**Town of Micanopy**

Town Commission

Minutes Special Meeting

 Community Development Block Grant (CDBG) Project Selection

 Thursday, March 28, 2019 • 5:00 pm

1. Call to Order: 5:00 pm

2. Invocation & Pledge of Allegiance to Flag

3. Roll Call

 *Commissioners Attending:*

* Timothy Parker, Mayor Present
* Joseph Aufmuth, Mayor Pro Tem Present
* Mike Roberts Present
* Troy Blakely Absent
* Seat #3 Vacant
* Debbie Gonano, Town Administrator Present
* David Holton, Public Works Supervisor Present

4. Agenda Approval:

 ***Motion made and seconded (Aufmuth/Roberts) to approve the agenda as submitted; passed 3-0***

5. Community Development Block Grant (CDBG) Neighborhood Revitalization Project – Project Selection

1. Drill New Well
2. Replace Water Lines
3. Upgrade Water Treatment Plant, Including Filtration System
4. Drive-By Meters
5. Other Projects

David Fox presented information relative to the Neighborhood Revitalization Project. The Town needs to get an engineer involved in the project to prepare a detailed cost estimate and project description as part of the CDBG application package as soon as possible, as applications are due May 6th. If the Town were to use its existing procurement policy and pay the cost estimates and project description upfront, the grant process for ranking engineers which calls for advertisement sixteen days in advance could be avoided. Mr. Fox thought that engineering costs to prepare the cost estimate and project description might be anywhere from $0 to $2500. In the event the Town pays this cost out-of-pocket, this would not preclude the Town from utilizing CDBG grant funds to pay for design and engineering services. The Town’s procurement policy allows for the Town to expend up to $5,000 for materials or services without utilizing a competitive bidding process. Costs up to $10,000 utilize an informal bidding process. Town Administrator Gonano offered to work with David Fox to send an email to known engineering firms with whom the Town has had contact to obtain a cost estimate and project description.

***Motion made and seconded (Aufmuth/Roberts) to use the bidding process to approve up to $10,000 for engineering services to cover the project cost estimate; passed 3-0***

Only occupied residential properties are considered when applying for the city-wide benefit grant funds; commercial and vacant properties are not considered. Mayor Pro Tem Aufmuth asked about applying for more than one project; Mr. Fox explained that only one primary project could be chosen, but there was no limit to the number of *unmet need* projects (needing to benefit at least 51% LMI) which could be specified on the application. *Unmet need* projects are alternate projects in the event there are remaining unspent grant funds.

The Mayor thought that well drilling might cost $300,000 and drive-by-meters would cost $200,000, which could be specified as an *unmet need*. The Mayor spoke about the possible need to obtain a survey of the existing well property relative to nearby septic systems. Town Administrator Gonano detailed that she and David had located nearby residential septic systems and had measured distances to the existing wells; the existing wells were outside the Department of Environmental Protection (DEP) required 250’ radius. Relatedly, she had been in contact with FRWA regarding requirements to drill/re-drill a well on the existing site. Any new well on the existing site would have to be approved by DEP and the Water Management District (WMD). A new well could possibly replace Well #2, or Well #2 could be left operational.

David Fox asked the Commission what *unmet need* projects they might want to include on the application. The benefits/detriments of Automated Meter Reader (AMR) and/or drive-by meters were discussed at length; whereby meter reading information for our existing 350 meters is automatically downloaded at town hall or retrieved with drive-by meter reading.

Mr. Fox had reviewed the above list, and he pointed out that if the grant funds were to be used for water line replacement, a new door-to-door survey would need to be conducted, as the water line replacement would need to benefit at least 51% low-to-moderate (LMI) households. Relatedly, Mayor Pro Tem Aufmuth spoke about the necessity of locating any lines to be replaced; but considered the damage which would be caused to existing paved roads. Answering Commissioner Roberts’ concerns regarding existing cast iron pipes, Town Administrator Gonano related that excessive iron is not coming from existing cast iron pipes, but from the wells.

The Mayor had done some research on upgrading the water plant by adding a filtration system; possibly to filter out iron and manganese. Solutions involve filtration or use of chemical aeriation. With only basic information provided by the Mayor, initial filter cost estimates had ranged from $50,000 to $100,000. Mayor Pro Tem Aufmuth asked Gonano about the availability of additional capital improvement funds to cover any costs which might exceed CDBG grant funding. Gonano responded that it would take a Commission vote to cover such expenses. Town Administrator Gonano added that her previous employer had received engineered cost estimates up to $1 million dollars to establish a filtration plant, including establishment of a brine tank site. The Mayor answered that his research indicated that a brine site was not needed, only a brine container, for which byproduct would need to be hauled to a disposal site. David related that there are 6” pipes coming from the wells to the plant, 8” from the plant, and reducing back to 6” on the road. Florida Rural Water Association (FRWA) had suggested replacing chlorine with chlorine dioxide; and the Mayor brought up that possibility, but the Town Administrator answered that staff was still researching information related to that suggested change. Commissioner-Elect Burnett, who has a Class D water operator license, was not a proponent of using chlorine dioxide even though water quality increases in taste and color, because of the chloride byproduct produced and damage to pipes caused by the additive. Staff is receiving conflicting information about this additive. Commissioner-Elect Burnett suggests the use of chloramines (ammonia), despite FRWA’s recommendation to not add ammonia. Town Administrator Gonano summarized staff frustration at receiving so much conflicting information. Gonano suggested that the Commission consider a filtration system as the primary CDBG application project. The Mayor suggested implementing a tank mixer inside the tank to improve the quality of our chlorinated water.

Mr. Fox suggested that the Town could list the filtration equipment and tank mixer as unmet needs on the CDBG application and obtain estimate quotes on the scope of work. He suggested that the new well could be listed as the primary project and all other projects we discussed (filtration sytem, drive-by meters, and tank mixer) be listed as *unmet needs*. The Mayor expressed his desire to maintain control over a filtration vendor.

***Motion made and seconded (Aufmuth/Roberts) to list the CDBG application primary project as well drilling and unmet needs (in random order) to include a 1) filtration system, 2) drive-by meters, and 3) tank mixer; passed 3-0***

***Motion made and seconded (Aufmuth/Roberts) to leverage Town funds of $25,000 on the CDBG application to accumulate 25 additional points; passed 3-0***

6. Adjourn: 6:10 pm

**MINUTES APPROVED:**

**As submitted as amended at Town Commission Meeting**

**Timothy A. Parker, Mayor Debbie Gonano, Recorder**