TOWN OF WELAKA
REGULAR TOWN COUNCIL MEETING

April 11, 2023, at 6:00 PM
Honorable Willie Washington, Jr. Town Council Room
400 4th Avenue, Welaka, FL 32193

(This meeting will be broadcasted, for view only, on the Town of Welaka's Facebook Page)

1. **CALL TO ORDER**

2. **PLEDGE OF ALLEGIANCE & INVOCATION**

3. **ROLL CALL BY TOWN CLERK**, Meghan Allmon

4. **ADOPTION OF PREVIOUS MINUTES**:

   a. March 14, 2023, Regular Meeting Minutes

5. **APPROVAL OF CURRENT AGENDA**

6. **RECOGNITIONS**

   1. Mittauer & Associates, Inc. they are here and we are presenting them with the signed WWTP Contract.

   2. National Public Safety Telecommunications Week is April 9th – 15th

7. **PUBLIC HEARINGS**

   1. ORD 2023-02 - Prohibiting the Establishment of Unlisted Use

   2. ORD 2023-03 - Animal Control

   3. ORD 2022-07A - Revision of Fee Schedule Ordinance 2022-07

8. **RESOLUTIONS**

   1. RESOLUTION 2023-03 - Approving the Town of Welaka Water & Wastewater Utility Asset Management and Fiscal Sustainability Plans for the Town's Utility System Improvements

   2. RESOLUTION 2023-04 - Welaka Code Enforcement Department under the Welaka Police Department

9. **PROCLAMATIONS**

   1. PROCLAMATION 2023-04 - Proclaiming May as Welaka's Historic Preservation Month

10. PUBLIC COMMENTS

A 'Request To Speak Form' shall be completed and submitted to the Town Clerk to officially address the Town Council. There will be no response to the speaker by Council or Town Staff, except the Council Members desiring to address a comment made during this part of the meeting may do so under Section 13 of this section. One specific issue per Form may be submitted, and you will have up to 3 minutes to address the Council.

11. PRESENTATIONS / REPORTS TO TOWN COUNCIL

1. BJ Laurie, Vice President of the Fruitland Peninsula Historical Society "This Place Matters" Project

2. Linda Myers, Putnam County Tax Collector - Updates on collections, distributions & installments

3. Councilwoman Kimberly Dugger - CivicPlus Town Website Upgrade

4. Events Committee Update

5. Citizens Advisory Committee Update

Presentations are scheduled by individuals or businesses to inform the Town Council of issues, projects, etc. The Council shall not take formal action upon issues or matters presented under presentations at the same meeting. If formal action is desired, such matters shall be deferred and scheduled for a subsequent or future Council Meeting for consideration. Council may, however, by a majority vote, act on items they deem necessary and appropriate. Items not requiring Council action shall be directed to the mayor for consideration and further action.

12. CONSENT AGENDA ITEMS

1. Sewer Credits for Businesses on Welaka Utility System

13. NON-CONSENT AGENDA ITEMS

1. TOWN MATTERS

a. Excessive Water Bill at Jefferson Smith Park

b. Welaka Medical Clinic Water Bill and Lease Agreement

c. Signs Across from Jefferson Smith Park and Enforcement of ORD 2000-07

2. ZONING RECOMMENDATIONS

a. None

3. UTILITY MATTERS

a. Public Tours of Wastewater Treatment Plant

14. DEPARTMENT REPORTS

1. PUBLIC WORKS DEPARTMENT REPORT: JOHN STUART, Supervisor

a. Report on overall Maintenance of the Town

2. **UTILITY DEPARTMENT REPORT: TYLER BUFORD, Supervisor**

a. Report on Town Utility System

3. **POLICE CHIEF MICHAEL PORATH**

4. **TOWN ATTORNEY PATRICK KENNEDY REPORT**

5. **TOWN CLERK MEGHAN ALLMON REPORTS**

a. Town's Digital Sign ETA is currently 9 to 11 weeks lead time for fabrication

15. **MAYOR & TOWN COUNCIL REPORTS**

1. **MAYOR WATTS**

2. **COUNCIL PRESIDENT JESSICA FINCH**

3. **COUNCILWOMAN TONYA LONG**

4. **COUNCILWOMAN KATHY WASHINGTON**

5. **COUNCILWOMAN KIMBERLY DUGGER**

16. **ADJOURN**

SECTION 4.a.

March 14, 2023 Town Council Meeting Minutes

3/14/2023 Town Council Meeting Minutes

1. Mayor called Meeting to order at 6:00 PM.

2.1. Everyone stood and said the pledge of allegiance. Finch gave the invocation.

3. ROLL CALL – all present: Mayor Jamie Watts, Council President Finch, Councilwoman Dugger, Councilwoman Washington, Councilwoman Long. Five Council Members are present. We have a quorum, Mayor.

4. ADOPTION OF PREVIOUS MINUTES - Washington – correction – Page 5, 15.5 under Washington. People were calling… put "their" permit package and not "his."
Motion to adopt 2/14/2023 Town Council Meeting Minutes made by Finch and Long seconded. Passed 5/0.

5. APPROVAL OF CURRENT AGENDA - Motion for approval to accept current 3/14/2023 Town Council Meeting Agenda made by Finch and Long seconded. Passed 5/0.

6.1. RECOGNITIONS - Tyler Buford, Utility Dept. Supervisor, passed his Class Wastewater Operator Test on February 28, 2023. Mayor acknowledged Buford's hard work and dedication to the Town.

Pauline and Tyler have to get 2,050 hours now that they've passed their tests.

7. PUBLIC HEARINGS – None.

8.1. RESOLUTION 2023-03 – Mayor read the entire RES aloud.
Town Attorney said that the attachment needs to be included and we can put it on the April 11, 20023 Agenda for approval.

9.1. PROCLAMATION 2023-02 - Mayor read the entire PROC aloud.
Finch made a motion to accept PROC 2023-02 and Washington seconded. Passed 5/0.

9.2 PROCLAMATION 2023-03 - Mayor read the entire PROC aloud.
Washington made a motion to accept PROC 2023-03 and Long seconded. Passed 5/0.

10. PUBLIC COMMENT

1. Ray Roerick spoke – returned to the Council to request to obtain more info on the feral cat issue in Welaka. Friends of Welaka traps, has neutered, vaccinates and releases cats back in our Town. This costs money and Roerick is trying to apply for the grant, but this goes through the animal control department for other counties. This grant cycle starts at the end of the year, but FOW is still working on it. Laurie Porath spoke and said they cannot keep up financially. It's approx. $125 per cat. Mayor said ARPA funds are available, but we cannot restructure the budget to include a line item. Long said that the Town can help as it's a problem here and we should help. She is currently raising 3 stray cats and 2 others just showed up.

Finch asked if we could create an ORD about people dumping animals. Long asked if we can fix them and then take to get adopted somewhere. Mayor said the county shelter is being built and they said that it will be full immediately. We provide our own municipal services. Town Attorney said we can create and ORD but catch and release will still be an issue. Courtney Desouza said that maybe the county can bring their truck to Town. Laurie said FOW is struggling. Long said the 5-year goal should be down to $500 per year but the reality is that other people are taking advantage of Welaka and dropping cats off here.
Scott Turnbull asked if FOW can take the Town's van to transport the cats. Mayor mentioned that we reached out to FMIT and they suggested that non-employees should not drive the Town vehicles and will not be covered if something would

happen.
Dugger said she has a pregnant cat at her house and she cannot capture her to take her to get fixed. She thanked the FOW for what they do here in the Town. Chief said that Putnam County has 1 animal control deputy for the entire county. Mayor recommended for people to call the County Commissioners and ask for additional funding to help or hire more people for the county animal control department. Voice this concern to the County and possibly they can help.
Dugger asked how. Mayor said to reach out to the Commissioners and have a one-on-one conversation with them to ask for their help.
Finch asked, and the Town Attorney said that she could vote on this.
Town Attorney said he found an ORD that he could amend and possibly present in the next meeting.
Long made a motion to use $2,500 of ARPA funds for the FOW feral cat problem and Washington seconded. Passed 5/0.

2. Micshell Turner spoke – Jefferson Smith basketball court re-surfacing update. Mayor said there's no update.
Baseball field fencing update – Mayor said there's no update. She mentioned it was in a Meeting last year and John Stuart had a volunteer that would do it. Mayor said we'll discuss in a future meeting.
Trash cans with lids or a dumpster at Jefferson Smith update – John was looking into the dumpster, but it was too expensive. Micshell said a trash can with a lock lid would be helpful. Mayor said we will ask Public Works about this. Mayor asked if there's really been a problem there with the trash? Someone stood up in the audience and she lives across the street from the park, and everyone puts their garbage in the cans and the animals are dragging smelly garbage everywhere and the neighborhood she cleans it up since her and Micshell live there.
Long – large trash cans with the lids are heavy duty and they have wheels and maybe bungee cord the lids closed.

3. Larry Pritchett – Thanked Council for using the Field of Dreams as a Dog park for the past 5 years. He and others are there every day. In Welaka there's a lot of homes that are condensed such as the Harbor, Lazy Days, condo area, etc. He loves that the dogs can get some running in on the fields. Remembered the late Gordon Sands for allowing the Field of Dreams to be used as a dog park. Orange Street or the Field of Dreams would be nice. Either one.
Mayor – pickleball courts are being made somewhere there also. The Orange Street Park will be designed for small and large dogs to play separately.
Pritchett said the location, the bathrooms, the amenities are very nice there also. He loves the central location.
Mayor – Orange Street side concrete and handicap work will be done soon.
Pritchett – a walking path in there would be great on the inside of the park.
A visitor from the audience said some people do 10-20 laps every morning and the dogs and people all get the socialization. A lot of people here love that park. He said the grass is cut well and it gets long sometimes, and they take very good care of the bathrooms and the field.
Pritchett – a lot of people come from out of Town and visitors use the dog park and we're growing and changing and we're creating a very welcoming atmosphere. Crescent City has one on Crescent Lake and it doesn't get used a lot.
Gale Abrams spoke – our dog park is in a central location in the Welaka, and they all love it.

11. PRESENTATIONS / REPORTS TO TOWN COUNCIL

1. Events Committee – Courtney Desouza spoke.
Their most recent Meeting was yesterday evening. The Events Committee is opened for anyone to join, and they need volunteers. They've had the same great people for a few years now. Easter candy donations are being accepted for the 4/1/23 event. Last year they did the dunk tank, and an organization donated the fee for the tank. They have 3 spots available for this and others can donate also. This Friday from 7-10 PM is the Jazz in the Park event with BBQ Food.
3/25/23 – Council Room Mental awareness event on 3/25/23 6-9 PM First Food Truck Friday event.
She does a site review with the Public Works Dept. She's picking up the trash quite often. She likes that we have the Parks ORD but there's stuff happening in the parks that are dangerous. She showed the entire Council a box with a syringe and broken glass in it that were found today at the parks in Town.
Mayor asked Chief to come up. Mayor said when we lock the park, there's overtime then. Wednesday- Saturday is when

Officer Bryant is on duty. The overtime pay versus the park damage is significantly higher. Restitution was recently collected for damage to the bathroom but that doesn't happen a lot.
Dugger said we need to address the bad kids as a community. She's wondered what they must do around here. We could do something to address the needs of the kids around here.
Long said more cameras would help. Could be residents or visitors.
Chief said we do have cameras at the parks. He says that we are liable when people go into our parks after hours and we must watch days and weeks of video. If the other Officer could lock the parks and then the Public Works Dept. could unlock them. We need to enforce this issue and after hours they should be closed. If someone gets hurt or raped or a different crime takes place after hours, we can lessen our liability.
Finch asked – Sun – Tuesday nights to lock. Chief said the other departments could lock and unlock them also. Utility, Public Works, Police, etc.
Town Attorney said we do not have to lock the parks to avoid a liability case. We need to post signs with the rules and then enforce them when they're open. Finch said locking the parks will not stop the issues. Scott Turnbull said he'll volunteer to lock the dog parks or other parks.
Erin Jeltes asked if we could get auto-locking gates. Chief said they are very costly and do not work properly all the time.
Dugger asked if in the neighborhoods, could we establish a Neighborhood Watch program? Chief said it fizzles out after started and it's hard.
Mayor said we're going to re-structure the hours for the staff and have someone here until 5:00 or so that they're not all gone at 2:30 PM every day. Chief said we pride ourselves on these parks and they're secured and gated, and we should use that. We're doing a visual inspection every night. Washington said she's in agreement with locking the parks and bathrooms.
Mayor, Long and Chief said sunrise to sunset would be good and adjusts with the daylight savings time.
Chief said John is working on designing the signs. Mayor and Town Attorney said that the ORD Number and specific verbiage has to be on the sign.
Log – since the 3rd Officer hasn't been hired yet, there's fund in the police budget to be used.
Chief said we'll make up a list ad assignments and we'll get the keys made that are all the same.
Dugger said that as we progress, maybe this problem will go away. Chief said it never goes away.
Courtney said the gates and the bathrooms can be locked, correct? Council agreed.

2. Citizens Advisory Committee – Scott Turnbull spoke.
1. a. Road Repairs. Mayor said the sealing guy is coming soon and it took a back seat since we are busy with the WWTF work right now. The sealant product will bind to clay, dirt, etc.
b. Code Enforcement status. Putting cases on the Agenda, she's waiting to see if the people get the letters and then put on the Agenda if not addressed or resolved. He said that's not the case. Mayor asked Town Attorney to work with Pauline on the cases. Dugger said there' 26 outstanding cases for a meeting a few months ago. Chief and Officer Bryant gave her a list. Town Attorney said he'll get with her and go in front of the Code Board.

2.a. Agendas should be sent out within 48 hours prior.

2.b. Pickleball will be addressed later.

2.c. Prior to the Council Meeting at 6 PM and Fridays will be at 9 AM so that more people can attend. Finch said on 4/6/23 at 6 PM – next Meeting.

12.1. CONSENT AGENDA ITEMS

Mayor mentioned that he's working with FRW regarding this. Dyana will be here at 9 AM on 3/21/23 to discuss utility numbers in the office.

Sewer Credits – Finch made a motion to accept the monthly sewer credits. Washington seconded. Passed 5/0.

13.1. NON-CONSENT AGENDA ITEMS:

a. Approval of Engineering Firm for new Wastewater Treatment Facility -
Town Attorney said the initial RFP last year was done too informally. For a project of this size, it must be solicited on its own and we had to start this whole process over. We discussed this with the engineering firms, and we did the scoring again and the Selection Committee graded the 2 proposals fairly.
Mayor said that Bill Wingo, one of our WWTP Operators, is here tonight. He called him up to the podium. He has 31.5 years of experience. About 65 years combined with he and Randy Harris's experience. Town Attorney said the scoring is in the Agenda Packet and Mittauer received the highest points, and it appears to be graded fairly.
Mayor said their questions during the Meeting were not leading and everyone was very careful. Wingo said the way they all graded and judged the packets very fairly. One firm packet put a lot of work into their packet, and one did not. Mayor said the Reference section was impressive in one packet that included letters from their referenced people/companies.
Washington – she sat in the Meeting, and everyone was given the packets for the first time. The average time was 15 minutes for this selection committee to go through the packets. She felt that it was rushed, and they might have been scanning the info.
Long said that it's their area of expertise and Wingo said that the allotment of time was not pressuring at all.
Mayor said that Harris even referenced that one firms numbers were a little high when compared to our WWTP, but it was acceptable.
Finch said the last 2 categories were relatively easy and the others were more challenging. The bid packets were opened by the Town Clerk in front of everyone, and it was done fairly. Mittauer's Reference section was very detailed and easy to understand. Every person scored Mittauer higher than Weston & Sampson. No question in anyone's mind of who which engineering firm they all preferred during that meeting.
Mayor - the DEP and DEO have strict deadlines and we need to get started ASAP. The condition of the current plant is in very bad shape.
Mayor – our Utility Budget is small. We need we need to fix/replace the WWTP and not keep updating it until we get the new plant.
Mayor recognized the 2 gentleman in the audience from Mittauer.
Dugger asked them about the completion time. Kellen said every project is different but the schedule that they put in their packet is very doable and they plan to finish 6 months ahead of deadline. They've got a head start already and by the end of March 2024, it should be ready to start.
Mayor and Kellen said some parts are custom built. Mittauer mentioned that they've been in contact with their suppliers and it's on their radar already.

Finch made a motion to approve Mittauer as our Engineering Firm for the WWTF. Dugger seconded. Passed 5/0.

Kellen said he'll send the contract to us soon for the Town Attorney to review and the Mayor can execute once ready.

Finch made a motion to pursue the Mittauer contract. Long seconded. Passed 5/0.

Washington asked Kellen if he'll keep us up to date. Kellen said yes and he can come to any Meeting needed to update the Council and Town. Mayor and Kellen said that the quarterly reports are due and the first one is due 4/20/23.

Mayor said he was at a FRW convention in Ocala last week. He reiterated that the engineers may build it but the Operators are left with the plant as they operate it daily. Kellen said the WWTP Operators are in the loop very much with Mittauer and they'll incorporate their needs also.

b. Discussion on converting field of dreams to a Pickle-Ball Park.

Bill Melcher spoke. Same outfit that's doing the courts in Palatka now. 4 courts side by side. 3 here and 3 ahead on the field? Mayor said we'd like to have a bathroom facility and make the product shovel ready. We can use the FRDAP Grant, and it takes some time using Fred Fox & Assoc. Mayor asked the Council if they'd like the Field of Dreams converted into a pickleball court?
Long said if this is what the community wants and needs, yes. It looks like we do not have the baseball or soccer youth interest anymore.
Melcher said they want asphalt and not concrete. Some have gone to Palatka and they'd also like North/South courts instead of East/West courts.
Mayor said that the Field of Dreams needs bathrooms.
Melcher said the Downtown area would be great to use since the bathrooms are already there.
Town Attorney asked what the cost estimate would be.
Melcher said it's approximately $128,528. He handed his paper to the Council to review.
Mayor said the FRDAP grant has $50,000 they could possibly use and it's available for a long period of time.
Washington asked how much land do you need for 6 courts? The Field itself is not sufficient? You have 3 fenced areas behind the dog park, is that enough land?
Finch said that the dog park would be moved into the area Washington is mentioning.
Mayor said the baseball field area would be the pickleball court and the playground can stay there.
Dugger said that in 3 years, she has not seen children on the playground at all and she out there every day. She'd like to see a millings walkway inside the fenced area in the dog park.
Mayor asked if the Council is ok in moving it forward with the Grant Administrators?
Harriett Vanslyke said the schools come out often and the basketball courts are being used, just not as much because we don't have a lot of kids in Welaka, but we can support the school if they need it.
Mayor said he hasn't seen kids on the fields a lot, but if they're not using the little league field, there must be a commitment to spend money. The expense comes with the maintenance of the fields.
Harriett said she has volunteers to do the maintenance and the clay dragging.
Micshell Turner said they cannot utilize the field because it's not up to par. Then we can get insurance.
Harriett said she loves the pickleballers, but the school needs the field, and we need to keep it neat and clean.
Washington said that this would be the less expensive to keep up with for Jefferson Smith Park.
Dugger asked if a committee can take this issue up.
Mayor said that the Field of Dreams has not been used in a long time.
Courtney said it's a multi-purpose field. Food Truck Fridays are done there also.
Scott Turnbull said the Citizens Advisory Committee will address this and bring to the next Committee Meeting.
Finch asked Harriett if other schools and fire departments are using the fields. Finch said that a permit may be required since it's an organized group and they need to book the field and provide insurance coverage.
Erin Jeltes said that we could possibly break up the Jefferson Smith Park because there's other events going on there.
Mayor mentioned to Chief that parking is an issue also.
Finch said this will be discussed at 4/6/23 Meeting at 6 PM.

Mayor took a vote and the full Council approved Field of Dreams will be a Pickleball Court now. 5/0.

c. Preliminary discussion on BS&A Accounting Software for the Town.
Long said it's an absolute need and this has been in the works for over 2 years now.
Mayor said Matt Reynolds also highly recommended this upgrade.
Mayor said that we received the piggyback paperwork and information from multiple other municipalities from BS&A. He said the Town Clerk can upload a list of checks to Capital City Bank and they verify all checks. He also asked our auditors, James Moore & Co., and they approved that ARPA Funds can be used. Flagler and Clay Counties highly recommend this program as they use all the modules we plan to use.
Town Attorney said that we did our due diligence.
Long prefers to come to a decision quickly and stop dragging this out. She absolutely can and this is much needed for the

Town.
Town Clerk spoke and mentioned that everything she does is done multiple times to create journal entries and split expenditures between all the departments. It's a very confusing and lengthy process and is very much looking forward to cleaning up the books and starting fresh. All internal department programs will work together and not be separate programs. This will be much more efficient, accurate and faster to use. The Council will have access and the payroll can be done within the program properly also. Very excited about this!
Scott Turnbull asked Mayor the annual fee.
Mayor responded costs about $4,000 per year and it will be split between the General and Utility budgets.
The initials costs are for the conversion of all the data.
Town Clerk confirmed that it will work well with the new auto-read meters that were implementing soon.

Long made a motion to approve this BS&A Software for $107,545 using ARPA Funds. Finch seconded. Passed 5/0.

13.2. ZONING RECOMMENDATIONS

a. David Jeltes spoke to ask for additional Board Member recommendations.
Mayor said Marianne Milledge said she would like to be on the Zoning Board. She's very knowledgeable and will be very helpful on the Board.
Jeltes said the Town Attorney will keep the Board busy. An additional Member will be very helpful. They will then be able to have an alternate Member.
Washington asked if we can put this on the website. Also, is there a deadline?
Jeltes said no, they've been running with 3 people for the past 3 years. Have them contact the Town Clerk.

13.3. UTILITY MATTERS – Mayor already discussed.

14.1.a. John Stuart – absent.
Mayor asked for everyone to keep him in our prayers after his minor surgery this week.
Washington – concerns of the playground equipment. She asked if it's inspected and documented? A wheel and chain at Jefferson Smith Park need to be replaced. She suggested that quarterly inspections be done and documented.
Someone from the audience said that a chain popped and broke.
The Town Clerk will address John Stuart about starting this process.

14.2.a. Tyler Buford – absent.

14.3.a. Chief Porath spoke regarding and update on the Legislative Appropriations for the Town's Public Safety Building. It's on their list in Tallahassee. He will be going up there to speak to Legislators. He's inquiring with the Welaka State Forestry regarding the 20 acres next to the 40-acre Park. He provided them with the Deed from 1975. Once DEP gets the information, they'll reach out to us with a standard 25-50 year Lease. As we build, we may be able to fill in the pond or portions of them that are there. He's confident that we can annex the property into the Town since it's already here I Welaka. He will sync with the Town Attorney regarding this.
DEP is on Board with moving this over to us. He'd prefer to have it in paper form prior to going to Tallahassee. We'd like to secure the land and get the architecture paperwork to help Representative Payne push this forward.
It's been lots of work and learned from lots of hurdles that he's ran into along this task.
Mayor said he's talked with 2 of the 3 leaders in charge in Tallahassee.
Chief said it's for $15,988,000.
Mayor said that the Governor and Officials are all about infrastructure and public safety.
Chief said 5 or 6 huge developments are popping up in Clay County. They used to get 12-15 report calls per year and now they're getting 40-50 report calls per year. This area is growing.
Lobbyists are impressed and when the Town representatives from Welaka go to Tallahassee as a whole, our voices are heard.

Mayor said that FL is flushed with cash right now and we need to get in line for assistance.

FPL will go over the Town's lighting study with Chief soon. They gave him a spreadsheet with the lights and leases and will give him the options for new power poles and light upgrades. This will make the Town safer with more and improved lighting.

Salary Study – 3/24/23 Meeting with LagomHR to discuss the wage study results and he's also syncing with FMIT regarding the high-risk pay for Law Enforcement Officers. He will keep us updated.
The Town Clerk and the Mayor can go through the funds with Chief.
The 185 money is for anyone who has car insurance in the Town, a portion goes towards the high-risk pay for the Law Dept. He is educating himself on how this works and how it can get applied to the Law Departments' salaries.

Washington asked Chief if we need to add to the ORD so that electric vehicles cannot be charged at the Town's Parks and they should not be dumping their garbage there either. Chief said the person was trespassed from the parks here. He doesn't even live in the Town's limits. He lives in a tent and plugs into the neighborhood's electric. They're getting upset so he came here to the park.
Chief recommends that Public Works locks the electrical outlets at the parks.
Putnam Code Enforcement and animal control were used by Chief also.

14.4. Town Attorney – None.

14.5. Town Clerk asked if the RFQ or RFP process needs to take place for the large BS&A Software Purchase?
Town Attorney said we can use the other software quotes or piggybacking information that we have. It's ok to accept the motion to approve.

15.1. Mayor Watts said the FLC calls are very informative, and the Council should join in on them also. Liability Insurance could go up 500% if the Sovern immunity passes and insurance rates increase also. If someone sues the Town, the cap is at $200,000 right now. Our Town does not have the money for this if it gets increased.
Business Impact Statement – we can create a new ORD or change it. We need to review the ORD. Could cost $5,000 - $6,000 each and our budget does not have that much money. He's concerned.
4/3-6/2023 – Tallahassee Legislative Days – some of the Council Members and the Chief plan to attend. When we speak in Tallahassee, there are lobbyists out there and the legislators are in a tough position. How do you argue with parents who just lost children when trying to make decisions regarding the sovereign immunity.

15.2. Council President Finch – 3/21/23 NEFRC Community Asset Survey & next Visioning Workshop
Meet here at 11 AM and go around the Town by golf carts, walk or vehicle. Ends at 2 PM at the Welaka Div. of Forestry Building just past the Fish Hatchery. The state agencies are coming to tell us what they can provide to us. They're not here to tell us how our Town should be, they'll just tell us what money is available. It's not the public comment time. It's a public event.
At 11 AM, everyone meets at the Pavilion and takes a walking or golf cart Town tour. We will meet back at the Pavilion at 12 Noon for lunch that Lexi's has provided, and the Town Clerk will gladly set up. Then everyone heads to the Division Forestry building at 1 PM.
On the same date, 3/21/23, the NEFRC Visioning Workshop is from 5:30 PM-7:30 PM at the Division of Forestry Building in Welaka. Residents and everyone are welcome to attend and voice their suggestions and concerns.
Finch said he wanted these Meetings to be held after the elections so that if there is a new Councilperson, they can be involved.

The St. Johns Riverkeeper, between 3/18/23 and 4/22/23. They're holding the SJR Clean-Ups.
The Town's quarterly Clean-up is on 4/8/23. Meet at Town pavilion at 8 AM for snacks and coffee and start clean up at 9 AM. The riverfront will be cleaned up also by other members from the St. Johns Riverkeeper Team.

15.3. Councilwoman Long – None.

15.4. Councilwoman Washington asked if the 40-acre Park back gates can be unlocked for golf carts and side-by-sides? The one gate is like gridlock and she had to back out onto the road one time.
Mayor said we cannot unlock the very back gates because it's our WWTP location and it's a secure area.
Dugger said it's west of there.
Mayor said that we have the dewatering box that sits on the outside and more equipment on the inside of the back gate.
Washington asked if maybe we can unlock it when there's events there.
Scott Turnbull asked if we can we open the gate where the fishing area is? Mayor said no because it's the fish hatchery's property.
Mayor said he can look into it, but entering a WWTP is a form of domestic terrorism if harm is done.
Chief said the back entrance to the 40-acre park is very muddy, our burn pit is back there, and trees fall there all the time.

Washington asked how long the pickleball court re-location will take.
Mayor said most likely a few years. Maybe not even that long. About 12-18 months.
Washington asked if the court they're using now could be turned into a shuffleboard area? Scott Turnbull said that the Fire Department uses the court, and the tires will tear up the lines painted.
Mayor said that's the Fire Department's driveway.

