
UTILITY ADVISORY COMMITTEE

CITY OF LAKE CITY

December 29, 2020 at 6:00 PM

Venue: City Hall Council Chambers 2nd Floor

AGENDA

Due to the COVID-19 social distancing requirements, the City of Lake City will have limited seating available in the Council Chambers. All persons in attendance are strongly encouraged to wear a mask for the duration of the time they are at the meeting. The meeting will also be available via communications media technology.

CMT instructions are located at the end of this Agenda

Call to Order

Roll Call

Minutes

[1.](#) Minutes - July 9, 2018

Approval of Agenda

Presentations

2. Jim Zuber and Scott Stewart - Update SR47 Cornerstone Crossing Project

Persons Wishing to Address Committee

Citizens are encouraged to participate in City of Lake City meetings. The City of Lake City encourages civility in public discourse and requests that speakers direct their comments to the Chair. Those attendees wishing to share a document and or comments in writing for inclusion into the public record must email the item to submissions@lcfla.com no later than noon on the day of the meeting. Citizens may also provide input to individual council members via office visits, phone calls, letters and e-mail that will become public record.

Old Business - None

New Business

3. Review and make recommendation on City Council Ordinance No. 2020-2174 - An ordinance of the City of Lake City, Florida amending Section 102-36 of the City Code to provide for the waiver of impact fees for the development and construction of affordable housing; providing for repeal of ordinances in conflict; providing for severability; providing for codification; and providing an effective date.

Note: This Ordinance was referred to the Utility Advisory Committee via council action on December 21, 2020.

4. Review and make recommendation on City Council Ordinance No. 2020-2175 - An ordinance of the City of Lake City, Florida, to provide for the waiving and suspension of water and sewer impact fees for a period of twelve (12) months as an inducement for economic development; requiring any applicant seeking to take advantage of the development incentive to apply for and acquire a building permit and commence construction of the development prior to the expiration of the development period; providing for severability; providing for conflicts; and providing an effective date.

Note: This Ordinance was referred to the Utility Advisory Committee via council action on December 21, 2020.

5. Discussion and Possible Action - Lake City Utilities for the North Florida Mega Industrial Park (Daniel Sweat)
6. Discussion and Possible Action - Mapping and Master Planning (Daniel Sweat)
7. Discussion and Possible Action - Persons with expertise in utilities (Daniel Sweat)

Adjournment**Zoom CMT Information**

Place: Due to the COVID-19 social distancing requirements, this meeting is also available via communications media technology.

Members of the public may attend the meetings **online** at: <https://us02web.zoom.us/j/85143910809> or

Telephonic by toll number (no cost to the city), audio only at: 1-346-248-7799

Meeting ID: 851 4391 0809#

Then it will ask for Participant id, just press #.

Telephonic by toll-free number (cost per minute, billed to the city, zero cost to the caller), audio only at: 1-888-788-0099

Meeting ID: 851 4391 0809#

Then it will ask for Participant id, just press #.

Public Participation

The public may participate at the appropriate time via: (i) video conference by utilizing the software chat function or raise hand function to request to speak; or (2) telephonically by dialing *9 to raise hand. The Chair will allow for sufficient time for all participants to be heard.

Those attendees wishing to share a document must email the item to **submissions@lcfla.com** no later than noon on the day of the meeting.

Instructions for meeting attendance and participation are also available at www.lcfla.com under the calendar entry for the corresponding City Council Regular Session Meeting.

To receive a copy of the agenda packet with supporting documentation, please contact the City Clerk's Office at **clerk@lcfla.com** or **386-719-5826**.

Contingency Information

Contingency Plan Meeting: This will be activated and held if the City experiences connection or web conferencing failure. Any meeting taking place via the contingency plan will be held and/or reconvened via a conference call utilizing the information provided below.

The public may attend the contingency plan meeting as follows:

1-844-992-4726 (toll free)

Enter access code: 173 541 6832#

Then it will ask for attendee ID number, just press #

The public may participate in the contingency plan meeting at the appropriate time when the chair requests public comment. The Chair will allow for sufficient time for all participants to be heard.

