

LAKE PLACID REGIONAL UTILITY  
ADVISORY COMMITTEE  
TUESDAY JUNE 19, 2012 9:00 AM

Chairman Jon Draper called the regular meeting of the Lake Placid Regional Utility Advisory Committee (LPRUAC) to order on Tuesday June 19, 2012 at 9:00 am, at Town Hall, 311 W. Interlake Boulevard, Lake Placid, Florida. A quorum was present.

ROLL CALL:

Chairman Jon Draper  
Vice Chairman Shelagh Byatt  
Commissioner Tal Rancourt  
Commissioner Pam Brewer

Town Clerk Arlene Tuck  
Town Utility Director Gary Freeman  
Town Attorney Bert Harris  
Council Member Steve Bastardi (liaison for LPRUAC)  
Council Member Debra Worley

ABSENT:

Commissioner Joy Eberhardt

CONSENT AGENDA:

- A. Approval of Agenda – Vice Chairman Byatt made a motion to approve the consent agenda; motion seconded by Commissioner Rancourt. Chairman Draper asked all in favor; all members voted in favor. Motion carried unanimously.

INTRODUCTIONS:

- A. Chairman Draper asked each member to introduce themselves and give a little history about themselves.

REVIEW OF GOVERNMENT IN THE SUNSHINE RULES:

- A. Chairman Draper then introduced Attorney Bert Harris who presented a program on the Government in the Sunshine Rule. Atty. Harris instructed the members on what could be considered a violation of the Sunshine Rule. Atty. Harris also spoke on ethics that the Commission should be concerned about.

HISTORY:

- A. Council Member Bastardi gave a history of the Town's sewer and water systems, on how the Town has acquired the systems and how they are maintained.

PENDING ISSUES:

- A. Chairman Draper reintroduced Atty. Harris who went over the Ordinance creating the Utility Advisory Commission. He also spoke on the purposes, powers and duties of the Commission. Chairman Draper asked the Committee to start making a list of issues they felt needed to be formulated.

DIRECTOR'S REPORT:

- A. Chairman Draper introduced Gary Freeman, Town Utility Director, who informed the Committee on the operation and workings of the Town's utilities. Mr. Freeman handed out an organizational chart, consent order report and a proposed draft of the 2012-2013 budget for the utilities. Chairman Draper asked the Committee to review the documents given to them by Mr. Freeman. Chairman Draper asked that the 2012-2013 budget be placed on the next agenda for discussion.

MISSION STATEMENT, GOAL SETTING, AND ACTION ITEMS:

- A. Chairman Draper handed out a proposed Mission Statement for the Committees review. He asked that they review it for the next meeting.
- B. Chairman Draper stated he felt the first goals that needed to be addressed by the Committee were the Consent Order, review the 2012-2013 budget, Lake June Road project and the reuse. He asked that these items be placed on the next agenda.

MEETING DATES AND TIME:

- A. The Committee decided to meet the second and fourth Tuesday, beginning July 10, 2012 at 3:00-5:00 pm, at Town Hall. Chairman Draper stated the Committee could cut down on the meetings whenever they felt twice a month meetings were not needed. The Clerk stated she would advertise the meetings as requested.

ADJOURNMENT:

- A. Commissioner Rancourt made a motion the meeting adjourn; motion seconded by Commissioner Brewer. Chairman Draper hearing no objections declared the meeting adjourned at 11:30 am.

REGULAR MEETING  
LAKE PLACID REGIONAL UTILITY ADVISORY COMMITTEE  
TUESDAY JULY 10, 2012 3:00 PM

Chairman Jon Draper called the regular meeting of the Lake Placid Regional Utility Advisory Committee to order on Tuesday July 10, 2012 at 3:00 pm at Town Hall, 311 W. Interlake Boulevard, Lake Placid, Florida. A quorum was present.

ROLL CALL:

Chairman Jon Draper  
Vice Chairman Shelagh Byatt  
Tal Rancourt  
Joy Eberhardt  
Pam Brewer

Town Council Liaison Steve Bastardi  
Town Clerk Arlene Tuck  
Town Utility Director Gary Freeman

OTHERS ATTENDING:

County Commissioner Jack Richie  
Council Member Debra Ann Worley  
Mrs. Lois Krebs

CONSENT AGENDA:

- A. Approval of Agenda
- B. Approval of Minutes

Ms. Byatt made a motion to approve the agenda; motion seconded by Mrs. Brewer. On roll call, motion carried unanimously.

Mrs. Eberhardt made a motion to approve the minutes of the previous meeting; motion seconded by Ms. Byatt. On roll call, motion carried unanimously.

