

TOWN OF PENNEY FARMS

Water Utility Committee Meeting

Minutes

Meeting Thursday, January 16, 2020

Present: Chairman, Tom DeVille; Fred Bruner; Tina Green; Judge McWhorter; TM Dave Cooper

Absent: None

Additional Audience: None

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Chairman, Tom DeVille opened the meeting at 9:01 a.m. Items on the Agenda that were discussed:

1) Motion to accept the minutes from October 10, 2019 meeting:

A motion to approve the minutes from the October 10, 2019 Water Utility Committee meeting by F. Bruner; second by J. McWhorter. Motion passed without dissent.

2) Update on Storm Water Grant Community Development Block Grant - (CDBG):

TM Cooper- stated the engineers should be done by the end of January. The surveyors are here on Clark Avenue now. The engineers are hoping they will be ready to receive bids from contractors by February. TM Cooper stated he thinks it will be closer March, and once the engineering is done and the project goes out to bid, it will move quickly. The Town wants to keep everything out of the Caroline Blvd. ditch as much as possible. The water on Poling Blvd. will now be routed North and then make a left onto Morton Street, and then go down to the storm water box at Morton Street and Wilbank Avenue. The water will then go out into the natural flow located near Morton Street and Clark Avenue and then down to Black Creek.

TM Cooper- explained that over by the church, the Town will make that road a little bit wider at Caroline Blvd. and Poling Blvd. because the road is narrow there. We will send all of the water North and then West on Morton Street. On Clark Avenue, the water will come straight down the street and dump into the outfall at Kohler Park. At the same time, if everyone remembers, there is a sewer connection problem at a residence on Clark Avenue. At the same time the work on Clark Avenue is being done, it would be more cost efficient to put in the sewer cleanout for that house during that time. It will be the property owners responsibility to take care of the lateral sewer line. The Town will just be putting a sewer cleanout there.

Chairman, DeVille- stated there will be benefit to the Town gained from making the repair this way. The resident has another homeowners sewer line going across her property and she wants it out. While the contractor is going down Clark Avenue, the Town will ask them to go ahead and do the work at the residents property, not using grant money, but using Town budgeted funds. The Town is likely to get the work at a discounted rate due to the fact the contractor will already have the equipment and manpower available to get this resident a tap-in in front of her house, and the sewer line through the neighbors back yard will become dormant.

Chairman, DeVille- stated that the Caroline Blvd. ditch behind the church runs all the way down to Palmetto Avenue and doesn't go anywhere from there. It is just a sixty yard wide "lake", and once it fills up, the natural flow of water goes the opposite direction. With light rain, it will hold water, but a heavy rain causes it to overflow and

that is how the Town lost the park previously. The water from the church is going to come all the way down and connect into the work the Town has already done, and then into Black Creek through the natural flow area. St. Johns River Water Management District (SJRWMD) has said if you do it this way, everything will be good.

TM Cooper- stated there is a pond at Morton Street and Wilbank Avenue, but the water will not be dumped there. There is a storm water box located there that will send the water towards Clark Avenue.

Chairman, DeVille- stated it is all under the new paved road. SJRWMD has stated the Town does not actually need a retention pond, this is saving the Town approximately \$50,000.00. The Town told the affected resident with the sewer line issue that it would be almost a year before the Town could put the new sewer clean out in her yard. Things are moving now.

TM Cooper- stated when the Town got the CDBG grant, it was hoping to also get another grant from SJRWMD. He is hopeful the Town will receive an additional \$100,000.00 from that.

3) Repairs needed for Saunders Road and Little Dairy Road:

Chairman, DeVille- stated there are two houses about three quarters of a mile South on Saunders Road on the old JC Penney water system. The Town has to maintain that three quarters of a mile to service those homes with water.

J. McWhorter- asked where Little Dairy Road is located and what is on that road?

Chairman, DeVille- stated it is North of State Road 16. There are three residents on that road that the Town supplies water to. They are out of the city limits but are still on the Town's water system. The Town is married to it because it can't just cut them off.

TM Cooper- stated the Town services a total of six customers outside of the Town limits and has, for close to fifty years.

