

**REGULAR MEETING  
APALACHICOLA CITY COMMISSION  
TUESDAY, DECEMBER 2, 2025 – 6:00PM  
COMMISSION MEETING ROOM  
74 6<sup>TH</sup> STREET, 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 five-minute time limit for public comment. Comments may also be sent by email to the City Manager or to Commissioners.

- I. Call to Order**
  - A. Invocation**
  - B. Pledge of Allegiance**
- II. Agenda Adoption**
- III. Public Comment**
- IV. New Business**
  - 1. IGA Lift Station Contract Award Approval**
  - 2. Wastewater Collection Upgrade Contract Award Approval**
  - 3. Avenues Stormwater Repair Project CDBG-DR Contract Award Approval**
  - 4. Ratify Historic Floodplain Exemption for History, Culture, and Art Building**
- V. Unfinished Business**
  - None**
- VI. Mayor and Commissioner's Comments**
- VII. City Manager Communications**
- VIII. Attorney Communications**
- IX. Consent Agenda**
  - 1. October 28, 2025 City Commission Workshop**
  - 2. November 4, 2025 City Commission Public Hearing & Regular Meeting**

**X. Department Reports – Included in Agenda Packet**

**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  
REQUEST FOR BOARD ACTION  
Meeting Date: December 2, 2025**

**SUBJECT:** IGA Lift Station Contract Award Approval

**AGENDA INFORMATION:**

**Agenda Location:** New Business  
**Item Number:** 1  
**Department:** Grants  
**Contact:** Charles Anderson, Leslie Glaze  
**Presenter:** Charles Anderson, Leslie Glaze

**BRIEF SUMMARY:** IGA Lift Station received 5 bids and Monolith Construction had the lowest bid at \$337,595.11 and is the recommendation of Dewberry and City Staff.

**RECOMMENDED MOTION AND REQUESTED ACTIONS:** Award the contract to Monolith Construction in the amount of \$337,595.11 for the IGA Lift Station project.

**FUNDING SOURCE:** City of Apalachicola's \$5 Million State Appropriation

**ATTACHMENTS:** N/A

**STAFF'S COMMENTS AND RECOMMENDATIONS:** Approve

**APALACHICOLA CITY COMMISSION  
REQUEST FOR BOARD ACTION  
Meeting Date: December 2, 2025**

**SUBJECT:** City of Apalachicola Wastewater Collection Upgrade Contract Award Approval

**AGENDA INFORMATION:**

**Agenda Location:** New Business  
**Item Number:** 2  
**Department:** Grants  
**Contact:** Charles Anderson, Leslie Glaze  
**Presenter:** Charles Anderson, Leslie Glaze

**BRIEF SUMMARY:** City of Apalachicola Wastewater Collection Upgrade Project received 2 bids and Flo-Vac Technology had the winning bid at \$1.19 Million and is the recommendation of City Staff.

**RECOMMENDED MOTION AND REQUESTED ACTIONS:** Approve the contract award to Flo-Vac Technology for the Wastewater Collection Upgrade project with a start date of January 5, 2026

**FUNDING SOURCE:** City of Apalachicola's \$5 Million State Appropriation

**ATTACHMENTS:** N/A

**STAFF'S COMMENTS AND RECOMMENDATIONS:** Approve. The City has already begun using Flo-Vac monitoring equipment and this contract award will complete this project.

**APALACHICOLA CITY COMMISSION  
REQUEST FOR BOARD ACTION  
Meeting Date: December 2, 2025**

**SUBJECT:** Avenues Stormwater Repair Project CDBG-DR Contract Award Approval

**AGENDA INFORMATION:**

**Agenda Location:** New Business  
**Item Number:** 3  
**Department:** Grants  
**Contact:** Charles Anderson, Leslie Glaze  
**Presenter:** Charles Anderson, Leslie Glaze

**BRIEF SUMMARY:** Avenues Stormwater Repair Project CDBG-DR received 4 bids and Hinterland Group, LLC had the lowest bid at \$1,686,080 and is the recommendation by Dewberry and City Staff

**RECOMMENDED MOTION AND REQUESTED ACTIONS:** Approve the contract award for the Avenues Stormwater Repair Project CDBG-DR to Hinterland Group, LLC in the amount of \$1,686,080 with a start date of December 8, 2025.