DISCUSSION ISSUES:

- A. Consent Order issues: Mr. Freeman talked about the consent issues at the South plant. He stated he was in favor of continuing to run the plant and did not want to close down the plant. All members of the Committee felt it was advantageous to retain the permit to the plant. Mr. Freeman was asked to go to the engineer and see what it would cost to continue with the repairs of the consent order and to continue running the plant, opposed to putting the plant on hold.

- B. 2012-2013 Budget: Mr. Freeman stated his staff was still in the process of working on the budget. He stated the Town recently received all the information from the County concerning the Tomoka Heights plant and the Highway Park plant and was inputting this information into the budget. He hopes to have a finished product by the next meeting.
- C. Service Availability Fees:
1. Lake June Road Sewer Line to Chapman Project – Mr. Corbett Alday was present and informed the Committee about grants that might be available for projects such as this one. He said there is an economic development grant that could help with this grant. It involves jobs and a match. The Committee asked Mr. Alday to look into it a little further and to put it on the next meeting agenda.
  2. Mr. Alday also gave the Committee an update on a CDBG grant (Community Development Block Grant) and handed them a 2012 CDBG Project Alternatives. He stated he had met with the Town Council the night before and they were stated they wanted to eliminate Potential Project No. 4 (E. Royal Palm Ave./E Washingtonia Ave Sewer Expansion). They asked Staff to come back with the potential projects that would include stormwater drainage plans. The LPRUAC, after much discussion with Mr. Alday and Mr. Freeman ranked their choices of projects as follows: 1) Potential Project No. 1 – Magnolia Street Water Production Facility Improvements; 2) Potential Project No. 3 – Water Main Improvement; and 3) Stormwater repairs to Serenity Subdivision. Mrs. Brewer made the motion the ranking of the projects be recommended to the Town Council as **#1** – Potential Project No. 1; **#2** Potential Project No. 3; and **#3** Stormwater repairs to Serenity Subdivision; motion seconded by Ms. Byatt. On roll call, motion carried unanimously. *(See attached 2012 CDBG Project Alternatives)*
- D. Reuse: The Committee asked that this matter be tabled until the next meeting.
- E. Long range plan – A little discuss was had on a long range plan. The Committee hopes to work on one.

Mrs. Brewer made a motion the meeting adjourn; motion seconded by Mrs. Eberhardt. Chairman Draper, hearing no objections, declared the meeting adjourned at 5:10 pm.

REGULAR MEETING  
LAKE PLACID REGIONAL UTILITY ADVISORY COMMITTEE  
TUESDAY JULY 24, 2012 3:00 PM

Chairman Jon Draper called the regular meeting of the Lake Placid Regional Utility Advisory Committee to order on Tuesday July 24, 2012 at 3:00 pm at Town Hall, 311 W. Interlake Boulevard, Lake Placid, Florida. A quorum was present.

ROLL CALL:

Chairman Jon Draper  
Vice Chairman Shelagh Byatt  
Tal Rancourt  
Joy Eberhardt  
Pam Brewer

Town Council Liaison Steve Bastardi  
Town Accountant Rachel Osborne (for Town Clerk Arlene Tuck)  
Town Utility Director Gary Freeman

OTHERS ATTENDING:

Council Member Ray Royce (left shortly after the consent order)

CONSENT AGENDA:

- A. Approval of Agenda
- B. Approval of Minutes

Mr. Rancourt made a motion to approve the agenda; motion seconded by Mrs. Eberhardt. On roll call, motion carried unanimously.

Ms. Byatt made a motion to approve the minutes of the previous meeting; motion seconded by Mrs. Brewer. On roll call, motion carried unanimously.

DISCUSSION ISSUES:

- A. Consent order issues: Mr. Freeman provided the members with a document which layout the options for the South Wastewater Treatment Plant provided by Polston Engineering, Inc. After the review of the document, the members of the Committee and Mr. Freeman spoke in favor of continuing the operation of the south wastewater plant in using and revising both options, provided by Mr. Polston, of upgrading the treatment plant and building a new lift station. Mr. Rancourt suggested the proposal to reduce the flow of the south plant, engineer the flow to go either way, at the Oasis Plant, and restoring the percolation ponds, at a later date, one pond at a time. Members of the Committee agreed that this would more likely be the more economical way to go. In the long run, this method will leave several options available to increase the wastewater capacity at a later date and keep the "Town's" Department of Environment Protection permits active. The financial assistance of a grant will be the major factor in this project. These alternatives depend upon answers only Dale Polston can provide. The Committee asked Mr. Freeman to contact Dale Polston and ask if he would attend the next schedule meeting to address questions of the members. Mr. Freeman called Mr. Polson during the meeting and Mr. Polston agreed to attend the meeting.