Pursuant to 286.0105, Florida Statutes, *the City hereby advises the public if a person decides to appeal any decision made by the City with respect to any matter considered at its meetings or hearings, he or she will need a record of the proceedings, and that, for such purpose, he or she 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.*

SPECIAL REQUIREMENTS: *Pursuant to 286.26, Florida Statutes, persons needing special accommodations to participate in these meetings should contact the **City Manager's Office at (386) 719-5768.***

File Attachments for Item:

1. Minutes - July 9, 2018

**UTILITY ADVISORY COMMITTEE
MEETING MINUTES
July 9, 2018**

The City Utility Advisory Committee for the City of Lake City met on July 9, 2018, at 5:00 P.M. in the Council Chambers on the second floor of City Hall located on 205 North Marion Avenue, Lake City, Florida.

MEMBERS

Eugene Jefferson-City Council Member-Chairman
George Ward -City Council Member
Stephen Witt-Mayor Council Member

Steve Brown – Gas Department Director
Grayson Cason – Interim City Manager
Paul Dyal – Assistant City Manager Utilities and Public Works
Thomas Henry – Public Works Director
Mike Osborn – Wastewater Treatment Plant Director
Cody Pridgeon – Water Treatment Plant Director
Brian Scott – Distribution and Collection Director

Support Staff

Audrey Sikes-City Clerk-Committee Secretary

1. CALL TO ORDER
Mr. Jefferson called the meeting to order at 5:02 PM.
2. ROLL CALL
Mr. Jefferson asked City Clerk Audrey Sikes to call roll. Attendance is indicated above.
3. APPROVAL OF AGENDA
Mayor Witt made a motion to approve the agenda as presented. Mr. Ward seconded the motion and the motion carried on a voice vote.
4. PUBLIC COMMENTS
Ron Williams, Columbia County Board of County Commission, stated the County is willing to work with the City to identify needs and to move forward.

Mayor Witt introduced Joseph Helfenberger as the new City Manager and stated his contract was on the agenda for approval and Council action tonight. Mr. Helfenberger's official start date is August 1, 2018.
5. MINUTES – July 17, 2017
Mr. Ward made a motion to approve the July 17, 2017 minutes as presented. Mayor Witt seconded the motion and the motion carried on a voice vote.

6. OLD BUSINESS

None

7. NEW BUSINESS

A. Utility Discussion with County and B. General Utility Update

Mr. Cason asked for the County to address the committee and identify what the needs are of the County.

Board of County Commission Chairman Tim Murphy addressed members and stated he was in attendance as a follow-up to the economic summit held recently at the Florida Gateway College. Mr. Murphy stated the county needs a sewer operation on the East side of town and mentioned there are grant opportunities available but timing for the grant funds is critical.

Mr. Glen Hunter, Economic Development Director for Columbia County identified two (2) prime areas for industrial development. The Mega Site at the Airport and Bell Road. The Bell Road project is approximately 450 acres and needs paving, water, sewer and gas.

Mr. Hunter discussed three (3) grants the County is working on right now.

1. Rural Infrastructure Fund Grant – 3.2 million.

The County has an open 2017 RIF grant and is unable to author another RIF grant until the 2017 grant is closed. He anticipates grant funding of approximately \$50,000 for this 2018 RIF grant that would authorize the study.

2. EDA Grant for Bell Road – 7.7 million

This is for the design and study and would not include build out costs. Mr. Hunter stated this project would bring a significant amount of industry.

3. Florida Jobs Growth Grant – 85 million available

Mr. Hunter hopes to obtain 10-15 million to service the East side of town with a sewer plant or improvements to lift stations. He stated the County is moving forward with this grant.

David Kraus, Grant Writer stated the grants have been submitted and have received favorable reviews. Mr. Kraus stated the County needs to transfer authorship from the County to the City on the RIF grant. He stated the Florida Jobs Growth Grant will address the entry way road and the wastewater treatment solution.

County Manager Ben Scott stated during the discussion with City staff he understands it is not a capacity issue as it is getting the waste to the plant. Mr. Scott stated Plum Creek is a big push with the utilities. Mr. Scott stated the County is asking for assistance. The County can put together the grant application, however the City must agree and accept the new plant once it is up and operational.

Mr. Brown requested to have the grant modified to include all utilities.