**FUNDING SOURCE:** DEO through Florida Department of Commerce with a project budget of \$3,862,869.

**ATTACHMENTS:** N/A

**STAFF'S COMMENTS AND RECOMMENDATIONS:** Approve. Additional funds allocated under Avenues Stormwater will be redirected to fund all costs of the wells rehabilitation.

**APALACHICOLA CITY COMMISSION  
REQUEST FOR BOARD ACTION  
Meeting Date: December 2, 2025**

**SUBJECT:** Ratify Historic Floodplain Exemption for History, Culture, and Art Building

**AGENDA INFORMATION:**

**Agenda Location:** New Business  
**Item Number:** 4  
**Department:** Grants  
**Contact:** Cindy Clark  
**Presenter:** Cindy Clark

**BRIEF SUMMARY:** This is a request to ratify a floodplain exemption for the historic Harrison-Raney (HCA) building. As per floodplain requirements, construction in all rated A&V zones require either floodproofing or meeting FIRM elevation requirements. Historic structures can be exempted from this requirement with an administrative variance. The City's floodplain administrator has issued an exemption for the ADA bathroom construction in the building based on its historic significance. According to code, the Commission must ratify this decision. Staff believes an exemption was issued for this building after 2018 Hurricane Michael, but documentation has not been located so new documentation is required.

**RECOMMENDED MOTION AND REQUESTED ACTIONS:** Motion to approve ratifying floodplain exemption based on historic designation of structure.

**FUNDING SOURCE:** N/A

**ATTACHMENTS:** N/A

**STAFF'S COMMENTS AND RECOMMENDATIONS:** Approve

A Workshop of the City Commission of the City of Apalachicola was held on Tuesday, October 28, 2025 at 4:00PM at the Commission Meeting Room, 74 6<sup>th</sup> Street, Apalachicola, Florida.

Present: Mayor Brenda Ash, Commissioner Despina George, Commissioner Donna Knutson, Commissioner Donna Duncan, Commissioner Adriane Elliott, City Manager Charles Anderson, City Attorney Dan Hartman, Finance Director Lee Mathes, Grants Coordinator Leslie Glaze, Police Sgt. Ashley Webb

Workshop opened by Mayor Ash.

#### **AGENDA ADOPTION**

Motion to adopt agenda made by Commissioner Elliott, seconded by Commissioner George.  
Motion carried 5 to 0.

#### **PUBLIC COMMENT**

None

#### **DISCUSSION: LOCAL BILL UTILITY SYSTEM OPTIONS**

Attorney Hartman reviewed memorandum which outlines the legal analysis and recommendations as to legal and practical options facing the City with respect to its water and sewer utility system.

Discussion held concerning regionalization, drafting RFQ to solicit utility management companies, timeline for RFQ, continued conversations with regulatory agencies and local legislative delegation, and short- and long-term range plans for the water and sewer utility system.

Commission instructed Attorney Hartman and Staff to prepare an RFQ to solicit proposals for contract management of the City's water and sewer utility system.

Motion to adjourn made by Commissioner Elliott, seconded by Commissioner George. Motion carried 5 to 0.

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Brenda Ash, Mayor

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Lee Mathes, Finance Director

A Public Hearing and Regular Meeting of the City Commission of the City of Apalachicola was held on Tuesday, November 4, 2025 at 6:00PM at the Commission Meeting Room, 74 6<sup>th</sup> Street, Apalachicola, Florida.