15.5. Councilwoman Dugger – Thanked the Mayor for the Town tour today. The WWTP was fascinating. Was surprised that the Mayor knew that much about it. She said that we're in Code Red with the WWTP and people just assume their toilets flush. Dugger supports the new project completely.
Possibly the Mayor should take some key residents out there for a tour.
Mayor said wet wipes are the biggest issue at the WWTP and it wreaks havoc on the plant.
Wingo said the wipes are horrible to their WWTP system. Do not flush anything other than organic wastes.

16. Adjourned 8:31 PM

SECTION 7.1.

ORD 2023-02
Prohibiting the Establishment of Unlisted Use
(First Reading)

ORDINANCE NO. 2023-02

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF WELAKA, FLORIDA, REGARDING UNLISTED USES WITHIN THE LAND DEVELOPMENT REGULATIONS; PROHIBITS THE ESTABLISHMENT OF UNLISTED USES, EXCEPT PURSUANT TO FINDINGS, AS DESCRIBED HEREIN; SPECIFICALLY ADDRESSING THE PROHIBITION OF THE SALE OF MEDICAL MARIJUANA AND THE ESTABLISHMENT AND OPERATION OF MEDICAL MARIJUANA DISPENSING ORGANIZATIONS WITHIN THE TOWN OF WELAKA, FLORIDA; PROVIDING FOR APPLICABILITY; PROVIDING FOR DURATION; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Florida Legislature in enacted a medical marijuana law, the codified in Section 381.986, Florida Statutes, regulating the cultivation, processing, and delivery of marijuana by medical marijuana treatment centers in the state of Florida; and

WHEREAS, on November 8, 2016, Florida voters approved a constitutional amendment (Use of Marijuana for Debilitating Medical Conditions - Amendment 2) to allow for broad medical use of any kind of marijuana within the State; and

WHEREAS, despite the approval of Amendment 2 and the passage of Section 381.986, the activities it permits remain illegal under Federal law; and

WHEREAS, Section 381.986(11)(b)(1), Florida Statutes, provides that a municipality may, by ordinance, ban medical marijuana treatment center dispensing facilities from being located within the boundaries of that municipality; and

WHEREAS, Section 381.986(11)(b)(2), Florida Statutes, further provides that a municipality may choose to allow medical marijuana treatment center dispensing facilities within its boundaries and may determine by ordinance the criteria for the location of, and other permitting requirements that do not conflict with state law or department rule for medical marijuana treatment center dispensing facilities located within the boundaries of that municipality; and

WHEREAS, the potential for adverse secondary effects associated with Medical Marijuana Dispensary Organizations exist within the Town of Welaka; and

WHEREAS, the Town is in the process of revising and updating its land development regulations, which currently do not allow a number of land uses that are not listed within a specific zoning district or policy of the Town's comprehensive plan; and

WHEREAS, Section 166, Florida Statutes, authorizes the Town Council of Welaka, Florida (the "Town Council"), to prepare and enforce comprehensive plans for the development of the Town, and to establish, coordinate, and enforce zoning regulations for the protection of the public; and

WHEREAS, Section 163.3167, Florida Statutes, authorizes the Town to adopt and amend comprehensive plans to guide future development and growth, and to implement adopted or amended comprehensive plans by the adoption of appropriate land development regulations; and

WHEREAS, Section 163.3194, Florida Statutes, requires all land development regulations to be consistent with the adopted comprehensive plan; and

WHEREAS, Section 163.3202, Florida Statutes, requires the Town to adopt or amend and enforce land development regulations that are consistent with and implement the adopted comprehensive plan, including, but not limited to, provisions regulating the use of land to ensure the compatibility of adjacent uses among other matters; and

WHEREAS, the Town has adopted a Comprehensive Plan in Ordinance 91-16, which has been subsequently updated and amended, with the most recent update currently pending before the Department of Economic Opportunity; and

WHEREAS, the Town has adopted a regulations governing land uses 1983 (Ord. 83-02), which have been amended (i.e. Ord. 91-11 and Ord. 93-04) but no substantial amendments have occurred since 1993; and

WHEREAS, the Town has authorized the Town Attorney to review and revise the Town's land development regulations as necessary to insure consistency with the most current version of the comprehensive plan and to insure the regulations reflect the current desires of the community; and

WHEREAS, there are no current regulations governing the use of real property for purposes of selling marijuana or related activities, and such uses are neither lawfully existing or permissible with the Town; and

WHEREAS, with the adoption of state laws and constitutional amendments regarding cultivation, distribution and dispensing of medical marijuana, the Town Council believes it is in the best interests of the citizens of Welaka to have the opportunity to determine whether to allow such activity within the Town, and if allowed, under what conditions, if any; and

WHEREAS, significant safety and security issues exist for establishments involved in the dispensing of medical marijuana because these operations maintain large marijuana inventories and are compelled to conduct their business in cash because their activities have not been permitted under Federal law; and

WHEREAS, in order to promote effective land use planning as it relates to medical marijuana treatment center dispensing facilities and several other land uses not considered within its land development regulations, the Town Council wishes to preserve the status quo of prohibiting such uses while researching, studying and analyzing the potential impact of medical marijuana treatment center and dispensing facilities and such other uses not considered within its land use regulations; and

WHEREAS, the Town Council finds that an express prohibition of medical marijuana treatment center dispensing facilities or of the sale or distribution of medical marijuana as authorized under section 381.986(11)(b)(1), Florida Statutes is the most appropriate course of action until such time as the Town has reviewed, studied, held public hearings on the matter; and

NOW THEREFORE BE IT ORDAINED, by the Town Council of the Town of Welaka, Florida:

SECTION 1. Purpose and Intent.

This Ordinance is enacted to carry out the purpose, intent and authority established in the Community Planning Act, as codified in the applicable portions of Chapter 163, Part II, and Chapter 166, Florida Statutes, as amended; and to and exercise the authority set out in Section 381.986(11)(b)(1) and (2), Florida Statutes.

SECTION 2. Findings.

The recitals set forth in the "Whereas" clauses above are true and correct and are hereby adopted as findings by the Town Council for the adoption of this ordinance.

SECTION 3. Unlisted Uses Not Allowed.

a. Generally. Uses not expressly listed as allowed under a specific zoning district shall not be permitted to be established within the Town of Welaka boundaries unless and until the Town allows for said uses through the revision of the land development regulations by ordinance or the Town Council, upon the recommendation of the Zoning Board, shall determine after a public hearing that proposed use is substantially similar to a listed use that it was clearly the intent of the governing ordinance to allow the proposed use.

b. Medical Marijuana, specifically. Based on the findings set forth herein and due the manner in which a municipality it permitted to regulate the use of medical marijuana treatment centers dispensing facilities within its boundaries, the Town expressly finds that this use is not substantially similar to any other use currently listed in the Town's land develop regulations, and a ban is hereby imposed on the establishment and operation of medical marijuana treatment centers and dispensing facilities (as referenced in Section 381.986, Florida Statutes and Constitutional Amendment 2 respectively) including the sale or distribution of medical marijuana within the Town limits of the Town of Welaka, Florida. Until such time as the Town repeals this ban by Ordinance, the Town shall not accept, process or approve, any application relating to the establishment or operation of a medical marijuana treatment center dispensing facility or any application which seeks authorization for a facility to sell medical marijuana. Nothing in this ban shall be construed to prohibit the permitted use of medical marijuana or low THC marijuana by a qualified or eligible patient, as determined by a licensed Florida physician pursuant to Amendment 2, Section 381.986, Florida Statutes or other Florida law as applicable.

SECTION 4. Violations and Penalties.

Any person establishing a use in violation of this Ordinance without the express shall be punishable by any enforcement action or legal remedy permitted by law including, but not limited, to (i) prosecution as a misdemeanor with imposition of a fine not to exceed $500.00, imprisonment for a term not to exceed 60 days, or by both fine and imprisonment; (ii) imposition of civil fines or penalties pursuant to Chapter 162, Florida Statutes or otherwise; and (iii) pursuit of injunctive relief or declaratory relief from a court of competent jurisdiction. Nothing stated in this paragraph shall prevent the Town from taking any lawful action that may be necessary for it to enforce or to remedy any violation of this Ordinance.

SECTION 5. Direction to Review Retail Medical Marijuana Dispensing Facilities

The Town Council hereby directs the Town Attorney and the Town's Zoning Board, as part of the land development code revision process, include a zoning review of retail medical marijuana dispensing facilities and to prepare a recommendations as to whether to allow such as use in the Town boundaries, and if recommending allowance of such a use, include a report indicating the appropriate amendments to the Comprehensive Plan, if necessary, and the Land Development Code and other Town Code of Ordinances to address regulating such a use within applicable law.

SECTION 6. Severability.

If any section, clause, sentence or phrase of the Ordinance is held to be invalid or unconstitutional by any court of competent jurisdiction, then said holding shall in no way effect the validity of the remaining portion of this Ordinance.

SECTION 7. Duration.

The ban shall remain in effect unless and until the Town Council rescinds or modifies this ordinance by subsequent ordinance as described herein.

SECTION 8. Effective Date.

This ordinance shall become effective immediately upon its adoption at second reading.

APPROVED ON FIRST READING by the Town Council for the Town of Welaka at its Town Council Meeting assembled this 11th day of April 2023.

DONE, ORDERED AND ADOPTED ON ITS SECOND READING by the Town Council for the Town of Welaka at its Town Council Meeting assembled this _____ day of _____ 20___.

ATTEST:

_____
Meghan E. Allmon, Town Clerk

SIGNED:

_____
Jamie D. Watts, Mayor

APPROVED AS TO FORM AND LEGALITY:

_____
Patrick Kennedy, Town Attorney

_____
Jessica Finch, Council President

SECTION 7.2.

ORD 2023-03
Animal Control
(First Reading)

ORDINANCE 2023-03

AN ORDINANCE PROVIDING FOR ANIMAL CONTROL IN THE TOWN OF WELAKA PROVIDING THE TOWN COUNCIL AUTHORITY TO MAKE RULES AND REGULATION ON ANIMAL CONTROL TO PROTECT THE HEALTH AND SAFETY OF THE CITIZENS OF WELAKA, FLORIDA; PROVIDING FOR SHORT TITLE; PROVIDING FOR DEFINITIONS; ~~AND~~ PROVIDING PROCEDURES ~~OF~~FOR HANDLING PUBLIC NUISANCE ANIMALS; PROVIDING FOR CERTAIN PROHIBITIONS CONCERNING DOMESTIC AND WILD ANIMALS; ~~AND~~ PROVDING FOR PENALTIES ~~FOR ANIMAL DUMPING~~; PROVIDING FOR REPEAL OF ALL PRIOR TOWN ORDINANCES IN CONFLICT HEREWITH, INCLUDING ORDINANCE 94-9, 97-4 AND 2012-10; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCORPORATION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town Council of Welaka recognizes that the public health and safety of the citizens of Welaka will be served by enacting animal control legislation, and

WHEREAS, the Town Council of Welaka recognizes the right of the public to own and properly maintain domestic animals, and

WHEREAS, effective animal control includes the administration of rabies vaccination programs, (2) licensing of certain animals, (3) impoundment of strays, (4) operation of animal pound, (5) disposition of impounded animals, (6) confinement of certain animals (7) general provision for the safety and public welfare of the citizens and residents of the Town of Welaka; and

NOW, THEREFORE, BE IT ORDAINED BY THE Town Council of Welaka, Florida:

SHORT TITLE. This Ordinance shall be referred to as the "Animal Control Ordinance".

SECTION 1. DEFINITIONS

A. ANIMAL: Shall mean any a living thing, other than a human, that can move and eat and react to the world through its senses, especially sight and hearing, including but not limited to mammals, birds, ~~flow,~~ reptiles, fish, insects, spiders and the like~~monkey, chimpanzee, bee or other dumb creature including but not limited to horses, cows, goats, sheep, pigs, mules, geese, dogs, cats, calves, rabbits, hamsters and mice~~.

B. ANIMAL POUND: Any premises designated by action of the County for the purpose of impounding and caring for all animals found running at large in violation of this Ordinance, or other animals having or suspected of having rabies.

C. DIRECT CONTROL: Immediate, continuous physical control of an animal at all times such as by means of leash, cord or chain of sufficient strength to restrain the same; or, in the case of specially trained animals which immediately respond to commands.

D. DOMESTIC or DOMESTICATED ANIMAL means any animal domesticated to live and breed in tame conditions alongside humans.

E. EXOTIC ANIMAL means any animal that might otherwise live outside of captivity and that does not historically occur in Florida but have been brought to Florida by humans.

~~D.~~F. NEUTERED MALE: Any male animal which has been operated on for the removal of gonads to prevent procreation.

~~E.~~G. ~~PUBLIC~~ NUISANCE ANIMALS: Shall mean any domesticated animal ~~or animals which~~that causes an unreasonable disturbance to the peace, including but not limited to the following actions:

1. ~~damage~~ damaging public or private property;
2. ~~are~~ vicious behavior towards other persons or domestic animals;~~,~~
3. habitual chasing or molestation of ~~passersby~~persons ~~or~~ vehicles passing by;
4. attacking other animals;
~~4.~~5. emitting or making continuous and uninterrupted barking, howling, screeching, squawking or other animal sounds in violation of section 13 of this ordinance or the Town's noise ordinance; or
~~5.~~6. ~~cause~~ causing an annoyance in the neighborhood by acts such as overturning garbage cans, defecating or urinating on another's property, or digging holes on property other than its owner's property, or such other acts as are generally regarded to create a public nuisance.

~~F.~~H. OWNER: Shall mean any person~~s~~, firm or corporation possessing, harboring, keeping or having custody or control of an animal, or who permits or encourages an animal to remain on or about any premises occupied or controlled by him or her by feeding or caring for said animals. If the animal owner is under the age of 18, that person's parent or guardian will be deemed to be the owner.

~~G.~~I. RABIES EXPOSURE: An animal has been exposed to rabies if it has been bitten or in direct contact with any animal known to be infected with rabies.

~~H.~~J. RESTRAINT: An animal is under restraint if it is controlled by a leash under control of a competent person and obedient to that person's command, or within a vehicle being driven or parked on the street, or within the property limits of its owner or keeper.

~~I.~~K. SPAYED FEMALE: Any female animal which has been operated on for the removal of ovaries to prevent conception and "heat" manifestations.

~~J.~~L. STRAY ANIMALS: Shall mean any animal at large without identifying tags or without appearance of an owner. Stray shall not mean a hunting dog while hunting on public or private property unless it becomes a public nuisance as described below.

~~K.~~M. VACCINATION AGAINST RABIES: Shall mean the injection of an animal with anti-rabies vaccine approved by and administered in an amount and manner ~~approved~~

~~by the~~consistent with the guidelines established by Florida Department of Health (DOH)~~State Board of Health~~.

~~L.~~N. VICIOUS AND/OR DANGEROUS ANIMALS: Shall mean an animal that:

1. Has aggressively bitten, attacked, or endangered or has inflicted severe injury on a human being on public or private property; or

2. Has more than once severely injured or killed a domestic animal while off the owner's property; or

~~1.~~3. Has, when unprovoked, chased or approached a person upon the streets, sidewalks, or any public grounds in a menacing fashion or apparent attitude of attack, provided that such actions are attested to in a sworn statement by one or more persons and dutifully investigated by animal control officer. ~~which habitually attacks other dogs or animals or which has once bitten or otherwise physically attacked, without reasonable provocation, a human being, or an animal which has destroyed any public or private property.~~

WILD ANIMAL: Shall mean wild or non-domestic birds, mammals, fur-bearing animals, reptiles and amphibians.

SECTION 2. ANIMAL CONTROL OFFICER

The Town Council ~~recognizes~~ expressly authorizes ~~the~~ Putnam County's Animal Control Officer(s) ~~to have full authority~~ to pick up, catch or procure any unlicensed dog/cat roaming at large, or believed to be a stray and cause such dog/cat to be impounded in ~~the pound provided by the Court~~accordance with this ordinance or Putnam County's Animal Control Ordinance (Chapter 6 of Putnam County Code of Ordinances). Nothing herein shall prohibit or prevent the Town from employing or contracting with a person or entity other than Putnam County's Animal Control to serve as the Animal Control Officer for the Town and carry out the enforcement of all or part of this ordinance.

SECTION 3. ENFORCEMENT OFFICER IMMUNE FROM PROSECUTION

Any enforcement officer or any other person authorized by the enforcement agency, and the enforcement agency itself, shall be immune from prosecution, civil or criminal, for trespass on private property for discharging the duties of this Ordinance, or violation for other authorized duties, when the violation is committed in his or her presence or upon a sworn affidavit by such officer that such an act has occurred, or for as long as the enforcement officer(s) acts in good faith.

Any dog(s) used by Enforcement Officer(s) for enforcement duties are exempt from this Ordinance.

SECTION 4. RULES AND REGULATIONS

The Welaka Town Council accepts Putnam County's establishment of reasonable impounding fees and per diem rates for board while keeping animals so impounded which shall be paid by the owner of the animal so impounded before it is released, and to make rules and regulation relating to the subject hereof which, in the opinion of the Welaka Town Council, will further guarantee and protect the health and safety of the citizens of Welaka.

SECTION 5. ANIMAL TRAPS

The Animal Control Officer may place animal traps on any public or private property within the Town, with the consent of the private property owner, or with the Mayor's consent to placing of such traps on public right-of-way or property owned by the Town. Any animal confined in an animal trap shall be in the custody of the Animal Control Officer and it shall be unlawful for any person to release any such trapped animals to anyone other than the County Animal Control. It shall be unlawful for any person to interfere with, move, damage or destroy any animal trap placed by the Animal Control Officer on private or public property.

SECTION 6. INTERFERENCE WITH ENFORCEMENT

No person shall interfere with, hinder or molest the Animal Control Officer, any deputy animal control officer, or any other agent, in the performance of any duties prescribed in this Ordinance, or seeks to release any animal in the custody of the officer except as herein provided.

SECTION 7. KEEPING OF LIVESTOCK OR FOWL

Except as otherwise provided by the Zoning Ordinance, it shall be unlawful for any person to keep any cattle, calves, horses, mules, donkeys, pigs, goats, chickens, ducks, geese, turkeys or any other animals or fowl which will cause an unsanitary or offensive condition to arise within one hundred fifty (150) feet of any residence other than that resident of the owner.

SECTION 8. DOGS AND CATS IN RESIDENTIAL AREAS

It shall be unlawful for any family residing in the Town to keep on the premises located in any residential area more than three (3) dogs and three (3) cats, provided that for a period of not more than three (3) months after the birth of a litter of puppies or kittens, such animals may be kept on the premises, if the same are kept enclosed in sanitary pens.

SECTION 9. PICKETING ANIMALS

It shall be unlawful for any person to tie or picket any animal in any public street, public square, public park, public lot, or any other public place in the Town, or to pasture any animal in any such place without the permission of the person lawfully in charge thereof.

SECTION 10. RUNNING AT LARGE GENERALLY

It shall be unlawful for any person who owns, or ~~have~~has the care, custody, or control of any animal, to permit the animal to run at large within the corporate limits of the Town.

At large shall mean off the premises of the owner or custodian of the animal and not under control by leash, cord, or chain.

Any animal found running at large within the Town limits is declared to be a public nuisance; and the owner of any animal found running at large shall be guilty of violating this Ordinance. For any citations or impoundment of any animal under this section it shall not be necessary for the Town to allege or prove knowledge or neglect on the part of any accused person.

SECTION 11. DAMAGING PROPERTY OF ANOTHER

It shall be unlawful for any person who shall own or be in control or change of any animal to allow or permit an animal to enter upon the property of another and damage that property.

Property of another shall include private property and any abutting publicly owned property, easement, rights-of-way, cemetery, church, or any other property set apart for public use of held for benevolent or charitable purposes which the owner of the abutting private property maintains; by planting, mowing, watering, fertilizing, or similar care of grass, shrubbery, trees, and the like, planted thereon. The intent of this section is to include all abutting property regardless of ownership except the property owned by the owner of the animal, or the property of those who have consented to allow the animal do damage on their property.

Damage to property shall include, but not be limited to, urinating, or defecating by any animal upon any property as contemplated herein.

In the event any animal shall enter upon the property of another within the corporate limits of the Town and shall cause damage thereon, proof that it is the property of another and of the damage and the identity of the animal shall be sufficient to convict a person owning or having charge or control of the animal of violating the terms and provision of this section. The consent of the owner of the property shall be a defense to the violation.

In the specific instance of defecation by an animal outside the confines of its owner's property, it shall be the specific and immediate duty of the owner of such animal to clean up, bag or otherwise contain all such fecal material and provide for the sanitary removal and disposal of same by such means as the owner shall have on his or her own property for such purpose. The failure or refusal of any owner to comply with this requirement immediately following defecation by his animal shall constitute a violation of this ordinance subject to disposition by the Code Enforcement Board of

the Town of Welaka. Any person observing a violation of this section shall be entitled to file a written complaint with the Code Enforcement Officer of the Town of Welaka who shall thereupon serve notice upon the alleged offending owner to appear at the next Code Enforcement Board hearing to answer to such charge(s). Upon the evidence received at any such hearing, the Code Enforcement Board may impose a fine or take any other such action against the owner as may be proper pursuant to the provisions of Chapter 162, Florida Statutes.

SECTION 12. FEMALE DOGS/CATS IN SEASON

All female dogs/cats, regardless of license tags and rabies tags, shall be kept on the owner's premises or under leash or otherwise contained during the breeding season, and shall not be permitted roam.

SECTION 13. NOISY ANIMALS

It shall be unlawful for any person to own or keep any animal, confined or unconfined, in the Town, which by repeated or continual barking, whining, howling or other objectionable noise, shall disturb the comfort, peace, quiet or repose of a neighboring resident or interfere with the reasonable use and enjoyment of the property, or to otherwise be offensive as to create a nuisance during any hour of the day or night.

SECTION 14. SHOOTING AT ANIMALS

No person shall shoot or shoot at any animal or fowl in the Town, with either a firearm or other weapon utilizing the principle of compressed air, or any type of weapon commonly referred to as an air rifle, or any type of bow and arrow. This provision does not apply when a person reasonably believes that the action is to protect himself or another person from harm.

SECTION 15. ALLOWING TRESPASS BY ANIMALS

No person while in control of any animal, whether by leash or other means, shall allow such animal to trespass upon the property of another.

SECTION 16. KEEPING OF CERTAIN ANIMALS PROHIBITED

No ~~animals, and in particular an~~ animal which by its nature is wild and untamed~~,~~ shall be kept, harbored, raised, or ~~permitted to run at large~~intentionally contained on any property either public or private within the Town limits by any person.

SECTION 17. RELEASING OR ABANDONING CERTAIN ANIMALS PROHIBITED.

1. Releasing or abandoning domesticated animals into the wild, onto public property, or onto private property without the consent of the property owner is prohibited. If a domesticated animal is released onto private

property with consent of the property owner, this property owner giving such consent shall be considered responsible for the care and management of the animal in accordance with this ordinance.

~~1.~~2. Consent cannot be given for the release of exotic animals, and releasing or abandoning exotic animals shall be strictly prohibited.

SECTION ~~17~~18. RABIES VACCINATION REQUIRED

Every owner of a dog, ~~or~~ cat, ferret or other domestic mammal capable of contracting or spreading rabies over four (4) months of age shall cause same to be vaccinated against rabies ~~every twelve (12) months~~ by a veterinarian licensed by the State, and ~~purchase the license~~shall said vaccination updated as required by the accepted standards of veterinary medicine. Evidence of an up-to-date vaccination shall consist of a certificate signed by the person administering the vaccine or a tag on the animal's collar ~~and~~ containing pertinent date of the vaccination and identifying the ~~dog or cat~~animal. ~~One (1) copy of the certificate shall be given to the owner, tow (2) copies filed with the County Animal Control Office, and one (1) copy retained by the person administering the vaccine.~~

~~Consistent with the issuance of the certificate, or of the inoculation as herein prescribed, the person administering the vaccine shall deliver to the owner a metal serially numbered tag to the be attached to the collar or harness of the dog or cat immediately and which must be worn at all times.~~ Certificates and tags shall be furnished by the County Animal Control Office to those within Putnam County designated as qualified to administer rabies vaccine under this act. No other certificate or tag shall be valid under this Ordinance and is in line with the Putnam County regulations.

SECTION ~~18~~19. OFFICER SAFETY IN SUSPECTED RABIES CASES

Should the Animal Enforcement Officer, or anyone acting under this authority, have reasonable grounds to believe that any unlicensed ~~dog or cat~~animal running at large in Welaka is infected with rabies or such ~~dog or cat~~animal presents a danger to persons or property but cannot safely be caught or impounded, such animal may be killed by the Animal Enforcement Officer or other law enforcement officer without recourse.

SECTION ~~19~~20. DUTY TO SURRENDER ANIMALS TO ANIMAL CONTROL

No person shall fail or refuse to surrender any animal for quarantine or destruction as required herein when demand is made pursuant to this Ordinance by the Animal Control Officer.

SECTION ~~20~~21. REPORTS OF PERSONS BITTEN BY ANIMALS

It shall be the duty of every physician or other medical practitioner to report the Animal Control Officer the names and addresses of persons treated for bites inflicted

by animals, together with such other information as will be helpful in rabies control.

SECTION ~~21~~22. INHUMANE AND CRUEL TREATMENT OF ANIMALS

It shall be unlawful to maliciously kill, disfigure, tease, poison, molest, overload, torture, or cruelly beat any animal. All animals must be provided with proper food, water, ~~shelter~~shelter, and medical attention.

SECTION ~~22~~23. OTHER AGENCIES

Nothing in this Ordinance shall be held to limit the authorities, duties, and responsibilities of the ~~State Division of~~Florida Department of Health, ~~the County Health Officer,~~ the Putnam County Sheriff or other ~~law enforcement, and other~~ duly qualified state or federal agency~~ies as defined by statute~~.

SECTION ~~23~~24. VIOLATIONS. PENALTY

It shall be unlawful for any person, firm or corporation to hinder or prevent the performance of any impounding officer, agent or employee of any act or duty authorized or required by this Ordinance, or to violate any provision of this Ordinance. Violation of any provision of this Ordinance is a civil infraction with a maximum civil penalty of five hundred dollars ($500.00). This shall not be construed, however, to limit any other violation provided by law with respect to interference with law enforcement officers and/or others in the course of lawful activities intended to prevent damage, injuries or destruction being caused, or likely to be caused by unrestrained animals within the jurisdiction of the Town of Welaka.

Any law enforcement officer or animal control officer finding probable cause that a person has committed an act in violation of a provision of this Ordinance, may take such action as may be necessary to capture or otherwise restrain an animal reasonably believed to be in violation of this Ordinance, and may issue the owner(s) of the offending animal and/or persons responsible for such animal a citation in the form of a notice to appear before ~~the Code Enforcement Board of the Town of Welaka, Florida~~aa special magistrate appointed by the County or the Town, to answer to the charges of violation made.

If the person receiving the citation and notice to appear is found by the special magistrate to have violated this ordinance or said person does not wish to contest the citation, he or she ~~may~~ shall pay a fine levied by the ~~Code Enforcement Board~~special magistrate ~~of the Town of Welaka, Florida,~~ in an amount not to exceed the sum of Five Hundred ($500.00) Dollars per violation~~, as may be assessed by the Board in its discretion.~~. The minimum fine for any single violation of this ordinance shall be $50.00.

In the event that the offender(s) shall fail ~~to appear before the Code Enforcement Board of the Town of Welaka, Florida, or shall fail~~ and/or refuse to timely pay any ~~fine thereby~~civil penalty imposed hereunder, the Town may institute proceedings in a

court of competent jurisdiction to obtain a judgment to compel payment of such penalties ~~such offender(s) shall be issued a formal citation by the Chief of Police of Welaka, Florida, for violation of the provisions of Chapter 767, Florida Statutes, thereby requiring formal appearance before the County Court of Putnam County, Florida, to answer to the charges made under Chapter 767, Florida Statutes~~.

