

Regular Council Meeting  
August 20, 2018  
6:00 P.M.

Present: Maxine Ivey, Wayne Godwin, David Bush, Jane Hayes, Donna Bullock, Stephen Cozart, Gretchen McPherson, Eric Seib, Crystal Weatherington

Meeting called to order: Maxine Ivey

Welcome visitors: Maxine Ivey

Invocation: Wayne Godwin

Pledge: Jane Hayes

Motion made by Jane Hayes to accept the minutes from the August 6, 2018 Regular Council Meeting. Seconded by David Bush. 5 yeas. 0 nays. Motion carried.

**MAINTENANCE REPORT.** Eric Seib stated that the maintenance department completed 32 work orders over the last two weeks. Five calls responded to the flushing of dirty water, nine calls were to re-check water or gas meters readings, four calls were to conduct a final read for closeout or new service, six line locate requests were received, four calls for possible water leaks. The inmates were only available one day last week to work due to a lockdown and extra duties at the prison. The Town conducted a full system flush on August 6-8. The Florida Rural Water Association and Department of Environmental Protection want to move six GAC filters from Marianna to Jay to assist our water system. We will follow up with Mr. Castleberry to find out if those filters will assist our current filters. Eric spoke with Mr. Wally Killet, the Century Gas Supervisor about hiring him as a trainer for operator qualification designations on our two maintenance workers. He would also assist us with our gas administrative duties. This will free up \$1,500 a month being spent on gas contractors. We are waiting for his proposal. Mrs. Lisa Lane requested that we place a house filter at her residence. Santa Rosa County Code Enforcement has been meeting with the Watson family every other Friday to monitor their progress on the burned structure.

**FINANCIAL REPORT:** Eric showed the July reconciliation report and fund balances. The gas fund did show a negative balance, Mayor asked what the source of the negative balance was and Eric replied that the misreads over the last 12-18 months has caused a negative income stream. The town should receive \$175,000 from a previous CDBG grant that will be used to pay off a \$100,000 line of credit from the Commerce Street project. The additional funds will help with the gas fund shortfall and operational expenses.

**ENGINEER REPORT:** Water Distribution System Report. CDBG grant was successfully submitted on August 13th. Engineer started filling out the USDA Rural Water Supply Grant application that is due September 30th. She will present the grant

versus grant/loan option to the council when she can figure the costs to the Town for each option. Mayor asked for a review of the phases of the water distribution project. Phase 1 is 2,500LF of pipe under highway 4 to be funded by the FDOT. Phase 2 will be funded by the CDBG grant that the Town of Jay has submitted. Phase 3 will be the remaining cast iron pipe consolidated into one large project. We will look at USDA or the State Revolving Fund as funding sources.

The electrical proposal for Well #1 is underway and we are awaiting the electrical engineer's report. The structural proposal for the project is also underway. We plan on breaking ground by October 2018.

**OLD BUSINESS.** The attorney mentioned that he did not have any update on the Breitburn lease. Attorney asked for any updates to the Town of Jay policies and procedures that he provided last meeting. No comments from the council, Councilwoman Hayes made a motion to accept the resolution and within 14 days of the passing, all employees will be made familiar with the document. Seconded by Mayor Owens. Voted approved 5-0. Resolution number 18-08-02 was assigned.

**Municipal Public Service Tax.** Attorney reviewed the Town's proposed rates of 10% with no cap on residential or single phase businesses. A cap of 10% on the first \$2,500 and 2% of the next \$2,000 and then 1% of the remaining bill. The Lawyer will update the rates and present at the next meeting.

**Water and Wastewater Rates.** The Attorney provided a draft Water Rate and Wastewater Rate Ordinance for review with a late fee of \$5 included. The council discussed different rates and then agreed that the fees and rates will all be placed into an annual resolution as required by the Ordinance. He prepared the changes as per the Council's discussions. Eric will provide a current listing of fees from various towns around the areas at the next council meeting. Ordinance 18-08-03 was read for the record that created an annual requirement for the Town of Jay to update rates and fees by 1 July of each year. Councilwoman Hayes made a motion to accept the first reading of the ordinance. Mayor Owens seconded. Council voted 5-0 to accept the ordinance. Eric reviewed the TRIM timeline.

**New Business.** Councilwoman Hayes made a motion for a zoning change with a contingency of other items that need to be included from the zoning ordinance. Mayor Owens seconded. Council voted approval 5-0. Eric read a commendation letter from the Department of Corrections for Mr. McDaniel. Mayor asked if there is some way that the council can show their appreciation for his service when he does retire. Florida Gas Utility proposed that the Town of Jay buy a 15-year share of gas at a reduced rate. If the price raises to within \$.13 of the market price, the Town can opt out of the contract. This contract is a minority percentage of our total gas bill. Mayor Owens makes a motion that Eric communicate a long-range gas contract with Florida Gas Utility. Mayor stated that the new hire, Kevin Hermann, has produced some great results in his first weeks of work. Also, a high school volunteer is working with Donna after school for 1-2 hours a day. Mayor would like to see the town expand that program to mowing and general

landscaping duties. Mayor also has a concern with the quality of our aging large commercial gas meters and would like to research the cost of newer commercial gas meters.

Councilwoman Hayes made motion to adjourn meeting. Seconded by Wayne Godwin. 5 yeas. 0 nays. Meeting adjourned.

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Mayor Shon Owens

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Town Clerk Donna Bullock