

SPECIAL MEETING
APALACHICOLA CITY COMMISSION
WEDNESDAY, JUNE 29, 2022 – 4:00PM
BATTERY PARK COMMUNITY CENTER
1 BAY AVE., APALACHICOLA, FLORIDA 32320

Agenda

You are welcome to comment on any matter under consideration by the Apalachicola City Commission when recognized to do so by the Mayor. Once recognized please rise to the podium, state your name for the record and adhere to the three minute time limit for public comment. Comments may also be sent by email to the City Manager or to Commissioners.

- I. Call to Order**
- II. Public Comments**
- III. Contract Approvals**
 - **Waste One**
- IV. Advertisement for Engineering Services**
- V. WWTP pump repair expenditure approval**
- VI. Apalachee Regional Planning Council – Southern Rail Commission Letter Approval**
- VII. Procurement Policy Approval**
- VIII. Dewberry Task Order – Consent Order**
- IX. Adjournment**

Any person who desires to appeal any decision at this meeting will need a record of the proceeding and for this purpose, may need to ensure that a verbatim record of the proceeding is made which includes testimony and evidence upon which the appeal is based. Persons with disabilities needing assistance to participate in any of these proceedings should contact the City Clerk's Office 48 hours in advance of the meeting.

**APALACHICOLA CITY COMMISSION SPECIAL MEETING
REQUEST FOR BOARD ACTION
Meeting Date: June 29, 2022**

SUBJECT: Solid Waste Contract Approval

AGENDA INFORMATION:

Agenda Location:

Item Number:

Department: Administration

Contact: Travis Wade

Presenter: Travis Wade

BRIEF SUMMARY: At the July 21, 2022 Special Meeting the Commission directed staff to negotiate a contract for solid waste services with Waste One. As of the date of this agenda, a draft contract is not prepared. However, as soon as the contract is ready it will be provided to each Commissioner.

RECOMMENDED MOTION AND REQUESTED ACTIONS: Approve

FUNDING SOURCE: N/A

ATTACHMENTS:

STAFF'S COMMENTS AND RECOMMENDATIONS:

**APALACHICOLA CITY COMMISSION SPECIAL MEETING
REQUEST FOR BOARD ACTION
Meeting Date: June 29, 2022**

SUBJECT: Approval to Advertise for Engineering Continuing Services

AGENDA INFORMATION:

Agenda Location:

Item Number:

Department: Administration

Contact: Travis Wade

Presenter: Travis Wade/Bree Robinson

BRIEF SUMMARY: The City currently has six(6) engineering firms with continuing services agreements. However, the Department of Economic Opportunity advised the City that the procurement for those services was handled incorrectly because all the bids were not scored. Therefore, we need to advertise for the services via an RFP again.

RECOMMENDED MOTION AND REQUESTED ACTIONS: Approve

FUNDING SOURCE: N/A

ATTACHMENTS:

STAFF'S COMMENTS AND RECOMMENDATIONS:

**APALACHICOLA CITY COMMISSION SPECIAL MEETING
REQUEST FOR BOARD ACTION
Meeting Date: June 29, 2022**

SUBJECT: Approval for WWTP pump repair

AGENDA INFORMATION:

Agenda Location:

Item Number:

Department: WWTP

Contact: Travis Wade

Presenter: Travis Wade

BRIEF SUMMARY: The WWTP recently suffered the loss of one vertical turbine pump that is used to transfer treated wastewater from the WWTP to the sprayfields and the ground storage tank on Pal Rivers Road and on to the City parks for irrigation. The pump is necessary to remove the wastewater from the plant to prevent overflow. A rental pump was secured from a business in Panama City until this pump can be repaired. The cost of the repair is \$12,574.00.

RECOMMENDED MOTION AND REQUESTED ACTIONS: Approve

FUNDING SOURCE: N/A

ATTACHMENTS: Invoice

STAFF'S COMMENTS AND RECOMMENDATIONS:



AAG Electric Motors & Pumps, Inc
2340 Industrial Drive
Panama City, Florida 32405
850-763-9386

June 20, 2022

City of Apalachicola

Re: Turbine Repair

AAG Job # 22550

AAG Services is pleased to offer the following quote for your consideration.