Mr. Dyal stated he fully supports a joint partnership wastewater system on the East side of town. He would like to see the system looped all the way to Bell Road and back to assist with pressure of the system. Mr. Dyal fully supports a study on City lines by the County, all the grants discussed by the County and improving our systems.

Mike Osborn discussed flows and reported we will have to subsidize in the future and will have to find ways to increase our water while looking at this project.

County Manager Ben Scott stated land would be donated for the facility to be built on and the City could partner with the County.

Interim City Manager Grayson Cason stated he read through the Interlocal Agreement and several questions came to mind. He expressed concerns with capacity as the St. Margaret's Wastewater Treatment Facility is embarking on a 3-5 year reconstruction project of the facility. When working on the facility, flows will have to be diverted. Flows must go down to make renovations possible. Mr. Cason has concerns with undefined capacity.

Mr. Dyal reported the issue isn't capacity it is how to get it there. Flows will have to be redirected from St. Margaret's.

Mr. Pridgeon reminded the City must have someplace for disposal as the City only has one (1) three (3) million gallon per day disposal site.

County Manager Ben Scott stated the County is willing to work with the City on the East side plant for the City to take over. Mr. Murphy elaborated the Board of County Commission is trying to expand County utilities.

County Commissioner Ron Williams briefly discussed a Community Development Block Grant to assist residents in area of Voss Road back to Washington. Residents of Candle Heights Subdivision have a terrible time when it rains.

It was decided an Interlocal Agreement was not necessary if the council makes a motion of support.

Mr. Ward made a motion to support the RIF Grant with the Columbia County Board of County Commission. Mayor Witt seconded the motion. The motion carried unanimously on a voice vote.

8. ADJOURNMENT

There being no further business, the meeting adjourned at 6:10 PM on a motion duly made and seconded.

Audrey E. Sikes, MMC City Clerk

File Attachments for Item:

3. Review and make recommendation on City Council Ordinance No. 2020-2174 - An ordinance of the City of Lake City, Florida amending Section 102-36 of the City Code to provide for the waiver of impact fees for the development and construction of affordable housing; providing for repeal of ordinances in conflict; providing for severability; providing for codification; and providing an effective date.

Note: This Ordinance was referred to the Utility Advisory Committee via council action on December 21, 2020.

CITY COUNCIL ORDINANCE NO. 2020-2174

AN ORDINANCE OF THE CITY OF LAKE CITY, FLORIDA AMENDING SECTION 102-38 OF THE CITY CODE TO PROVIDE FOR THE WAIVER OF IMPACT FEES FOR THE DEVELOPMENT AND CONSTRUCTION OF AFFORDABLE HOUSING; PROVIDING FOR REPEAL OF ORDINANCES IN CONFLICT; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Lake City, Florida ("City"), in compliance with section 166.0451, Florida Statutes, has identified real property within its jurisdiction owned by the City that is appropriate for use as affordable housing; and

WHEREAS, the City desires to offer appropriate parcels of real property to the public with the restriction that the properties be developed as permanent affordable housing; and

WHEREAS, in order to promote the development and construction of permanent affordable housing within the City, the City Council finds that a waiver of impact fees otherwise charged by the City is necessary; and

WHEREAS, sections 166.04151(4) and 163.31801(9), Florida Statutes, give the City the ability to provide incentives to developers of affordable housing, including the ability to waive impact fees.

NOW, THEREFORE, BE IT ENACTED BY THE PEOPLE OF THE CITY OF LAKE CITY, FLORIDA, AS FOLLOWS:

Section 1. The above recitals are all true and accurate and are hereby incorporated herein and made a part of this ordinance.

Section 2. That Section 102-38 of the Code of the City of Lake City, Florida is hereby amended to read as follows (additions are underlined and deletions are ~~stricken~~):

Sec. 102-38 Exemptions; creation of impact fee trust fund.

