAL BUDGET FY2017:

Members and staff discussed the final budget to be presented to Council for approval on 9/26/2016.

5. JULIETTE FALLS WASTEWATER TREATMENT FACILITY OPERATING PERMIT RENEWAL:

Status Update: Kimley-Horn is wrapping up the renewal package and should be submitting to FDEP the week of September 19.

6. COMPREHENSIVE UTILITY ANALYSIS

Chairman Lochrane, members and staff discussed the Utility Director position and continuing

Interim City Manager is in the process of discussions with Woodard Curran to develop a scope of work and cost of analysis. Currently planning to schedule a meeting with Council liaison, UAB Chair and Woodard Curran to identify what is in the master plan to avoid duplication on topics that have already been addressed.

7. UPDATE UTILITY MASTER PLAN

Interim City Manager is working with Kimley-Horn to schedule a workshop(s) to help educate Council and UAB on this plan. At that time, we can identify the areas that need updated. Council can then consider/approve a directive to update the plan should they choose to do so.

8. PUBLIC COMMENT - None

9. ADJOURNMENT – The meeting was adjourned at 5:09 p.m.

_____ _____

Hugh Lochrane, Chairman Teresa Malmberg, Admin. Coordinator

Kimley»Horn

INDIVIDUAL PROJECT ORDER NUMBER 58

Describing a specific agreement between Kimley-Horn and Associates, Inc. (the Engineer), and The City of Dunnellon (the City) in accordance with the terms of the Master Agreement for Continuing Professional Services dated November 9, 2009, which is incorporated herein by reference.

Identification of Project:

"As Requested" BMAP Engineering Support

General Category of Services:

Under this IPO, the Engineer will provide Basin Management Action Plan (BMAP) engineering services as requested by the City of Dunnellon. Services covered under this Individual Project Order (IPO) will generally consist of "as requested" services that are not part of another approved IPO and are limited in scope. Examples of work that will be performed under this IPO are general consultation, attending BMAP coordination meetings, research, document review, and attendance at public meetings.

Specific Scope of Basic Services:

As requested by City staff, the Engineer will attend meetings, provide general consultation, review documents, conduct engineering research, advise City staff, scan documents, conduct site inspections or perform other engineering services that are not part of another approved IPO.

Additional Services if Required:

Services requested that are not specifically included will be provided under a new and separate IPO agreement.

Method of Compensation:

Services under this IPO will be provided on an hourly basis in accordance with the approved rate schedule and will not exceed $4,900.00 without written authorization by the City Manager or City Council.

Other Special Terms of Individual Project Order:

Services provided under this will be invoiced on a monthly basis. All invoices will include a description of services provided.

Attachments: 2016 Rate Schedule

ACCEPTED:

THE CITY OF DUNNELLON, FLORIDA.	KIMLEY-HORN AND ASSOCIATES, INC.
BY:_____	BY:_____ Malcolm L. Bryant, PE
TITLE:_____	TITLE: Project Manager
DATE:_____	DATE: September 8, 2016

G:\New Business\Public Sector\City of Dunnellon\2016\IPO - Dunnellon BMAP As Requested Services\IPO #58 - BMAP As Requested Support.docx

Kimley»Horn

KIMLEY-HORN AND ASSOCIATES, INC.

2016 BILLING RATE SCHEDULE
(Subject to change annually on July 1)

Category	Hourly Rate
Support Staff	$50.00 - $60.00
Technical Support	$70.00 - $110.00
Senior Designer	$110.00 - $125.00
Professional	$85.00 - $135.00
Senior Professional	$145.00 - $195.00
Principal	$215.00 - $225.00

MASTER

AGREEMENT #AGR2016-49
AGREEMENT BETWEEN CITY OF DUNNELLON AND
WOODARD & CURRAN, INC.

THIS AGREEMENT is made and entered into between the CITY OF DUNNELLON, a political subdivision of the State of Florida, 20750 River Drive, Dunnellon, Florida 34431, hereinafterreferred to as the "CITY," and Woodard & Curran, Inc., 2055 Sugarloaf Circle, Suite 175, Duluth GA 30097, hereinafter referred to as the "CONSULTANT."

WITTNESSETH:

WHEREAS, the CITY wishes to better understand the present status and future opportunities for operating, managing and funding its water and wastewater utilities; and

WHEREAS, the CITY desires to obtain the services of the CONSULTANT to conduct a comprehensive utility analysis; and

WHEREAS, the City Council has determined that the CITY's purchase of said services from CONSULTANT is in the best interest of the City; and

WHEREAS, it is understood that the City of Dunnellon agrees to "Piggyback" RFQ-2016-05, Continuing Professional Services for Public Works and Utilities Engineering Services between Newberry, Florida, and Woodard & Curran, Inc. as approved by the Newberry City Council on September 26, 2016, (a copy of the RFQ and executed agreement, collectively "Newberry Contract" is attached hereto as Exhibit "A") subject to the modifications described herein.

NOW, THEREFORE, in consideration of the mutual covenants, terms, and provisions contained herein, the parties agree as follows:

SECTION 1. AGREEMENT
The CITY agrees to the terms and conditions of the Newberry Contract subject to the modifications thereto specified within this Agreement. To the extent of any conflict between this Agreement and that of the Newberry Contract, the terms and conditions of this Agreement shall prevail.