~~If the person(s) receiving the notice to appear wishes to contest the citation, a personal appearance may be made before the County Court on the date specified on the notice or summons to appear so issued. In such event, the matter shall be dealt with and disposed of by the County Court of Putnam County, Florida, in accordance with the provisions of the said Chapter 767, Florida Statutes.~~

~~This Ordinance hereby adopts and makes a part hereof Florida Statutes Chapter 767.12(7), wherein any person violating any provisions of this Ordinance is guilty of a non-criminal infraction and may be punishable by a fine not exceeding five hundred dollars ($500.00).~~ Nothing herein contained shall be construed ~~as a limitation upon~~ to limit or waive any potential civil liability of a person or persons for failure to properly maintain and/or control their animals.

SECTION ~~24~~25. ~~ORDINANCE VALIDITY~~SEVERABILITY

If any section, subsection, sentence, clause, phrase, or portion of this Ordinance be held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and shall not affect the validity of the remaining portion.

SECTION ~~25~~26. REPEALER

All Ordinances and Resolutions, or parts of Ordinances and Resolutions in conflict herewith, are hereby repealed, including but not limited to Ordinance 94-9, 97-4 and 2012-10.

SECTION 27. INCORPORATION.

The Town Clerk is hereby authorized and directed to incorporate this ordinance into the Town's Code of Ordinances.

SECTION ~~26~~28. EFFECTIVE DATE

This Ordinance shall become effective immediately upon passage.

PASSED by the Town Council of the Town of Welaka, Florida, on First Reading this 11th day of April 2023.

PASSED by the Town Council of the Town of Welaka, Florida, on Second Reading this ___ day of _____ 2023.

ATTEST: **SIGNED:**

_____ _____

Meghan E. Allmon, Town Clerk Jamie D. Watts, Mayor

_____

Jessica Finch, Council President

APPROVAL AS TO FORM AND LEGALITY:

_____

Patrick Kennedy, Town Attorney

SECTION 7.3.

ORD 2022-07A
Revision of Fee Schedule

ORDINANCE NO. 2022-07A

AN ORDINANCE OF THE TOWN COUNCIL FOR THE TOWN OF WELAKA FLORIDA, AMENDING THE SCHEDULE OF FEES TO BE CHARGED BY THE TOWN OF WELAKA FOR REVIEW OF REZONINGS, CONDITIONAL USE PERMITS, VARIANCES, COMPREHENSIVE PLAN AMENDMENTS, PLANNED UNIT DEVELOPMENTS, DEVELOPMENT PERMITS, DEVELOPMENTS OF REGIONAL IMPACT, IMPACT FEES, TEMPORARY USE PERMITS, APPEALS, BUSINESS TAX RECIEPTS, FINGER PRINTING AND OTHER MISCELLANEOUS ITEMS; PROVIDING FOR REPEAL OF PRIOR FEE ORDINANCES AND RESOLUTIONS IN CONFLICT, SEVERABILITY AND AN EFFECTIVE DATE:

WHEREAS, the Town Council for the Town of Welaka Florida, is authorized under Florida Statutes and the Town Charter for the Town of Welaka to adopt fees necessary to protect the health, safety and welfare of the citizens of Town in order to implement the Town's Comprehensive Plan, Land Development Code, Code of Ordinances and provide other basic services, as each may be amended from time to time; and

WHEREAS, the provision of services related to the implementation of these regulations cost the Town a substantial amount of money; and

WHEREAS, the Town needs to recoup a portion of the costs for these services when rendered to a specific person so as to avoid burdening the tax payers with the cost of such services to that person; and

WHEREAS, the Town recognizes that it must balance the cost of the services with the potential impact to redevelopment of vacant and substandard housing and commercial buildings and lots which can lead to longer term sustainable revenue streams that support the Town's obligation to protect the health, safety and welfare of its citizens; and

WHEREAS, the current fee schedules do not appear properly balance the costs to the Town and the need to promote redevelopment and revitalization of community; and

NOW THEREFORE, BE IT ENACTED by the Town Council of the Town of Welaka, Florida, in a meeting assembled on the 14th day of June, 2022:

SECTION 1. SHORT TITLE

This Ordinance shall be known as and may be cited by the short title of **"TOWN FEE SCHEDULE"**.

SECTION 2. FEES

The fees and charges set forth in the attached as Schedule "A" through "G" are hereby adopted. Unless otherwise stated in this schedule or the Town Council determines, after a consideration of an application for a fee waiver/reduction at a public meeting, that a hardship has been established warranting a lesser fee or the waiver of a fee, fees that are set at $100 or less are completely non-refundable, and in all other cases where a refund is requested there shall be a minimum fee of $75.00 that shall be non-refundable in order to cover the administrative costs associated with processing the application and maintaining pertinent records.

SECTION 3. CONFLCIT AND REPEAL OF PRIOR FEE ORDINANCES AND

RESOLUTIONS

This Ordinance shall serve to repeal and supersede all prior fee ordinance and resolutions, or portions thereof, in conflict with this Ordinance. Fees or fines provided elsewhere in the Town's Code of Ordinances not specifically listed in this Ordinance shall remain in full force and effect.

SECTION 4. SEVERABILITY

If any portion of this resolution is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed separate and such holdings shall not affect the validity of the remaining portions.

SECTION 5. EFFECTIVE DATE

This Ordinance shall take effect upon adoption.

DONE, ORDERED AND ADOPTED this 14th day of June, 2022.

PASSED by the Town Council for the Town of Welaka on First Reading on the 10th day of May, 2022.

PASSED by the Town Council for the Town of Welaka on Second Reading on the 14th day of June, 2022.

ATTEST:

_____
Meghan E. Allmon, Town Clerk

SIGNED:

_____
Jamie D. Watts, Mayor

Approved as to form:

_____
Patrick Kennedy, Town Attorney

Schedule "A"
Building Permit Fee Schedule

Fee Schedule

Residential -One and Two Family Dwelling

New Construction	$5 per thousand total valuation, $100 minimum
Remodel/Addition	$7.5 per thousand total valuation, $75 minimum
Accessory Structure	$7.5 per thousand total valuation, $75 minimum
Roof/Reroof	$75 (<2000 sq ft), $125 (>2000 sq ft)
Plans review/processing	$0.75 per thousand total valuation, $75 minimum (structural only)
Mobile Home	$175 (includes elec, plumb, mech, set-up) - does not include porches, decks, carports, etc.
Floodplain development	$75

Trades

Plumbing	$75 plus $.80 per thousand total valuation, $75 minimum
HVAC	$75 plus $.80 per thousand total valuation, $75 minimum
Electrical	$75 plus $.80 per thousand total valuation, $75 minimum
Gas	$75 plus $.80 per thousand total valuation, $75 minimum
Irrigation	$50 plus $.80 per thousand total valuation, $50 minimum
Signs	Plan review $75, Inspection $75 per trip (1 trip included (accessory structure)) (No plan review fee: signs less than 32 sq ft, text changes, face changes, etc.)
Demolition	$80 (<2000 sq ft), $125 (>2000 sq ft)

Commercial

New Construction	$7 per thousand total valuation, $100 minimum
Remodel/Addition	$8 per thousand total valuation, $75 minimum
Accessory Structure	$8 per thousand total valuation, $75 minimum
Roof/Reroof	$8 per thousand total valuation, $100 minimum
Plan Review/processing	$1.5 per thousand total valuation, $150 minimum
Change of Use/Occupancy	$0.05 per thousand total valuation, $150 minimum (plan review)

Floodplain Development permit $75

Misc.

Re-Inspection Fee	$75 residential, $100 commercial
Work before permit issuance	Double Permit Fee
Failure to call Inspection	$75

Permit renewal (within 30 days of expiration) 50% permit fee, but not less than minimum

Permit Extension (if approved) $75

State Fees, DBPR 1.5% of permit fee $2 minimum DCA 1.5% of permit fee, $2 minimum

After hours inspection/permitting $75/hr., 2hr minimum, pending availability

Fire safety Inspections

Annual fire safety inspection $75/hr., 2hr minimum includes travel and report

Fire Alarm/Fire Suppression Systems $100 plus $4 per thousand total valuation (plan review)

	$100 plus $8 per thousand total valuation (Inspection)

Schedule "B"

Impact Fees

[Reserved]

Schedule "C"

General Reproduction Prices

Service	Fee*
Photocopies	$0.15 per page $0.20 per page (double sided)
Copies of Land Development Code, Comprehensive Plan and other ordinances	$0.15 per page
Large Document/GIS Maps/Color Copies	Cost basis
Data in native format:	Staff time x $35.00/hour + Materials and supplies = Total Duplication Cost
Media Cost:	Cost basis

*All reproduction cost subject to cost of Staff time at a rate of $35 per if the time required to complete the reproduction efforts exceeds 30 minutes.

Schedule "D"
Planning & Zoning

Service	**Fee****
Petition for voluntary annexation:	
One single-family residence	$150.00
All others	$400.00
Application to vacate rights-of-way or plats	$450.00
Developments of Regional Impact (DRI):	
Standard Review Fee:	$7,500 + $1,500 per land use
Notice of Proposed DRI Change	
Non-substantial Deviation	$2,500
Substantial Deviation	$5,000
Biennial Reports	$500

Future Land Use Map Amendments	
Large Scale	$1,200
Small Scale	$350
Revisions to Goals, Objectives and Policies	$1,200 per Element that requires revision
Rezoning (other than PUD)	$350
Rezoning to PUD – Prelim. Development Plan	$500*

(*Note: Final Plan Review for a PUD will be subject to Development Agreement Fee and Site Plan Approval Fee)

Development Agreements	$750
Conditional Use Permit	$300
Appeals	$250 (Fee refunded if appeal is successful)
Variance	
Single Family Residence	$50
All others	$200
Site Plan Approval	
Multi-Family and Non-Residential	$750.00, plus cost of 3rd party engineer if necessary
Subdivision	
Preliminary Plat and/or Development Plan	$750, plus costs of third party engineer if necessary
Final Plat and Construction plans	$1,500, plus costs of third party engineer if necessary
Minor Replat (sec. 4.1.2.4, LDC)	$400
Minor Subdivision (sec. 4.3.5, LDC)	$350
Zoning Permits/Verifications	$20
Flood Hazard Determinations	$25 plus $30 per site visit, if required.
Engineering Review	Whenever a proposed development or change in use requires the Town to obtain the services of a third-party engineer, the cost of such an outside engineer's services shall be borne by the applicant. A cost of such service shall be provided to the applicant and paid in advance of incurring the expense.

** In addition to application fees, Applicants shall be required to pay any advertising costs and extra-ordinary engineering, mapping or reproduction costs. Payment of such fees shall be

required prior to any formal consideration of the application. All Planning & Zoning fees are non-refundable, except that for fees that exceed $75 may be refunded after actual costs incurred are deducted if the application is formally withdrawn within 10 days after submittal. A minimum fee of $75 shall apply in all such cases.

Schedule "E"

Fees and Charges for the Code Enforcement Division

Activity	Cost
Administrative Fees	
Normal processing:	$50
Up to 5 extra inspections:	$25/inspection
More than 5 extra inspections:	$35 per inspection
Hearing Preparation:	$20.00/hour
Recording:	$10.00 first page $8.50 each additional page
Abatement	
Lot Clearing (ss. 10-20 and 10-21, Code of Ordinances):	$200 plus actual cost of equipment and wages
Other:	Actual Cost of abatement, including the cost of labor and equipment, permits, attorney fees, court costs and the administrative fee.
Any Code enforcement action requiring Court proceedings:	Attorney's fees and court costs

Schedule "F"
Business Tax Receipt

Activity	Fee
All businesses, professions or occupations employing	$ 35.00
Peddler or solicitor business with no established commercial property or place of business inside the Town limits:	$200.00
Each insurance company writing life, fire, accident, health, public liability, indemnity, motor vehicle, industrial or other type or form of insurance within the Town, and either represented by a local, traveling or itinerant agent or representative shall pay:	$35.00
A business premises where a coin operated vending or amusement machines dispense products, merchandise or services:	$7.50 per machine

Any business owned and operated by a United States military veteran, or person over the age of 65, other than a vending, peddling or amusement machine business: No Fee

Schedule "G"

Public Safety Fees

[Reserved]

Schedule "H"

Administrative Fees

Activity	**Fee**
Lien Search submitted by outside business (*A $25 fee is charged per lien type, per property).	**$25.00***
Notary Public Services (Per signature, if not Town related)	**$5.00**
Park Permit Fee (if required)	**$50.00**
Golf Cart Permit Fee (Annual)	**$25.00**

REVISION PASSED by the Town Council for the Town of Welaka on Second Reading on the 11th day of April, 2023.

ATTEST: **SIGNED:**

Meghan E. Allmon, Town Clerk Jamie D. Watts, Mayor

Approved as to form:

Patrick Kennedy, Town Attorney

SECTION 8.1.

RESOLUTION 2023-03

Approving the Town of Welaka Water & Wastewater Utility Asset Management and Fiscal Sustainability Plans for the Town's Utility System Improvements

RESOLUTION NO. 2023-03

A RESOLUTION OF THE TOWN OF WELAKA, FLORIDA, APPROVING THE TOWN OF WELAKA WATER AND WASTEWATER UTILITY ASSET MANAGEMENT AND FISCAL SUSTAINABILITY PLANS; AUTHORIZING THE MAYOR, TOWN CLERK AND UTILITY SUPERVISOR TO TAKE ALL ACTIONS NECESSARY TO EFFECTUATE THE INTENT OF THIS RESOLUTION; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Florida Statutes provide for financial assistance to local government agencies to finance construction of the utility system improvements; and

WHEREAS, the Florida Department of Environmental Protection State Revolving Fund (SRF) has designated the Town of Welaka Utility System Improvements, identified in the Water and Wastewater Asset Management and Fiscal Sustainability Plans, as potentially eligible for available funding; and

WHEREAS, as a condition of obtaining funding from the SRF, the Town is required to implement a Water and Wastewater Asset Management and Fiscal Sustainability Plans for the Town's Utility System Improvements; and

WHEREAS, the Council of the Town of Welaka has determined that approval of the attached Water and Wastewater Asset Management and Fiscal Sustainability Plans for the proposed improvements, in order to obtain necessary funding in accordance with SRF guidelines, is in the best interest of the Town.

NOW, THEREFORE, BE IT RESOLVED BY THE Town of Welaka Commission the following:

Section 1. That the Town of Welaka Commission hereby approves the Town of Welaka Water and Wastewater Asset Management and Fiscal Sustainability Plans, attached hereto and incorporated by reference as a part of this Resolution.

Section 2. That the Mayor, Town Clerk, Utility Supervisor, and designated staff are authorized to take all actions necessary to effectuate the intent of this Resolution and to implement the Water and Wastewater Asset Management and Fiscal Sustainability Plans in accordance with applicable Florida law and Council direction in order to obtain funding from the SRF.

Section 3. That the Town will annually evaluate existing rates to determine the need for any increase and will increase rates in accordance with the financial recommendations found in the Water and Wastewater Asset Management and Fiscal Sustainability Plans or in proportion to the Town's needs as determined by the Board in its discretion.

Section 4. That this Resolution shall become effective immediately upon its adoption.

APPROVED AND ADOPTED by the Town Council for the Town of Welaka at its Town Council Meeting assembled this 11th day of April, 2023.

Town of Welaka, Florida

Jamie D. Watts, Mayor

Attest:

Meghan E. Allmon, Town Clerk

Approved as to form and legality:

Patrick Kennedy, Town Attorney

FLORIDA RURAL WATER ASSOCIATION

2970 WELLINGTON CIRCLE • TALLAHASSEE, FL 32309-7813
(850) 668-2746

Board of Directors

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Rotonda West

EXECUTIVE DIRECTOR

GARY WILLIAMS
Tallahassee

EMAIL
frwa@frwa.net

WEBSITE
www.frwa.net

October 26, 2022

Mayor Jamie Watts
Town of Welaka
400 4th Avenue
Welaka, Florida 32193

Dear Mayor Watts:

The Florida Rural Water Association (FRWA) is pleased to submit the first draft of the Water System Asset Management and Fiscal Sustainability (AMFS) plan to the Town of Welaka. FRWA prepared this Plan in partnership with the FDEP Safe Drinking Water State Revolving Fund (SDWSRF) Program to identify your system's most urgent and critical needs.

Water and wastewater systems represent critical infrastructure designed to protect the public health and the environment. This report assesses the current conditions of your water fixed capital assets (e.g. water treatment plant, distribution system, hydrants and valves), and more importantly provides recommendations, procedures and tools to assist with long range asset protection and water utility reinvestment. FRWA will be available to support the Town's AMFS plan recommendations and implementation.

The following report is considered a living document with tools for your use which must be updated at least annually (quarterly updates are recommended) by the Town's utility management. FRWA will provide electronic copies for your use and future modification and will remain available to assist in updating and revising the AMFS plan.

As a valued FRWA member, it is our goal to help make the most effective and efficient use of your limited resources. This tool is an unbiased, impartial, independent review and is solely intended for achievement of drinking water and wastewater system fiscal sustainability and maintaining your valuable utility assets. Florida Rural Water Association has enjoyed serving you and wishes your system the best in all its future endeavors.

Sincerely,

Patrick Dangelo
FRWA Utility Asset Management Team

Copy: Eric Meyers, DWSRF State Revolving Fund
Gary Williams, Florida Rural Water Association, Executive Director

Town of Welaka
Water System Asset Management and Fiscal Sustainability Plan

Prepared for:

Town of Welaka
PWS # 2544392

Prepared by:

FLORIDA RURAL WATER ASSOCIATION
Asset Management Program
In partnership with
Florida Department of Environmental Protection
and
State Revolving Fund Program

Table of Contents

Executive Summary

Asset Management Plan Defined

Asset Management Plan (AMP): The International Infrastructure Management Manual defines an asset management plan as a "plan developed for the management of one or more infrastructure assets that combines multi-disciplinary management techniques (including technical and financial) over the life cycle of the asset in the most cost-effective manner to provide a specific level of service."

Lowest life cycle cost refers to the best appropriate cost for rehabilitating, repairing, or replacing an asset. While the level of service is determined by the utility consisting of its staff, customers, board members and regulators. Asset management is implemented through an asset management program and includes a written asset management plan.

Benefits of an AMP

Implementing and maintaining an active Asset Management Plan will provide numerous benefits to the Utility and its Customers, such as:

- Prolonging asset life and aiding in rehabilitation/repair/replacement decisions.
- Increased operational efficiencies.
- Informed operational and management decisions.
- Increased knowledge of asset criticality.
- Meeting consumer demands with a focus on system sustainability and improved communication.
- Setting rates based on sound operational and financial planning.
- Budgeting by focusing on activities critical to sustained performance.
- Meeting system service expectations and regulatory requirements.
- Improving responses to emergencies.
- Improving security and safety of assets.
- Capital improvement projects that meet the true needs of the system and community.
- Provides an impartial unbiased report to help explain rate sufficiency to the community.

State Revolving Fund Requirement

An active Asset Management Plan (AMP) is a requirement for participation in the State Revolving Fund Program (SRF). Asset Management and Fiscal Sustainability (AMFS) program details are identified in Florida Administrative Code (FAC) 62-503.700(7). To be accepted for the interest rate adjustment and to be eligible for reimbursement, an asset management plan must be

adopted by ordinance or resolution and written procedures must be in place to not only implement the plan, but to do so in a timely manner.

The plan must include each of the following:

(a) Identification of all assets within the project sponsor's system;

(b) An evaluation of the current age, condition, and anticipated useful life of each asset;

(c) The current value of the assets;

(d) The cost to operate and maintain all assets;

(e) A capital improvement plan based on a survey of industry standards, life expectancy, life cycle analysis, and remaining useful life;

(f) An analysis of funding needs;

(g) An analysis of population growth and drinking water use projections, as applicable, for the sponsor's planning area, and a model, if applicable, for impact fees; commercial, industrial and residential rate structures;

(h) The establishment of an adequate funding rate structure;

(i) A threshold rate set to ensure the proper operation of the utility; if the sponsor transfers any of the utility proceeds to other funds, the rates must be set higher than the threshold rate to facilitate the transfer and proper operation of the utility; and,

(j) A plan to preserve the assets; renewal, replacement, and repair of the assets, as necessary; and a risk-benefit analysis to determine the optimum renewal or replacement time.

AMP Development Stakeholders

The development of this AMFS plan involved the collective efforts of the Utility Management and Staff, the Florida Department of Environmental Protection State Revolving Fund (FDEP-SRF), and the Florida Rural Water Association (FRWA). Resources included Engineers (technical and financial), Certified Operators (operation and maintenance), Rate Sufficiency Analysts and utility staff with first-hand experience with the system.

Critical Assets and Priority Action List

The Table located below contains a listing of the Town of Welaka Critical Assets and Processes that were found to need Capital and/or Operational funding to operate as designed and within Regulatory Compliance. Please see Section 4 for a detailed description of the asset improvements listed below.

Town of Welaka CRITICAL ASSETS LIST				
Asset	**Installed**	**Design Life**	**Condition**	**COF**
Various Hydro tanks	Various Dates	50	Failed	Minor
High service pump #3	2010	25	Failed	Moderate
Well#1	1990	50	Poor	Moderate
Well #2	1989	50	Poor	Moderate
1 Poor Condition Hydrant	1990	30	Poor	Moderate
99 System Valve Replacement	Various dates	25	Poor	Moderate
24 Hydrant valve replacement	Various dates	25	Poor	Moderate

Based on the list of Critical Assets and Processes that were found to need Capital and/or Operational funding and the State requirements for participation in the State Revolving Fund Program (SRF), a Priority Action List was developed to help prioritize action items and establish target dates for timely completion. The Priority Action List is found on the following page.

Town of Welaka PRIORITY ACTION LIST				
Action Item	**Target Date(s)**	**Cost Type**	**Cost**	**Responsible Party or Parties**
1. Pass Resolution Adopting AMFS Plan and Rate Schedule	Within 60 Days from Receipt of Final Plan	Administrative	No Cost	Mayor and Board
2. Determine Level of Service (LOS) Attributes, Goals, Targets, and Metrics and Prepare LOS Agreement	90 Days after Adoption	Planning	No Cost *	Mayor, Board, Staff and Public
3. Purchase, Train Staff and Begin Using AMFS Tools (Diamond Maps or similar).	90 Days after Adoption	Equipment	Equipment - $2500 Annual Cost - $400 (costs may very) + local provider charge Training – No Cost * **equipment and service costs may vary	Mayor, Utility Supervisor, Plant Operator, and FRWA
4. Develop Valve Exercising and Replacement Program	Within 6 Months after Adoption	Planning	No Cost *	Utility Supervisor and Plant Operator
5. Develop Hydrant Flushing and Maintenance Program	Within 6 months after Adoption	Planning	No Cost *	Utility Supervisor and Plant Operator
6. Develop Well 1 and 2 Rehab Plans	Within 1 year after adoption	Planning	Costs vary on scope ($35,000)	Mayor, Board, Utility Supervisor and Plant Operator
7. Engage a Registered Engineer to create plans to Modify existing piping and remove old hydro tanks at water treatment plant.	FY 2023	Planning	TBD	Mayor. Utility Supervisor, Plant operator, Engineer, Town Clerk
8. Develop Operation and Maintenance Program and Procedures	Within 6 months after Adoption	Planning	No Cost *	Utility Supervisor and Plant Operator
9. Develop Change Out/Repair and Replacement Program for Critical Assets	Within 1 Year after Adoption	Administrative	No Cost *	Mayor, Board, Utility Supervisor and Plant Operator
10. Explore Financial Assistance Options	On-going beginning in FY 2022-2023	Administrative	No Cost	Mayor, Board and Town Clerk

11. Engage a Registered Engineer to Review, Plan, Design, Permit, and Construct Capital and Operational Projects	Began at start of AMP Assessment FY 2022 – 2023	Capital	Costs vary on scope	Mayor and Board
12. Replace 1 Hydrant and 24 Hydrant Valves in POOR Condition	FY 2022 and 2024	Capital	$32,300	Utility supervisor and Staff
13. Locate and assess valves that were noted as buried and could not be located and assessed.	FY 2022 and 2023	Planning	No Cost	Utility Supervisor and staff
14. Replace High Service Pump # 3	FY 2022	Capital	$12,500	Utility Supervisor and Staff, Outside Contractor
15. Replace 99 Valves in POOR Condition	FY 2023 and 2027	Capital	$118,800 ($23,760 annually for 5 years)	Utility Supervisor and Staff
16. Review recommendations once evaluation is complete for old water plant and begin planning for rehab project	FY 2023	Planning	TBD	Mayor, Utility Supervisor, Town Clerk & Engineer
17. Electronic Meter Installation	FY 2022 – 2027	Capital	Total Installation Cost - $300,000	Utility Supervisor, Staff or Designee
18. Update Water System Mapping	On-going	Administrative	No Cost	Utility Supervisor, Plant Operator or Designee
19. Provide Additional Staff Training Opportunities	On-going	Administrative	Cost May Vary *	Mayor, Board and Utility Supervisor
20. Implement Annual Asset Replacement Program	Annually	Operational	Cost will Vary Based on Asset Replacement Program and Strategy	Mayor, Board, Utility Supervisor and Plant Operator
21. Complete Energy Assessment	Annually	Operational	No Cost*	Mayor, Utility Supervisor, Clerk, and FRWA
22. Update RevPlan	Annually	Planning	No Cost *	Mayor, Board, Town Clerk & FRWA
23. Revise AMFS Plan	Annually	Administrative	No Cost	Mayor and Board

*** As a member of the Florida Rural Water Association, FRWA is able to assist Town of Welaka with this Service.**

Fiscal Strategy and AMP Process Recommendations.

Based on this asset management and fiscal sustainability study, **specific recommendations** related to capital expenditures and operating expenditures over the next five years found in the Preliminary Action Plan are as follows:

1. Adopt this Asset Management and Fiscal Sustainability Plan (AMFS) study in the form of a Resolution. Appendix A contains a sample AMFS Resolution for the Town of Welaka.

2. Engage a Florida Registered Engineer to support the Utility in review, funding, planning, design, permitting, and construction of critical capital and operational action items as recommended in this AMFS study.

3. Make funding applications to the following programs/agencies in support of Utility System Upgrades/Improvements as recommended by this AMFS study. A synopsis of water utility funding programs can be found at the following link: http://www.frwa.net/funding.html.

    a. FDEP-State Revolving Fund (SRF)
    b. Regional Water Management District
    c. Florida Department of Economic Opportunity Community Development Block Grant (CDBG)
    d. USDA Rural Development Direct Loan/Grant (USDA RD)
    e. FDEO Rural Infrastructure Fund Grant (RIF)
    f. Local Funding Initiative Requests

4. Evaluate and Adopt a Utility rate structure that will ensure rate sufficiency as necessary to implement capital improvements.

5. Begin using Diamond Maps for Asset Management Planning (AMP) and Computerized Maintenance Management System (or another CMMS of your choice).

6. Continue to build your asset management program by:
    a. Collecting critical field data and attributes on any new or remaining assets;
    b. Improving on processes which provide cost savings and improved service;
    c. Implementing a checklist of routine maintenance measures;
    d. Benchmarking critical processes annually;
    e. Develop policies that will support funding improvements;
    f. Develop manuals, SOPs and guidelines for critical processes;
    g. Identify responsible persons or groups to implement processes to protect critical assets;
    h. Attend asset management training annually.

1. Introduction

In accordance with FDEP Rule 62-503.700(7), F.A.C., State Revolving Fund (SRF) recipients are encouraged to implement an Asset Management Plan for all funded assets to promote the utility system's long-term sustainability. To be accepted for the ***financing rate adjustment and to be eligible for principal forgiveness/reimbursement***, an asset management plan must:

A. Be adopted by Resolution or Ordinance;
B. Have written procedures in place to implement the plan;
C. Be implemented in a timely manner.