(a) Notwithstanding the schedules of impact fees provided by section 102-36, such fees may be waived by duly adopted resolution of the city council in circumstances substantially satisfying the following criteria:

- (1) The proposed connection is for an existing, in place utility system having more than 20 online customers, or customers whose aggregate use exceeds 20 ERUs; or
- (2) The value of the facilities to be connected to the city system is equal to or exceeds the value of the applicable impact fee or fees which would otherwise be charged if this subsection were not applied; or
- (3) The proposed connection is consistent with prevailing regional utility plans, as set out in the city utility master plans or the 201 facilities plan; or
- (4) The proposed connection(s) is for affordable housing that complies with the following requirements:
 - (i) Such development shall consist of 100 percent affordable housing units for families or individuals.
 - (ii) If the project is providing affordable rental housing, then such development shall have secured its necessary low-income housing tax credits from Florida Housing Finance Corporation and shall submit proof of such to the city council in connection with the request for waiver; and
 - (iii) If the project is providing affordable home ownership, then, prior to the issuance of building permits, the applicant shall provide the city with a covenant and deed restrictions, in forms acceptable to the city attorney, which assure that such units remain affordable for a period of at least thirty (30) years and that the home owner(s) are responsible for submitting proof of such to the city manager, or a designee, on an annual basis, and the required covenants shall include enforcement and penalty language to address non-compliance.

As used in this section, *affordable housing*, shall have the same meaning as set forth in Florida Statute § 420.0004(3) or any successor statute and means the monthly rents or monthly mortgage payments including taxes, insurance and utilities do not exceed thirty (30) percent of that amount which represents the percentage of the median adjusted gross annual income for the households with extremely low, low, moderate or very low income as defined in subsections (9), (11)

and (12) and (17), respectively of Florida Statute § 420.0004 (2020).

(b) Procedure for Requesting Waiver.

Any developer or owner of property qualifying for one of the exemptions set forth in Sec. 102-38(a), may apply in writing to the city for the waiver of the impact fees ordinarily required under Sec. 102-36. All applications for waiver shall set forth the circumstances supporting the request, together with such supporting information. The council may grant a waiver from the fees ordinarily required under Sec. 102-36, following a public hearing, upon finding that the requested waiver meets the criteria set forth in Sec. 102-38(a).

~~(b)~~ (c) There is hereby created in the city accounting system an account to be known as the impact trust fund, into which all impact fees imposed by section 102-36 shall be deposited. The impact fee trust fund, together with any interest earnings hereon, shall be kept separate and distinct from all other funds and shall be expended only for the purpose of making major emergency repairs, extending or oversizing, separating or constructing new additions to the water and sewer systems, or as otherwise provided for in this section.

Section 3. All ordinances or parts of ordinances in conflict herewith are and the same are hereby repealed.

Section 4. If any section, subsection, sentence, clause or phrase of this ordinance or the particular application thereof shall be held invalid by any court, administrative agency or other body with appropriate jurisdiction, the remaining section(s), subsection(s), sentence(s), clause(s) or phrase(s) under application shall not be affected hereby.

Section 5. It is the intention of the City Council of the City of Lake City, Florida, that the provisions of this ordinance shall become and be made a part of the Code of the City of Lake City, Florida and that the sections of this ordinance may be numbered appropriately in order to accomplish such intentions.

Section 6. This ordinance shall take effect immediately upon its adoption.

PASSED upon first reading this ____ day of December 2020.

NOTICE PUBLISHED on the _____ day of _____ 2020.

PASSED AND ADOPTED on the _____ day of _____ 2020.

CITY OF LAKE CITY, FLORIDA

By: _____
Stephen M. Witt, Mayor

ATTEST:

APPROVED AS TO FORM AND
LEGALITY:

By: _____
Audrey E. Sikes, City Clerk

By: _____
Frederick L. Koberlein, Jr.,
City Attorney

File Attachments for Item:

4. Review and make recommendation on City Council Ordinance No. 2020-2175 - An ordinance of the City of Lake City, Florida, to provide for the waiving and suspension of water and sewer impact fees for a period of twelve (12) months as an inducement for economic development; requiring any applicant seeking to take advantage of the development incentive to apply for and acquire a building permit and commence construction of the development prior to the expiration of the development period; providing for severability; providing for conflicts; and providing an effective date.

Note: This Ordinance was referred to the Utility Advisory Committee via council action on December 21, 2020.