SECTION 2. SCOPE OF WORK
CONSULTANT shall perform services per the Scope of Work attached hereto as Exhibit "B."

SECTION 2. DELETION
Paragraph 22 of the Newberry Contract (executed agreement) is hereby stricken.

SECTION 3. JURISDICTION/VENUE
The laws of the State of FLORIDA shall govern this Agreement. Venue of this Agreement shall be in Marion County, FLORIDA.

SECTION 4. NOTICE
Any and all Notice shall be given to CITY by CONSULTANT as follows:

City of Dunnellon
20750 River Drive
Dunnellon, Florida 34431
Attention: City Clerk
Phone: 352-465-8500
Fax: 352-465-8505

IN WITNESS WHEREOF, the parties have caused their duly authorized officers to execute this Agreement on this 10th day of October 2016.

City of Dunnellon, Florida

Nathan Whitt, Mayor 10-10-16

Woodard & Curran, Inc.

_____
Printed Name: _____
Title: _____

Attest:

Dawn M. Bowne, MMC 10-10-16
City Clerk/Interim City Manager

EXHIBIT B

DRAFT: September 30, 2016
DUNNELLON COMPREHENSIVE UTILITY ANALYSIS

The City of Dunnellon wishes to better understand the present status and future opportunities for operating, maintaining, managing and funding its water and wastewater utilities and to assist City Council in their decision whether or not Dunnellon should retain ownership or outsource the entire Water/Sewer system. To accomplish this, the City wishes to hire Woodard & Curran to perform a Comprehensive Utility Analysis. This analysis will include an assessment of the current and projected revenue streams, review of current operations, maintenance and management (O&MM) needs and options, near and long-term 10-year capital improvement program (CIP) defining emergency, near and long term requirements. The audit will also review opportunities for alternative O&M models as well as alternative funding (grant) opportunities to fund future CIP.
Proposed Scope of Services:
To accomplish these goals, the consultant will perform the following services:

Task 1. Financial Review:

- Estimate current City, Rainbow Springs, Rio Vista and Juliette Falls utilities conditions and values using asset, depreciation, and cash flow methods.
- Estimate increased above utility values based on current 5-year CIP plans.
- Prepare memorandum documenting these reviews.

Task 2. Operational Review:

Conduct interviews with all operations and maintenance staff reviewing general work practices, skills, staffing and needs.

- Inspect all capital infrastructure above and underground (water treatment facility, wastewater treatment facility, representative pump stations, hydrants, main valves, manholes & tanks).
- Develop a list of operational efficiency improvement opportunities for the City to consider. These opportunities may range from operational changes to capital projects geared at enhancing utility systems and supporting the effective management, operations and maintenance of the City's utility assets.
- Identify any safety issues that require immediate action; prioritize and provide cost estimate to repair.
- Develop a list of operational models, based on best industry practices that the City should consider weighing the pros and cons of each and adopt should the decision be to retain the water and sewer system.
- Review water loss data and identify reasons why the City is showing a 46% water loss; actual or accounting.
- Prepare a memorandum documenting the operational review.

Task 3. Capital Improvement Planning (CIP):

- Utilize interviews with operations and maintenance staff and site visits (as mentioned in the Operational Review tasks) to identify known capital needs.
- Develop an Asset Management/Condition Assessment Plan including all above and underground equipment that will enable Dunnellon to put in place a credible Capital Asset management plan that would help in the following:
  a. Projecting "In service failures",
  b. Forecasting equipment replacement requirements due to end of useful service life,

c. develop a credible short (1 to 5 years) and long term (5 to 10 years) capital budget.

- Identify the condition of the asset, predict the asset's life cycle and likelihood of failure, the consequences of failure, and cost to repair/replace the asset.
- Quantify the Capital Improvement costs which will be incurred by the utilities over the coming ten-year period
- Prepare a memorandum documenting the CIP.
- Facilitate workshops with City staff and stakeholders to review recommendations.
- Prepare a memorandum documenting the CIP.

SUMMARY REPORT, Tasks 1, 2, 3.

- Assemble the three memoranda in a final Summary Report
- Meet in workshop and individually, as needed with UAB and council members to review content.
- Make needed revisions.
- Provide final recommendations.
- Be available for final presentation to Council as requested.

Total cost for Tasks 1, 2, 3 is $29,600.00.

Task 4. Financial Initiative Plan (FIP) Optional. Cost $12,000.00

- Investigate financial resources related to federal and state programs to provide alternative opportunities to fund improvements. Consultant will scrutinize each opportunity with agency officials to ensure the program is viable and active.
- Create a funding scenario spreadsheet that evaluates viable options for both grant and low-interest financing with an estimation of required local contribution and impact.
- Present funding agency requirements, notice of funding availability expectations, administrative requirements (red flags) and process requirements.
- Develop an action plan based upon findings and help select alternatives for project financing.
- Prepare a memorandum documenting the FIP efforts
- Facilitate workshops with City staff and stakeholders to review recommendations

• Summary Report

- Assemble the four memoranda in a Summary Report
- Provide final recommendations based upon feedback from workshops
- Be available for final presentation to Council as requested