- B. 2012-2013 Budget: Mr. Freeman presented a draft budget to the members of the Committee. Members of the Committee reviewed the budget and the Committee felt that based upon the budget at hand not enough actual data was presented for a complete review/understanding of the budgeted expenses. Mr. Freeman explained that this is a difficult budget year. So far this year, the Town only paid two months of regional utility expenses and billed revenue for only one month. The Town has no prior year data (actual). And the prior year “budget amendment”, for the Town, is based upon the remaining budget, of the County, for the 2010-2011 fiscal year. Both scenarios reflect budgetary data. The County did not forward Mr. Freeman the previous year “actual” data, which may not help. The County’s budgets (for Water and Wastewater) contained high salaries and allocated expenses, some of which do not relate to the Town’s operation. The County also had unclassified expenses budgeted, which Mr. Freeman reclassified. Ms. Osborne further explained that this year will be more challenging for wastewater. Starting this year, the Wastewater Fund will be paying off old debt as well as new debt. The wastewater will be repaying the General Fund and the Water Fund for operating cost that goes back to 1997 (Due to/Due from). And a few months ago the Wastewater Fund borrowed monies from the infrastructure Account for the electrical control box and monies from the Water Sewer Capital Improvement Account to pay off the Tomoka Height loan with Bank of America. Councilman Bastardi explained to the members that the decisions to make transfers between funds were made internally to avoid bank loans which will incur additional fees and charges to the Town. Chairman Jon Draper gave Mr. Freeman some recommendations to: 1. Make a note that states the budget do not include twelve (12) months of data. Only the last quarter of budgeted data was used for budget purpose. 2. Include a column which shows the actual expenses and revenues. This column would help members to see comparison from the previous year. 3. Include a column which shows the actual YTD amounts, + estimated amounts for the remaining months', which would more accurately reflect the total budget and provide a better comparison for the next budget year. This column would help members to see the projected costs. Chairman Jon Draper stated that if these columns are added next year members of the Committee would have more information to base a recommendation.
- C. Reuse: The Committee asked that this matter be tabled until the next meeting.
- D. Chapman Project: The Committee asked that this matter be tabled until the next meeting.
- E. Action items were reviewed:

Review of South Plant issues with Mr. Polston

Review difference in prices on engineering proposals for South Plant

Mrs. Brewer made a motion the meeting adjourn; motion seconded by Mr. Rancourt. Chairman Draper, hearing no objections, declared the meeting adjourned at 5:15 pm.

REGULAR MEETING  
LAKE PLACID REGIONAL UTILITY ADVISORY COMMITTEE  
TUESDAY AUGUST 28, 2012 3:00 PM

Chairman Jon Draper called the regular meeting of the Lake Placid Regional Utility Advisory Committee to order on Tuesday August 28, 2012 at 3:00 pm at Town Hall, 311 W. Interlake Boulevard, Lake Placid, Florida. A quorum was present.

ROLL CALL:

Chairman Jon Draper  
Vice Chairman Shelagh Byatt (absent)  
Tal Rancourt  
Joy Eberhardt  
Pam Brewer

Town Council Liaison Steve Bastardi  
Town Accountant Rachel Osborne (for Town Clerk Arlene Tuck)  
Town Utility Director Gary Freeman

OTHERS ATTENDING:

Council Member Ray Royce  
Town Attorney Bert Harris

CONSENT AGENDA:

- A. Approval of Agenda
- B. Approval of Minutes

Mrs. Brewer made a motion to approve the agenda; motion seconded by Mrs. Eberhardt. On roll call, motion carried unanimously.

Mrs. Brewer made a motion to approve minutes from July 24, 2012 meeting; motion seconded by Mr. Rancourt. On roll call, motion carried unanimously.

PUBLIC HEARING:

- A. Citizens Advisory Task Force Meeting: Bill Gearing (Grant Administrator) and Corbett Alday (Grant Administrator), with Guardian Community Resource Management, outlined fair housing laws and discussed narratives of two potential grants (EEO and CDBG-ED) for the Town of Lake Placid.
  - a. EEO (neighbor grant): Grant will be used for water plant and lines improvement and street improvement – Grant activity is divided within five service areas, based upon the need. If awarded, the grant will equal \$650,000. Mr. Gearing stated service area 4 may not qualify for the grant. If service area 4 does not, funding for the met needs will be moved to other service areas. The grant application must be submitted by October 1, 2012.