Present: Mayor Brenda Ash, Commissioner Despina George, Commissioner Donna Knutson, Commissioner Donna Duncan, Commissioner Adriane Elliott, City Manager Charles Anderson, Attorney Dan Hartman, Finance Director Lee Mathes, Chief of Police Bobby Varnes

Meeting called to order by Mayor Ash followed by Prayer and Pledge of Allegiance.

#### **AGENDA ADOPTION**

Mayor Ash requests agenda be amended to add Item 2 under New Business – WWTP Package A Bid Award.

Motion to approve amended agenda made by Commissioner Elliott, seconded by Commissioner Duncan. Motion carried 5 to 0.

#### **PUBLIC HEARING – ORDINANCE 2025-04 – FY 24/25 BUDGET AMENDMENT**

Public hearing opened by Mayor Ash.

Attorney Hartman read Ordinance 2025-04 in its entirety.

Ms. Mathes outlined budget amendment line items.

Commissioner George stated this budget amendment does not include outstanding accounts payable or FY 24/25 audit adjustments.

No public comment.

Public hearing closed and regular meeting opened by Mayor Ash.

#### **PUBLIC COMMENT**

1. Torben Madson – Mr. Madson complimented City on downtown cleanup and lodged complaint regarding the loud music coming from event that was held in vicinity of old Q's Lounge during Seafood Festival weekend.



**INTERLOCAL ANIMAL CONTROL AGREEMENT WITH COUNTY**

Attorney Hartman outlined the updated agreement noting there have been a couple of changes made to the agreement. The original agreement was signed by the City and returned to the County in June 2021. It was not fully executed and contained slightly different terms. The changes were the amount \$3,500 (2021) vs. \$7,000 (2025), and that a City Police Officer must be present (2025) as opposed to an officer or deputy (2021).

Chief Varnes expressed concern about an officer having to be present on the scene with the Animal Control Officer. Chief Varnes stated that at times there is only one officer on duty so it will be difficult to say that an officer will be present at all times with the Animal Control Officer.

Attorney Hartman stated Item 4 can be amended to read that an officer will be present unless the officer is called to an emergency or on another call that must be handled.

Motion to approve Interlocal Animal Control Agreement with amendment to Item 4 as outlined by Attorney Hartman made by Commissioner George, seconded by Commissioner Knutson.

Discussion held concerning fee, number of animal complaints each year, and presence of a City Police Officer.

Motion carried 5 to 0.

**WWTP BID AWARD**

City Manager Anderson outlined WWTP bids as follows:

North Florida Construction - \$9,318,397

Talcon - \$9,671,807

Marshall Brothers - \$10,956,000

Motion to award WWTP Package A bid award to North Florida Construction made by Commissioner George, seconded by Commissioner Elliott. Motion carried 5 to 0.

**2<sup>ND</sup> READING & ADOPTION – ORDINANCE 2025-04 – FY 24/25 BUDGET AMENDMENT**

Attorney Hartman read Ordinance 2025-04 in its entirety.

Motion to adopt Ordinance 2025-04 amending FY 24/25 Budget made by Commissioner Elliott, seconded by Commissioner George. Motion carried 5 to 0.

**MAYOR & COMMISSIONER'S COMMENTS**

1. Mayor Ash asked Chief Varnes to address the noise complaints received from activities during Seafood Festival weekend.

Chief Varnes stated that each year there are a lot of activity and parties during Seafood Festival weekend. The noise complaints came from an event that was held Friday and Saturday night in the vicinity of the old Q's Lounge area. An event permit was approved and signed by the City Manager for both nights. If an event is held without an approved event permit, then the police department shuts down the event. Chief Varnes continued stating there will always be backlash and complaints regarding events and parties during Seafood Festival weekend.

Discussion held concerning time limit on events and loudness of music.

Mayor Ash recommends reviewing the current Event Permit Form and adding language on the rules regarding noise levels.

2. Commissioner Elliott commented on County mandatory garbage pickup, City no longer issuing Oyster Licenses, and the City's newly appointed Public Information Officer.