J. McWhorter- asked if there were meters on those properties?

TM Cooper- stated yes there are meters on all the homes.

TM Cooper- stated one good thing that the Town has done is put these master meters on these lines. The Town knows what is billed for and what is unaccounted water, it has been a great asset and was started 3-4 years ago. The Town started on Saunders Road where there was a problem of losing 165,000 gallons of water a month because it was leaking. He stated he has done 13 repairs on that road since he has been Town Manager. The line is a 1 1/4" line from the 1930's and needs to be replaced. He stated he had a vendor come in and put in a brand new 2" schedule 80 pipe for the last repair. As the Town repairs the line, it will tie into the new section. The line needs to be replaced, but doesn't need to be done all at one time. If there is a break that is halfway in the line, he stated he would bring it from the recently repaired end, all the way to the leak. He stated he got an estimate to replace the line that was originally \$27,000.00 but he found a different way to do it that runs approximately \$10,000.00 - \$13,000.00. The Town is going to do it the right way, it just won't do it all at one time.

J. McWhorter- asked if the Town is obligated to maintain the line beyond the existing homes?

TM Cooper- stated no, and explained the line runs to the last home's second driveway. We charge the customers for the water and the Town is responsible for maintaining that water line.

Chairman, DeVille- stated the Town's Attorney has researched and found that the Town is married to that line. The Town of Orange Park service's residents outside of the city limits and charges a surcharge to those individuals. The Town of Penney Farms has six people that live outside of the Town limits and could charge them more for water.

J. McWhorter- asked what magnitude the surcharge would be?

Chairman, DeVille- stated 25% to 50%. It would put a burden on the homeowners, but it would hurt the Town more.

T. Green- asked if the residents have an option of putting in a well?

TM Cooper- stated they are outside of the Town limits so yes, they can. One of those residents' well dried up and that is how they got hooked into Town water originally. The Town is responsible for the line, and is going to repair the line, it will just not be done all at one time.

F. Bruner- asked if the Town was still losing water?

TM Cooper- stated yes. He explained, at one time the Town was losing 165,000 gallons of water, but is now down to only 1,800 gallons.

J. McWhorter- asked if there were lots on which people could build, theoretically, and utilize?

Chairman, DeVille- stated the Spurlin's family was given two square miles by JC Penney. That land was donated by the family to Pier Station. There used to be a butcher shop years ago, and that was where one of the major leaks were located. So yes, theoretically, they could.

TM Cooper- stated the Town has made significant progress on the water system. There are still some issues, but six years ago the Town was losing half a million gallons of water a month.

T. Green- asked if the work was being contracted out or being done by Town employees?

TM Cooper- stated the Town employees install the meters, but the last bit of line on Saunders Road that was replaced was contracted out.

J. McWhorter- asked about the gate near where he lives, is that an access area maintained by the Town?

TM Cooper- stated yes it is. He explained, it is a sewer easement, and that is where the force main runs all the way down to Saunders Road then it goes North and down State Road 16. All of the Town's sewer easements are in good shape.

There was discussion about the process of finding the leaks on Saunders Road with ball valves and the benefits of being able to turn off water to the least amounts of residents when doing a repair on that water line.

TM Cooper- stated anytime the Town needs to repair a line, it is the goal to interrupt the least amount of customers as possible, when making a repair.

4) Capital Projects list/ Water Utility priorities:

TM Cooper- stated this capital project list is something that needs to be looked at closely. He stated he would like to let the Water Utility Committee know his priorities and let them determine if they agree or would like to change them.

TM Cooper reviewed his priorities for the Water Utility section on the Capital Projects list with the Committee.

Regarding priority one, replacing the roof on the water tower building; pictures of the water tower building were shared with the committee to show the need for a new roof. The Committee agreed that it was a priority.