CITY COUNCIL ORDINANCE NO.: 2020-2175

AN ORDINANCE OF THE CITY OF LAKE CITY, FLORIDA, TO PROVIDE FOR THE WAIVING AND SUSPENSION OF WATER AND SEWER IMPACT FEES FOR A PERIOD OF TWELVE (12) MONTHS AS AN INDUCEMENT FOR ECONOMIC DEVELOPMENT; REQUIRING ANY APPLICANT SEEKING TO TAKE ADVANTAGE OF THE DEVELOPMENT INCENTIVE TO APPLY FOR AND ACQUIRE A BUILDING PERMIT AND COMMENCE CONSTRUCTION OF THE DEVELOPMENT PRIOR TO THE EXPIRATION OF THE DEVELOPMENT PERIOD; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Chapter 102, Article II, of the City Code of the City of Lake City, Florida (“City”) provides for the payment of a water and sewer impact fee to the City on each new residential and nonresidential development and certain remodels and renovations of existing structures, to defray the cost of constructing new additions to the production and treatment facilities for water and sewer service provided by the City as a result of growth out of and from new and existing developments; and

WHEREAS, the City Council finds that putting its citizens back to work is a high priority for every level of government; and

WHEREAS, the City Council previously passed ordinance 2020-2159 which waived impact fees related to new development for a period of time from until January 01, 2021; and

WHEREAS, the City Council desires to further assist the community and to encourage the remodeling and renovating of existing structures in addition to the construction of new development by providing an extension of the moratorium, as an economic incentive, for the temporary waiver of water and sewer impact fees, excluding connection fees, on all development that would otherwise be responsible for the payment of an impact fee pursuant to Chapter 102, Article II, of the City Code, until 12:01 AM on January 1, 2022 (the “Development Period”).

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LAKE CITY, FLORIDA, AS FOLLOWS:

Section 1. The above recitals are all true and accurate and are hereby incorporated herein and made a part of this resolution.

Section 2. As an incentive and inducement to promote development, the water and sewer impact fees provided for in Chapter 102, Article II, of the City Code are hereby temporarily waived and shall not be collected on either new development projects or the remodeling and renovating of existing structures from the effective date of this ordinance until 12:01 AM on January 1, 2022 (collectively the “Development Incentive”). Any applicant seeking to take advantage of the Development Incentive must apply for and acquire a building permit and commence construction of the project prior to the expiration of the Development Period. However, nothing herein shall be construed to prevent the City Council by resolution to revoke the Development Incentive during the Development Period and resuming the collection of water and sewer impact fees provided for in Chapter 102, Article II, of the City Code.

Section 3. Severability. Should any section, subsection, sentence, clause, phrase, or other provision of this ordinance be held invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not be so construed as to render invalid or unconstitutional the remaining provisions of this ordinance.

Section 4. Conflict. All ordinances or portions of ordinances in conflict with this ordinance are hereby repealed to the extent of such conflict.

[Remainder of this page intentionally left blank.]

Section 5. Effective Date. This Ordinance shall take effect upon its adoption.

PASSED upon first reading this _____ day of December 2020.

NOTICE PUBLISHED on the _____ day of _____ 2020.

PASSED AND ADOPTED on the _____ day of _____ 2020.

CITY OF LAKE CITY, FLORIDA

By: _____
Stephen M. Witt, Mayor

ATTEST:

APPROVED AS TO FORM AND
LEGALITY:

By: _____
Audrey E. Sikes, City Clerk

By: _____
Frederick L. Koberlein, Jr.,
City Attorney

File Attachments for Item:

5. Discussion and Possible Action - Lake City Utilities for the North Florida Mega Industrial Park
(Daniel Sweat)

MEMORANDUM


Date: December 1, 2020
To: City Council Members
From: Joseph Helfenberger, City Manager
Re: City Utilities



At the December 7, 2020 City Council meeting, I will have a proposal from Jones Edmunds for a Water Route Feasibility Study to provide potable water from the City Water Plant to a location in the North Florida Mega Industrial Park to be determined by the study. It is critical to do this study before spending a large sum of money on a water main extension that could be over four miles long. If the water line is over-sized there is a high potential for a large amount of stagnant water. If the water line is under-sized, another line could be required in the immediate future. The study will take about three months to do.