3. Commissioner Knutson commented on her attendance at the Florida League of Cities new commissioner training, meeting people in community and excited to be part of the City decision making, starting recycling program, and asked for update on African American Museum.

City Manager Anderson stated the permit was issued last week for the museum.

4. Commissioner George commented on current election ordinance stating that Attorney Hartman needs to draft changes to accommodate the swearing in of newly elected Commission members in November after the election and not in October as originally stated, and researching MuniCode to make sure all ordinances submitted are error free and are correctly online.

Attorney Hartman stated he will look at his notes from the last election ordinance adopted, but there are some changes that will require a charter amendment and some changes that don't require a charter amendment, but he will investigate this matter.

5. Mayor Ash requested update on Denton Cove settlement agreement.

Attorney Hartman stated the settlement agreement states Denton Cove will pay the City \$70,000 to go towards upgrades to the IGA Lift Station. Denton Cove asked for a 60-day period for them to apply for a grant, but the grant has yet to be submitted, and it has now been 80 days. The City can tell Denton Cove that we want the money now or we can hold out for grant funds.

Discussion held.

Commissioner Knutson stated this needs to be settled and recommends the City advise Denton Cove to submit the \$70,000.

Motion to enforce the settlement agreement and advise Denton Cove to the City the agreed amount of \$70,000 made by Commissioner George, seconded by Commissioner Duncan. Motion carried 5 to 0.

6. Mayor Ash asked if tap fee ordinance had been reviewed.

City Manager Anderson stated that Florida Rural Water is working on rates that will incorporate the tap fees with the water and sewer rates.

7. Mayor Ash wished everyone a great holiday season.

#### **CITY MANAGER COMMUNICATIONS**

City Manager Anderson updated Commission on conversations held with Representative Shoaf's office regarding the City's water and sewer utility system; meeting is scheduled with DEP to discuss the next compliance steps needed for the water and sewer systems; replacement of fire hydrants is ongoing; Sgt. Ashley Webb has undertaken part-time Public Information Officer duties; Well 6 is running at twice the capacity that it had been operating under before and new motors for Wells 5 & 7 have been ordered; thanked City crews for getting the City prepped for the Seafood Festival; City staff will be hosting community listening sessions that will be held at 6PM at Holy Family on November 14<sup>th</sup> and November 17<sup>th</sup> at 6PM at the Commission Meeting Room; work is progressing on the scrubber/aerator; the next phase of the State's annual appropriation money will be committed to stormwater drainage projects, the IGA lift station rehab and upgrades, and complete the Flovac Monitoring system. This will leave approximately \$2.6M that can be earmarked for the WWTP Phase II project which has a projected cost of approximately \$8.7M.

Mayor Ash stated that if the Commission wanted to attend the listening sessions, then the sessions must be posted on the website meeting calendar.

Commissioner George asked about projects in addition to the Stewardship funds.

City Manager Anderson stated the City will be pursuing any monies that we can qualify for.

#### **ATTORNEY COMMUNICATIONS**

Attorney Hartman had nothing further to report.

**CONSENT AGENDA**

Motion to approve consent agenda made by Commissioner Elliott, seconded by Commissioner Duncan. Motion carried 5 to 0.

Motion to adjourn made by Commissioner George, seconded by Commissioner Elliott. Motion carried 5 to 0.

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Brenda Ash, Mayor

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Lee Mathes, Finance Director

## City of Apalachicola Public Works Monthly Report November 2025

The public works department, services city vehicles and replaces all the tires on city vehicles, services all the mowers and weed eaters, cut all city parks, cut all city properties, empty all garbage cans downtown and city parks, clean city right of ways, cut city right of ways, and patch holes on city roads as needed.