Service Call Crane Truck Pull Vertical Turbine Pump	\$1,125.00
Vertical Turbine Repair	
1ea. New Upper Line Shaft 416SS 1.250" x 39.250"	\$ 803.00
1ea. New Intermediate Line Shaft 416SS 1.250" x 60.250"	\$ 872.00
1ea. New Impeller Shaft 416SS 2.4375" x 68.625"	\$ 1,370.00
2ea. New 416SS 1.25" 10TPI L/H Couplings	\$ 136.00
3ea. New 2.4375" Bronze Bowl Bearings	\$ 942.00
1ea. New 2.4375" Suction Bell Bronze Bearing	\$ 362.00
1ea. New Upper Bowl Bearing	\$ 228.00
1ea. New Transition Bearing	\$ 470.00
1ea. New Rubber Spider Bearing	\$ 38.00
1ea. New Packing Gland Bronze Bearing	\$ 210.00
Machine Work Bore and True Transition Housing Bearing Fit	\$ 360.00
Dynamic Balance Rotating Assembly	\$ 450.00
New Packing and Hardware	\$ 173.00
Tnemec Coating Interior and Exterior of Pump	\$ 210.00
Labor	\$ 2,975.00
Pump Repair	\$ 9,599.00
Service Call Crane Truck Install Vertical Turbine Pump, Drive Motor, Connect and Perform Startup.	\$ 1,850.00
Total Repair	\$12,574.00

If you have any questions, please do not hesitate to contact me.

Thank you,
Keith Gay

**APALACHICOLA CITY COMMISSION
REQUEST FOR BOARD ACTION
Meeting Date: June 29, 2022**

SUBJECT: ARPC Request to send letter to Southern Rail Commission

AGENDA INFORMATION:

Agenda Location:

Item Number:

Department: Admin

Contact: Travis Wade

Presenter: Travis Wade

BRIEF SUMMARY: Per an email from Chris Rietow, Executive Director of the Apalachee Regional Planning Council (ARPC)...

The ARPC Board recently requested that a letter template be sent out to all local governments in the Apalachee Region in an effort to encourage the State of Florida to join the Southern Rail Commission. The ultimate goal is to bring back passenger rail in North Florida. The attached letter template provides additional information.

RECOMMENDED MOTION AND REQUESTED ACTIONS: Recommend Approval

FUNDING SOURCE: N/A

ATTACHMENTS: Southern Rail Commission Letter Template

STAFF'S COMMENTS AND RECOMMENDATIONS:

CITY/COUNTY LETTERHEAD

Secretary Jared W. Perdue, P.E.
Florida Department of Transportation
605 Suwannee Street
Tallahassee, FL 32399-0450

INSERT DATE

RE: Request for the State of Florida to Join the Southern Rail Commission

Dear Secretary Perdue:

The Apalachee Regional Planning Council (ARPC) serves its nine-county Region by assisting with grants, outreach, project implementation, and other planning activities to enhance the Apalachee Region. Economic development is critical for the Region, especially after the catastrophic devastation from Hurricane Michael in 2018 as well as the impacts of the global pandemic the past two years.

At its March 24, 2022 Board Meeting, Rickey Fitzgerald, Manager – FDOT Freight & Rail Office, gave the ARPC Board an informative presentation on current status of passenger rail initiatives, including the Passenger Rail Strategy and the Gulf Coast Rail Route in north Florida. As you are aware, the Gulf Coast Rail Route, comprises approximately 784 miles between New Orleans, LA and Orlando, FL. Amtrak passenger rail service along the Gulf Coast Rail Route was suspended after Hurricane Katrina in September 2005. In mid-2015, the Southern Rail Commission asked Amtrak to evaluate potential restoration options and in December 2015 the Fixing America's Surface Transportation (FAST) Act mandated the creation of the Gulf Coast Working Group (GCWG) to complete a report to Congress on Gulf Coast passenger rail restoration. Both studies were completed in 2016, and Mr. Fitzgerald succinctly summarized the findings of each report and the extensive amount of work remaining to potentially bring back the Gulf Coast Rail Route.