The plan must include each of the following:

1. Identification of all assets within the project sponsor's (utility) system;

2. An evaluation of the utility system assets' current:

    a. Age
    b. Condition
    c. Anticipated useful life of each asset

3. Current value of utility system assets;

4. Operation and maintenance cost of all utility system assets;

5. A Capital Improvement Program Plan (CIPP) based on a survey of industry standards, life expectancy, life cycle analysis and remaining useful life;

6. An analysis of funding needs;

7. The establishment of an adequate funding rate structure;

8. An asset preservation plan:

    a. Renewal
    b. Replacement
    c. Repair
    d. A risk-benefit analysis to determine optimum renewal or replacement timing

9. An analysis of population growth and water treatment demand projections for the utility's planning area and an impact fee model, if applicable, for commercial, industrial and residential rate structures; and

10. A threshold rate set to ensure proper water system operation and maintenance; if the potential exists for the project sponsor to transfer *any* of the system proceeds to other funds, rates must be set higher than the threshold rate to facilitate the transfer and maintain proper operation of the system.

Fiscal Sustainability represents the accounting and financial planning process needed for proper management of system assets. It assists in determining such things as:

a. Asset maintenance, repair, or replacement cost
b. Accurate and timely capital improvement project budgeting
c. Forecasting near and long-term capital improvement needs
d. Whether the system is equipped for projected growth
e. Whether adequate reserves exist to address emergency operations.

Fiscal sustainability analysis requires a thorough understanding of the system's assets' current condition and needs. Therefore, fiscal sustainability follows asset management and is improved by sound asset management. Conversely, asset management requires a healthy fiscal outlook, since servicing and care of current assets is not free. Timely expenditures for proper servicing and care of current assets are relatively small when compared to repair and replacement expenditures that inevitably occur with component failure due to neglect.

Having a solid AMFS plan in place will benefit the system in determining which assets are to be insured and for what amount, and to more effectively and efficiently identify its capital improvement needs and solutions. Additionally, the State Revolving Fund (SRF) requires a system to adopt and implement an AMFS plan to qualify for loan interest rate reduction if funding is sought. An AMFS helps a system more effectively and efficiently identify its capital improvement needs and solutions.

This AMFSP's intended approach is to assist the Town of Welaka with conducting a basic inventory and condition assessment of its current assets. It is expected that the system will periodically re-evaluate the condition of its assets, at least annually, to determine asset remaining useful life. A reminder can be established for staff that a given component is nearing time for servicing, repair, or replacement. Furthermore, major capital improvement needs can be reassessed periodically as they are met or resolved. In short, **this plan is not designed to be set in stone, but is intended to be a living, dynamic, evolving document**. It is recommended that the system conduct at least an annual plan review and revise it as necessary throughout the year, resulting in a practical and useful tool for staff.

2. Asset Management Plan

Components of Asset Management

Asset Management can be described as 'a process for maintaining a desired level of customer service at the best appropriate cost.' Within that statement, 'a desired level of service' is simply what the utility wants their assets to provide. 'Best appropriate cost' is the lowest cost for an asset throughout its life. The goal is providing safe, reliable service while at the same time being conscious of the costs involved both short and long term.

Asset Management includes building an inventory of the utility's assets, developing and implementing a program that schedules and tracks all maintenance tasks, generally through work orders, and developing a set of financial controls that will help manage budgeted and actual annual expenses and revenue. By performing these tasks, targeting the system's future needs will be much easier.

Asset Management provides documentation that helps the utility understand the assets they have, how long these assets will last, and how much it will cost to maintain or replace these assets. The Plan also provides financial projections which show the utility whether rates and other revenue mechanisms are sufficient to supply the utility's future needs, 5, 10, even 20 years ahead.

Asset Management is made up of five core questions:

1. What is the current status and condition of the utility's assets?
2. What is Level of Service (LOS) required?
3. What assets are considered critical to meeting the required LOS?
4. What are the utility's Capital Improvement Program Plan (CIPP), Operations and maintenance plan (O&M), and asset's Minimum Life Cycle Cost strategies?
5. What is the utility's long term financial strategy?

Implementation

In developing this plan, FRWA has collected information on most of the water system assets. The information has been entered into Diamond Maps; a cloud based geographical information system (GIS). FRWA, in partnership with FDEP has contracted with Diamond Maps to develop Asset Management software specifically for small systems at an affordable cost

The software is easy to use, as it is set up for small communities and for water/wastewater systems. Since Town of Welaka has around 807 customers, the cost would be close to $30/month for unlimited users.

Meter Count	Unlimited Use Subscription
250	$15/month
500	$20/month
1000	$30/month
2000	$45/month
3000	$60/month
4000	$75/month
5000	$90/month
10,000	$165/month

There is no obligation to continue this service if the Town of Welaka desires to purchase alternative software. Diamond Maps can be explored at http://diamondmaps.com. If the system decides to use Diamond Maps as their asset management tool, it will be easy to move the data collected by FRWA to the system's account.

Having an asset management tool to keep data current is essential for tracking the utility's assets into the future, to assist with planning and funding for asset rehabilitation or replacement, to schedule and track asset maintenance by issuing work orders and assigning tasks to personnel who will perform the work and update in the system.

In addition to the CMMS tool, Diamond Maps, the Florida Rural Water Association (FRWA) has partnered with the Florida Department of Environmental Protection (FDEP) State Revolving Loan (SRF) program and Raftelis Financial Consultants to create an online financial tracking and revenue sufficiency modeling tool, RevPlan.

RevPlan is designed to enhance asset and financial management for small/medium Florida water and wastewater utilities. It provides a free-to-member online tool to achieve financial resiliency, and to maintain utility assets for long-term sustainability. Additionally, RevPlan is programmed to populate asset information directly from Diamond Maps.

By inputting your accurate budgetary, operation and maintenance costs, capital improvement plan costs, existing asset and funding information, this tool assists the user in identifying any rate adjustments and/or external funding necessary to meet the utility finance requirements, and the impact rate increases/borrowing may have on customers.

There are a few important elements of a successful RevPlan outcome:

- The tool is only as accurate as the information used.
- One person should be assigned the task of annual RevPlan updates.
- Updating asset information in Diamond Maps is essential.

FRWA staff has entered a preliminary model into RevPlan to help the utility get started. The assets collected along with financial information provided by the system were entered to create the model. Each year (or as projects come about) the system is encouraged to update RevPlan and use it to help understand the impacts of future projects and rate increases. Details from the model are located in the financial section of the plan.

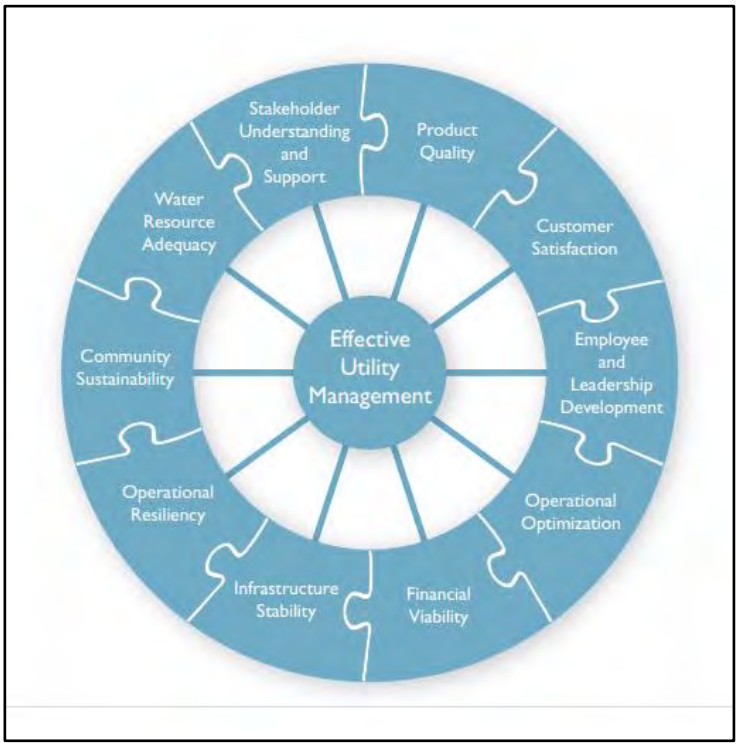
Level of Service (LOS)

As a provider of water services, a utility must decide what Level of Service (LOS) is required for its customers. When setting these goals, most importantly, the utility must decide the level of service it will provide. Ideally, these goals would be conveyed to the utility's customers via a 'Level of Service Agreement'. This document demonstrates the utility's accountability in meeting the customer's needs and its commitment to do so. There are four key elements regarding LOS:

1. Provide safe and reliable water service while meeting regulatory requirements;
2. Budget improvement projects focused on assets critical to sustained performance based on sound operational and financial planning;
3. Maintain realistic rates and adjust as necessary to ensure adequate revenue reserves for targeted asset improvement; and,
4. Ensure long-term system resilience and sustainability.

Targets must be set for individual parameters. Metrics should be created to help the utility direct efforts and resources toward predetermined goals. The established goals must include consideration of costs, budgets, rates, service levels, and level of risk. These goals are set in an agreement between the utility and its customers.

In 2008, a unique coalition representing the "Collaborating Organizations," which include the U.S. Environmental Protection Agency and a growing number of major water sector associations supported an approach developed by water sector leaders for water utility management. The approach is based around the Ten Attributes of an Effectively Managed Utility and Five Keys to Management Success—known as Effective Utility Management (EUM). These Attributes provide a clear set of reference points and are intended to help utilities maintain a balanced focus on all important operational areas rather than reactively moving from one problem to the next or focusing on the "problem of the day."



The Ten Attributes of an Effectively Managed Utility provide useful and concise goals for water sector utility managers seeking to improve organization-wide performance. The Attributes describe desired outcomes that are applicable to all water and wastewater utilities. They comprise a comprehensive framework related to operations, infrastructure, customer satisfaction, community sustainability, natural resource stewardship, and financial performance.

Water and wastewater utilities can use the Attributes to select priorities for improvement, based on each organization's strategic objectives and the needs of the community it serves. The Attributes are not presented in a particular order, but rather can be viewed as a set of opportunities for improving utility management and operations.

To begin, the utility will assess current conditions by ranking the importance of each Attribute to the utility, based on the utility's vision, goals, and specific needs. The ranking should reflect the interests and considerations of all stakeholders (managers, staff, customers, regulators, elected officials, community interests, and others). Once you have chosen to improve one or more Attributes, the next step is to develop and implement a plan for making the desired improvements. Improvement plans support the implementation of effective practices in your chosen attribute area(s). An effective improvement plan will:

1. Set Near- and Long-term Goals: Set goals as part of the improvement plan to help define what is being worked toward. Near- and long-term goals for the utility should be linked to the strategic business plan, asset management plan, and financial plan. Goals should also be "SMART."

    - **S – Specific**: What exactly will be achieved? Make the goals specific and well defined. Each goal should be clear to anyone with even a basic knowledge of the utility.

    - **M – Measurable**: Can you measure whether you are achieving the objective? You must be able to tell how close you are to achieving the goal. You must also be able to determine when success is achieved

- **A – Assignable and Attainable**: Can you specify who is responsible for each segment of the objective? Is the goal attainable? Setting a goal to have zero water outages is great, but unrealistic. A better choice might be to set a goal that states no outage will exceed six hours.

- **R – Realistic**: Do you have the capacity, funding, and other resources available? The staff and resources of the utility must be considered when setting goals. Available personnel, equipment, materials, funds, and time play a role in setting realistic targets.

- **T – Time-Based**: What is the timeframe for achieving the objective? There must be a deadline for reaching the goal. Adequate time must be included to meet the target. However, too much time can lead to apathy and negatively affect the utility's performance.

2. Identify Effective Practices: Each Attribute area for improvement will be supported by effective practices implemented by the utility. A substantial number of water sector resources exist that detail effective utility practices for each of the Attributes.

3. Identify Resources Available and Resources Needed: For each practice/activity to be implemented as part of the improvement plan, identify resources (financial, informational, staff, or other) that exist on-hand, and those that are needed, to support implementation.

4. Identify Challenges: For the overall improvement plan and for specific practices/activities to be implemented, identify key challenges that will need to be addressed.

5. Assign Roles and Responsibilities: For each improvement action, identify roles and responsibilities for bringing the implementation to completion.

6. Define a Timeline: Establish start date, milestones, and a completion target for each activity/improvement action.

7. Establish Measures: Establish at least one (or more) measure of performance for items to be implemented under the improvement plan.

More information and resources on Effective Utility Management (EUM) can be found at www.WaterEUM.org.

The idea is to set goals and meet them. Reaching the goals should not be overly easy. Effort should be involved. The goals should target areas where a need exists. If the bar is set too low, the process is pointless. Most importantly, the utility must decide the level of service it will provide. The following table shows examples of what might be included as Level of Service goals. The LOS items for the Town of Welaka must be specific to the system and ideally, conveyed to the utility's customers a 'Level of Service Agreement'. This document demonstrates the utility's accountability in meeting the customer's needs and its commitment to do so.

Town of Welaka Drinking Water (DW) Level of Service Goals			
Attribute and Service Area	**Goal**	**Performance Targets**	**Timeframe/ Reporting**
Service Delivery - Health, Safety and Security	Reduce "down time" for water outages and reduce the number and duration of Boil Water Notices	Provide water distribution employees with training necessary to be proactive in water system maintenance and to rapidly and efficiently make emergency water system repairs.	Annual report to Mayor, Utility Supervisor
Infrastructure Stability - Asset Preservation and Condition	Improve system wide preventive maintenance (PM)	Develop a comprehensive Preventive Maintenance weekly schedule for equipment and water system components (including valve exercising) and complete all preventative maintenance tasks as scheduled.	Monthly report to Supervisor / Mayor
Infrastructure Stability - Asset Preservation and Condition	Establish a Predictive Maintenance Schedule (PdMS)	Develop a weekly PdMS to continuously monitor equipment for signs of unexpected problems. Adjust the PdMS as needed.	Weekly report to Director/ Monthly report to Utility Supervisor
Infrastructure Stability - Asset Preservation and Condition	Develop an Asset Replacement Strategy	Develop an asset replacement strategy to be updated at least annually, including financing options.	Monthly report to Mayor/ Annual Report to Manager and Board
Financial Viability - Service Quality and Cost	Assure that the utility is financially self-sustaining.	Perform an annual utilities rate analysis and make any needed rate adjustments every three to five years.	Annual Report to Mayor , Clerk, and Board
Financial Viability – Service Quality and Cost	Enact automatic inflationary rate adjustments	Annual evaluation of the adequacy of inflationary rate adjustments	Mayor , Clerk, and Board
Financial Viability - Service Quality and Cost	Minimize Life of Asset Ownership costs	Bi-annual evaluation of unexpected equipment repairs compared to the Preventive Maintenance Schedule (PMS). Adjust the PMS if warranted.	Mayor , Clerk, and Board
Infrastructure Stability - Conservation, Compliance, Enhancement	Improve reliability of water distribution through the distribution system	Annual evaluation of the water distribution system, including piping, valves, and fire hydrants. Develop a long-range plan for replacements and improvements with timelines and funding options.	Monthly report to Mayor/ Annual report to Clerk and Board

Best Management Practices (BMP)

Utility owners, managers, and operators are expected to be responsible stewards of the system. Every decision must be based on sound judgment. Using Best Management Practices (BMPs) is an excellent tool and philosophy to implement. BMPs can be described as utilizing methods or techniques found to be the most effective and practical means in achieving an objective while making optimum use of the utility's resources.

The purpose of an Asset Management and Fiscal Sustainability plan is to help the utility operate and maintain their system in the most effective and financially sound manner. An AMFS plan is a living document and is not intended to sit on a shelf. It must be maintained, updated, and modified as conditions and situations change. Experience will help the utility fine tune the plan through the years.

3. System Description

Overview

Welaka is a town situated on the St. Johns River in Putnam County, Florida, United States. The town is part of the Palatka Micropolitan Statistical Area. Welaka is approximately 90 miles south of Jacksonville and is accessible by highway or the Atlantic Ocean via the St. Johns River. It is located at 29°28'54"N 81°40'18"W (29.481556, –81.671555). The present Mayor is Jamie D. Watts, who assumed office on March 5, 2021.

It is not known when the area was first settled, but the nearby Mount Royal archaeological site is a possible remnant of a Timucua Indian village from c. 1250 CE to 1500 CE, and may have a connection to the town of Enacape, an important center of the Utina tribe.

The Town of Welaka was incorporated in 1887. By 1907, Welaka was famous for its "healing waters" which could possibly come from a subterranean spring located 329 feet below ground level and bottled for sale to tourist. The Mineral Water Company established in 1907 claimed that physicians reported that Welaka's healing waters were able to cure ailments as a result of stimulating the biliary circulation modifying conditions believed to be incurable. Welaka use to have grape vines and orange groves until the "Big Freeze" in 1895. Thankfully the town was able to recover due to its abundant fishing industry which is still thriving today.

Based on the 2020 census data, the total population was 714 for the area that is incorporated into the Town of Welaka. The average household size is 2.5. The median income per household is $44,167.00.

The Drinking Water system currently is comprised of 752 metered connections to the system's water supply. The water is supplied from three wells in service located on Persimmon and Citrus

Circle. The system's designed storage capacity is 776,000 gallons. There is an old water system located outside of the town that is offline currently.

Water Treatment is achieved by the use of the following process: Hypochlorination, aeration, and polyphosphate for iron/manganese control.

Form of Government

The Town of Welaka's Town Council is composed of a Mayor and four Council members who are elected. The Mayor serves a term of four years and the council members serve two years. The Town Council is the legislative body of the town with the power to adopt ordinances (including the annual budget), resolutions and regulations governed by the town's charter which is the driving document behind the procedures governing the Town Councils actions. The council meets the second Tuesday of every month at 6:00pm. All meetings are open to the public.

Government and Management

Town of Welaka	
Jamie Watts	**Mayor**
Jessica Finch	**Council President**
Marianne Milledge	**Council Member**
Kathy Washington	**Council Member**
Tonya Long	**Council Member**

Water Staff

The success of the Town of Welaka Public Works Department results from the partnerships among its divisions and the diverse skills and unselfish contributions of their respective staff. The Town of Welaka Public Works Department is staffed by 9 fulltime employees and managed by the Mayor and Utilities Supervisor. FRWA appreciates the assistance of those employees that helped in the preparation of this Plan.

Name	Department
Tylor Buford	Utility Supervisor
Two-Fold (Outside Contractor)	Water Plant Operator
Pauline Kinney	Utility Worker/Code Enforcement Officer
John Stuart	General Department Supervisor
Kendra Welch	Utilities Clerk
Meghan Allmon	Town Clerk
Open Position	Utility Worker
Alfred Johnson Jr.	General Worker
Michael Scott	General Worker

System Components

The System's water is supplied from three wells located on Citrus Circle. There are also two wells located on West Main Street that are currently under evaluation to be placed online to accommodate current projected growth. The System has a capacity of 776,000 gallons with an average daily demand of 0.094 MGD and a maximum daily demand of .112 MGD and is not to exceed .223 MGD or a yearly use of 81.7 MG allowing for incremental growth increase every five years (SJRWMD permit # 8168). The Drinking Water system currently is comprised of 807 metered connections to the system's water supply. There is an old water system located outside of the town that is offline currently.

Water Treatment is achieved by the use of the following process: Hypochlorination, aeration, and polyphosphate for iron/manganese control. Storage components for water equal .764 gallons. These include the following:

Name	Capacity	Material
Ground Storage Tank (2008)	132,000 Gallons	Steel
Ground Storage Tank (2008)	132,000 Gallons NOT IN SERVICE	Steel
Elevated Tank (1963)	500,000 Gallons	Steel
Hydropneumatic Tank	50,000 Gallons NOT IN SERVICE	Steel
Hydropneumatic Tank	10,000 Gallons NOT IN SERVICE	Steel
Hydropneumatic Tank	3,000 Gallons	Steel

The chlorinated storage tanks are required to be inspected regularly which at this time only includes the 500,000 gallon Elevated Tank. The required 2022 inspection was completed by Learly Construction in June of 2022. The report showed that tank was in good working order. The interior was sandblasted, primed and repainted; the exterior was touched up in some areas. The prior inspection for the 500,000-gallon elevated tank was in 2017 and reported to be in good condition and no anomalies were detected. The two 132,000 Gallon Ground Storage Tanks, one of which is not currently in service, do not require inspection due to currently being used for storage of raw water. While neither tank is required to be officially inspected both tanks should be drained and properly cleaned during the fiscal year of 2022-2023 and annually thereafter. There are three Hydropneumatic tanks located at Citrus Way. These Hydropneumatic tanks were converted by the previous operation staff to operate outside of their intended purpose in 1993. The 50,000 gallon and 10,000 gallon tank are currently empty, and the 3,000 gallon tank installed in 1995 is full of raw water that is transferred to the Ground Storage Tank in operation. It is this evaluator's recommendation that these Hydropneumatic tanks be removed and replaced with direct piping from well #1 and Well #2 to the ground storage tanks. Due to their above mentioned capacity these tanks are not significantly adding to the capacity of the facility, and not a part of the official capacity of the facility. These tanks potentially increase cost and possible equipment failure. The installation of direct piping would benefit the facility aesthetic appeal as well as increase efficiency.

The distribution system was installed in the 1960's and 1970's, there have been some upgrades of valves and fire hydrants in the 1990's. The system is comprised of various materials. The piping sizes range primarily from two inches to ten inches used in the transmission of the finished water. The treatment process is achieved through Hypochlorination, aeration, and polyphosphate for iron/manganese control.

According to the last sanitary survey there have been no recent MCL violation. The sanitary survey does however indicate that once the population served increases to over 2,500 the system must begin to perform three distribution samples rather than the current two. NO1's, NO2's and DBP's are due annually. Pu-Cu are due tri annually and should be collected between June and September of 2023. Inorganics, asbestos (or submitted approved asbestos waiver), secondary's, VOC and SOC are due in 2024.

The latest consumer confidence report from 2020, indicates that the water quality and plant equipment were both satisfactory and met all standards. An engineering evaluation is currently underway on the Water Plant located on West Main to determine what is needed to bring the plant back online. Once recommendations are received, a forecast model may be created utilizing Revplan to see potential impacts on current and future budgets.

4. Current Asset Conditions

Assets Critical to Sustained Performance

The System's water utility is composed of ***critical infrastructure***. The utility provides essential services for the community. Proper provision of these services protects the public health and the environment. The Florida Department of Environmental Protection has strict requirements for the proper operation and maintenance of the utility system, and the System is responsible for meeting these requirements.

Every water and wastewater system are made up of assets. Some you can see, while some you cannot. These are the physical components of the system, such as blowers, pumps, valves, pipes, tanks, motors, manholes, and buildings. Each is important in its own way and serves a function to make the system operate as it should.

One trait common to all assets is that they lose value over time. With age comes deterioration; with deterioration comes a decreased ability to provide the level and type of service the utility should give to its customers. Another trait common to assets is that they must be maintained. Maintenance costs increase as these assets age. Operation costs can rise with age as equipment becomes worn and less efficient. At some point, it is wiser to replace components rather than continue with more frequent and costly repairs. Failed or failing equipment can cause inadequate treatment, customer complaints, and damage to private property, negative environmental impacts, permit violations, and regulatory fines.

Another unfortunate reality is that all assets will ultimately fail, and if not properly maintained, some will fail prematurely. How the utility manages the consequences of these failures is vital. Not every asset presents the same failure risk. Not every asset is equally critical to the performance of the utility.

Factors that contribute to asset failure are numerous and include age, environment (e.g., weather, corrosive environments), excessive use and improper or inadequate maintenance.

Replacement versus rehabilitation is always a consideration. What is best for the utility? What is best for the customer? The proper decision must be made based on information gleaned from all available resources.

Implementing a Computerized Maintenance Management System (CMMS) will ensure the System's assets last longer, perform better, and provide more reliable service. Utilizing data contained in Diamond Maps, maintenance schedules can be created following both manufacturer's recommendations as well as those of industry professionals. Work orders should be created and scheduled to ensure that work is assigned and completed. Tracking and recording maintenance tasks encourage accountability of staff assigned to maintain the equipment. Diamond Maps can do this for you and is included with an active account. FRWA staff can assist the System in creating these schedules as well as provide training in Diamond Maps.

Water Production Facilities

At the facility located on Citrus Way the Town of Welaka currently has in service three active wells, one elevated tank, one ground storage tank and one Hydropneumatic tank. A Ground storage tank and a Hydropneumatic tank are currently not in use. The water system production facility currently online and servicing the public is in overall average condition

An offline facility located on Old Welaka Road, there are two inactive wells with one Hydropneumatic tank. These assets are currently under evaluation by an engineering company to be placed back online. Located at the offline facility are two wells – Well #3, Well # 4 and a Hydropneumatic tank. Due to this facility being offline for several years there is no current information available until completion of the engineering evaluation that is currently in process.

At the online facility located at Citrus Way are the following major components: Well #1 is a 4 inch well that was drilled in 1990 to a depth of 102 feet and cased to 62 feet. Pumping 250 gpm. It is used as a backup well. Its components are in poor to average condition and some components require rehabilitation. Due to age, replacement of this well should be prepared for in the upcoming future. Well #1 is tied in with Well #2 which was constructed in 1989 to a depth of 160 feet and cased to 60 feet. Well #2 pumps 65 gallons per minute. Well # 2's pump was replaced in 2006. Its components are in poor to average condition and require some minor rehabilitation or repairs. Replacement of this well should also be considered to begin on or before 2037. The wells are nearing the end of their useful life, regular maintenance and upkeep of the equipment will help to ensure continued usefulness.

Well #1 and Well #2 (Citrus Way) require some minor rehabilitation and are over half past their life usefulness.

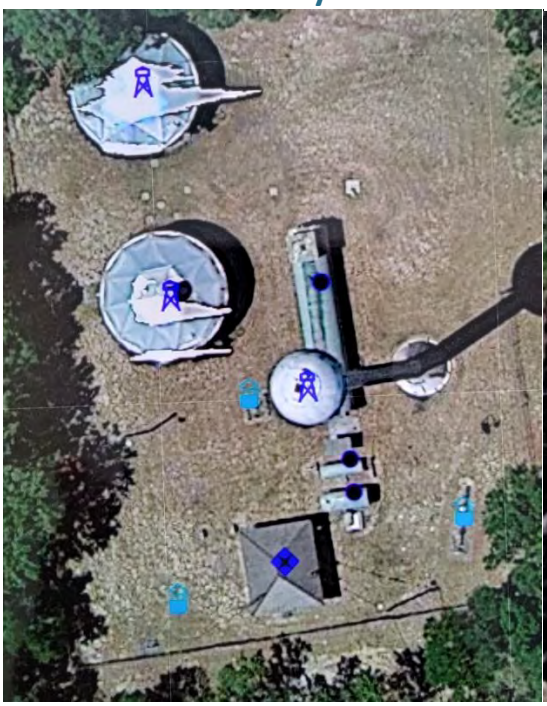
Well # 5 is a 6 inch well drilled in 2006 at a depth of 135 feet. This well is utilized as the main well and produces 500 GMP. The components of this well are in average condition and require little rehabilitation.

There are Hydropneumatic tanks on site that are not in use, and do not appear on facility schematics therefore it is this evaluator's recommendation that removal is required. The town should engage a registered engineer to develop plans to remove the tanks and modify the plant piping. The two Ground Storage Tanks have not been inspected nor serviced in several years. Though not required by DEP, the tanks should be inspected regularly to ensure their structural integrity and remaining useful life. The current Elevated tank is reported by engineer to be in good to average operating condition. The electrical components, chemical feeders and generator are in average to good condition.