Mrs. Eberhardt made a motion to make a recommendation to Town Council for the approval to proceed with the neighborhood (EEO) grant application; motion seconded by Mr. Rancourt. On roll call, motion carried unanimously.

- b. CDBG - Economic Development: Grant will be used for the construction of a public facility for a commercial condominium resort development to be called Sandy Pointe Lodge –grant will extend wastewater lines and provide jobs. It is estimated that 26 new jobs will be created within the Town. Mike Chapman with Chapman’s Construction stated that environmental impact of this grant is vital to the Town of Lake Place and all future projects. During further discussion, it was determined that the ED grant has no match requirement and the contractor will be required to pay the Town impact fees.

Mr. Royce stated that he is in favor of the project and encourage the Committee to think about the consideration of how matters will be handled should jobs not come through or reimbursement of grant monies need to be returned. Mr. Royce asked Grant Administrator to be ready to address Council with the risks to the Town and how the matters will be taken care of should anything go wrong with the project that may possibly compose a liable to the Town.

Mrs. Eberhardt made a motion to make a recommendation to Town Council for the approval to proceed with the grant application; motion seconded by Mr. Rancourt. On roll call, motion carried unanimously.

Mr. Bastardi suggested addition (reference to the present and future) information be included to the motion with the deliberation of the items mentioned by Mr. Royce. The Chairman, Jon Draper, asked that the consideration of: Job compliance, return of grant funds and the liability to the Town should the project flop be added to the motion and included in the minutes.

#### DISCUSSION ISSUES:

- A. Consent order issues: Mr. Freeman introduced Dale Poston and Marvin Wolfe, with Polston Engineering to discuss the consent order prepared by Mr. Wolfe. Mr. Wolfe outlined two alternatives.

Mrs. Eberhardt made a motion to make a recommendation to Town Council to refurbish the south wastewater plant (Wastewater Treatment Plant Upgrade Option) and not build a new lift station; motion seconded by Mr. Rancourt. On roll call, motion carried unanimously. Short-term work will only address the safety issue with the electrical work and concrete and complete only minimum work on the ponds, but to not raising the pond level. Future objective will be to deliberate a new lift station.

Mrs. Brewer made a motion to make a recommendation to Town Council to hire the Town Attorney, Bert Harris and Polston Engineering to negotiate with the Department of Environment of Protection (DEP) to comply with the least amount of work to meet regulations, at the original operation level of the plant design; motion seconded by Mr. Rancourt. On roll call, motion carried unanimously.

During further discussion, it was determined that Mr. Freeman, with the assistance from Polston Engineering, will compose a letter to the Department of Environmental Protection showing the Towns compliance update.

B. Grants:

1. The Committee Chairman asked that grants be tabled for further discussion.
2. Chapman Project: The Committee Chairman asked that this matter be tabled for further discussion.

C. Reuse: The Committee Chairman asked that this matter be tabled until the next meeting.

D. Lines in advance of needs in projected growth areas: The Committee Chairman asked that this matter be tabled until the next meeting.

1. Service Availability Fees
2. Re-visit folks on lines where we now have availability capacity

E. Adjournment

Town Attorney, Bert Harris discussed the Sunshine Laws and emphasized the importance of compliance.

Mrs. Brewer made a motion the meeting adjourn; motion seconded by Mr. Rancourt. Chairman Draper, hearing no objections, declared the meeting adjourned at 5:15 pm.

LAKE PLACID REGIONAL UTILITY  
ADVISORY COMMITTEE  
TUESDAY OCTOBER 9, 2012 3:00 P.M.  
311 W. INTERLAKE BLVD., LAKE PLACID, FLORIDA

Chairman Jon Draper called the regular meeting of the Lake Placid Regional Utility Advisory Committee to order on Tuesday October 9, 2012 at 3:00 P.M. at Town Hall, 311 W. Interlake Boulevard, Lake Placid, Florida. A quorum was present.

ROLL CALL:

Chairman Jon Draper  
Vice Chairman Shelagh Byatt  
Tal Rancourt  
Pam Brewer  
Joy Eberhardt

Liaison Council Member Steve Bastardi  
Town Clerk Arlene Tuck  
Town Utility Director Gary Freeman  
Town Attorney Bert Harris

CONSENT AGENDA:

- A. Approval of agenda – Vice Chairman Byatt made a motion to approve the agenda; motion seconded by Mrs. Eberhardt. On roll call, motion carried unanimously.
- B. Approval of minutes – Mrs. Brewer made a motion the minutes be approved as presented; motion seconded by Mr. Rancourt. On roll call, motion carried unanimously.