Staff from Jones Edmunds will also discuss an overview regarding master planning for the City water, sewer, and natural gas. About 50% of the sewer lines in the system are not yet mapped. Roughly 25% of the water lines are not yet mapped. These steps need to be taken before doing master planning. This process will take more than one year to complete. There are several possible scopes of work regarding the master planning itself. City staff need enough detail to effectively work on the systems. It will be important to schedule out the work and stick to the schedule. This process will be costly, but necessary to prepare for the future utility needs of the City and the County.

MEMORANDUM

Date: December 1, 2020
To: City Council Members
From: Joseph Helfenberger, City Manager 
Re: Utility Expansion in the North Florida Mega Industrial Park

Development and marketing of the North Florida Mega Industrial Park (NFMIP) can provide a significant amount of new jobs, property tax base, and housing for our community. There are several steps that need to be taken to provide utilities to this area. The amount of resources necessary to provide these services necessitates a partnership between the City of Lake City, Columbia County, and Weyerhaeuser (the owner of the land.)

Currently the City provides potable water, sewer, and natural gas to the NFMIP. The water is near capacity and a new water main extension needs to be installed. A water route feasibility study is necessary in order to determine the correct size and location for the extension.

The City has several development agreements to consider in addition to a general development agreement between Weyerhaeuser, Columbia County, and the City.

As I envision the partnership, the City would be expanding the potable water it currently supplies to the NFMIP. The City's consumptive use permit limits the gallons per day of water allowed to be pumped. Currently, the City pumps about 3.6 million gallons of water per day to serve the needs of the City and the County. While the City has the physical ability to pump up to 9 million gallons of water per day, under its consumptive use permit, it is only allowed to pump 4.1 million gallons per day. While the City is doing an alternative water supply analysis in partnership with the Suwannee Rive Water Management District, this will add some additional water allowed to be pumped but not enough to service large industrial water users.

The County has moved in the direction of providing raw water to the NFMIP and is in a better position to do so than the City. The City can assist the County on a temporary basis.

The City can provide an additional 130,000 gallons of sewer collection in the NFMIP but needs an agreement with the County to facilitate repairs along the force main servicing the area. These agreements need to be negotiated and reviewed by legal counsel.

The partnership that the City, County, and Weyerhaeuser forge can service our community with amenities that raise the quality of life for all.

November 30, 2020

Joe Helfenberger
City Manager
City of Lake City
205 N. Marion Street
Lake City, FL 32055

RE: Lake City Water Main Routing Study
Jones Edmunds Opportunity No.: 95110-XXX-20

Dear Mr. Helfenberger:

In accordance with your request, Jones Edmunds is pleased to submit this Scope of Services for the Lake City Water Main Routing Study to evaluate water main route alternatives to provide potable water utility service from the City's Price Creek Water Treatment Plant to customers of the North Florida Mega Industrial Park.

BACKGROUND

Columbia County (County) is developing the North Florida Mega Industrial Park (NFMIP) in conjunction with a private landowner, Weyerhaeuser, east of the City of Lake City (City). The construction of least one new business is anticipated by the end of 2021. The County is pursuing the permitting and construction of a raw water well but the timeline to completion is uncertain. This study will serve to provide recommendations for the City to provide potable water utility service from the Price Creek Water Treatment Plant (WTP) to the NFMIP, including pipe sizing, route alternatives, and cost estimating.

SCOPE OF SERVICES

The Scope of Services is to prepare a Water Main Routing Study technical memorandum that will detail the recommend pipe size, water main route alternatives, and an engineer's opinion of probable construction cost for the recommended route. The expected tasks to be completed under this Scope of Services are described below.

TASK 1: PROJECT MANAGEMENT AND KICKOFF MEETING

This task includes project initiation, project management, and the project kickoff meeting. Jones Edmunds proposes the subtasks below.

1.1 PROJECT INITIATION AND PROJECT MANAGEMENT

The purpose of this subtask is to facilitate coordination and communication between the City and Jones Edmunds and to report project progress to the City on an ongoing basis.

- Monthly status reports will be provided to the City's Project Manager.

- Set up project files and prepare the Project Plan that will be used throughout the project. The Plan will summarize the City's goals and critical success factors, project schedule, project budgets, communication plan, accounting/invoicing procedures, and project contacts list. This will be a tool for all project team members to assess the project's progress.
- Monitor project progress (percent complete and schedule) and manage the project in conformance with the Project Plan to the extent possible throughout the contract. Monthly invoices will be submitted in accordance with the contract requirements.