During the assessment of the production assets the items that were found to be in poor or failed condition are as follows:

Asset Name	Condition	Reported Issue
Well #1	Poor	Rust, poor production capability, evidence of leaks, require painting, requires engineering evaluation
Well #2	Poor	Rust, poor production capability, evidence of leaks, require painting requires engineering evaluation
High service pump # 3	Failed	Off-line needs replaced
Ground Storage Tank	Unknown	Requires cleaning and inspected if intention is to utilize for chlorinated water
Ground Storage Tank	Unknown	Requires cleaning and inspected if intention is to utilize for chlorinated water
3000 Gallon Hydro Tank	Failed	Not utilized as Hydro tank rather as raw water storage, not present on schematics, requires removal by qualified vender
10000 Gallon Hydro Tank	Failed	Not utilized as Hydro tank currently empty, not present on schematics, requires removal by qualified vender
50000 Gallon Hydro Tank	Failed	Not utilized as Hydro tank currently empty, not present on schematics, requires removal by qualified vender

Online Water Facility



Offline Water Facility

Hydrants

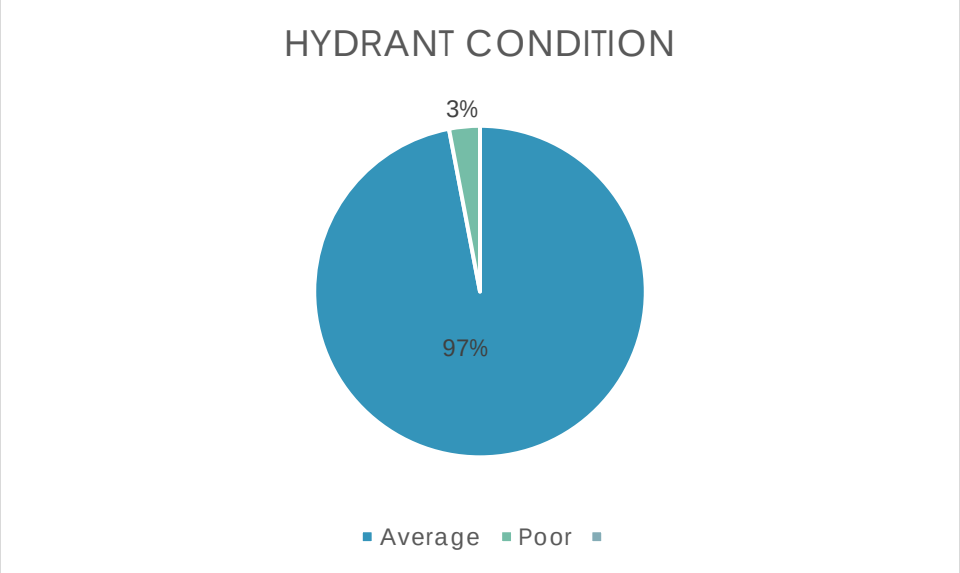
FRWA assessed all of the known 45 fire hydrants. The majority of the hydrants assessed were in average working order and did not require any need for repairs. The majority of the Hydrants were installed in the 1990's and early to mid-2000's and have a design life of 50 years with continued preventative maintenance such as an exercising plan, rust removal, painting, chain repair, gasket replacement and regular routine maintenance to include spot checking for leaks or other minor deficiencies. The system could expect to utilize the current 45 hydrants for their full life expectancy.

Preventative maintenance is key to preserving this equipment.

The fire hydrants serve as a critical tool for firefighting and flushing water from dead-end lines. The hydrants should be inspected and exercised at least annually. The flow should be measured and recorded for each hydrant. Records of the flows and dates assessed and exercised can then be updated into Diamond Maps to create a historic data base and a good record of work that has been or needs to be done. The work order feature in Diamond Maps may be utilized for the task of creating a hydrant maintenance and exercising program.

During the course of the assessment, FRWA assessed 45 hydrants. Of these:

- 44 hydrants were in average condition (97%) – Minor to moderate corrosion, broken chains, and minor leaks during flushing, needs painting and/or minor maintenance deficiencies.
- 1 Hydrant in poor condition (3%)-Tilted



Hydrant ID	Condition	Reported Issue	GPS Location	GPS Location
Hydrant - 18	Poor	Tilted has been obstructed by outside force	29.4862943	-81.6714392

Poor condition hydrants need to be serviced, repaired or replaced within two years. A minimum of $3,500 should be budgeted for each hydrant replacement and an additional $1,200 for hydrants without valves or valves that have failed. This amount at a minimum should be budgeted for hydrant replacements until all hydrants have been repaired or replaced that are in a failed or poor condition. Poor condition hydrants need to be evaluated and repaired as needed. In some instances, the repair may be as simple as adding grease, while other repairs may include rebuilding or placing the hydrant above grade. A minimum of $500 should be placed aside for repair of each hydrant rated as poor.

For future assessments of the hydrants, a flow test should be performed annually, and a report should be presented to the System with the findings. Typically, this is done by the local or county fire departments. Having the hydrants flow tested is a crucial piece of information needed for

fire protection. Simply flowing the hydrant is not the same as a flow test. A special meter must be used to accurately measure the flow and gallons per minute (gpm) for each hydrant.

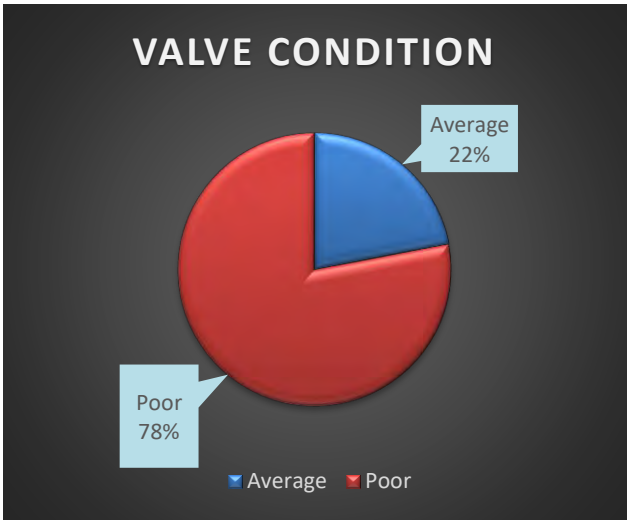
It is recommended that the System replace or repair the poor condition hydrant in year one and develop an annual hydrant replacement program.

- **Estimated cost to repair 1 poor condition hydrants: $3500.**

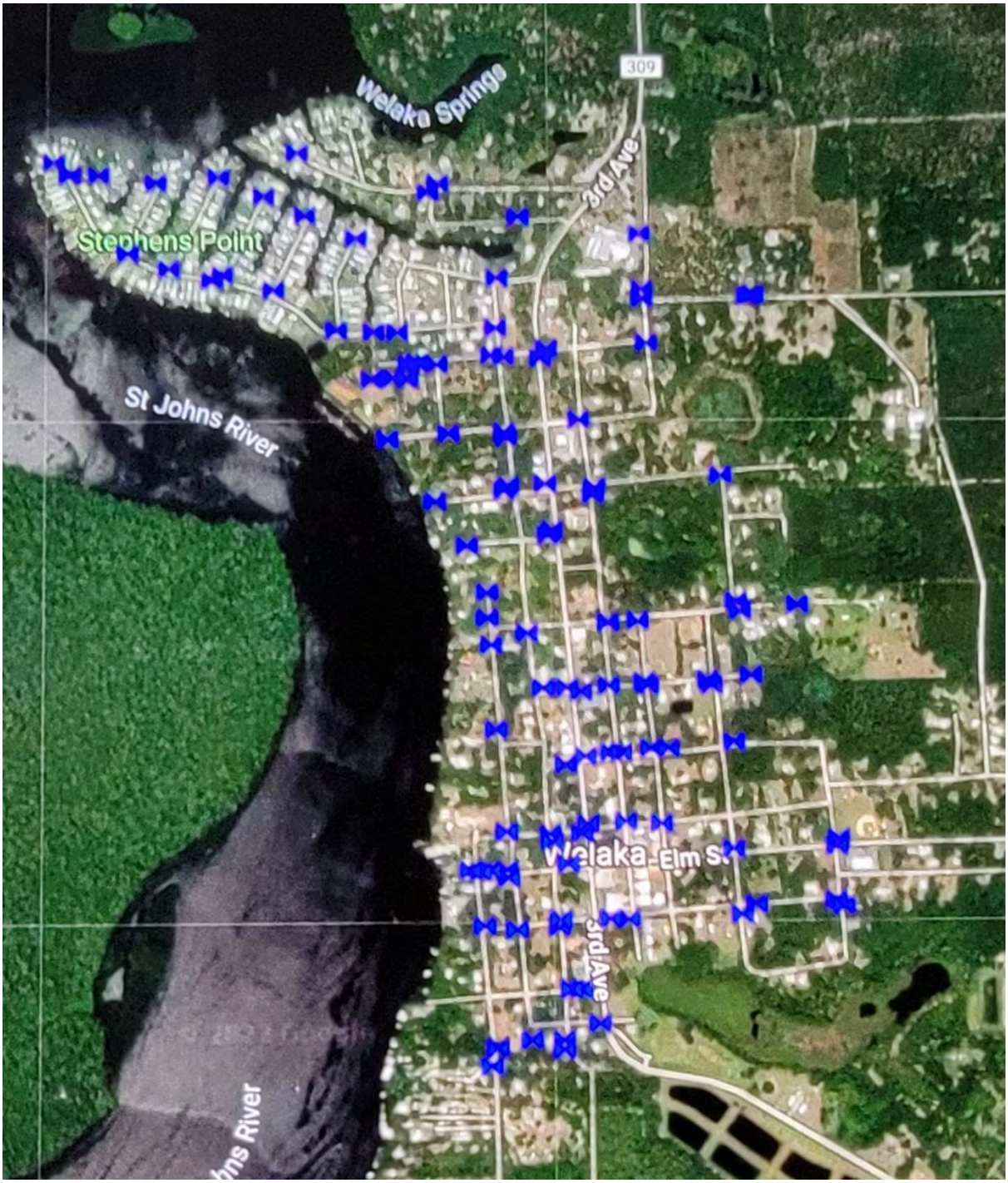
System and Hydrant Valves

A total of 128 System Valves and 35 Hydrant Valves were collected and assessed by FRWA. During the course of the assessment:

- 25 system valves were in average condition
- 103 system valves were in poor condition
- 12 Hydrant Valves were in average condition
- 23 Hydrant Valves were in poor condition



SYSTEM VALVE MAP



HYDRANT VALVE MAP

FDEP requires a valve exercising program be administered where all valves are turned in accordance with manufactures requirements, Quarterly is ideal. Doing this will not only extend the life span of the valves but will help ensure that they are operational in a time of need. As the System begins exercising, repairing and replacing valves, the ratings can be updated in Diamond Maps. Notating in Diamond Maps valves that are not operational and those that require repairs or replacement is useful information when they are used during emergencies and flushing programs.

Water valves used for the isolation of water are a crucial asset when dealing with water line breaks and to help direct flushing of clean water to a certain point or side of the system. These valves have a life span of 25 years or more and can continue to remain operational after that with

proper exercising. During exercising, valves can be assessed or evaluated by closing off valves and checking flows at hydrants and other flush points. Some valves are required to be turned up and down multiple times if not exercised, to properly operate. While exercising valves, it is good practice to have a flush point open if possible (hydrant or other flushing device fitting), to help wash out the buildup and deposits that form inside the seat of the valve.

Most of the system valves were installed in the 1970's and 1980's and have since been paved over or buried. Any valve that has not been utilized in that time frame should be dug up and assessed (replaced if necessary). Those that were located had been installed in the 1990's and used regularly by staff and still in operating condition. Most buried valve locations were confirmed with metal detector however they were more than 6 inches underground. After speaking with staff, who confirms that theses valves have not been operated in years, it is this evaluators recommendation that the below listed valve be replaced to ensure efficiency of the system during emergency water shut off situations or directional flushing.

System Valve ID	Condition	Reported Issue	GPS Location Latitude	GPS Location Longitude
5	Poor	Buried	29.4921446	-81.6795736
6	Poor	Buried	29.4917804	-81.6785812
7	Poor	Buried	29.490655	-81.6815584
8	Poor	Buried	29.4903562	-81.6806733
9	Poor	Buried	29.4902301	-81.6795092
10	Poor	Buried	29.4913975	-81.6776799
12	Poor	Buried	29.4909445	-81.6765802
13	Poor	Buried	29.4891562	-81.6770094
17	Poor	Buried	29.4891141	-81.6761886
20	Poor	Buried	29.4891842	-81.6735386
21	Poor	Buried	29.4884838	-81.6748207
22	Poor	Buried	29.4884791	-81.6754215
23	Poor	Buried	29.4886612	-81.6736298
24	Poor	Buried	29.4886425	-81.6733616
25	Poor	Buried	29.4926288	-81.6778708
26	Poor	Buried	29.491835	-81.6749954
27	Poor	Buried	29.4920311	-81.6747809
29	Poor	Buried	29.4910225	-81.6703498
30	Poor	Buried	29.4899299	-81.6703069
31	Poor	Buried	29.4897711	-81.6703177
32	Poor	Buried	29.4887719	-81.6724312
33	Poor	Buried	29.4885944	-81.6725493

System Valve ID	Condition	Reported Issue	GPS Location Latitude	GPS Location Longitude
System Valve ID	Condition	Reported Issue	GPS Location Latitude	GPS Location Longitude
35	Poor	Buried	29.4871469	-81.6745448
36	Poor	Buried	29.4870348	-81.6758967
38	Poor	Buried	29.4870815	-81.673311
39	Poor	Buried	29.487399	-81.6717338
40	Poor	Buried	29.4858487	-81.6748667
41	Poor	Buried	29.4860262	-81.6733754
42	Poor	Buried	29.4861808	-81.6724527
43	Poor	Buried	29.4861102	-81.6714013
44	Poor	Buried	29.4859515	-81.6714227
46	Poor	Buried	29.4849895	-81.6741693
47	Poor	Buried	29.485167	-81.6723991
48	Poor	Buried	29.4852884	-81.6723132
49	Poor	Buried	29.4838781	-81.6683436
50	Poor	Paved Over	29.4837194	-81.6682363
54	Poor	Buried	29.4832804	-81.6728711
56	Poor	Buried	29.4840929	-81.6737616
57	Poor	Buried	29.4835886	-81.6737509
58	Poor	Buried	29.4830563	-81.6736758
59	Poor	Buried	29.4822344	-81.67256
60	Poor	Buried	29.4822344	-81.672045
61	Poor	Buried	29.482169	-81.6717124
62	Poor	Buried	29.4822718	-81.6711223
63	Poor	Buried	29.4823558	-81.6703713
64	Poor	Buried	29.4822718	-81.670264
65	Poor	Buried	29.4823932	-81.6689658
67	Poor	Buried	29.4824866	-81.6680431
68	Poor	Buried	29.4838314	-81.6670239
69	Poor	Buried	29.4814592	-81.6735578
70	Poor	Buried	29.4808137	-81.6720711
71	Poor	Buried	29.4809495	-81.6716426
72	Poor	Buried	29.4810056	-81.6710954
74	Poor	Buried	29.4811083	-81.6702156
75	Poor	Buried	29.4810803	-81.6698401
77	Poor	Buried	29.4795371	-81.6733413

System Valve ID	Condition	Reported Issue	GPS Location Latitude	GPS Location Longitude
78	Poor	Buried	29.4795205	-81.6733586
79	Poor	Sealed Shut	29.4795005	-81.6723987
System Valve ID	Condition	Reported Issue	GPS Location Latitude	GPS Location Longitude
80	Poor	Buried	29.4793207	-81.6723593
81	Poor	Buried	29.4794982	-81.6717263
82	Poor	Buried	29.4796618	-81.6715805
83	Poor	Buried	29.4797182	-81.6707833
84	Poor	Buried	29.4796757	-81.6699882
85	Poor	Buried	29.4791993	-81.6684433
86	Poor	Buried	29.4793861	-81.6662009
87	Poor	Buried	29.4792367	-81.6662117
88	Poor	Buried	29.4782093	-81.6662653
89	Poor	Buried	29.4781066	-81.6661044
90	Poor	Buried	29.4781252	-81.6679926
92	Poor	Buried	29.4778731	-81.6707178
94	Poor	Buried	29.4789191	-81.6720053
96	Poor	Buried	29.4788164	-81.6733463
97	Poor	Buried	29.4786576	-81.6733249
98	Poor	Buried	29.4787977	-81.6737004
99	Poor	Buried	29.4787603	-81.6739042
100	Poor	Buried	29.4788257	-81.6741081
101	Poor	Buried	29.4777797	-81.6738184
102	Poor	Buried	29.477712	-81.6731437
103	Poor	Buried	29.4776907	-81.6731365
104	Poor	Buried	29.47774	-81.6722413
105	Poor	Buried	29.4778987	-81.6721876
106	Poor	Buried	29.4778987	-81.6711255
107	Poor	Buried	29.4765911	-81.6717799
108	Poor	Paved Over	29.4765725	-81.6719623
109	Poor	Buried	29.4759467	-81.671383
110	Poor	Buried	29.4756478	-81.6721662
111	Poor	Buried	29.4756291	-81.6728314
112	Poor	Buried	29.4755438	-81.6735773
113	Poor	Buried	29.4754947	-81.6735907
114	Poor	Buried	29.4897813	-81.6679972

System Valve ID	Condition	Reported Issue	GPS Location Latitude	GPS Location Longitude
115	Poor	Buried	29.4898233	-81.667863
118	Poor	Buried	29.4861262	-81.6732523
120	Poor	Buried	29.4754679	-81.6721671
124	Poor	Buried	29.4881792	-81.6754724
Hydrant Valve ID	**Condition**	**Reported Issue**	**GPS Location Latitude**	**GPS Location Longitude**
125	Poor	Buried	29.4882406	-81.6757535
132	Poor	Broken	29.4806271	-81.644008
136	Poor	Buried	29.4807523	-81.6441951
138	Poor	Buried	29.4901336	-81.679719
139	Poor	Buried	29.4863373	-81.6686347
1	Poor	Buried	29.4788878	-81.6722733
2	Poor	Buried	29.4850612	-81.6730417
3	Poor	Buried	29.4860686	-81.6734019
5	Poor	Buried	29.487498	-81.6715922
6	Poor	Buried	29.4872332	-81.6746299
7	Poor	Buried	29.4879708	-81.6751388
8	Poor	Buried	29.4881774	-81.6760655
9	Poor	Buried	29.4874063	-81.675815
10	Poor	Buried	29.4892627	-81.6735275
14	Poor	Buried	29.4901867	-81.6794028
15	Poor	Buried	29.490328	-81.6805266
16	Poor	Buried	29.49064	-81.6815162
17	Poor	Buried	29.4921546	-81.6828351
19	Poor	Buried	29.489819	-81.6680513
20	Poor	Buried	29.4778892	-81.6713458
21	Poor	Broken	29.4781005	-81.6682634
22	Poor	Buried	29.4784425	-81.6662002
23	Poor	Buried	29.4793971	-81.6650542
24	Poor	Buried	29.479426	-81.6733731
25	Poor	Buried	29.4796966	-81.6685574
26	Poor	Broken	29.4802418	-81.6663554
28	Poor	Buried	29.4863136	-81.6686832
29	Poor	Buried	29.4766434	-81.6737646
30	Poor	Buried	29.4808216	-81.6719058
31	Poor	Buried	29.4821212	-81.6726457

System Valve ID	Condition	Reported Issue	GPS Location Latitude	GPS Location Longitude
35	Poor	Buried	29.4804866	-81.6629651
39	Poor	Buried	29.4775184	-81.6566441

Estimated cost to repair 99 System valves in poor condition: TBD after buried valves are assessed and sizes verified.

- **Estimated cost to annually replace up to 25 System valves (6") throughout system: $30,000**
- **Estimated cost to replace 27 Hydrant valves in poor condition: $32,400**
- **Cost to evaluate, clean out and reset valve boxes: Free if done by system**
- **The valves listed as buried should be accessed and then reassessed to see if replacement if needed.**

4.2.4 Water Meters

The System currently has and maintains 752 residential and commercial meter connection. The guidelines for meter replacement varies from different manufactures but industry standards are set at replacement being done every 20 years or 1,000,000 gallons. Older meters slow down over time and lead to higher numbers of unaccounted for water and lost revenue. It is recommended that the System replace their meters with electronic meters that remotely transmit readings.

- **Estimated cost to replace all meters throughout the system (approximately 752 customers) : $300,000**

The numbers above are an illustration from a system that has went through a meter replacement project recently and incorporated newer technology that lets the system obtain meter readings remotely. The actual cost will vary by the vendor and technology that is chosen to best fit the Town's needs.

Water meters should be considered a critical component of the Town's revenue stream. Inaccurate meters can cost a system thousands of dollars over time. Therefore, making sure that meters are working properly, and replacing old and broken meters annually, is an industry standard and best management practice. Regular testing of large commercial/industrial meters (two inches and above) or meters installed at high use locations is also recommended. Meters testing below AWWA standards should be repaired or replaced ensuring accuracy and preventing lost revenue.

The Town has already begun to replace meters in the system. So far 152 meters have been changed out to the Zenner meter brand and will be capable of auto read when the Town gets the equipment needed. Out of these (1) is a 2" meter and the rest (151) are 3/4 "

4.2.5 Distribution System

The water distribution system was initially installed in the 1960's and 1970's and some updates performed in the 1990's. According to the system employees, the majority of the distribution pipes are in poor condition or obstructed by roots. The system is comprised of various materials ranging from two inches (2") to ten inches (10") piping. There have been numerous repairs, replacements and additions to the distribution system since it was installed. As lines begin to approach the end of their useful lives, many will begin to deteriorate making full repairs difficult. The combination of main breaks and system leaks have caused challenges for the system and in the future may cause higher than expected water loss.

As with most systems, water loss can be a significant portion of the water produced by a utility. The most commonly accepted maximum water loss is fifteen percent (10%) of water produced, with accepted ranges from 5% to 9%. While an assessment of the distribution piping was not conducted during this phase, the System should keep close records of the work conducted on the mains. This should include pictures of the interior of pipes, coupons when new taps are installed, and work orders of all service and main repairs. By compiling this data over the next few years, the System will be able to determine which areas of the distribution system need further evaluation and which may need replacement. This documentation can be compiled through the use of the work order component of Diamond Maps. The replacement of failing lines and older meters will help improve the System's water loss.

Regular maintenance, collecting coupons and documenting water main breaks and water quality complaints is a good way to monitor the existing conditions of the piping, as it is often difficult to adequately assess. This documentation will provide the System a good starting point on developing a replacement strategy for some of the older or problematic water mains. Issues like lead service line connections or lead poured joints are a common occurrence with older water mains and should be removed from service, as well as any asbestos pipe which also contain health risks.

It is recommended that The Town of Welaka work with FRWA to complete the initial steps of a water audit including conducting a leak survey, completing a data log of water use at the storage tanks and meter testing for accuracy. Other than the immediate recommendation for a valve replacement program found in Section 4.2.3, the system should begin a regular operational maintenance program, and plan for the replacement of specific lines following the creation of a Replacement Strategy or Capital Improvement Plan.

5. Operations and Maintenance Strategies (O&M)

O&M consists of preventive and emergency/reactive maintenance. The strategy for O&M varies by the asset, criticality, condition, and operating history. All assets have a certain risk associated

with their failure. This risk must be used as the basis for establishing a maintenance program to make sure that the utility addresses the highest risk assets. In addition, the maintenance program should address the level of service performance objectives to ensure that the utility is running at a level acceptable to the customer. Unexpected incidents could require changing the maintenance schedule for some assets. This is because corrective action must be taken in response to unexpected incidents, including those found during routine inspections and O&M activities. Utility staff will record condition assessments when maintenance is performed, at established intervals, or during scheduled inspections. As an asset is repaired or replaced, its condition will improve and therefore it can reduce the overall risk of the asset failing. This maintenance strategy should be revisited annually. Two important considerations in planning O&M strategies are:

- Unplanned repairs should be held at 30% or less of annual maintenance activities.
- Unplanned maintenance in excess of 30% indicates a need to evaluate causes and adjust strategies.

5.1 Staffing and Training

Utility maintenance is quite unique. It can involve one or a combination of water system repairs, customer service issues, troubleshooting and repair, pump and motor repairs and other technical work. This skill set is not common. Training staff, whether they are new or long-term employees, is very important. It is recommended that the system initiate or enhance their training program for its employees. In addition to technical training, safety training is also necessary. Treatment Plants and distribution/collection systems can be dangerous places to work. Electrical safety, troubleshooting panel boxes, trenching and shoring, and confined space entry are just a few of the topics that could benefit the System and its staff. FRWA personnel can provide some of the training needed for staff members. Training services that we offer to members are listed on our website http://www.frwa.net/ under the Training Tab.

There is no such thing as too much training. The more your staff knows, the more capable, safe, and professional they become. This enhanced sense of professionalism will improve the quality of overall service and accountability to the community.

5.2 Preventive Maintenance

Preventive maintenance is the day-to-day work necessary to keep assets operating properly, which includes the following:

1. Regular and ongoing annual tasks necessary to keep the assets at their required service level.

2. Day-to-day and general upkeep designed to keep the assets operating at the required levels of service.

3. Tasks that provide for the normal care and attention of the asset including repairs and minor replacements.

4. Performing the base level of preventative maintenance as defined in equipment owner's manuals.

These preventative maintenance guidelines are supplemented by industry accepted best management practices (BMPs).

Equipment must be maintained according to manufacturer's recommendations to achieve maximum return on investment. By simply following the manufacturer's suggested preventive maintenance the useful life of equipment can be increased two to three times when compared to "run till failure" mode of operation. Communities that have disregarded preventive maintenance practices can achieve positive returns from a relatively small additional investment. Deferred maintenance tasks that have not historically been performed due to inadequate funding or staffing must be programmed into future operating budgets. Proper funding provides staffing and supplies to achieve life expectancy projected by the manufacturer and engineer.

The table below is a sample O&M Program for this system and is based on best management practices, manufacturers' recommended service intervals, staff experience, and other sources. *This schedule is only an example.* The true schedule must be created by town staff, based on their historical knowledge and information gleaned from the O&M Manuals and other sources.

Diamond Maps can be used to schedule maintenance tasks. Recurring items (e.g. annual flow meter calibrations) can be set up in advance. In fact, all maintenance activities can be coordinated in Diamond Maps using its work order feature. The Table on the following page is a sample of work orders that are specific to the system.

Task Name	Frequency	Task Name	Frequency
Visually Inspect Plant Site for Damage or Tampering	Per Visit	Respond to any complaints	As they occur
Ensure proper operation of equipment (note any issues)	Per Visit	Decommission unnecessary equipment	As they occur
Calibrate all meters and necessary equipment	Per Visit	Inspect CL2 system and alarms	Every six months
Check plant as per DEP requirements	Per Visit	Perform P/M on pumps and motors	Manufacturer recommendation
Complete all log work	Per Visit	Perform P/M on plant and safety equipment	Manufacturer recommendation
Collect all samples	As required by Permit	Inspect storage tank	Annually
Perform general housekeeping on grounds and building.	Weekly	Calibrate meter and backflows	Annually
Exercise Generator	Monthly	Exercise hydrants and valves	Annually
Confirm submittal of monthly reports	Monthly	Update AMFS Plan	Annually

WO#	Status	Title	Description	Date Started	Date Completed	Notes
W1002	Planned	Hydrant Flow Test	Flow test hydrant and check for proper operation			
W1003	Planned	Hydrant Flow Test	Flow test hydrant and check for proper operation			
W1004	Planned	Hydrant Flow Test	Flow test hydrant and check for proper operation			
W1005	Planned	Hydrant Flow Test	Flow test hydrant and check for proper operation			
W1006	Planned	Hydrant Flow Test	Flow test hydrant and check for proper operation			
W1007	Planned	Hydrant Flow Test	Flow test hydrant and check for proper operation			
W1008	Planned	Hydrant Flow Test	Flow test hydrant and check for proper operation			
W1009	Planned	Hydrant Flow Test	Flow test hydrant and check for proper operation			
W1010	Planned	Hydrant Flow Test	Flow test hydrant and check for proper operation			

5.3 Proactive vs Reactive Maintenance

Reactive maintenance is often carried out by customer requests or sudden asset failures. Required service and maintenance to fix the customer's issue(s) or asset failure is identified by staff inspection and corrective action is then taken. Reactive maintenance is sometimes performed under emergency conditions, such as a main break at the treatment plant causing a water disruption. As mentioned above, if your system is responding to and performing reactive/emergency maintenance more than 30% of the time, you will need to adjust your maintenance schedules and increase proactive maintenance schedules.

