

**MINUTES UTILITY ADVISORY BOARD
OCTOBER 19, 2015, 3:00 P.M.**

OPENING: The Chairman 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, October 16, 2015.

ROLL CALL

The following members were present at roll call:

Anita Williams	Chuck Daimler	Hugh Lochrane
Jim Hicklin	Burt Eno	Tom Brady
William Descalzi	Jo/Allen Wise	Denise Rondeau

The following staff were present at roll call:

Eddie Esch	Jan Smith	Teresa Malmberg
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1. MEETING MINUTES the minutes of the August 17, 2015 were approved as submitted by unanimous vote, 8-0.

2. PUBLIC COMMENT Walter Green commented on the undefeated Dunnellon Tigers football team and encouraged everyone to come out and support them. Also noted that the Pop-Warner team is doing well.

Mr. Lochrane asked if anyone had anything to add to the agenda. Mr. Descalzi wants to add a discussion concerning the SW 180th based on information he requested from Ms. Malmberg after the last meeting.

3. ITEMS FOR DISCUSSION

A. Update on Florida Rural Water Association Activities

Burt Eno reviewed the time line. Discussion regarding actual processes. Eddie Esch and Teresa Malmberg reported on specific testing for field work and where the data audits are at this time. Discussion of where we are on the surcharge refund. Currently making the batch reports balance. Eddie Esch discussed the water break at City Hall. Residents concerned about loss of water pressure during testing – will not be affected.

B. Schedule Water / Sewer Plant Tour Dates – November 16 start at 1 p.m. Staff work on an agenda and logistics.

C. Update on Status of Reserve Funds - Jan Smith reviewed Hugh Lochrane's summary of her reserve reports (Exhibit I). Jan will research drop from 2011 to zero and report back to the Board. Discussed the definitions of each category for clarification and better understanding. Hugh Lochrane asked if there are any plans to combine water sewer. Jan Smith said, currently, the software provider wants \$8K. Discussion of how certain budget items will be easier to accomplish and we are one of the few cities who are still separate. Need to give new UB employees time to acclimate.

D. Agree to List of UAB Pertinent Documents for Website: Ordinance; Resolutions; Water/Sewer Rate Fees; Agenda/Minutes; consistent naming; Rates Resolution posted.

E. Define Capital Improvement Projects Scheduled for FY2016 – If there are ongoing projects provide a status report. We do not have anything except meter replacements (ongoing). Recently completed RV and the 41 project basically done pending as built drawings. The hotel water/sewer main project is anticipated to begin January/February. Grand opening around January 12. Fire flow is adequate for them to open their doors.

F. Define Billing Process: Requesting a written procedure on how the billing process works, i.e. flow chart. Reading Dates are determined; routes sheets sent to Operations from UB; meters are read mechanically and auto-read, route sheets with readings are returned to UB for data entry and auto reads are uploaded; readings are verified; re-reads are requested; data is sent to Information Outsource (IO) for billing; billing data is uploaded by the city to the bill pay website at the same time as sent to IO. Tom Brady asked about time line for radio read meters to be installed throughout the system.

G. Select Recurring Meeting Date, i.e. Third Monday of the Month, 3:00 p.m., w/Additional Dates Scheduled during Budget Season or as needed. Members agreed to make this a permanent date/time.

H. Funding and Planning for the SW 180th Force Main: Eddie Esch summarized the process and plan. Main concern is capacity used up from expansion. Sateke Village has to connect by choice. The County looked at a regionalization plan north of the city. Their plan was denied. City's plan was approved. We have access to what the schools are using, and Sateke Village. The state is currently working the impact fee plan, but they are contemplating land swaps. Until someone brings a better plan, we need to continue to collect fee, maybe reduced. We do not know the condition of the lines in Sateke Village. Exhibit II provided – email from William Descalzi to Eddie Esch with responses concerning this matter.