- Working on catching up the work order up
- Collected trash from downtown and public parks
- Cut our routine main roads parks and cemeteries.
- Cut grass on the regular routine and weeding eating
- Pick up trash and limbs before grass cutting is started
- Working on cut grass off the sidewalks and edging in downtown 12<sup>th</sup> and other areas
- Started working straighten polls and changing out signs on the south side of town
- Getting palm tree cut in the down town area
- Hauling palm tree limbs to land fill from the down town area
- Pick trash and limbs before started cutting snow hill cemetery
- And started picking up trash and limbs at magnolia cemetery
- Took flags down on hwy 98 and put christmas trees up on hwy 98
- Put christmas tree up down at river front park
- Checking to make sure the electrical is work good for light up town night
- Putting christmas tree light up on martin luther king street

### **\*Building and Maintenance Crew**

- . Replaced edger blades
- . Changed oil in Kenny Wilson truck
- . Changed oil in Greg Harris truck

- . Serviced all lawn mowers
- . Serviced all the heavy equipment
- . Changed the air filters in all the city buildings
- . Replaced belts on air compressor at 5<sup>th</sup> street shop

Completed by Greg Harris



# APALACHEE REGIONAL PLANNING COUNCIL

Local Partnerships. Regional Impact.

## City of Apalachicola | Planning and Community Development *Monthly Report November 2025*

### November Planning and Zoning Board

- Attended November P&Z board regular meeting on November 10<sup>th</sup>, 2025.
- Prepared November P&Z board regular meeting minutes.

### December Planning and Zoning Board

- Accepted and reviewed two applications (*as of November 18<sup>th</sup>, deadline 5:30 P.M. November 21<sup>st</sup>*):
  - 133 Avenue E (special exception).
  - 238 U.S. Highway 98.
- Prepared December P&Z board regular meeting draft agenda.
- Prepared December P&Z board quasi-judicial public hearing draft agenda.
- Prepared and sent due public notice for special exception:
  - Letters to all property owners within 500 ft.
  - Newspaper advertisement in the *Apalachicola Times*.
  - Double-sided yard sign.

### Miscellaneous

- Answered questions from applicants, city staff, and the public:
  - Current zoning district and allowable uses for parcels.
  - Nonconforming structures, uses and lots.
  - Sign permits.
  - Fill permits.

# APALACHICOLA VOLUNTEER FIRE/RESCUE

Sept 2025  
26 calls

## Bi-Monthly Report

1. Accidents	<u>1</u>	7. Life Flights	<u>2</u>
2. Lift Assist EMS	<u>17</u>	8. Training	<u>3</u>
3. Bi-Monthly Meetings	<u>2</u>	9. Transformer Fires	<u>    </u>
4. Brush Fires	<u>1</u>	10. Vessels	<u>    </u>
5. House Fires	<u>    </u>	11.	<u>    </u>
6. Gas Leaks	<u>    </u>	12.	<u>    </u>

1st Responder calls 19

## Firefighter Attendance

1. George Watkins	<u>5</u>	11.	<u>    </u>
2. Fonda Davis	<u>5</u>	12. Avery Scott	<u>5</u>
3. Ginger Creamer	<u>18</u>	13.	<u>    </u>
4. Albert Floyd	<u>5</u>	14. Colin Amison	<u>1</u>
5. Rhett Butler	<u>3</u>	15. Anthony Croom	<u>4</u>
6. Bruce Hoffman	<u>9</u>	16. Amy Cabrera	<u>1</u>
7. Palmer Philyaw	<u>0</u>	17. <u>Dejon</u>	<u>2</u>
8.	<u>    </u>	18. Shannon Segree	<u>3</u>
9. Troy Segree	<u>17</u>	19. Adam Joseph	<u>5</u>
10. Rick Hernandez	<u>    </u>	20. Craig Gibson	<u>5</u>

Additional Comments

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Recorded by: \_\_\_\_\_

Date: \_\_\_\_\_



# APALACHICOLA VOLUNTEER FIRE/RESCUE

Oct 2025  
30 calls

## Bi-Monthly Report

1. Accidents		7. Life Flights	<u>1</u>
2. Lift Assist EMS	<u>27</u>	8. Training	
3. Bi-Monthly Meetings	<u>2</u>	9. Transformer Fires	
4. Brush Fires		10. Vessels	
5. House Fires		11.	
6. Gas Leaks		12.	