After the presentation and a subsequent question and answer session, a motion passed for the ARPC to draft a template letter for the local governments within the Apalachee Region to use to encourage the State of Florida to join the Southern Rail Commission (SRC). The SRC is an advocacy entity that "engages and informs public and private rail interest to support and influence Southeast rail initiatives." Florida has never been a member of the SRC and is potentially missing out on collaborative synergy with the other southeastern member states. The following information may clarify the role and benefits of a SRC membership:

Membership Cost:

- \$70,000 annual dues - doesn't necessarily have to come from the FDOT.
- Used for SRC operations.

Process:

- No application: Candidate arranges a meeting with Commission to express their interest.
- Governor must appoint and approve up to six members with the Secretary being one of six.
- The current three states (Alabama, Mississippi, and Louisiana) must approve the admission of the Florida members.

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Secretary Perdue

INSERT DATE

Benefits:

- Alliance of elected officials. Governor-appointed commissioners for each member state.
- Joint relationships and partnership which has yielded funding assistance including Transportation Infrastructure Finance and Innovation Act (TIFIA) and Consolidated Rail Infrastructure and Safety Improvements (CRISI) for improvement of the stations along the corridor.
- Provide a presence in D.C.
- Quarterly meetings
- Coalesce at a local level to build advocates that have been convincing to local and federal governments to invest in rail.

Projects:

- See their list of projects: <https://www.southernrailcommission.org/new-orleans-to-mobile>

Consultant Support:

- Emergent Method Consultant: Rachel Diresto Communications and Outreach 225-892-3533
- T4America: staffing for technical and administrative work including a presence in D.C. and grants acquisition. T4A also manages grants for SRC.

The reestablishment of the Gulf Coast Rail Route for passenger rail would have a significant economic impact to the Apalachee Region. Therefore, INSERT LOCAL GOVERNMENT JURISDICTION, is kindly requesting that the State of Florida join the Southern Rail Commission to take advantage of additional resources to further advance passenger rail initiatives.

Please feel free to contact INSERT NAME & PHONE/EMAIL for questions or additional information.

Sincerely,

signature

NAME

**APALACHICOLA CITY COMMISSION SPECIAL MEETING
REQUEST FOR BOARD ACTION
Meeting Date: June 29, 2022**

SUBJECT: Procurement Policy

AGENDA INFORMATION:

Agenda Location:

Item Number:

Department: Administration

Contact: Travis Wade

Presenter: Travis Wade/Dan Hartman

BRIEF SUMMARY: The Florida Department of Economic Opportunity required the City to update our Procurement Policy and have it approved by them and the City Commission prior to publishing the RFP for engineering services for the new wastewater treatment plant. The City Attorney has made the required changes to the policy and DEO has approved them.

RECOMMENDED MOTION AND REQUESTED ACTIONS: Approve the Policy

FUNDING SOURCE: N/A

ATTACHMENTS: Procurement Policy

STAFF'S COMMENTS AND RECOMMENDATIONS:

**APALACHICOLA CITY COMMISSION
REQUEST FOR BOARD ACTION
Meeting Date: June 29, 2022**

SUBJECT: Dewberry Task Order

AGENDA INFORMATION:

Agenda Location:

Item Number:

Department: Admin

Contact: Travis Wade

Presenter: Travis Wade

BRIEF SUMMARY: This task order will allocate \$50,000 towards consulting related to the Drinking Water and Wastewater consent orders. Dewberry Engineering staff has been instrumental in guiding the City through the directives outlined in both DW and WW consent orders as well as recent warning letters from FDEP. Dewberry staff member Lisa Kelley is an attorney and a former FDEP employee with intimate knowledge of FDEP procedures and has saved the City a substantial amount of money in fines that could have occurred without her advice.

RECOMMENDED MOTION AND REQUESTED ACTIONS: Recommend Approval

FUNDING SOURCE: N/A

ATTACHMENTS: Dewberry Task Order

STAFF'S COMMENTS AND RECOMMENDATIONS:



Dewberry Engineers Inc. | 850.227.7200
324 Marina Drive | 850.227.7215 fax
Port Saint Joe, FL 32456 | www.dewberry.com

June 22, 2022

VIA Email at twade@cityofapalachicola.com

City of Apalachicola
Travis Wade, City Manager
192 Coach Wagoner Blvd
Apalachicola, FL 32320

RE: Task Order for Wastewater and Potable Water Systems Compliance Services

Dear Mr. Wade,

As you are aware, Dewberry has been assisting the City in its efforts to comply with FDEP's wastewater and potable water programs. Recently, the City has made significant strides in addressing FDEP's concerns for each system; however, a tremendous amount of effort is still required to ensure compliance with the warning letters, potable water consent orders, and the wastewater administrative final order.