DISCUSSION ISSUES:

- A. Consent Order issues and Discussion with FDEP:
  1. Review Consent Order – Mr. Freeman introduced Mr. Jon Iglehart, Mr. Gary Maier and Dr. Abdul B. Ahmadi of the Florida Department of Environmental Protection, from Fort Myers, Florida. Mr. Iglehart talked about the Consent Order Amendment and how pleased FDEP was with the upgrades to the South plant. Mr. Iglehart stated they would give the Town the extended time they needed for the final four upgrades.

The Advisory Board asked many questions and were very pleased that Mr. Iglehart, Mr. Maier and Dr. Ahmadi were present to answer all of them.

Mr. Maier and Mr. Iglehart advised there are groups that could help us with a master plan and that they would send us a list of them. They also advised they would send a list of

departments to contact concerning preventative measures. Mr. Maier and Mr. Iglehart informed the Advisory Board they would be more than willing to help in any way they can.

Mr. Rancourt made a motion the meeting adjourn; motion seconded by Mrs. Brewer. Chairman Draper, hearing no objections, declared the meeting adjourned at 5:00 PM.

REGULAR MEETING  
LAKE PLACID REGIONAL UTILITY ADVISORY COMMITTEE  
TUESDAY DECEMBER 11, 2012 3:00 – 5:00 PM

Chairman Jon Draper called the regular meeting of the Lake Placid Regional Utility Advisory Committee (LPRUAC) to order on Tuesday December 11, 2012 at 3:00 PM at Town Hall, 311 W. Interlake Boulevard, Lake Placid, Florida. A quorum was present.

ROLL CALL:

Chairman Jon Draper  
Commissioner Tal Rancourt  
Commissioner Shelagh Byatt  
Commissioner Pam Brewer  
Commissioner Joy Eberhardt

Liaison Council Member Steve Bastardi  
Town Clerk Arlene Tuck  
Town Utility Director Gary Freeman

CONSENT AGENDA:

- A. Approval of Agenda – Commissioner Byatt made a motion that the agenda be accepted as presented; motion seconded by Commissioner Rancourt. On roll call, motion carried unanimously.
- B. Approval of Minutes for October 9, 2012 – Commissioner Byatt made a motion to approve the minutes for the October 9, 2012 meeting as presented; motion seconded by Commissioner Rancourt. On roll call, motion carried unanimously.

DISCUSSION ISSUES:

- A. Director's Report –
  1. Mr. Freeman informed the Commission that our application for a CDBG grant for the Lake June project had been denied. However, he stated our FEMA grant has been approved. The FEMA grant will be used for upgrading the Town Hall, a lift station behind the Oasis Car Wash, and some generators.
  2. Mr. Freeman discussed the issues with Cross Connection Control. Mr. Freeman stated it is a State law all residential and commercial units are to have a CCC. However, there is no enforcement. Mr. Freeman stated he had presented several scenarios to the Town Council several years ago on a program to start installing CCCs and inspections. However, the Town Council did not want to pursue it at that time. The Commission asked Mr. Freeman to bring back his presentation he did for

the Town Council to their next meeting so they can review it, with the possibility of representing it to the Council.

3. Director's Succession Plan – Mr. Freeman presented the Commission with a succession plan he has been working on for several years. The Commission reviewed the plan and felt Mr. Freeman should proceed with fine tuning the plan with all other departments in the Town and work on implementing Phase I.
4. Job Description for Utility Director – Chairman Draper asked that this matter be brought back in January 2013.
5. Reuse water FDEP Variance – Mr. Freeman stated he had spoken with Gary Myers of FDEP and Mr. Myers is going to furnish him the documents we need to secure a variance for the reuse. This would allow the Town, being as we are not using the reuse at this time, to eliminate having an operator on duty on the weekends. The Commission asked that Mr. Freeman bring a copy of the completed form to the next meeting.
6. Aqua Utilities Update – Chairman Draper read a letter from Atty. Harris stating he has tried twice to obtain information from Aqua Utilities, has been promised the information, but has not received it as yet. Mr. Freeman stated he checked on the rates for the Covered Bridge and determined that they are 50% higher than the Towns. Chairman Draper stated this matter was basically on hold at this time.
7. The Commission stated they would like to have a copy of the financials each month.

Commissioner Rancourt made a motion to adjourn the meeting; motion seconded by Commissioner Brewer. Chairman Draper hearing no objections declared the meeting adjourned at 5:00 pm.

NEXT MEETING WILL BE January 8, 2013 at 3:00 pm.