1st Responder calls 25

## Firefighter Attendance

1. George Watkins	<u>3</u>	11.	
2. Fonda Davis	<u>2</u>	12. Avery Scott	<u>3</u>
3. Ginger Creamer	<u>21</u>	13.	
4. Albert Floyd	<u>5</u>	14.	
5. Rhett Butler	<u>2</u>	15. Anthony Croom	<u>3</u>
6. Bruce Hoffman	<u>10</u>	16. Amy Cabrera	<u>-</u>
7. Palmer Philyaw	<u>-</u>	17. <u>Dagibon</u>	<u>3</u>
8.		18. Shannon Segree	<u>5</u>
9. Troy Segree	<u>17</u>	19. Adam Joseph	<u>4</u>
10. Rick Hernandez	<u>-</u>	20. Craig Gibson	<u>6</u>

Andrea 5

Additional Comments

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Recorded by: \_\_\_\_\_

Date: \_\_\_\_\_

## Apalachicola Margaret Key Public Library November 2025



Library hours are 10am to 6pm Monday – Friday.

We are YOUR City of Apalachicola Library. Come get your FREE Apalachicola library card. Any library offering is FREE to the public. Our 'Friends of the Library group' is the Patrons of the Apalachicola Library Society (PALS), a 501c3 nonprofit. To join, grab a membership form in the library or visit [apalachicolalibrary.com/PALS](http://apalachicolalibrary.com/PALS)

Follow us on Facebook or Instagram: @Apalachicolapubliclibrary for the latest!

### November 2025 Statistics:

- 2,186 patrons visited our library - 7 new accounts opened – 220 patrons used our computers  
- 407 books/movies/items circulated - 972 items donated to the library - \$372.74 collected as library revenue – 96 hours donated by our wonderful volunteers – 34,302 people reached on social media (!)

Autumn weather is here, and the library feels cozy. This month as we celebrate gratitude, we see all the ways volunteers make this library the community force it is. Volunteers continue to offer Homework Help free for area students. Volunteer Shan Raetzloff hosted this month's Fly-Tying meetup. A twice monthly Writer's Group is volunteer led by Leslie Lewin, and our newest offering of 'Tech Help' is courtesy of Gen-Z volunteer Brenna Thomas. Volunteers also filled our food pantry, helped place our new picnic tables, and hung flyers around town. Our Book Club, organized by volunteer Carol Barfield, had its highest attendance in months and is making plans for a special December dinner. This month's S.T.E.A.M. session offered by PALS volunteer Rich Lenhart was especially popular, as kids learned to build their own working FM radio. Kids also enjoyed seeing arts and crafts return to the library as artist Sheryl Haynes hosted classes on learning the color wheel and creating Thanksgiving placemats. Adults attended a special training on Dementia for caregivers led by faculty with Florida State University's College of Medicine and enjoyed a fun slideshow and signing from Apalachicola author Michael Rindler. Rindler's book, 'Sweet Souls of Apalach', features his photographs and interviews with our friends and neighbors in town. It was a sweet evening to top off a very sweet month. In conclusion we give immense thanks to all our volunteers and we also thank YOU for visiting us, attending programs, and bringing life to this library.

Remember, this is YOUR library. We also welcome our out-of-town visitors! We invite you to come in, grab a calendar, a free cup of coffee or tea, a few books, and enjoy fellowship with other library visitors. Your City of Apalachicola Library helps with reading, writing, and learning, and offers a suite of print/copy/scan/fax/and notary services. We loan FREE books, movies, puzzles, board games, and items from our Library of Things, and offer FREE audio books, e-books, and digital magazines through the Libby app. We also have a Book sale space on-site with FREE magazines. All donations go to our Friends of the Library group, PALS. Free Legal Help through volunteers from Legal Services of Northwest Florida is available each month; appointments are required. We also offer Yoga weekly (in a by-donation class) on Mondays @ 6:15pm, Bring Me A Book Forgotten Coast hosts 'Books for Babies' weekly on Tuesday mornings @ 10:30am, and Mahjong meets on Wednesday and Fridays mornings @ 10. Our once-a-month Book Club meets each 3rd Wednesday @ 6pm; and Homework Help (FREE tutoring!) is by appointment.