Proactive maintenance consists of preventive and predictive maintenance. Preventive maintenance includes scheduled tasks to keep equipment operable. Predictive maintenance tasks try to determine potential failure points. An example of predictive maintenance is infrared analysis of electrical connections. Using special equipment, a technician can "see" loose or corroded connections that would be invisible to the naked eye. This allows the utility to "predict" and correct a potential problem early. Assets are monitored frequently, and routine maintenance is performed to increase asset longevity and prevent failure.

Upon adoption of this AMPFS plan or any DEP-approved AMP, the FRWA Utility Asset Management (UAM) team intends to upload asset data definition file into "Diamond Maps", described in Section 2.3, and will populate the field data. The appropriate System personnel will be trained on Diamond Maps functionality and can immediately begin using it for scheduling and tracking system asset routine and preventive maintenance.

6. Capital Improvement Plan

A Capital Improvement Plan (CIP) is a multi-year financial planning tool that looks into the future to forecast the System's asset needs. It encourages the system and the community to forecast not only what expenditures they intend and expect to make, but also to identify potential funding sources in order to more properly plan for the acquisition of the asset. The CIP is designed to be a flexible planning tool and is updated and revised on an annual basis.

Capital improvement projects generally create a new asset that previously did not exist or upgrades or improves an existing component's capacity. These projects are the consequence of growth, environmental needs, or regulatory requirements. Included in a CIP are typically:

1. Any expenditure that purchases or creates a new asset or in any way improves an asset beyond its original design capacity.
2. Any upgrades that increase asset capacity.
3. Any construction designed to produce an improvement in an asset's standard operation beyond its present ability.

Capital improvement projects will populate this list. Renewal expenditures do not increase the asset's design capacity, but restores an existing asset to its original capacity, such as:

1. Any activities that do not increase the capacity of the asset. (i.e., activities that do not upgrade and enhance the asset but merely restore them to their original size, condition and capacity, for example, rebuilding an existing pump).
2. Any rehabilitation involving improvements and realignment or anything that restores the assets to a new or fresh condition (e.g. distribution main repair or hydrant replacement).

In making renewal decisions, the utility considers several categories other than the normally recognized physical failure or breakage. Such renewal decisions include the following:

1. Structural
2. Capacity
3. Level of service failures
4. Outdated functionality
5. Cost or economic impact

The utility staff and management typically know of potential assets that need to be repaired or rehabilitated. Reminders in the Diamond Maps task calendar let the staff members know when the condition of an asset begins to decline according to the manufacturer's life cycle recommendations. The utility staff members can take these reminders and recommendations into account.

Because the anticipated needs of the utility will change each year, the CIP is updated annually to reflect those changes. Listed below is a sample CIP schedule taken from RevPlan and should be updated annually.

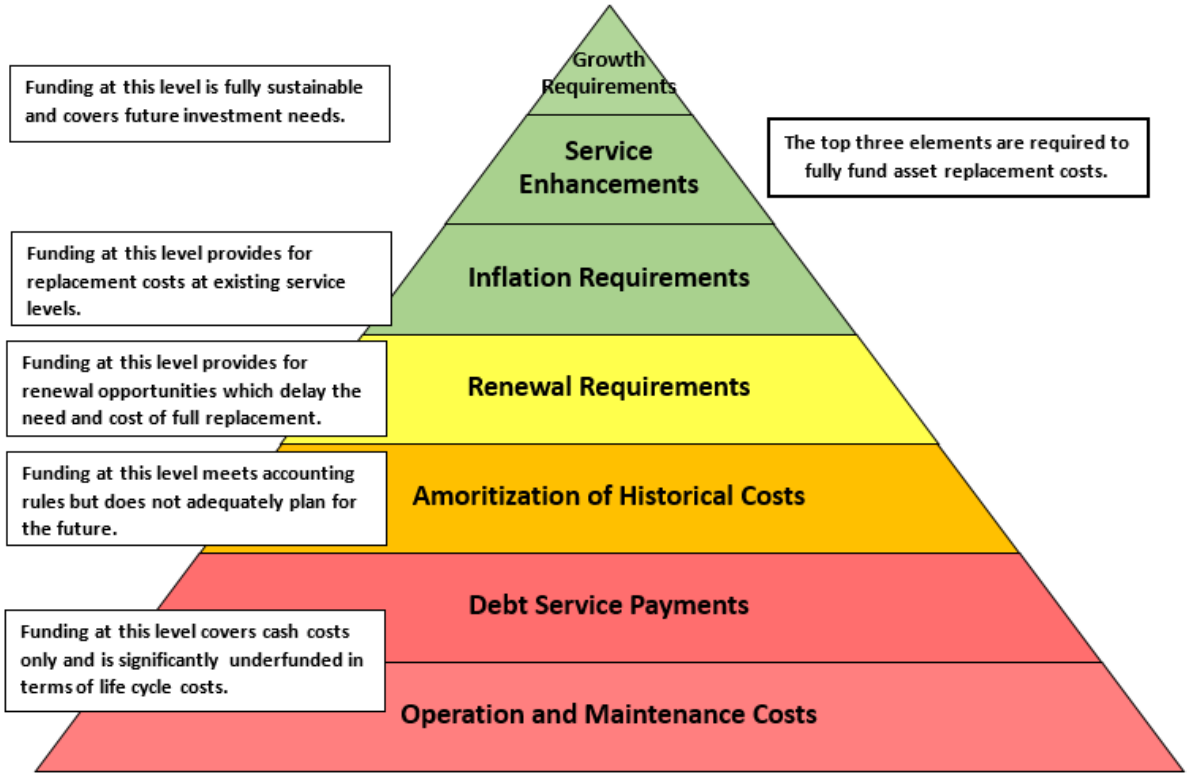
Welaka,Town of
S2 Welaka FY22 (2000 allowance)
Fiscal Year: 2022
CIP Schedule

Description	Funding Source	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
Auto Read Meter System	Grant	$0	$0	$200,000	$0	$0	$0	$0	$0	$0	$0
Auto Read Meter System	Water Revenues	$0	$0	$150,000	$0	$0	$0	$0	$0	$0	$0
Capital Improvements	Water Revenues	$5,000	$0	$0	$0	$0	$0	$0	$0	$0	$0
New 40' x 60' metal building	Water Revenues	$0	$12,500	$12,500	$12,500	$12,500	$0	$0	$0	$0	$0
Radio Communication System for Utility Department	Grant	$0	$8,000	$0	$0	$0	$0	$0	$0	$0	$0
Side by Side for the Harbour	Water Revenues	$0	$0	$0	$0	$0	$0	$0	$12,000	$0	$0
Small Excavator Used	Water Revenues	$0	$7,700	$7,700	$7,700	$0	$0	$0	$0	$0	$0
Tower maintenance contract	Water Revenues	$0	$9,800	$9,800	$9,800	$9,800	$9,800	$9,800	$9,800	$9,800	$9,800
Trencher	Water Revenues	$0	$5,000	$0	$0	$0	$0	$0	$0	$0	$0
Utility Truck	Water Revenues	$0	$8,200	$8,200	$8,200	$8,200	$8,200	$0	$0	$0	$0
Water Asset Replacement Costs	Water Revenues	$0	$20,000	$40,000	$60,000	$80,000	$100,000	$106,900	$106,900	$106,900	$106,900
Water Plant Upgrades	Water Revenues	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Totaled by	**Funding Source**	**2022**	**2023**	**2024**	**2025**	**2026**	**2027**	**2028**	**2029**	**2030**	**2031**
	Water Revenues	$5,000	$63,200	$228,200	$98,200	$110,500	$118,000	$116,700	$128,700	$116,700	$116,700
	Future Loan	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	Grant	$0	$8,000	$0	$0	$0	$0	$0	$0	$0	$0
	Total	**$5,000**	**$71,200**	**$228,200**	**$98,200**	**$110,500**	**$118,000**	**$116,700**	**$128,700**	**$116,700**	**$116,700**

7. Financial

Budget/Financial Sufficiency

In order for an Asset Management Plan to be effectively put into action, it must be integrated with financial planning and long-term budgeting. The development of a comprehensive financial plan will allow the Town of Welaka to identify the financial resources required for sustainable asset management based on existing asset inventories, desired levels of service, and projected growth requirements. The pyramid below depicts the various cost elements and resulting funding levels that should be incorporated into Asset Plans that are based on best practices.



This report, with the assistance of RevPlan, helps develop such a financial plan by presenting several scenarios for consideration and culminating with final recommendations.

The assets collected, along with financial information provided by the system, were entered into RevPlan to create a preliminary financial sufficiency model for the Town. Each year the system is encouraged to update RevPlan and use it to help understand the impacts of future projects and rate increases. Details from the model are located in Appendix C.

The use of RevPlan allows the system to input current financial data and develop their own financial planning projections based on various time frames. The Town will have the ability to modify the rate structure to determine which proposed rate scenarios may support current and upcoming debt and expenses. Members of FRWA staff are available to assist the Town with RevPlan and updating financial models.

Asset Statistics

The table below summarizes the asset information from the Town collected by FRWA and found in RevPlan:

Town of Welaka Water System	
Total Replacement Cost of Water System	$ 4,398,669.46
Percent of Assets Needing Replacement	18.3 %
Cost of Replacing All Assets Needing Replacement	$ 805,012.25
Annual Replacement Cost of System	$ 134,089.71

Please note that the $4.4 million dollar replacement cost of the water system documented above, along with the annual replacement cost of $ 134,089.71 for the system is low. These figures do not include certain assets such as large equipment, water mains, vehicles, and some property improvements normally associated with maintaining a utility system. As a result, any proposed rate adjustments suggested by FRWA should be considered a minimum or a starting point for review and consideration by the Town.

Based on the findings of the Asset Management Plan, it is important for Town of Welaka to start setting aside reserves for the replacement of its assets, to make sure that the base charge is adequately covering operating costs and that its usage charges are sufficient to fund its capital improvement costs.

Existing Rates

A 'rule of thumb' FRWA subscribes to regarding rates is that base charges pay for fixed expenses and usage charges fund the variable expenses. Rates should generate sufficient revenue to cover the full cost of operating a water system. By charging customers the full cost of water, small water systems send a message that water is a valued commodity that must be used wisely and not wasted. When rates are set to cover the full cost of production, water systems are more likely to have financial stability and security.

The current residential and commercial rate structure is as follows:

Residential:

0-3000 gallons	$22.00 Water	$27.90 Sewer	$49.90 Total Bill
3001-3200 gallons	$23.47 Water	$29.76 Sewer	$53.23 Total Bill
3201-3400 gallons	$24.94 Water	$31.62 Sewer	$56.56 Total Bill
3401-3600 gallons	$26.41 Water	$33.48 Sewer	$59.89 Total Bill
3601-3800 gallons	$27.88 Water	$35.34 Sewer	$63.22 Total Bill
3801-4000 gallons	$29 .35 Water	$37.20 Sewer	$66.55 Total Bill
4001-4200 gallons	$30.82 Water	$39.06 Sewer	$69.88 Total Bill
4201-4400 gallons	$32.29 Water	$40.92 Sewer	$73.21 Total Bill
4401-4600 gallons	$33.76 Water	$42.78 Sewer	$76.54 Total Bill
460l-4800 gallons	$35.23 Water	$44.64 Sewer	$79.87 Total Bill
4801-5000 gallons	$36.70 Water	$46.50 Sewer	$83.20 Total Bill

Commercial:

0-3000 gallons	$25.00 Water	$33.48 Sewer	$58.48 Total Bill
3001-4000 gallons	$33.34 Water	$44.64	$77.98 Total Bill
4001-5000 gallons	$41.68 Water	$55.80	$97.48 Total Bill
5000 + gallons	$9.34 per 1,000 gallons of water over the 5,000 gallon consumption	$13.02 per 1K gals. for sewer over 5K gals. consumption	

Based on the Number of Connections and the Annual Gallons, the average monthly use per customer of the residential class is 2.73 thousand gallons per month (2,730 gallons per month). With a lower average usage the current rate structure is not sufficient to support the utility in the long term.

The current rate structure would also not cover capital expenditures and would require reserves to be depleted by FY23-24.

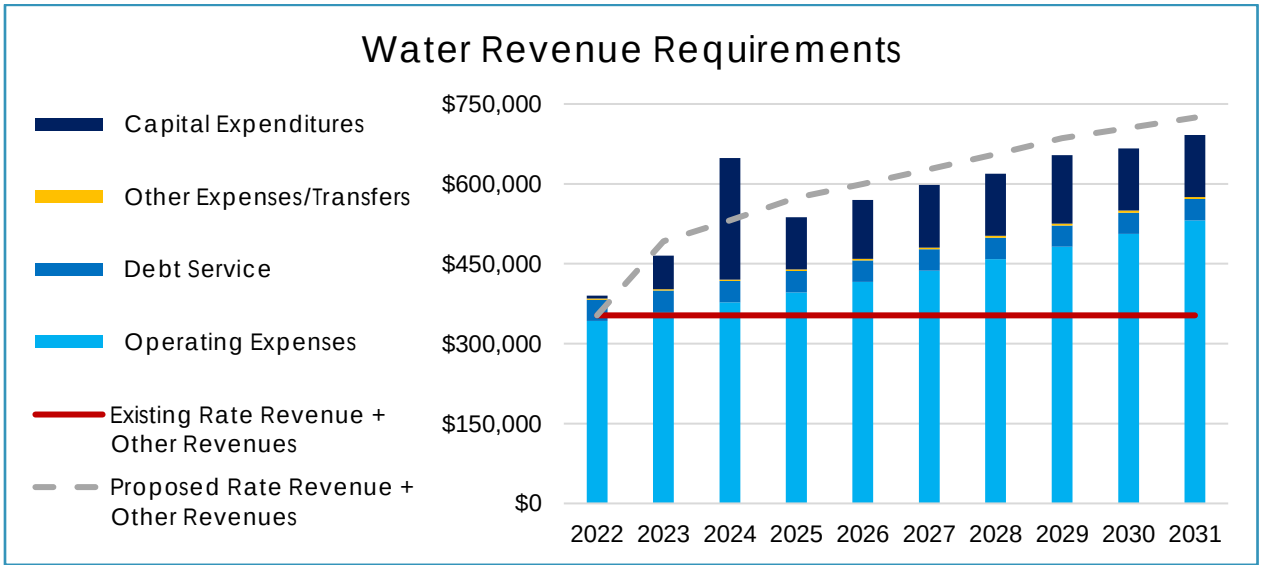
Recommended Rates

FRWA Finance team has developed the following Recommended Rate Scenario and is available to meet with the Town to further explain the proposed scenario and explore other scenarios or possibilities that would best meet the Town's needs. ***Please note that due to the length of time between delivery of this plan to the time of adoption, the suggested rates will be revised to reflect current conditions and should be implemented at the beginning of the next fiscal year.***

This rate scenario establishes a new rate structure and reduces the 3000-gallon allowance to 2000 gallons and shows the rate increases needed if the projects identified in the Capital Improvement Plan section do not change. This scenario also takes into consideration the additional costs for Annual Asset Maintenance as identified in the Asset Statistic section above and the Consumer Price Index of 5% annually to all Operating Expense.

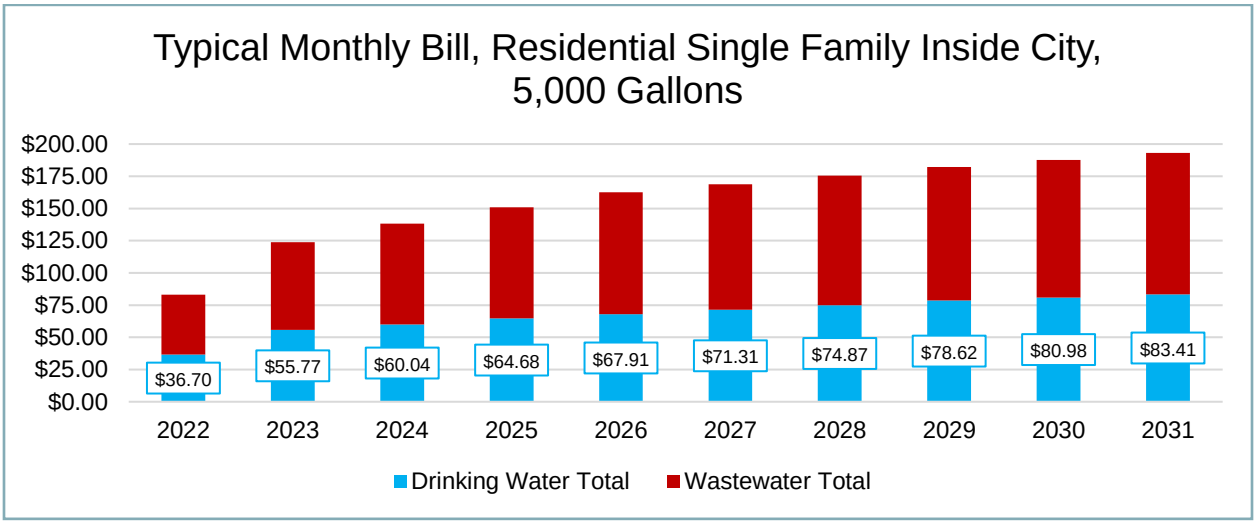
Listed below is the Drinking Water revenue requirements shown with the proposed rate structure and details the existing rate sufficiency

	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
Revenue Requirements:										
Operating Expenses	$342,400	$359,500	$377,500	$396,400	$416,200	$437,000	$458,900	$481,800	$505,900	$531,200
Debt Service	$40,100	$40,100	$40,100	$40,100	$40,100	$40,100	$40,100	$40,100	$40,100	$40,100
Other Expenses/Transfers	$2,500	$2,600	$2,800	$2,900	$3,000	$3,200	$3,400	$3,500	$3,700	$3,900
Capital Expenditures	$5,000	$63,200	$228,200	$98,200	$110,500	$118,000	$116,700	$128,700	$116,700	$116,700
Gross Revenue Requirements	$390,000	$465,400	$648,600	$537,600	$569,800	$598,300	$619,100	$654,100	$666,400	$691,900
Less: Other Revenue	$54,000	$54,000	$54,000	$54,000	$54,000	$54,000	$54,000	$54,000	$54,000	$54,000
Net Revenue Requirements	$336,000	$411,400	$594,600	$483,600	$515,800	$544,300	$565,100	$600,100	$612,400	$637,900
Existing Rate Sufficiency:										
Revenue from Existing Rates	$299,072	$299,072	$299,072	$299,072	$299,072	$299,072	$299,072	$299,072	$299,072	$299,072
Revenue Surplus/(Deficiency)	-$36,928	-$112,328	-$295,528	-$184,528	-$216,728	-$245,228	-$266,028	-$301,028	-$313,328	-$338,828
Proposed Rate Sufficiency:										
Revenue from Proposed Rates	$299,072	$438,294	$477,302	$519,969	$545,967	$573,266	$601,929	$632,025	$650,986	$670,516
Increase in Revenue	$0	$139,222	$178,229	$220,896	$246,895	$274,193	$302,857	$332,953	$351,914	$371,443
Cumulative %										
All Customer Classes										
Base Charges	0.00%	35.00%	48.50%	63.35%	71.52%	80.09%	89.10%	98.55%	104.51%	110.64%
Usage Charges	0.00%	10.00%	15.50%	21.28%	27.34%	33.71%	40.39%	47.41%	51.83%	56.39%
Current Year %										
All Customer Classes										
Base Charges	0%	35%	10%	10%	5%	5%	5%	5%	3%	3%
Usage Charges	0%	10%	5%	5%	5%	5%	5%	5%	3%	3%
Revenue Surplus/(Deficiency)	**-$36,928**	**$26,894**	**-$117,298**	**$36,369**	**$30,167**	**$28,966**	**$36,829**	**$31,925**	**$38,586**	**$32,616**



The proposed rate structure would be as follows:

Proposed Rate Structure	2023	2024	2025	2026	2027	2028	2029	2030	2031
Drinking Water									
Residential Single Family									
Base Charges Inside City									
5/8-inch	$29.70	$32.67	$35.94	$37.73	$39.62	$41.60	$43.68	$44.99	$46.34
Usage Charges Inside City									
2,001 to 4,000 gallons	$8.09	$8.49	$8.91	$9.36	$9.83	$10.32	$10.83	$11.16	$11.49
4,001 to 6,000 gallons	$9.90	$10.40	$10.91	$11.46	$12.03	$12.64	$13.27	$13.66	$14.07
6,001 gallons or more	$13.20	$13.86	$14.55	$15.28	$16.04	$16.85	$17.69	$18.22	$18.77
Commercial									
Base Charges Inside City									
5/8-inch	$37.13	$40.84	$44.92	$47.17	$49.53	$52.00	$54.60	$56.24	$57.93
Usage Charges Inside City									
2,001 to 4,000 gallons	$10.11	$10.61	$11.15	$11.70	$12.29	$12.90	$13.55	$13.95	$14.37
4,001 to 6,000 gallons	$12.38	$12.99	$13.64	$14.33	$15.04	$15.79	$16.58	$17.08	$17.59
6,001 gallons or more	$16.50	$17.33	$18.19	$19.10	$20.06	$21.06	$22.11	$22.77	$23.46
Outside City (Surcharge)									
Base Charges Inside City									
5/8-inch	$44.55	$49.01	$53.91	$56.60	$59.43	$62.40	$65.52	$67.49	$69.51
Usage Charges Inside City									
2,001 to 4,000 gallons	$9.90	$10.40	$10.91	$11.46	$12.03	$12.64	$13.27	$13.66	$14.07
4,001 to 6,000 gallons	$14.85	$15.59	$16.37	$17.19	$18.05	$18.95	$19.90	$20.50	$21.11
6,001 gallons or more	$19.80	$20.79	$21.83	$22.92	$24.07	$25.27	$26.53	$27.33	$28.15
Base Rate Only									
Base Charges Inside City									
5/8-inch	$31.05	$34.16	$37.57	$39.45	$41.42	$43.49	$45.67	$47.04	$48.45
FGUA									
Base Charges Inside City									
5/8-inch	$4,430.73	$4,873.80	$5,361.18	$5,629.24	$5,910.70	$6,206.24	$6,516.55	$6,712.04	$6,913.41
Usage Charges Inside City									
300,001 gallons or more	$8.58	$9.01	$9.46	$9.93	$10.43	$10.95	$11.50	$11.84	$12.20

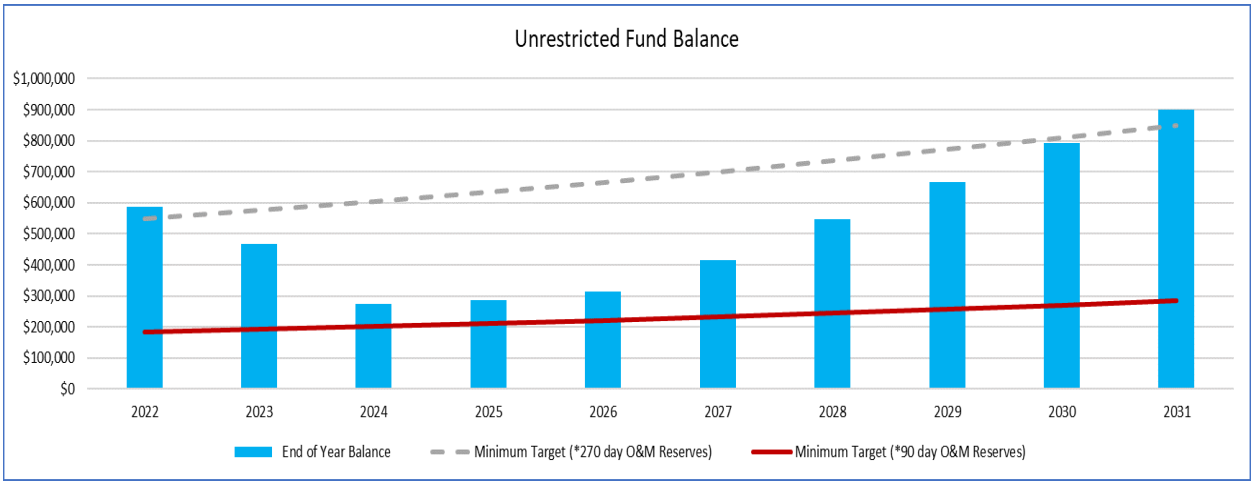


Reserves

Reserve balances for utility systems are funds set aside for a specific cash flow requirement, financial need, project, task, or legal covenant. All types of reserves can play a significant role in addressing current and future challenges facing utility systems, such as demand volatility, water supply costs, large capital requirements, asset replacements, natural disasters and potential liabilities from system failures associated with aged infrastructure. All utilities should establish formal financial policies relative to reserves. Such policies should articulate how these balances are established, their use, and how the adequacy of each respective reserve fund balance is determined. Once reserve targets are established, they should be reviewed annually during the budgeting process.

In the Town of Welaka, the unrestricted cash available at end of FY 2021 was $ 690,617.2, with annual operating expenses (without depreciation) of approximately $552,583 (DW and WW expenses) in FY 2021 giving the Town more than the recommended 270 days of cash on hand.

For planning purposes and without a stated reserve policy from the Town, FRWA builds the financial model by increasing the annual unrestricted reserve funding to 270 days of the current year operation and maintenance budget. While there is not a one size fits all approach to building reserves, FRWA cautions utilities about dropping below 90 days and encourages them to work towards a balance of cash on hand equal to or greater than 270 days. Cash reserves are essential to ensure a utility's long-term financial sustainability and resiliency. Each utility system has its own unique circumstances and considerations that should be factored into the selection of the types of reserves and corresponding policies that best meet its needs and objectives. In the proposed rate model that was used, the Town will use reserves through FY24, before building back up 270 day of O&M expense in FY30-31. These proposed rates will keep reserves above 90 days of O&M expense throughout this model.



Recommendation

Based on the preliminary financial sufficiency model developed by RevPlan, FRWA recommends that the Town pursue the presented scenario. In addition, FRWA encourages the Town to review RevPlan, growth projections, and Consumer Price Index (CPI) changes at least annually to determine if additional rate increases are needed as well as to pursue aggressively alternative revenue funding sources for the future capital projects identified in the Capital Improvements Plan. Listed below are items that are essential for the utility to pursue to ensure its fiscal sustainability:

- Reduce the number of gallons included in the base charge from 3,000 to 2,000 gallons
- Adopt and implement an annual CIP increase to keep up with growing expenses outside of the towns control
- Review and update RevPlan annually to ensure accuracy and future planning
- Increase rates / modify rate structure as specified above to ensure reserve requirements and debt services are covered

The use of RevPlan can allow the system to input current financial data and see a projection up to twenty years out for financial planning. Welaka will have the ability to modify the rate structure to determine different rate scenarios that support current and upcoming debt, revenue streams and expenses.

8. Energy Management

Energy costs often make up twenty-five to thirty percent of a utility's total operation and maintenance costs. They also represent the largest controllable cost of providing water and wastewater services. EPA's "*Ensuring a Sustainable Future: An Energy Management Guidebook for Wastewater and Water Utilities"* provides details to support utilities in energy management

and cost reduction by using the steps described in this guidebook. The Guidebook takes utilities through a series of steps to analyze their current energy usage, use energy audits to identify ways to improve efficiency and measure the effectiveness of energy projects.

8.1 Energy Conservation and Cost Savings

The System should ensure all assets, not just those connected to a power source, are evaluated for energy efficiency. It is highly recommended that staff conduct an energy assessment or audit. The following are common energy management initiatives the System should implement going forward:

1. Load management
2. Replace weather-stripping and insulation on buildings.
3. Installation of insulated metal roofing over energy inefficient shingle roofing
4. On-demand water heaters
5. Variable frequency driven pumps and electrical equipment
6. Energy efficient infrastructure
7. LED lighting
8. Meg electric motors
9. MCC electrical lug thermal investigation
10. Flag underperforming assets for rehabilitation or replacement

The above ten energy saving initiatives are just a start and most can be accomplished in-house. A more comprehensive energy audit, conducted by an energy consultant/professional, is recommended to evaluate how much energy is consumed system-wide and identify measures that can be taken to utilize energy more efficiently. The primary goal is reducing power consumption and cost through physical or operational changes.

