

**CITY OF CHIPLEY  
SPECIAL COUNCIL MEETING  
MINUTES**

March 24, 2016

3:00 p.m.

**Attendees:**

Mr. Lee Dell Kennedy, Mayor  
Mr. Ellis Reed, Council Member

Mr. Brett Butler Mayor Pro-Tem  
Mr. John Sasser, Council Member

**Absent:**

Mrs. Karen Rustin, Council Member

**Others Present Were:**

Mr. Dan Miner, City Administrator

Mrs. Patrice Tanner, Asst. City Administrator/City Clerk

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The data reflected in these proceedings constitute an extrapolation of information elicited from notes, observations, recording tapes, photographs, and/or videotapes. Comments reflected herein are sometimes paraphrased, condensed, and/or have been edited to reflect essential subject matter addressed during the meeting. Parties interested in receiving a verbatim account of the proceedings are responsible for coordinating with the City Administrator and providing their own representative and equipment pursuant to Chapters 119 and 283, Florida Statutes.

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- A. **Call to Order.** The meeting was called to order by Mayor Kennedy at 3:00 p.m.
- B. **Prayer and Pledge.** Prayer was given by Mr. Reed and Mr. Butler led the pledge to the American Flag.
- C. **Approval of Agenda.** The agenda was presented for approval.

**A motion was made by Mr. Butler and seconded by Mr. Reed to approve the agenda as presented. The motion passed unanimously.**

D. **Agenda Items.**

1. **Approval of FDEP SRF Loan Agreement – Sprayfield Project.** Mr. Miner explained the FDEP SRF Loan Agreement is for a total amount of \$2,350,000. The Planning Activities costs are budgeted for \$150,000 and the Land Acquisition is budgeted for \$2,200,000. The Loan portion is the amount of \$1,277,695 and the Principal Forgiveness amount is the amount of \$1,072,305. Mrs. Tami Ray with Doug Bruce and Associates explained the process of the FDEP new rule. The City is required to reach milestones throughout the project in order to achieve the entire project. This means funding only becomes available in Phases. The Phase I is Planning and Land acquisition. Mr. Sasser asked what if the PERC tests are not acceptable. Mr. Miner explained if not acceptable the process will stop and we will look for another piece of land. Mr. Everett asked if only 50% or 60% is viable property will we still buy the entire piece of property. Mrs. Ray explained FDEP will allow us to buy the entire piece if sufficient for the project and utilize what is usable. Mr. Miner explained that the other properties used as sprayfields in the City are not available for 100% use. Mr. Everett asked if not completely useable could the other parts of the property possibly be used for an industrial park. Mr. Miner stated yes that could be possible dependent on FDEP rules and requirements. Mr. Butler stated the PERC testing will give us the answer. Mrs. Ray explained 50% is taxpayer funds so FDEP is going to require the City to do a twenty year study to see what might be needed in the future. Mrs. Karen Morris asked are you saying this new sprayfield will be based on percolation. Mrs. Ray explained the FDEP rule requires that we do PERC testing. Any site has to be PERC tested before it is approved to be a discharge site. Every site that has ever been enlisted in the state has to go through this process. There is no site where reuse has ever been put in reuse without FDEP's prior approval based on PERC testing. Mrs. Morris asked is the goal for this to be based on percolation. Mrs. Ray explained our goal is to meet FDEP requirements, which means PERC testing is required and minimal PERC testing has to be reached in order for FDEP to approve it. The City will not move forward without prior approval from FDEP. Mrs. Morris asked is it going to be based on percolation or is it based on evapotranspiration. Mrs. Ray explained it is based on the PERC testing and approvals by FDEP. The City does not have the right to approve the process. FDEP has to approve it. Mr. David Morris stated his understanding is that the Davidson Sprayfield is based on evapotranspiration alone. He asked if any of the City sprayfields are based solely on evapotranspiration. Mr. Miner explained this is an engineering question. Mrs. Ray explained what is in discussion today is the funding portion only, not engineering for the project. Mayor Kennedy explained we are not at the engineering phase yet. Mr. Morris asked do you know when that will be discussed. Mrs.

Ray explained the City will have a meeting to approve the planning document once it is complete, and then it will be submitted to FDEP for review and approval prior to the purchase of the property to be used for the sprayfield. Discussion ensued.

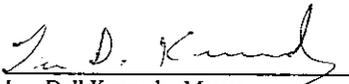
**A motion was made by Mr. Sasser and seconded by Mr. Butler to approve the FDEP SRF Loan Agreement in the amount of \$2,350,000. The motion passed unanimously.**

2. **Approval of FDEP State Revolving Fund Project Engineering Award and Contract – Hatch Mott MacDonald.** Mr. Miner explained we advertised the Request for Qualifications for engineering services for wastewater effluent disposal. There were five engineering firms that submitted a statement of qualifications. The selection committee met and ranked the engineers. Hatch Mott MacDonald was the top ranked firm selected. We negotiated a contract with Hatch Mott MacDonald for the different phases of the project in an amount not-to-exceed \$298,435.00. Hatch Mott MacDonald will not proceed with any phase of work without prior approval from the City. Discussion ensued.

**A motion was made by Mr. Reed and seconded by Mr. Sasser to approve the FDEP State Revolving Fund Project Engineering Award and Contract to Hatch Mott MacDonald for an amount not-to-exceed \$298,435.00. The motion passed unanimously.**

The meeting adjourned at 3:27 p.m.

City of Chipley

  
Lee Dell Kennedy, Mayor

Attest:

  
Patrice A. Tanner  
Assistant City Administrator/City Clerk