To assist with wastewater and potable water compliance, Dewberry proposes to provide compliance services to the City of Apalachicola on an hourly basis with a **Not-to-Exceed amount of \$50,000**. This a task assignment is in accordance with our existing Continuing Engineering Services contract. If additional services are required and deemed necessary by the City, those fees can be negotiated at the appropriate time.

If this proposal is acceptable to the City, please execute the Task Order (Exhibit A) and return to our Port St. Joe office. Should you have any questions or comments concerning this project, feel free to contact me at (850) 693-2181.

Sincerely,

A handwritten signature in blue ink, appearing to read "J. Baxley", with a long horizontal flourish extending to the right.

Josh Baxley, PE
Associate, Branch Manager

EXHIBIT A

APALACHICOLA WASTEWATER AND POTABLE WATER SYSTEMS COMPLIANCE SERVICES PROFESSIONAL ENGINEERING SERVICES

June 2022: This Task Order is for the purpose of Dewberry (DEI) as the ENGINEER to provide professional services for the City of Apalachicola (City) to assist the City with wastewater and potable water systems compliance. These services are proposed to be completed in accordance with the terms of the continuing services contract between the City of Apalachicola and Dewberry Engineers, Inc. dated September 24, 2021.

SCOPE OF SERVICES

Upon authorization to proceed from the City, Dewberry will provide the following services. Dewberry shall continue the review the compliance status of the wastewater and potable water systems and coordinate meetings with FDEP and/or EPA, as needed. Dewberry will attend regulatory enforcement meetings and will review site inspections. Dewberry will prepare correspondence and documents, as well as assist City staff with regulatory compliance for the following items:

- **Potable Water Consent Order**
 - 3rd revision comments are due 7/3/2022. Compliance efforts will be required until the system has demonstrated a return to compliance. This could take 12 months after TTHM are within limits.
- **Potable Water EPA/DEP Warning Letter**
 - Current Status – System is out of compliance. Periodic status updates are necessary to report on the return to compliance progress. Status updates will include, but are not limited to, plan updates, backflow testing, well/tank cleaning and recoating, updating the lead and copper sample plan, boil water notice compliance, and other items required by FDEP.
- **Wastewater System Final Order**
 - Current Status – FDEP has requested improvements to the existing system include hydrogen sulfide neutralizing equipment at the three (3) City lift station, digester abandonment and re-inspection of the headworks.
 - Negotiate the requirement for digester abandonment.
 - Tracking of required special reporting (i.e., structural integrity inspections)
 - DEP quarterly status updates will include, but are not limited to, new plant procurement updates, operator authorizations, headworks repairs including bar screen and structural components, grit and solids management.
- **Wastewater Permit Revision**
 - A substantial revision to the permit is required to authorize the land application of biosolids.
 - Once Final Order compliance is achieved, a second review of the permit will be required to increase the plant operational capacity while keeping operator hours at the minimum.

- **Wastewater Sprayfield Compliance**
 - The sprayfield was inspected in response to a citizen complaint and FDEP issued a warning letter. Follow-up review of corrective actions and periodic reporting will be needed to close the case without enforcement or to respond to any additional enforcement that FDEP may initiate.

EXCLUDED SERVICES

The following services **are not** included in this Task Order:

- Design or construction services
- Development of an Operation and Maintenance Manual
- Preparation of monthly or quarterly reports
- Lab or sampling fees

PROFESSIONAL SERVICE FEES

Dewberry proposes to provide these services on an hourly basis with a Not-to-Exceed amount of **\$50,000.00**. If additional services are required beyond this amount, Dewberry will provide the City with a task order for additional services.

DEWBERRY
324 Marina Drive
Port St Joe, FL 32456

CITY OF APALACHICOLA
192 Coach Wagoner Blvd
Apalachicola, FL 32330

By: _____
Name/Title: Josh Baxley, P.E., Branch Manager

By: _____
Name/Title: Travis Wade, City Manager

Witnessed: _____

Witnessed: _____

Date: 6/21/22

Date: _____