Each system will have unique opportunities to reduce energy use or cost depending on system specific changes and opportunities within the power provider's rate schedules. For example, an audit of an individual water treatment plant (WTP) will attempt to pinpoint wasted or unneeded facility energy consumption.

With the cost of electricity rising, the reduction of energy use should be a priority for utility systems. A key deliverable of an energy audit is a thorough analysis of the effect of overdesign on energy efficiency. Plants are designed to perform at maximum flow and loading conditions. Unfortunately, most plants are not efficient at average conditions. Aging infrastructure is another source of inefficient usage of energy in WTPs across the country. The justification for addressing aging infrastructure related energy waste is also included in the energy audit process.

8.2 Energy Conservation Measures

The following table provides typical water and wastewater high-use energy operations and associated potential energy saving measures.

High Energy Using Operations	Energy Saving Measures
Lighting	• Motion sensors • T5 low and high bay fixtures • Pulse start metal halide • Indirect fluorescent • Super-efficient T8s • Comprehensive control for large buildings
Heating, Ventilation, Air Conditioning (HVAC)	• Water source heat pumps • Prescriptive incentives for remote telemetry units • Custom incentives for larger units • Low volume fume hood • Occupancy controls • Heat pump for generator oil sump

8.3 Energy Audit Approach

An energy audit is intended to evaluate how much energy is consumed and identify measures that can be taken to utilize energy more efficiently. The primary goal is reducing power consumption and cost through physical and operational changes. Each system will have unique opportunities to reduce energy use or cost depending on system specific changes an opportunity within the power provider's rate schedules. An audit of an individual treatment plant is an attempt to pinpoint wasted or unneeded facility energy consumption. It is recommended to perform an energy audit every two to three years to analyze a return on investment.

A water system energy audit approach checklist, similar to the one on the following page, can be a useful tool to identify areas of potential concern and to develop a plan of action to resolve them. FRWA offers Energy Assessments to our members and SRF recipients that are participating in the AMPFS program. Please contact your local Circuit Rider or FRWA team member Jason Golden at Jason.Golden@frwa.net to participate.

Minimum Equipment Information to Gather	Additional Equipment Information to Gather	Conditions to Consider
• Pump style • Number of pump stages • Pump and motor speed(s) • Pump rated head (name plate) • Motor rated power and voltage (name plate) • Full load amps • Rated and actual pump discharge • Operation schedules	• Pump manufacturer's pump curves • Actual pump curve • Power factor • Load profile • Analysis of variable frequency drives (vfd's) if present • Pipe sizes • Water level (source) • Motor current • Pump suction pressure • Discharge pressure	• Maintenance records • Consistently throttled values • Excessive noise or vibrations • Evidence of wear or cavitation on pump, impellers or pump bearings. • Out-of-alignment conditions • Significant flow rate/ pressure variations • Active by-pass piping • Restrictions in pipes or pumps • Restrictive/leaking pump shaft packing

9. Conclusions

Our conclusions are based on our observations during the data collection procedure, discussions with Town of Welaka staff, regulatory inspection data, and our experience related to similar assets.

Areas needing attention are detailed in Section 4 and include:

<u>Water Production and Distribution System:</u>

- Wells # 1 and #2 are more than halfway through their useful lives. They currently require rehabilitation and should be evaluated by an engineer to determine true efficiency. It is recommended that the System begin developing a replacement strategy for the remainder of the components at the wells and water production sites as well as replacement of Wells #1 and #2.
- Have Qualified vendor remove all Hydropneumatic Tanks that are on site and not in use.

- Have qualified vendor replace 3000 gallon Hydropneumatic tank with connective piping from wells to Ground Storage Tanks
- Establish cleaning regimen for Ground Storage Tanks and have inspected if intention is to utilize for storage of chlorinated water in the future.
- Work with FRWA to complete the initial steps of a water audit.
- Document water line condition and develop a replacement strategy for some of the older or problematic water mains.
- Update the Capital Improvement Plan to fund the replacement of specific lines following the creation of a Replacement Strategy.

Hydrants and Hydrant Valves:

- Develop a hydrant flushing and maintenance program and record any deficiencies inside Diamond Maps.
- Replace and / or repair 1 poor hydrant in the first year.
- Access and Reassess Poor Condition Hydrant valves in the first year to determine if replacement or repair is needed.
- Begin an annual hydrant and hydrant valve replacement program.
- Ensure operation of accompanying hydrant valves and install new valves with hydrant installation.

Water Valves:

- Implement quarterly valve exercising program.
- Access and Reassess Poor Condition system valves in the first year to determine if replacement or repair is needed
- Replace/repair poor condition valves within first 5 years.
- Clean out valve boxes and exercise.
- As old lines are replaced or water breaks necessitate, new valves should be installed in order to isolate sections of the system.

Water Meters:

- Continue to change out meters to be able to be able to use automatic meter reading and select a vendor for equipment.

Other Areas:

- An Asset Management Planning (AP) and Computerized Maintenance Management System (CMMS) program must be implemented to maintain assets efficiently and effectively.
- Staff training on maintenance, safety, and use of the AMP/CMMS tool must be completed.
- Rates must be monitored to ensure adequate funding for operations and system improvements.
- An audit of Energy Saving initiatives is recommended. Even small changes in energy use can result in large savings.
- ***The Asset Management Plan must be adopted by Resolution or Ordinance.*** This demonstrates the utility's commitment to the plan. After adoption, implementation of the AMP must occur.

9.1 Implementing this Asset Management and Fiscal Sustainability Plan

Implementing an Asset Management and Fiscal Sustainability Plan requires several items:

1. **Assign specific personnel** to oversee and perform the tasks of Asset Management.

2. **Develop and use a Computerized Maintenance Management System (CMMS) program**. The information provided in this AMPFS plan will give the utility a good starting point to begin. Properly maintaining assets will ensure their useful life is extended and will ultimately save money. Asset maintenance tasks are scheduled and tracked, new assets are captured, and assets removed from service are retired properly using CMMS. Transitioning from reactive to preventive and predictive maintenance philosophies will net potentially large savings for the utility. Diamond Maps is one example among many options that are available. FRWA can help with set up and implementation.

3. **Develop specific Level of Service items**. Create a Level of Service (LOS) Agreement and inform customers of the Utility's commitment to providing the stated LOS. Successes can be shared with customers. This can dramatically improve customer relations. This also gives utility employees goals to strive for and can positively impact morale. We have included a draft LOS list in Section 2.4.

4. **Develop specific Change Out/Repair/Replacement Programs**. The System budgets for Repair and Replacement and should continue to evaluate the system to adjust the annual budgeted amounts accordingly. An example includes budgeting for a certain number of stepped system refurbishments each year.

5. **Modify the existing rate structure.** The System should make changes to their rate structure to capture all possible revenue and share the burden of maintaining the system among all classes of users. Continue to make sure adequate funds are available to properly operate and maintain the facilities. Rate increases, when required, can be accomplished in a stepped fashion rather than an 'all now' approach to lessen the resulting customer impact.

6. **Explore financial assistance options.** Financial assistance is especially useful in the beginning stages of Asset Management since budget shortfalls likely exist and high cost items may be needed quickly. For a table of common funding sources, see Section 9.2.

7. **Revisit the AMFS plan annually.** An Asset Management Plan is a living document. It can be revised at any time but must be revisited and evaluated at least once each year. Common updates or revisions include:

    - Changes to your asset management team;
    - Updates to the asset inventory;
    - Updates to asset condition and criticality ranking charts;
    - Updates to asset condition and criticality assessment procedures;
    - Updates to operation and maintenance activities; and
    - Changes to financial strategies and long-term funding plans.

The annual review should begin by asking yourself:

"What changes have occurred since our last AMPFS plan update?"

9.2 Funding Sources for Water and Wastewater Systems

Florida Rural Water Association offers funding and technical assistance in the form of preparing funding documentation. These documents include Request for Inclusion (RFIs), Applications, and Disbursement Requests. The RFI is a document where you request to be put on the State Revolving Fund (SRF) funding priority list. If placed on the priority list, the application process can begin to receive funding through the SRF. Florida Rural Water Association offers this as a free service to communities in Florida with multiple, knowledgeable employees dedicated to assisting with funding. For more information on how your system can benefit from an RFI, contact Dyana Stewart at dyana@frwa.net

On the following page is a table of common funding sources, including web links and contact information. All systems should be making the effort to secure funding, which can be in the form of low or no interest loans, grants or a combination of both.

Agency/Program	Website	Contact
FDEP Drinking Water State Revolving Fund Program (DWSRF)	https://floridadep.gov/wra/srf/content/dwsrf-program	Shanin Speas-Frost shanin.speasfrost@dep.state.fl.us 850-245-2991
FDEP Clean Water State Revolving Fund Loan Program (CWSRF)	https://floridadep.gov/wra/srf/content/cwsrf-program	Mike Chase Michael.Chase@FloirdaDEP.gov 850-245-2966
USDA Rural Development- Water and Wastewater Direct Loans and Grants	https://www.rd.usda.gov/programs-services/rural-economic-development-loan-grant-program https://www.rd.usda.gov/programs-services/water-waste-disposal-loan-grant-program	Jeanie Isler jeanie.isler@fl.usda.gov 352-338-3440
Economic Development Administration- Public Works and Economic Adjustment Assistance Programs	https://www.eda.gov/resources/economic-development-directory/states/fl.htm https://www.grants.gov/web/grants/view-opportunity.html?oppId=294771	Greg Vaday gvaday@eda.gov 404-730-3009
National Rural Water Association- Revolving Loan Fund	https://nrwa.org/initiatives/revolving-loan-fund/	Gary Williams Gary.Williams@frwa.net 850-668-2746
Florida Department of Economic Opportunity- Florida Small Cities Community Development Block Grant Program	http://www.floridajobs.org/community-planning-and-development/assistance-for-governments-and-organizations/florida-small-cities-community-development-block-grant-program	Roger Doherty roger.doherty@deo.myflorida.com 850-717-8417
Northwest Florida Water Management City - Cooperative Funding Initiative (CFI)	https://www.nwfwater.com/Water-Resources/Funding-Programs	Christina Coger Christina.Coger@nwfwater.com 850-539-5999

9.3 Closing

This Asset Management and Fiscal Sustainability plan is presented to the Town of Welaka for consideration and final adoption. Its creation would not be possible without the cooperation of the System staff and the Florida Department of Environmental Protection State Revolving Fund (FDEP-SRF).

As a valued FRWA member, it is our goal to help make the most effective and efficient use of your limited resources. The Asset Management and Fiscal Sustainability Plan is an unbiased, impartial, independent review and is solely intended for achievement of drinking water and wastewater system fiscal sustainability and maintaining your valuable utility assets. The Florida Rural Water Association has enjoyed serving you and will happily assist the Town of Welaka with any future projects to ensure your Asset Management Plan is a success.

APPENDIX A: Sample Resolution

RESOLUTION NO. 2023-_____

A RESOLUTION OF THE TOWN OF WELAKA, FLORIDA, APPROVING THE TOWN OF WELAKA WATER AND WASTEWATER UTILITY ASSET MANAGEMENT AND FISCAL SUSTAINABILITY PLANS; AUTHORIZING THE MAYOR, TOWN CLERK AND UTILITY SUPERVISOR TO TAKE ALL ACTIONS NECESSARY TO EFFECTUATE THE INTENT OF THIS RESOLUTION; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Florida Statutes provide for financial assistance to local government agencies to finance construction of the utility system improvements; and

WHEREAS, the Florida Department of Environmental Protection State Revolving Fund (SRF) has designated the Town of Welaka Utility System Improvements, identified in the Water and Wastewater Asset Management and Fiscal Sustainability Plans, as potentially eligible for available funding; and

WHEREAS, as a condition of obtaining funding from the SRF, the Town is required to implement a Water and Wastewater Asset Management and Fiscal Sustainability Plans for the Town's Utility System Improvements; and

WHEREAS, the Council of the Town of Welaka has determined that approval of the attached Water and Wastewater Asset Management and Fiscal Sustainability Plans for the proposed improvements, in order to obtain necessary funding in accordance with SRF guidelines, is in the best interest of the Town.

NOW, THEREFORE, BE IT RESOLVED BY THE Town of Welaka Commission the following:

Section 1. That the Town of Welaka Commission hereby approves the Town of Welaka Water and Wastewater Asset Management and Fiscal Sustainability Plans, attached hereto and incorporated by reference as a part of this Resolution.

Section 2. That the Mayor, Town Clerk, Utility Supervisor and designated staff are authorized to take all actions necessary to effectuate the intent of this Resolution and to implement the Water and Wastewater Asset Management and Fiscal Sustainability Plans in accordance with applicable Florida law and Council direction in order to obtain funding from the SRF.

Section 3. That the Town will annually evaluate existing rates to determine the need for any increase and will increase rates in accordance with the financial recommendations found in the Water and Wastewater Asset Management and Fiscal Sustainability Plans or in proportion to the Town's needs as determined by the Board in its discretion.

Section 4. That this Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED on this _____ day of_____, 2023.

Town of Welaka, Florida:

_____
Jaime Watts, Mayor

ATTEST:

_____
Town Clerk

APPROVED AS TO FORM:

_____
Attorney

Appendix B: Master Asset List

Asset Name	Install Year	Design Life	Replacement Cost	Condition	COF	Age EOL
Buildings						
Electrical control room 1	1980	50	10725	Average	Moderate	2030
Electrical control room 2	1980	50	52500	Average	Moderate	2030

Asset Name	Install Year	Design Life	Replacement Cost	Condition	COF	Age EOL
Electrical Equipment						
Generator	2010	50	45000	Average	Moderate	2060
Electrical control panel wells	1990	50	2500	Average	Moderate	2040
Electrical control panel	2010	50	2000	Average	Moderate	2060
Electrical control room	1970	50	3000	Failed	Moderate	2020
Main Breaker	2010	50	3500	Average	Moderate	2060

Name	Install Year	Design Life	Condition	Replacement Cost	COF	Age EOL
Hydrants						
wHyd-1	1993	50	Average	3500	Moderate	2043
wHyd-3	1991	50	Average	3500	Moderate	2041
wHyd-4	1993	50	Average	3500	Moderate	2043
wHyd-5	2006	50	Average	3500	Moderate	2056
wHyd-6	1991	50	Average	3500	Moderate	2041
Name	**Install Year**	**Design Life**	**Condition**	**Replacement Cost**	**COF**	**Age EOL**
Hydrants						
wHyd-7	1993	50	Average	3500	Moderate	2043
wHyd-8	1993	50	Average	3500	Moderate	2043
wHyd-9	1992	50	Average	3500	Moderate	2042
wHyd-10	1992	50	Average	3500	Moderate	2042
wHyd-11	2006	50	Average	3500	Moderate	2056
wHyd-12	2006	50	Average	3500	Moderate	2056
wHyd-13	1993	50	Average	3500	Moderate	2043

Name	Install Year	Design Life	Condition	Replacement Cost	COF	Age EOL
Hydrants						
wHyd-14	1993	50	Average	3500	Moderate	2043
wHyd-16	1993	50	Average	3500	Moderate	2043
wHyd-17	1993	50	Average	3500	Moderate	2043
wHyd-18	1993	50	Average	3500	Moderate	2043
wHyd-19	1992	50	Poor	3500	Moderate	2042
wHyd-20	1992	50	Average	3500	Moderate	2042
wHyd-21	1993	50	Average	3500	Moderate	2043
wHyd-22	1992	50	Average	3500	Moderate	2042
wHyd-23	1993	50	Average	3500	Moderate	2043
wHyd-24	1989	50	Average	3500	Moderate	2039
wHyd-25	1993	50	Average	3500	Moderate	2043
wHyd-26	1992	50	Average	3500	Moderate	2042
wHyd-27	1999	50	Average	3500	Moderate	2049
wHyd-28	1989	50	Average	3500	Moderate	2039
wHyd-29	1992	50	Average	3500	Moderate	2042
wHyd-30	1993	50	Average	3500	Moderate	2043
wHyd-31	1992	50	Average	3500	Moderate	2042
wHyd-32	1992	50	Average	3500	Moderate	2042
wHyd-33	1993	50	Average	3500	Moderate	2043
wHyd-34	1993	50	Average	3500	Moderate	2043
wHyd-35	1993	50	Average	3500	Moderate	2043
wHyd-36	1991	50	Average	3500	Moderate	2041
wHyd-37	1989	50	Average	3500	Moderate	2039
wHyd-38	2003	50	Average	3500	Moderate	2053
wHyd-39	2003	50	Average	3500	Moderate	2053
wHyd-40	2000	50	Average	3500	Moderate	2050
wHyd-41	2003	50	Average	3500	Moderate	2053
wHyd-42	2007	50	Average	3500	Moderate	2057
wHyd-43	2007	50	Average	3500	Moderate	2057
wHyd-44	2007	50	Average	3500	Moderate	2057
wHyd-45	2007	50	Average	3500	Moderate	2057
wHyd-46	2007	50	Average	3500	Moderate	2057
wHyd-47	2007	50	Average	3500	Moderate	2057

Name	Install Year	Design Life	Replacement Cost	Condition	COF	Age EOL
Hydrant Valves						
wwValvInFac-1	1992	25	1200	Poor	Moderate	2017
wwValvInFac-2	1992	25	1200	Poor	Moderate	2017
wwValvInFac-3	1993	25	1200	Poor	Moderate	2018
wwValvInFac-4	1993	25	1200	Average	Moderate	2018
wwValvInFac-5	1993	25	1200	Poor	Moderate	2018
wwValvInFac-6	1993	25	1200	Poor	Moderate	2018
wwValvInFac-7	2006	25	1200	Poor	Moderate	2031
wwValvInFac-8	2006	25	1200	Poor	Moderate	2031
wwValvInFac-9	2006	25	1200	Poor	Moderate	2031
wwValvInFac-10	1991	25	1200	Poor	Moderate	2016
wwValvInFac-11	1993	25	1200	Average	Moderate	2018
wwValvInFac-12	1991	25	1200	Average	Moderate	2016
wwValvInFac-13	1993	25	1200	Average	Moderate	2018
wwValvInFac-14	1992	25	1200	Poor	Moderate	2017
wwValvInFac-15	1992	25	1200	Poor	Moderate	2017
wwValvInFac-16	1992	25	1200	Poor	Moderate	2017
wwValvInFac-17	1993	25	1200	Poor	Moderate	2018
wwValvInFac-18	1993	25	1200	Average	Moderate	2018
wwValvInFac-19	1993	25	1200	Poor	Moderate	2018
wwValvInFac-20	1993	25	1200	Poor	Moderate	2018

Name	Install Year	Design Life	Replacement Cost	Condition	COF	Age EOL
Hydrant Valves						
wwValvInFac-21	1993	25	1200	Poor	Moderate	2018
wwValvInFac-22	1989	25	1200	Poor	Moderate	2014
wwValvInFac-23	1993	25	1200	Poor	Moderate	2018
wwValvInFac-24	1992	25	1200	Poor	Moderate	2017
wwValvInFac-25	1991	25	1200	Poor	Moderate	2016
wwValvInFac-26	1991	25	1200	Poor	Moderate	2016
wwValvInFac-27	1992	25	1200	Average	Moderate	2017
wwValvInFac-28	1991	25	1200	Poor	Moderate	2016
wwValvInFac-29	1992	25	1200	Poor	Moderate	2017
wwValvInFac-30	1992	25	1200	Poor	Moderate	2017
wwValvInFac-31	1993	25	1200	Poor	Moderate	2018
wwValvInFac-32	1991	25	1200	Average	Moderate	2016
wwValvInFac-33	1991	25	1200	Average	Moderate	2016
wwValvInFac-34	1991	25	1200	Average	Moderate	2016
wwValvInFac-35	1991	25	1200	Poor	Moderate	2016
wwValvInFac-36	2003	25	1200	Average	Moderate	2028
wwValvInFac-37	2000	25	1200	Average	Moderate	2025
wwValvInFac-38	2003	25	1200	Average	Moderate	2028
wwValvInFac-39	2003	25	1200	Poor	Moderate	2028
wwValvInFac-40	2007	25	1200	Average	Moderate	2032
wwValvInFac-41	2007	25	1200	Average	Moderate	2032

Name	Install Year	Design Life	Replacement Cost	Condition	COF	Age EOL
Hydrant Valves						
wwValvInFac-42	2007	25	1200	Average	Moderate	2032
wwValvInFac-43	2007	25	1200	Average	Moderate	2032
wwValvInFac-44	2007	25	1200	Average	Moderate	2032
wwValvInFac-45	2007	25	1200	Average	Moderate	2032

Asset Name	Install Year	Design Life	Replacement Cost	Condition	COF	Age EOL
Hydro Tank						
Hydro tank	1970	25	250000	Average	Moderate	1995

Asset Name	Install Year	Design Life	Replacement Cost	Condition	COF	Age EOL
Instruments and Controls						
Variable Frequency Drive	2010	50	2000	Average	Moderate	2060
Variable Frequency Drive	2010	50	2000	Average	Moderate	2060
Electrical control panel/ SCADA	2010	50	3000	Average	Moderate	2060
Emergency Call out system	2010	50	2000	Average	Moderate	2060
Variable Frequency Drive	2010	50	2000	Average	Moderate	2060
Variable Frequency Drive	2010	50	2000	Average	Moderate	2060
Chlorine Analyzer	1990	50	6500	Average	Moderate	2040

Asset Name	Install Year	Design Life	Replacement Cost	Condition	COF	Age EOL
Pumps and Motors						
Well #3 (old welaka rd.)	1980	50	5000	Average	Minor	2030
HSP 1	2010	50	10000	Average	Moderate	2060
HSP 2	2010	50	10000	Average	Moderate	2060
HSP 3	2010	50	10000	Failed	Moderate	2060

Asset Name	Install Year	Replacement Cost	Design Life	Condition	COF	Age EOL
Storage Tanks						
GST 1	1980	660000	30	Average	Moderate	2010
GST 2	1980	660000	30	Average	Moderate	2010
Water tower gravity	1994	1500000	30	Average	Minor	2024

Asset Name	Install Year	Design Life	Replacement Cost	Condition	COF	Age EOL
Treatment Equipment						
Chlorine Pump	2010	50	1000	Average	Moderate	2060
Aqua Mag	2010	10	1000	Average	Minor	2020

AutoName	Install Year	Design Life	Replacement Cost	Condition	COF	Age EOL
System Valves						
wwValvInFac-1	1990	25	1200	Average	Moderate	2015
wwValvInFac-2	1990	25	1200	Average	Moderate	2015
wwValvInFac-3	1990	25	1200	Average	Moderate	2015
wwValvInFac-4	1990	25	1200	Average	Moderate	2015
wwValvInFac-5	1990	25	1200	Poor	Moderate	2015
wwValvInFac-6	1990	25	1200	Poor	Moderate	2015
wwValvInFac-7	1990	25	1200	Poor	Moderate	2015
wwValvInFac-8	1990	25	1200	Poor	Moderate	2015
wwValvInFac-9	1990	25	1200	Poor	Moderate	2015
wwValvInFac-10	1990	25	1200	Poor	Moderate	2015
AutoName	**Install Year**	**Design Life**	**Replacement Cost**	**Condition**	**COF**	**Age EOL**
System Valves						
wwValvInFac-11	1990	25	1200	Average	Moderate	2015
wwValvInFac-12	1990	25	1200	Poor	Moderate	2015
wwValvInFac-13	1990	25	1200	Poor	Moderate	2015
wwValvInFac-14	1990	25	1600	Average	Moderate	2015
wwValvInFac-17	1990	25	1600	Poor	Moderate	2015

AutoName	Install Year	Design Life	Replacement Cost	Condition	COF	Age EOL
System Valves						
wwValvInFac-20	1990	25	1600	Poor	Moderate	2015
wwValvInFac-21	1990	25	1200	Poor	Moderate	2015
wwValvInFac-22	1990	25	1200	Poor	Moderate	2015
wwValvInFac-23	1990	25	1200	Poor	Moderate	2015
wwValvInFac-24	1990	25	1200	Poor	Moderate	2015
wwValvInFac-25	1990	25	800	Poor	Moderate	2015
wwValvInFac-26	1990	25	800	Poor	Moderate	2015
wwValvInFac-27	1990	25	800	Poor	Moderate	2015
wwValvInFac-29	1990	25	500	Poor	Moderate	2015
wwValvInFac-30	1990	25	1600	Poor	Moderate	2015
wwValvInFac-31	1990	25	1600	Poor	Moderate	2015
wwValvInFac-32	1990	25	1600	Poor	Moderate	2015
wwValvInFac-33	1990	25	500	Poor	Moderate	2015
wwValvInFac-34	1990	25	1600	Average	Moderate	2015
wwValvInFac-35	1990	25	500	Poor	Moderate	2015
wwValvInFac-36	1990	25	500	Poor	Moderate	2015
wwValvInFac-37	1990	25	500	Average	Moderate	2015
wwValvInFac-38	1990	25	1200	Poor	Moderate	2015
wwValvInFac-39	1990	25	500	Poor	Moderate	2015
wwValvInFac-40	1990	25	500	Poor	Moderate	2015
wwValvInFac-41	1990	25	500	Poor	Moderate	2015

AutoName	Install Year	Design Life	Replacement Cost	Condition	COF	Age EOL
System Valves						
wwValvInFac-42	1990	25	500	Poor	Moderate	2015
wwValvInFac-43	1990	25	1200	Poor	Moderate	2015
wwValvInFac-44	1990	25	1600	Poor	Moderate	2015
wwValvInFac-46	1990	25	500	Poor	Moderate	2015
wwValvInFac-47	1990	25	500	Poor	Moderate	2015
wwValvInFac-48	1990	25	500	Poor	Moderate	2015
wwValvInFac-49	1990	25	500	Poor	Moderate	2015
wwValvInFac-50	1990	25	500	Poor	Moderate	2015
wwValvInFac-51	1990	25	500	Average	Moderate	2015
wwValvInFac-52	1990	25	500	Average	Moderate	2015
wwValvInFac-53	1990	25	1600	Average	Moderate	2015
wwValvInFac-54	1990	25	500	Poor	Moderate	2015
wwValvInFac-56	1990	25	500	Poor	Moderate	2015
wwValvInFac-57	1990	25	500	Poor	Moderate	2015
wwValvInFac-58	1990	25	500	Poor	Moderate	2015
wwValvInFac-59	1990	25	500	Poor	Moderate	2015
wwValvInFac-60	1990	25	500	Poor	Moderate	2015
wwValvInFac-61	1990	25	800	Poor	Moderate	2015
wwValvInFac-62	1990	25	500	Poor	Moderate	2015
wwValvInFac-63	1990	25	500	Poor	Moderate	2015
wwValvInFac-64	1990	25	1600	Poor	Moderate	2015

AutoName	Install Year	Design Life	Replacement Cost	Condition	COF	Age EOL
System Valves						
wwValvInFac-65	1990	25	500	Poor	Moderate	2015
wwValvInFac-66	1990	25	1600	Average	Moderate	2015
wwValvInFac-67	1990	25	500	Poor	Moderate	2015
wwValvInFac-68	1990	25	500	Poor	Moderate	2015
wwValvInFac-69	1990	25	800	Poor	Moderate	2015
wwValvInFac-70	1990	25	500	Poor	Moderate	2015
wwValvInFac-71	1990	25	500	Poor	Moderate	2015
wwValvInFac-72	1990	25	500	Poor	Moderate	2015
wwValvInFac-73	1990	25	500	Average	Moderate	2015
wwValvInFac-74	1990	25	500	Poor	Moderate	2015
wwValvInFac-75	1990	25	500	Poor	Moderate	2015
wwValvInFac-76	1990	25	500	Average	Moderate	2015
wwValvInFac-77	1990	25	800	Poor	Moderate	2015
wwValvInFac-78	1990	25	1200	Poor	Moderate	2015
wwValvInFac-79	1990	25	1200	Poor	Moderate	2015
wwValvInFac-80	1990	25	500	Poor	Moderate	2015
wwValvInFac-81	1990	25	500	Poor	Moderate	2015
wwValvInFac-82	1990	25	800	Poor	Moderate	2015
wwValvInFac-83	1990	25	1600	Poor	Moderate	2015
wwValvInFac-84	1990	25	1600	Poor	Moderate	2015
wwValvInFac-85	1990	25	1600	Poor	Moderate	2015