1.2 KICKOFF MEETING

A project kickoff meeting will be held virtually through Microsoft Teams. During the kickoff meeting, the following will be discussed:

- Project purpose and objectives – confirm City goals.
- Project schedule.
- Project team roles, responsibilities, and communication.
- Critical success factors.
- Project schedule.
- Project data needs. Before the kickoff meeting Jones Edmunds will provide the City with a list of data needs. Anticipated data needs include, but may not be limited to:
 - Latest City geodatabases of the following: water supply and transmission system, wastewater collection and transmission system, natural gas transmission system, and other utilities.
 - For areas without known geodatabase information on system components, City staff will mark up a provided map at or before the kickoff meeting with pipe type, size, as well as age and material if known.
 - Record drawings and/or specifications for the Price Creek WTP and the potable water infrastructure in the vicinity of the NFMIP and Lake City Gateway Airport.
 - Pump curves for the Price Creek WTP high service pumps.
 - Available daily Supervisory Control and Data Acquisition (SCADA) pump run-time data and other available collected data for the past year such as recorded flows and pressures.
 - Monthly pump run-time data for the past year.
 - Number and type of connections and service-area population.
 - Level-of-service water flow in gallons per day and pressure in pounds per square inch for each known future development.
 - Monthly water use data within the service area for the past year.
 - Community Planning Documents with Land Use (future and existing) and population projections.
 - Other reports and documents as deemed necessary by City staff.

DELIVERABLES:

- Meeting agenda and meeting minutes will be e-mailed to the City's Project Manager.
- Status updates will be emailed monthly to the City's Project Manager.

KEY ASSUMPTIONS:

- All data will be provided in electronic format (Word, Excel, ArcGIS shapefile or geodatabase, and AutoCAD drawing files preferred; if not available, PDF) where available within 14 days of the Kickoff Meeting.

TASK 2: DATA COLLECTION/DATA GAP ANALYSIS

- Develop maps and shapefiles identifying water transmission main data gaps.
- Review available SCADA data.
- Review as-builts of WTP and transmission system, and pump curves.
- Evaluate current and future maximum day potable and fire flow demands along the potential routes and destination to determine necessary pipe diameter to transmit required flows and maintain required pressures.
- Determine if adequate water supply and permitted capacity are available to meet the estimated demands.
- Prepare a draft technical memorandum (TM) summarizing the collected data findings, demand projections, and water main sizing.
- Attend one virtual meeting with City staff to discuss the data review and pipe sizing.

DELIVERABLES:

- PDF map of water transmission main data gaps.
- Meeting minutes emailed to the City's project manager follow the review meeting.
- Draft TM will be emailed to the City's project manager in PDF format.
- Status updates will be emailed monthly to the City's Project Manager.

KEY ASSUMPTIONS:

- If NFMIP customer flow and pressure demands are not available, Jones Edmunds will assume LOS based on the types of businesses that have expressed an interest in the park, industry-standard demands, and a percentage of estimated developable acreage.

TASK 3: ROUTE EVALUATION AND MODEL SCENARIO DEVELOPMENT

Jones Edmunds will evaluate two route alternatives and model scenarios for a new water transmission main from the Price Creek WTP to the NFMIP. Considerations of the advantages and disadvantages of each route will include:

- Route length.
- Land or easement acquisition needs.

- Elevation.
- Potential utility conflicts.
- Construction requirements, i.e. length of directional drills versus open cuts.
- Potential future connections along the route.
- Potential for looping to minimize pressure drops.
- Wetlands along the route.

Jones Edmunds will develop model scenarios for each route based on the maximum daily flow and estimated pressures to determine the feasibility of each alternative. Jones Edmunds will update the draft TM to include a summary of the routing evaluation, including the relative advantages and disadvantages of each route and the proposed model parameters.

DELIVERABLES:

- PDF map of route alternatives.
- Status updates will be emailed monthly to the City's Project Manager.