4. The meeting was adjourned at 5:00 p.m.

Hugh Lochrane, Chairman

Teresa Malmberg, Admin. Coordinator

10/19 UAB

Exhibit I

Dunnellon Cash Balance Accounts

	9/30/2011	9/30/2012	9/30/2013	10/1/2013	8/31/2014	9/30/2014
Water						
02000-15163 Water - Util Dep	143,470	189,940	134,335	134,335	117,584	117,474
02000-15164 Cap Improv/Connect fees	493,681	0	0	0	0	3,792
02000-15168 Unrestricted	395,387	224,830	205,143	230,582	151,040	168,739
02000-15189 Reserve Equip Repl	513,503	0	0	0	0	0
02000-15192 Emergency Reserve	43,989	49,054	51,052	0	1,676	1,830
02000-15195 Regions Debt Srv Reserve - WEF			135,171	77,421	154,562	172,483
02000-15196 BB&T Debt Srv Reserve - WEF		149,707	238,222	78,766	155,199	174,800
02000-15148 Regions Bond Proceeds - 2013			2,587,469	1,561,464	1,400,758	1,382,120
Total Water	1,590,030	613,531	3,351,392	2,082,568	1,980,819	2,021,238
Sewer						
02000-15174 Sewer - 93 Bonds R&R	0					
02000-15176 Sewer - 94 Bonds R&R	0					
02000-15167 Cap Improv/Connect Fees	863	1,701	1,832	1,832	1,832	42,628
02000-15169 Unrestricted	29,568	184,069	1,578,246	264,924	211,562	160,697
02000-15181 Reserve Equip Repl	597,240	125,994	125,994	0	0	0
02000-15189 SRF Loan Reserve	10,120	10,125	54,999	47,964	40,928	40,928
02000-15190 Regions Debt SRV Reserve	76,189	295,549	217,171	118,311	232,313	259,204
02000-15193 Emergency Reserve	14,638	18,378	20,515	0	1,127	1,235
02000-15197 BB&T Debt Srv Reserve - SEF		117,627	187,174	61,888	121,942	137,343
02000-15149 Regions Bond Proceeds - 2013			1,205,631	868,971	758,179	758,179
Total Sewer	728,618	753,443	3,391,562	1,363,890	1,367,883	1,400,214
TOTAL	2,318,648	1,366,974	6,742,954	3,446,458	3,348,702	3,421,452

Teresa Malmberg

From: Teresa Malmberg
Sent: Friday, October 16, 2015 3:41 PM
To: william descalzi
Cc: Burt Eno; Charles Daimler; Cynthia Williams; Denise Rondeau; Eddie Esch; Hugh Lochrane; Jim Hicklin; Jo Wise; Richard Grabbe; Tom Brady
Subject: RE: UAB Mtg 10/19/2015

Mr. Descalzi,

Below are answers from Eddie. I apologize for the delay. I am copying board members as well. Any additional information will be provided at the meeting.

Regards,
Teresa A. Malmberg
Administrative Coordinator
Public Services &
Community Development
City of Dunnellon
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Cell: (352) 445-0705
tmalmberg@dunnellon.org

Please Note: Florida has a very broad public records law. Written communication to or from city officials regarding city business is public record and open to inspection including names, addresses, and email addresses. Therefore, your email communication may be subject to public disclosure.

From: william descalzi [<mailto:bdescalzi@yahoo.com>]
Sent: Thursday, October 08, 2015 6:04 PM
To: Teresa Malmberg <tmalmberg@dunnellon.org>
Subject: UAB Mtg 10/19/2015

Hi Teresa:

For our Mtg that date; please advise Eddie that I would like a complete description of the planned application for the proposed 180th ave (high school road) funding (**100% funding from SWFWMD**) of the forced sewage main line to service the schools, Sateke Village and the State Facilities along that watershed. Also, I would like to know the sewage treatment capacity of the JF plant **100,000 gallons** and how much capacity will be required to service this area **71,000**.

Also, are those residents and facilities in that watershed presently on Dunnellon water service **NO** or their own wells? **They are on private water distribution systems.**

If this information cannot be provided at that meeting, please advise me as to where it can be found.

I would also like to know who is responsible for testing the fire hydrants in JF for flow and condition **answered in previous email (MCFR)**. Fire service here is provided by the County but our water is the responsibility of the City. The hydrants have weeds surrounding them and **NO** street marking reflectors are installed. I know our streets do not have the wearing surface asphalt in place but reflectors should be installed and hydrants cleared from weeds.

Thank you,
Bill Descalzi