Let us know how we can serve you!

Call: 850-653-8436 or email: [apalachicolalibrary@gmail.com](mailto:apalachicolalibrary@gmail.com)  
Isel Sánchez-Whiteley, Library Assistant & Lucy Carter, Library Director

# City of Apalachicola WWTP

## Monthly Report for November

### 2025

Some of the items that we have been working on this month are listed below.

- Recorded all required daily parameters as outlined by the permit.
- Completed all required monthly testing as outlined by the permit.
- Completed all monthly reports and submitted them on time as outlined in the permit.
- At the time this report was made, the WWTP treated and discharged 4.925mg during the month of November 2025. This still leaves 10 more days in the month for extra flow to be accounted for.
- Lead WW operator will be taking part in the pre-construction meeting next week to discuss phase A of the WWTP construction process.
- Staff have met with various agencies in November 2025 to discuss the concerns DEP had on the inspection report. Most of those items have been cleared up and any remaining ones are being dealt with. FRWA is assisting staff with O&M manuals and an emergency response plan.
- Staff have continued to remove pine trees in the spray fields and pile them for controlled burning with a Department of Forestry permit. This excess of trees makes it impossible to cut properly or safely with the equipment in these areas.
- The reuse pumps and piping located at the ground storage tank at the WWTP have been painted with the proper reuse color for identification.
- We did not have to use our reject pond during the month of November 2025.
- Staff have continued to keep the grounds cut and presentable at the WWTP.
- Staff have continued to work in the spray fields using the mulcher and the bush hog as well.
- Staff have began painting the piping at the spray houses in the west spray fields. So far, three of the houses have had the piping cleaned and painted.
- Staff have taken the skid steer to Ring Power to have the ac clutch replaced and the unit recharged. It has been completed and the unit is now back in service.
- The air conditioner in the lab at the WWTP had to be replaced. This was completed by Thompson Total Air Solutions. The unit is working properly at this time.

- Staff have had to routinely take apart the Huber screen on the headworks to clean the rags and debris out of the auger head prior to the discharge point.
- Annual reuse and effluent samples were collected as outlined in the permit as well as sludge samples for a portion of that test parameter. All results will be reported when they are received.
- Lead operator reached out to Two Mile Welding about getting a quote to work on the supports for the catwalk on the SBR. The existing structure is weakening and will need to be supported to continue to safely walk on the access way. I will update as I have pricing available.
- Sludge was hauled to the Franklin County Landfill several times during the month of November 2025.
- A new geo bag was ordered and should be shipped to us within the next few weeks to have on hand to install when the current one is full of sludge.
- Staff have worked to weld cracks in the stump jumpers on the bush hog mowing deck. This is a normal wear item, and new ones have been ordered. They will be installed in the upcoming weeks.
- Staff have had to remove old, worn and damaged sheet metal on the deck of the bush hog mowing deck. New metal has been welded in place, and the unit is being put back to work in the spray fields. This is an item that we need to put into a CIP and search for funding. I will reach out to Leslie about searching for a grant to possibly assist us with the purchase to replace this unit.
- Staff changed the oil and filter on the John Deere 5085E tractor that we use to pull the mowing deck.
- Lead operator has reached out to Hank Garrett about completing the back flow testing of the RPZ at WWTP. This is an annual item to be completed.
- Staff have replaced the staff gauge located on the Chlorine Contact Chamber for measuring the effluent flow leaving the facility.
- The operator trainee has continued working in the course material and currently is continuing to do well.