KEY ASSUMPTIONS:

- City staff will provide preferred route alternatives for evaluation in electronic format (ArcGIS shapefile or geodatabase preferred; if not available, PDF) within 14 days of the Kickoff Meeting.
- This task does not include survey, geotechnical investigation, or environmental assessment. A desktop evaluation of existing geotechnical information and wetland boundaries will be performed.

TASK 4: HYDRAULIC MODEL DEVELOPMENT AND ALTERNATIVES ANALYSIS

This task evaluates the City's existing potable water supply system's ability to transmit water from the Price Creek WTP to customers at the NFMIP.

Jones Edmunds proposes the following:

- Develop a hydraulic model of the existing potable water transmission system in the vicinity of the NFMIP using Bentley systems' WaterGEMS software. Model development will be based on the City's latest GIS data as provided by the City and collected in Tasks 1 and 2.
- Allocate existing and near-term projected flows generated in Task 1 to the Price Creek WTP. Flows will be allocated based on AADF and peaking factors will be used to adjust for MDF.
- Verify the model to the extent feasible based on the available existing SCADA data and the provided pump curves and as-builts.

- Perform hydraulic modeling evaluation to analyze the City's Price Creek WTP and existing potable water transmission system with the two possible route scenarios. Model scenarios will be conducted for near-term MDF.
- Meet with City staff to review modeled route alternatives. The goal of the meeting is to select a recommended route.

DELIVERABLES:

- Meeting minutes will be e-mailed to the City's Project Manager for distribution following the route review.
- Draft TM will be emailed to the City's project manager in PDF format.

KEY ASSUMPTIONS:

- Up to three scenarios will be modeled.
- Model will be calibrated based on existing user and SCADA data as provided by the City.

TASK 5: CAPITAL IMPROVEMENT PROJECT COSTS AND WATER MAIN ROUTING STUDY DEVELOPMENT

5.1 COST ESTIMATES OF RECOMMENDED IMPROVEMENTS

- Prepare planning-level Engineer's Opinion of Probable Construction Costs for recommended water main size and route. Costs will be presented in 2020 dollars. Costs associated with engineering and construction contingencies will be included.

5.2 DRAFT AND FINAL WATER MAIN ROUTING STUDY

- Prepare the draft Water Main Routing Study summarizing the project effort for review and comment by the City.
- Meet with the City virtually to discuss the draft Study and receive comments.
- Following the review meeting, finalize the draft Study by incorporating the City's comments.

DELIVERABLES:

- Meeting minutes will be emailed to the City's project manager following the review meeting.
- Draft and Final Water Main Routing Study in PDF format.
- Final WaterGEMS and ArcGIS data collected and developed for the Study.

KEY ASSUMPTIONS:

- The cost opinions' accuracy range will be a Class 4 estimate, in accordance with the Association for the Advancement of Cost Engineering International's Cost Estimate Classification System (Recommended Practice No. 18R-97).

PROJECT SCHEDULE

Jones Edmunds will begin working on this project within two weeks of receipt of a signed task order from the City. The estimated project schedule is as follows:

Task	Days	Days from NTP
Task 1 – Project Management and Kickoff Meeting	15	15
Task 2 – Data Collection and Data Gap Analysis	15	30
Task 3 – Route Evaluation and Scenario Development	15	45
Task 4 – Hydraulic Model Development and Alternative Analysis	30	75
Task 5 – Capital Improvement Project Costs and Water Main Routing Study Development	15	90
Total		90

PROJECT FEE

Jones Edmunds proposes to perform the Scope of Services as described herein for a lump sum fee of \$38,900.

Task	Total Cost
Task 1 – Project Management and Kickoff Meeting	\$4,800
Task 2 – Data Collection and Data Gap Analysis	\$5,700
Task 3 – Route Evaluation and Scenario Development	\$6,500
Task 4 – Hydraulic Model Development and Alternative Analysis	\$8,900
Task 5 – Capital Improvement Project Costs and Water Main Routing Study Development	\$13,000
Total Fee	\$38,900

Jones Edmunds appreciates your trust in our staff in continuing to serve the City of Lake City and we look forward to working with the City on this important project. If you have any questions or wish to discuss any aspect of the proposed Scope of Services, please contact us at (352) 377-5821.

Sincerely,



Jamie Sortevik Bell, PE, CFM
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