Regarding priority number two, the addition of a sliding gate at the fenced water tower area to facilitate parking for the Town utility vehicles. There were questions about whether the Town's bucket truck was being used at all. TM Cooper stated to the committee that a Class B driver's license is required to drive the bucket truck. The Town is currently looking to hire a new employee that has this license already. There were many things that needed to be repaired after the

former employee left his position. His remaining salary was used in order to fix these items so the Town did not go over budget. He stated the truck will not be used going forward until a properly licensed individual is driving it. Chairman DeVille suggested TM Cooper get in touch with Florida Power and Light (FPL) to get 10-15 light poles to build a lean-to in order to keep the maintenance vehicles out of the weather at the water tower building.

Regarding priority number three, the well meter needs to be raised at the water tower facility that is currently in a pit area that gets flooded and is difficult to read. There were questions if there was a possibility of a grant in order to raise the meters at the water tower facility. TM Cooper stated most of the items have the possibility of receiving grant money and the Town will do its best to try to get these grants.

Regarding priority number four, replacing old steel water pipes with lead joints, there has been a Federal Grant application submitted. TM Cooper stated that any time you have steel pipes, when water systems are switched, or fire hydrants are flushed, it creates turbulence in the pipes and stirs up the rust in the pipes causing rusty, discolored water. He stated that he got a call from Clay County Fire Chief Lauren Mock, stating it is mandatory they come out and test all of the Town's fire hydrants. It has to be done in the day time while the water is being used. This causes the rust to be stirred up in the lines. All that can be done is to run the outside faucets for a few minutes and allow the water to settle back down into the pipes to clear the discoloration of the lines. It is mandatory the hydrants are tested every year. There is no lead in our water system even though there are lead joints. The Town is applying for grants, but the grant applications ask about the quality of the water. The Town of Penney Farms has a great quality of water and that makes it more difficult to see a need for the grant. The Town has not been rejected for the grant, it is on the books in Washington DC.

Regarding priority number five, the water meter between the Town and Penney Retirement Community (PRC) was installed in the wrong place. The meter is in the ground and is constantly full of water, and needs to be reinstalled correctly. The repair will require two new meters and adapters.

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TM Cooper reviewed the section of Wastewater/Sewer.

Regarding priority number one, a three phase generator for the lift station on State Road 16. This is the only lift station that requires a three phase generator in order to run the lift station if the power goes out. When the power went out on State Road 16 during Hurricane Irma, the Town was very close to having sewer coming out from the manhole and running onto State Road 16. The Town had to pay triple to have someone come out and pump the lift station and take it to another lift station to send to Clay County Utility Authority (CCUA). If an issue happens tomorrow, there is a temporary solution in place. There is also a pump truck company that can come and pump it if absolutely necessary.

Regarding priority number two, replacing the remaining terracotta sewer lines located in various areas of the Town. They need to be located by an engineer before they are replaced. The Town is hoping for a \$500,000.00 State Appropriations grant for this item. There are still a few months until the Town can apply for that grant.

Regarding priority number three, Gwinn Street and Dwight Street sewer lines needing to be connected to the correct manholes.

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TM Cooper continued to review the Stormwater section of the Capital Projects list.

Regarding priority number one, the CDBG stormwater grant will be used for resolving the issue of the ditch at the end of Caroline Blvd. and Clark Avenue that floods that area when a major storm approaches. This project may require more funds to complete. This item is priority number one due to the fact that the Federal Emergency Management Agency (FEMA) assisted the Town in getting the CDBG stormwater grant.

Regarding priority number two, the CDBG stormwater grant for \$600,000.00 was approved and the Town will use part of that grant money for replacing the storm water lines on Poling Blvd.

Regarding priority number three, repairing stormwater drains at various locations along Caroline Blvd., Lewis Avenue, and Hoffman Street.

TM Cooper stated this Capital Projects list is an ongoing plan.

A motion to accept the priorities as presented by the Town Manager for the Water Utility section, Wastewater/Sewer section, and Stormwater section of the 2020 Capital Projects list by J. McWhorter; second by T. Green. Motion approved without dissent.

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Chairman, DeVille stated this is his last meeting as Chairman of the Water Utility Committee. He informed the committee that he was willing to stay on as Chairman of the Committee.

There were no further questions or discussions.

Motion to adjourn the meeting by F. Bruner; second by T. Green. Motion approved without dissent.

The meeting adjourned at 10:08 a.m.

Chairman, Tom DeVille