

CITY COMMISSION WORKSHOP MINUTES
July 18, 2022

Mayor LaCascia called the Workshop to order at 6:30 pm.

ROLL CALL – City Manager Patricia Jackson

Present: Mayor Joe LaCascia, Vice Mayor Wayne Harper, Commissioner Micheal T. Blethen, Commissioner Randy Carroll, Attorney Kristie Bolin (Sub for City Attorney Thomas Cloud and City Manager Patricia Jackson

Absent: Commissioner Charles Nichols, City Attorney Thomas Cloud

Agenda Review - City Commission Meeting – July 18, 2022

Mayor LaCascia reiterated the purpose of the Workshop is to discuss items being presented on the Regular Meeting Agenda and address any questions or concerns and ultimately be able to proceed in a more efficient manner at the Regular Meeting.

ORDER OF BUSINESS

Empire Pipe and Supply Proposal - Meter and Register Installation and Infrastructure

City Manager Jackson discussed that Polk City would like to upgrade its meter reading system to AMR from our Drive-by system that is in place. AMR is the technology of automatically collecting consumption, diagnostic, and status data from our water meter and transferring that data to a central database for billing, troubleshooting, and analyzing.

Polk City would purchase AMR technology to include the Pole Agreement with Lakeland Electric for Repeaters, this would include Customer Engagement Portal (an online platform that allows customer to view data from meter), and Polk City would replace remaining 3G to 4G Allegro meters.

During the June 23, 2022 City Commission Workshop, it was a consensus to place this item on the Regular Meeting Agenda for approval.

Empire Pipe and Supply representatives (Alex Mestre and James Mathis) were present and provided a brief overview of this program; afterwhich, addressing Commissioners questions and concerns regarding lightening suppression, battery back up alerts, and customer portals, licensing, life expectancy.

At the Regular Meeting, the Commission will be asked to approve the City Manager moving forward with Empire Pipe and Supply to acquire final pricing and what is actually necessary and what is not at this time.

CivilSurv Professional Services Proposal – Business Park Phase 2

City Manager Patricia Jackson discussed CivilSurv performing limited construction inspection services throughout the anticipated construction duration of 14 months from the date of the preconstruction meeting to the date of final inspection.

Construction for the Project is anticipated to begin in the third quarter of 2022. CivilSurv will act as Polk City's consulting engineer during the site civil construction of the project.

CivilSurv will attend one preconstruction meeting with the Applicant, Construction Contractor, Engineer of Record, and City Staff. The meeting will serve to establish communication protocol for the duration of the Project, review the construction schedule, and address questions regarding engineering inspection requirements for the Project. A summary of the meeting will be provided to Polk City and the Applicant.

The Scope of Services will be performed on a time and materials basis in accordance with the previously approved fee schedule. **The estimated budget for the Project is \$97,440.**

Mark Fredericks (CivilSurv) reiterated that CivilSurv bills Polk City, then Polk City bills the developer (Scannell) and Polk City gets reimbursed.

At the Regular Meeting, the Commission will be asked for approval of the proposal for Engineering Services with CivilSurv for Business Park Phase 2 in the amount of \$97,440.

CivilSurv Professional Services Proposal – Potable Water System Support Services

City Manager Jackson discussed CivilSurv's proposal which is associated with updates to the City's Potable Water System Model and design of improvements to a potable water intra-system interconnect. This proposal provides an overview of the services to be provided. City Manager Jackson and the Utilities' Staff met with CivilSurv regarding the issues they are experiencing.

Polk City operates three potable water production facilities (WPFs) within the utility service area. These WPFs are all connected to the same potable water distribution network, but essentially operate independently through the use of valves at intra-system interconnects. During recent fire hydrant flushing, significant pressure and flow drops were experienced with the system, including model calibration adjustments to simulate the pressure and flow issues recently experienced in the system. The existing conditions model could then be used to identify and model recommended system improvements. Potential improvements to the system are anticipated to include: modifications to the existing intra-system interconnects; addition of storage and service pumps, and pipe size increases.

Phase 100 – Hydraulic Modeling

- Task 101 – Existing Conditions Model Update
- Task 102 – Conceptual Improvements Model

Phase 200 – System Interconnect Improvements

- Task 201 – Preliminary Engineering
- Task 202 – Topographic Survey
- Task 203 – Subsurface Utility Engineering
- Task 204 – Construction Plans
- Task 205 – Permitting Services
- Task 206 – Bid Phase Services
- Task 207 – Construction Administration Services

CivilSurv will meet with Polk City to discuss each task as it is completed and determine what actions are recommended.

Please see attached proposal for more in-depth information.

The Scope of Services will be performed on a time and materials basis in accordance with the previously approved fee schedule.

The estimated budget for the Project is as follows:

Phase 100 – Hydraulic Modeling - **\$39,750**

Phase 200 – System Interconnect Improvements - **\$63,150**

Total estimated not-to-exceed budget is \$102,900

At the Regular Meeting, the Commission will be asked to approve the proposal for Engineering Services with CivilSurv for Potable Water System Support Services in the amount of \$102,900.

CITY MANAGER ITEM - None

CITY ATTORNEY ITEMS - None

COMMISSIONER ITEMS

Vice Mayor Harper - None

Commissioner Blethen - None

Commissioner Carroll - None

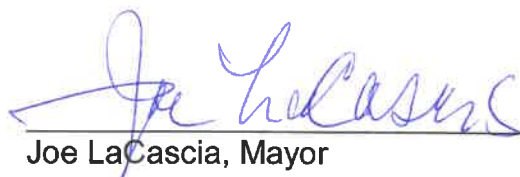
Commissioner Nichols - None

Mayor LaCascia – None

ADJOURNMENT – 6:35 pm



Patricia Jackson, City Manager



Joe LaCascia, Mayor