AutoName	Install Year	Design Life	Replacement Cost	Condition	COF	Age EOL
System Valves						
wwValvInFac-86	1990	25	1600	Poor	Moderate	2015
wwValvInFac-87	1990	25	1600	Poor	Moderate	2015
wwValvInFac-88	1990	25	1600	Poor	Moderate	2015
wwValvInFac-89	1990	25	500	Poor	Moderate	2015
wwValvInFac-90	1990	25	1600	Poor	Moderate	2015
wwValvInFac-91	1990	25	500	Average	Moderate	2015
wwValvInFac-92	1990	25	500	Poor	Moderate	2015
wwValvInFac-94	1990	25	500	Poor	Moderate	2015
wwValvInFac-96	1990	25	1200	Poor	Moderate	2015
wwValvInFac-97	1990	25	500	Poor	Moderate	2015
wwValvInFac-98	1990	25	1200	Poor	Moderate	2015
wwValvInFac-99	1990	25	1600	Poor	Moderate	2015
wwValvInFac-100	1990	25	500	Poor	Moderate	2015
wwValvInFac-101	1990	25	1600	Poor	Moderate	2015
wwValvInFac-102	1990	25	1600	Poor	Moderate	2015
wwValvInFac-103	1990	25	500	Poor	Moderate	2015
wwValvInFac-104	1990	25	1600	Poor	Moderate	2015
wwValvInFac-105	1990	25	500	Poor	Moderate	2015
wwValvInFac-106	1990	25	1600	Poor	Moderate	2015
wwValvInFac-107	1990	25	500	Poor	Moderate	2015
wwValvInFac-108	1990	25	500	Poor	Moderate	2015

AutoName	Install Year	Design Life	Replacement Cost	Condition	COF	Age EOL
System Valves						
wwValvInFac-109	1990	25	500	Poor	Moderate	2015
wwValvInFac-110	1990	25	500	Poor	Moderate	2015
wwValvInFac-111	1990	25	500	Poor	Moderate	2015
wwValvInFac-112	1990	25	1200	Poor	Moderate	2015
wwValvInFac-113	1990	25	1200	Poor	Moderate	2015
wwValvInFac-114	1990	25	1600	Poor	Moderate	2015
wwValvInFac-115	1990	25	1600	Poor	Moderate	2015
wwValvInFac-118	1990	25	500	Poor	Moderate	2015
wwValvInFac-119	1990	25	1200	Average	Moderate	2015
wwValvInFac-120	1990	25	500	Poor	Moderate	2015
wwValvInFac-121	1990	25	500	Good	Moderate	2015
wwValvInFac-122	1990	25	1200	Average	Moderate	2015
wwValvInFac-123	1990	25	1200	Average	Moderate	2015
wwValvInFac-124	1990	25	1200	Poor	Moderate	2015
wwValvInFac-125	1990	25	1200	Poor	Moderate	2015
wwValvInFac-126	1990	25	1200	Average	Moderate	2015
wwValvInFac-127	1990	25	800	Average	Moderate	2015
wwValvInFac-128	1990	25	1600	Average	Moderate	2015
wwValvInFac-130	1990	25	1200	Average	Moderate	2015
wwValvInFac-131	1990	25	1200	Average	Moderate	2015
wwValvInFac-132	1990	25	1200	Poor	Moderate	2015

AutoName	Install Year	Design Life	Replacement Cost	Condition	COF	Age EOL
System Valves						
wwValvInFac-133	1990	25	1200	Average	Moderate	2015
wwValvInFac-134	1990	25	1200	Average	Moderate	2015
wwValvInFac-135	1990	25	1200	Average	Moderate	2015
wwValvInFac-136	1990	25	1200	Poor	Moderate	2015
wwValvInFac-137	1990	25	1200	Average	Moderate	2015
wwValvInFac-138	1990	25	1600	Poor	Moderate	2015
wwValvInFac-139	1990	25	1200	Poor	Moderate	2015
wwValvInFac-141	2018	25	1600	Good	Moderate	2043
wwValvInFac-142	2016	25	1600	Average	Moderate	2041
wwValvInFac-143	2016	25	1600	Average	Moderate	2041
wwValvInFac-144	2016	25	1600	Average	Moderate	2041
wwValvInFac-145	2003	25	1600	Average	Moderate	2028
wwValvInFac-146	2003	25	1200	Average	Moderate	2028
wwValvInFac-147	2003	25	1200	Average	Moderate	2028
wwValvInFac-148	2000	25	1200	Average	Moderate	2025
wwValvInFac-149	2003	25	1200	Average	Moderate	2028
wwValvInFac-150	2003	25	1600	Average	Moderate	2028
wwValvInFac-151	2010	25	1600	Average	Moderate	2035
wwValvInFac-152	2007	25	1600	Average	Moderate	2032
wwValvInFac-153	2007	25	1600	Average	Moderate	2032
wwValvInFac-154	2007	25	1600	Average	Moderate	2032

AutoName	Install Year	Design Life	Replacement Cost	Condition	COF	Age EOL
System Valves						
wwValvInFac-155	2007	25	1600	Average	Moderate	2032
wwValvInFac-156	2007	25	1600	Average	Moderate	2032
wwValvInFac-157	2007	25	1600	Average	Moderate	2032
wwValvInFac-158	2007	25	1600	Average	Moderate	2032
wwValvInFac-159	2007	25	1600	Average	Moderate	2032
wwValvInFac-160	1990	25	1600	Average	Moderate	2015

Name	Install Year	Replacement Cost	Design Life	Condition	COF	Age EOL
Control Valves						
wControlValve-1	2018	1100	25	Good	Moderate	2043
wControlValve-2	1990	1100	25	Average	Moderate	2015
wControlValve-3	1990	1100	25	Average	Moderate	2015

Appendix C: RevPlan

Welaka,Town of
S2 Welaka FY22 (2000 allowance)
Fiscal Year: 2022

FLORIDA RURAL WATER ASSOCIATION
2970 WELLINGTON CIRCLE
TALLAHASSEE, FL 32309
850-668-2746
Completed by: Dyana Jo Stewart
November 1, 2022

FLORIDA RURAL WATER ASSOCIATION

2970 WELLINGTON CIRCLE • TALLAHASSEE, FL 32309-7813
(850) 668-2746

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Mayor Jamie Watts
Town of Welaka
400 4th Avenue
Welaka, Florida 32193

October 25, 2022

Re: Wastewater Asset Management and Fiscal Sustainability Plan
Town of Welaka- Putnam County, FLA # 011705

Dear Mayor Watts:

The Florida Rural Water Association (FRWA) is pleased to submit the following Wastewater System Asset Management and Fiscal Sustainability Plan (AMFSP) to Welaka for your use and systematic implementation. The AMFSP is funded and supported by the Florida Department of Environmental Protection, State Revolving Fund (FDEP-SRF) program.

After an extensive review of your utility, the Professionals within FRWA have identified, quantified, and prioritized your wastewater system's most urgent needs. Welaka's *wastewater system represents critical infrastructure for the Town.* The identified needs are related to Capital, Operations & Maintenance, and Renewal & Replacement items. We ask that key stakeholders (Mayor, Council, Town Clerk, Utilities Supervisor, Finance Personnel, and others) carefully review the Preliminary Action List within the Executive Summary of this document. This outlines specific steps we recommend the Town implement to achieve program success. It is important that all stakeholders engage in a collaborative effort to achieve program success.

The following report is considered the initial phase of Welaka's ongoing, long-term AMFSP program. An electronic copy is provided for your review and use. If required, FRWA is available to assist Welaka staff in amending this AMFSP. It is in the Utility's interest to develop a strategic plan which accepts and implements this study to the maximum extent feasible.

Sincerely,

Patrick Dangelo

FRWA Utility Asset Management

cc: Raymond Chase, Clean Water State Revolving Fund
Gary Williams, FRWA Executive Director

Town of Welaka Wastewater System
Asset Management and Fiscal Sustainability Plan

Prepared for:

WELAKA WASTEWATER DEPARTMENT
WELAKA, FLORIDA
FLA

Prepared by:

FLORIDA RURAL WATER ASSOCIATION
Asset Management Program
In partnership with
Florida Department of Environmental Protection
&
Clean Water State Revolving Fund Program

Contents

Executive Summary

1. AMP Defined

An *Asset Management Plan* (AMP) is the systematic process of maintaining critical assets at the lowest life cycle cost within a predetermined desired level of service (as determined by Utility Staff, Customers, Commissioners, Regulators, etc.). Lowest life cycle cost refers to the best appropriate cost for rehabilitating, repairing or replacing an asset. Asset management is implemented through an ongoing, evolving program which includes a written plan and daily activities by utility staff using dedicated computerized software.

2. Benefits of an AMP

Implementing and maintaining an active Asset Management Plan will provide numerous benefits to the Utility and its Customers:

- Prolonging asset life and aiding in rehabilitate/repair/replacement decisions through efficient and focused operations and maintenance.
- Meeting consumer demands with a focus on system sustainability.
- Setting rates based on sound operational and financial planning.
- Budgeting focused on activities critical to sustained performance.
- Meeting service expectations and regulatory requirements.
- Improving response to emergencies.
- Improving security and safety of assets.
- Reducing overall costs for both operations and capital expenditures

3. State Revolving Fund Requirement

An active Asset Management Plan (AMP) is a recommended for participation in the State Revolving Fund Program (SRF). Asset Management and Fiscal Sustainability (AMFS) program details are identified in the Florida Administrative Code (FAC) 62-503.700(7).

4. AMP Development Stakeholders

The development of this AMP involved the collective efforts of the Florida Department of Environmental Protection, the State Revolving Fund (FDEP-SRF), Florida Rural Water Association (FRWA) personnel, and your utility staff.

5. Critical Assets and Preliminary Action List

The following tables contain a listing of Welaka's Critical Assets that were found to need Capital and/or Operational funding to operate as designed and within Regulatory Compliance and a recommended Priority list/Timeline for addressing these concerns. Please see Section 4 for a detailed description of the asset improvements listed below.

Asset name or type	Condition	Install Year	Design Life	Moderate COF
Manholes-19	Poor	Varies	50	Moderate
Drying Beds	Poor	1980	50	Moderate
Aeration Tank 1	Poor	1980	50	Moderate
Ls 6 pump 2 motor	Poor	2000	25	Moderate
Blower Motors (2)	Poor	2010	25	Moderate

NOTE: Costs in the Priority Action List below are based on numerous factors but are *estimates*. Actual costs associated with these items will vary based on project scope, materials and equipment chosen, labor costs, etc. Additionally, these numbers may differ from those listed in RevPlan due to RevPlan being much more in depth.

Town of Welaka PRIORITY ACTION LIST				
Action Item	**Target Date(s)**	**Cost Type**	**Cost**	**Responsible Party or Parties**
1. Pass Resolution Adopting AMFS Plan and Rate Schedule	Within 60 to 90 Days from Receipt of Final Plan	Administrative	No Cost	Board and Town Clerk
2. Determine Level of Service (LOS) Attributes, Goals, Targets, and Metrics and Prepare LOS Agreement	90 Days after Adoption	Planning	No Cost *	Board, Town Clerk, Mayor, Utility Supervisor
3. Train Staff and Begin Using AMFS Tools (Diamond Maps or similar).	90 Days after Adoption	Equipment/ Operational	Training – No Cost *	Town Clerk, Mayor, Utility Supervisor or Designee
4. Train Staff and Begin Using RevPlan.	90 Days after Adoption	Administrative	No Cost *	Town Clerk or Designee, FRWA
5. Explore Financial Assistance Options	On-going beginning in FY 2022	Administrative	No Cost	Town Clerk and Staff
6. Develop inspection plan utilizing cleaning and camera equipment (33% annually)	On-going beginning FY 2023-2026	Capital	Varies by scope and vendor ($40,000 annually for 3 years)	Utility Supervisor, Mayor, Outside Vendor
7. Engage a Registered Engineer To Review, Plan, Design, Permit, and Construct Capital Projects.	On-going beginning FY 2022	Capital	Professional Service and Construction Cost Varies by Scope	Town Clerk, Mayor, Utility Supervisor
8. Develop Operation and Maintenance Program and Procedures	Within 1 Year after Adoption	Planning	No Cost *	Town Clerk, Mayor, Utility Supervisor
9. Develop Change Out/Repair and Replacement Program for Critical Assets	Within 1 Year after Adoption	Planning	No Cost *	Town Clerk, Mayor, Utility Supervisor
10. Develop Updated Capital Improvement Plan	Within 1 Year after Adoption	Planning	No Cost *	Town Clerk, Mayor, Utility Supervisor
11. Locate, Clean Out and Evaluate Buried or Unlocated Manholes Shown on old System Maps.. Add to Diamond Maps	FY 2023	Operational	No Cost *	Utility Supervisor, staff

Action Item	Target Date(s)	Cost Type	Cost	Responsible Party or Parties
12. Develop Rehab/ Conversion project to update lift stations	Begin in FY 2023-2029	Capital	$75,000 annually for 4 years $300,000	Utility Supervisor, Mayor, Engineer
13. Clean and line 3 manholes annually	Begin if FY 2023	Capital	$15,000 annually	Utility Supervisor, Mayor, outside contractor
14. Wastewater Treatment Plant expansion Project	Beginning in FY 2023/2024	Grant/Capital	Total Cost - $9,800,000 SRF Loan - $TBD	Engineer, Mayor and Staff
15. Update Wastewater System Mapping	On-going	Administrative	No Cost	Utility Supervisor or Designee
16. Provide Additional Staff Training Opportunities	On-going	Administrative	Cost May Vary *	Mayor, Utility supervisor
17. Implement Annual Asset Replacement Program	Annually	Operational	Cost will Vary Based on Asset Replacement Program and Strategy	Board, Town Clerk, Mayor, and Staff
18. Conduct Rate Sufficiency Study and Adjust Rate Structure as Needed with RevPlan	Annually	Planning	No Cost *	Town Clerk and Mayor
19. Revise AMFS Plan and Update RevPlan Model	Annually	Administrative	No Cost *	Board, Town Clerk, Mayor, and Utility Supervisor
20. Update Energy Audit	Every 2 to 3 Years	Administrative	No Cost *	Mayor, Utility Supervisor

7. RevPlan

The Florida Rural Water Association has partnered with DEP & Raftelis to offer the systems of Florida a free online tool called RevPlan.

RevPlan is designed to enhance the asset and financial management for small wastewater utilities. The idea behind RevPlan is to provide an online tool for small wastewater utilities to achieve financial resiliency and to maintain their utility assets for long-term sustainability. RevPlan will assist users in identifying the various utility funding requirements over a five, ten, fifty or twenty-year planning window. These funding requirements include capital funding, operating costs, and debt repayment. RevPlan allows the user to identify any rate adjustments necessary to meet the utility funding requirements and the impact rate increases may have on ratepayers.

RevPlan is easy to use, integrates with Diamond Maps, and is financially feasible. RevPlan will help your system to:

- Replace aging asset management financial planning software supplied by the EPA
- Strengthen usage of web-based asset management mapping tool (Diamond Maps)
- Provide a reality check on the resources needed to maintain these small systems

Welaka asset data collected by FRWA staff along with financial information provided by the system were entered into RevPlan to create a preliminary financial sufficiency model for the utility. Each year (or as projects come up) the system is encouraged to update RevPlan and use it to help understand the impacts of future projects and rate increases. FRWA staff completed a financial sustainability study through Revplan. Complete details of Revplan models can be found in Appendix C. RevPlan models will be turned over to the system at no cost and Login credentials will be generated. System will then be able to access all Rate Study Models by going to https://frwa.revplan.net/Overview.

8. Fiscal Strategy and AMP Process Recommendations.

Based on this asset management and fiscal sustainability study, specific recommended action items related to Capital Expenditures (CAPEX) and Operating Expenditures (OPEX) and over the next five years are as follows:

1. Adopt this Asset Management and Fiscal Sustainability (AMFS) study in the form of a Resolution (see *Appendix A* for an example AMFS Resolution)
2. Engage a Florida Registered Engineer to support the Utility in review, funding, planning, design, permitting, and construction of critical CAPEX and OPEX as recommended in this AMFS study.

3. Make funding applications as needed to the following programs/agencies in support of Utility System Upgrades/Improvements as recommended by this AMFS study (a synopsis of these and other water and wastewater utility funding programs can be found at http://www.frwa.net/funding

   Also, explore these resources for potential funding:
   a. FDEP-State Revolving Fund
   b. Water Management District
   c. Community Development Block Grant
   d. Community Budget Issues Request
4. Evaluate and Adopt a Utility rate structure that will ensure rate sufficiency as necessary to implement capital improvements.
5. Begin Asset Management Planning (AMP) and begin a maintenance program utilizing a Computerized Maintenance Management System (CMMS) or similar method.
6. Continue to build your asset management program by:
   a. Collecting critical field data and attributes on any remaining assets not included in this report
   b. Improving on processes which provide cost savings and improved service
   c. Implementing a checklist of routine maintenance measures
   d. Benchmarking critical processes, annually
   e. Develop policies that will support funding improvements
   f. Develop manuals and guidelines for critical processes
   g. Identify responsible persons or groups to implement critical assets and processes
   h. Hold asset management training for staff annually.

1 Introduction

In accordance with FDEP Rule 62-503.700(7), F.A.C., State Revolving Fund (SRF) recipients are encouraged to implement an asset management plan to promote utility system long-term sustainability. Additionally, to be accepted for the ***financing rate adjustment and to be eligible for reimbursement***, an asset management plan must:

A. Be adopted by ordinance or resolution;
B. Have written procedures in place to implement the plan;
C. Be implemented in a timely manner.

The plan must include each of the following:

1. Identification of all assets within the project sponsor's (utility) system;

2. An evaluation of utility system assets' current:
    a. Age
    b. Condition and
    c. Anticipated useful life of each asset;
3. Current value of utility system assets;
4. Operation and maintenance cost of all utility system assets;
5. A Capital Improvement Program Plan (CIPP) based on a survey of industry standards, life expectancy, life cycle analysis and remaining useful life;
6. An analysis of funding needs;
7. The establishment of an adequate funding rate structure;
8. An asset preservation plan:
    a. Renewal
    b. Replacement
    c. Repair of asset as necessary and
    d. A risk-benefit analysis to determine optimum renewal or replacement timing;
9. An analysis of population growth and wastewater treatment demand projections for the utility's planning area and an impact fee model, if applicable, for commercial, industrial and residential rate structures and;
10. A threshold rate set to ensure proper wastewater system operation and maintenance; <u>if the potential exists for the project sponsor to transfer *any* of the system proceeds to other funds, rates must be set higher than the threshold rate to facilitate the transfer and maintain proper operation of the system.</u>

Fiscal Sustainability represents the accounting and financial planning process needed for proper management of WS assets. It assists in determining such things as:

a. Asset maintenance, repair, or replacement cost
b. Accurate and timely capital improvement project budgeting
c. Forecasting near and long-term capital improvement needs
d. Whether the WS is equipped for projected growth
e. Adequate reserves exist to address emergency operations.

Fiscal sustainability analysis requires a thorough understanding of the WS's assets' current condition and needs. Therefore, fiscal sustainability follows asset management and is improved by sound asset management. Conversely, asset management requires a healthy fiscal outlook, because servicing and care of current assets is not free. Timely expenditures for proper servicing and care of current assets are relatively small when compared to repair and replacement expenditures that inevitably occur with component failure due to neglect.

Having a solid AMFSP in place will also benefit Welaka in determining which assets are to be insured and for what amount. *Additionally, the Clean Water State Revolving Fund (CWSRF) recommends a WWS adopt and implement an AMFSP to qualify for loan interest rate reduction.* An AMFSP helps a system more effectively and efficiently identify its capital improvement needs and solutions.

The AMFSP's intended approach is to assist the WWS with conducting a basic inventory and condition assessment of its current assets. It is expected the WWS will periodically re-evaluate the condition of its assets (suggested at least annually) to determine asset remaining useful life. A reminder/tickler can be established to remind staff that a given component is nearing time for servicing, repair, or replacement. Furthermore, major capital improvement needs can be reassessed periodically as they are met or resolved. In short, this plan is not designed to be set in stone, but is intended to be a living, dynamic, evolving document. It is prudent for annual review and revision as necessary, resulting in a practical and useful tool for Welaka Staff.

Data collection and inspections were performed using Diamond Maps, our tool of choice for this purpose as well as CMMS and work order creation.

2 Asset Management Plan

2.1 Asset Management Defined

Asset Management can be described as *'a process for maintaining a desired level of customer service at the best appropriate cost'*. Within that statement, *'a desired level of service'* is simply what the utility wants their assets to provide. *'Best appropriate cost'* is the lowest cost for an asset throughout its life. The goal is providing safe, reliable service while at the same time being conscious of the costs involved both short and long term. In layman's terms, if you take care of your assets they will last longer and save you money.

Asset Management includes building an inventory of the utility's assets followed by developing and implementing a program that schedules and tracks all maintenance tasks (generally through work orders). Next, you must develop a set of financial controls that will help manage budgeted and actual expenses and revenue. By performing these tasks, targeting the system's future needs will be much easier.

Asset Management will give the utility documentation that aids in understanding what assets they have, how long these assets will last, and how much it will cost to maintain or replace these assets. It also provides financial projections which show the utility if rates and other revenue mechanisms are sufficient to supply the utility's needs for the future, 5, 10, even 20 years ahead.

Asset Management is made up of five core questions. They are:

1. What is the current status and condition of the utility's assets? (What assets do I have, where are they, and what is their condition?)
2. What Level of Service is required? (How do I want the utility to operate?)
3. What assets are considered critical to meeting the required Level of Service?

4. What are the utility's Capital Improvement Program Plan (CIPP), Operations and Maintenance plan (O&M), and asset's Minimum Life Cycle Cost strategies? (What is our plan to maintain and eventually replace our assets when needed?)
5. What is the utility's long term financial strategy? (How will we pay for all this?)

2.2 Why is Asset Management so Important?

There are many benefits when an Asset Management Plan is adopted and adhered to. These include:

- Your assets will last longer
- You can make operational decisions regarding maintaining and replacing your assets
- Your customers will have better service
- You can plan and pay for future repairs and replacements with confidence
- You'll know where your assets are
- You'll better understand which assets are critical to the utility and which are not
- Your utility will operate more efficiently
- You can be set rates based on sound information
- You can plan capital improvement projects that meet the true needs of the system
- You'll improve your response to emergencies

2.3 Implementation

Asset Management and Work Order Software (Required):

Asset Management (AM) and Work Order (WO) development requires dedicated software to manage the ongoing program. Without dedicated software, Utility Staff will be unable to access any infrastructure attribute data and maintenance management activities, hence rendering the entire AM and WO process unusable. The Utility may use an AMP and WO software of their choice. Florida Rural Water Association (FRWA) utilizes Diamond Maps, a cloud based geographical information system (GIS), to collect data within your system. FRWA, in partnership with FDEP has contracted with Diamond Maps to develop Asset Management software specifically for small systems at an affordable cost. Continuing with Diamond Maps will cost $30 per month for a single license, or as many licenses as necessary at the rates listed in the following table.

Meter Count	Unlimited Use Subscription
250	$15/month
500	$20/month
1000	$30/month
2000	$45/month
3000	$60/month
4000	$75/month
5000	$90/month
10,000	$165/month

Should a Utility choose to use an alternate software, integration of the attributes collected and populated by FRWA Staff, within Diamond Maps, may require an integrator/developer to transfer the data.

In addition to the CMMS tool, Diamond Maps, the Florida Department of Environmental Protection (FDEP) has partnered with the Florida Rural Water (FRWA) and Raftelis Financial Consultants to create an online financial tracking and revenue sufficiency modeling tool, RevPlan.

RevPlan is designed to enhance asset and financial management for small/medium Florida water and wastewater utilities. It provides a free-to-member online tool to achieve financial resiliency, and to maintain utility assets for long-term sustainability. Additionally, RevPlan is programmed to populate asset information directly from Diamond Maps, but can also be manually populated should you choose not to use Diamond Maps.

By inputting your accurate budgetary, operation and maintenance costs, capital improvement plan costs, existing asset and Revenue information, this tool assists the user in identifying any rate adjustments and/or external funding necessary to meet the utility finance requirements, and the impact rate increases/borrowing may have on customers.

There are a few important elements of a successful RevPlan outcome:

- The tool is only as accurate as the information entered.
- One to two people should be assigned the task of annual RevPlan updates.
- Updating asset information in Diamond Maps & RevPlan is essential.

FRWA staff has entered a preliminary model into Revplan to help the utility get started. The assets collected along with financial information provided by the system were entered to create the model. Each year (or as projects come about) the system is encouraged to update Revplan and use it to help understand the impacts of future projects and rate increases. Details from the model are located in the financial section of the plan.

2.4 Level of Service (LOS)

As a provider of water and/or wastewater service, a utility must decide what Level of Service (LOS) is required for its customers.

There are four key elements regarding LOS:

1. Provide safe and reliable water/wastewater service while meeting regulatory requirements.
2. Budgeting improvement projects that are focused on assets critical to sustained performance and based on sound operational and financial planning.
3. Maintain realistic rates and adjust as necessary to ensure adequate revenue reserves for targeted asset improvement.
4. Ensure long-term wastewater system resilience and sustainability.

Setting targets for individual parameters and metrics will help the utility direct their efforts and resources towards a previously agreed on goal. Though not required, these goals can be set in an agreement between the utility and its customers appropriately called a 'Level of Service Agreement'.

The goals that are established take into account costs, budgets, rates, service levels, and level of risk.

Guidelines for setting these goals include:

- Make the goals specific and well defined. It should be clear to anyone with even a basic knowledge of the utility.
- Make the goals measurable. You have to know if you are successful or not and must be able to see where completion lies ahead. You must also be able to determine when success is achieved.
- The goals must be attainable. Setting a goal to have no sewer back-ups whatsoever is great but unrealistic. A better choice would be to set a goal that all back-ups would be responded to within a specified timeframe, for example.
- The goals must be realistic. The staff and resources of the utility must be considered when setting goals. Available personnel, equipment, materials, funds, and time play a huge part in setting realistic targets.
- The goals must be time based. Adequate time must be included to meet the target. However, too much time can lead to apathy and affect the utility's performance.

The idea is to set goals and meet them. They should not be terribly easy. Effort should be involved. They should also include areas that have been lacking and a need exists. If the bar is set too low, the process is pointless.

The following are sample Level of Service goals for Welaka. Each plays a role in improving the performance of the utility and is beneficial to both the utility and the utility's customers.

Level of Service Goals Examples			
Attribute and Service Area	**Goal**	**Performance Targets**	**Timeframe/ Reporting**
Service Delivery - Health, Safety and Security	Reduce the number and duration of sewer overflows	Provide employees with training necessary to be proactive in system Utility and to rapidly and efficiently make emergency system repairs.	Annual report to Board
Infrastructure Stability - Asset Preservation and Condition	Improve system wide preventive maintenance (PM)	Develop a comprehensive PreventiveMaintenance weekly schedule for equipment and system components and complete all preventative Utility tasks as scheduled.	Weekly report to Utility Supervisor, Mayor and Monthly report to Town Clerk
Infrastructure Stability - Asset Preservation and Condition	Establish a Predictive Utility Schedule (PdMS)	Develop a weekly PdMS to continuously monitor equipment for signs of unexpected problems. Adjust the PdMS as needed.	Weekly report to Utility Supervisor, Mayor and Monthly report to Town Clerk
Infrastructure Stability - Asset Preservation and Condition	Develop an Asset Replacement Strategy	Develop an asset replacement strategy to be updated at least annually, including financing options.	Annual report to Town Clerk, Mayor and Board
Financial Viability - Service Quality and Cost	Assure that the utility is financially self-sustaining.	Perform an annual utilities rate analysis and make any needed rate adjustments every three to five years.	Annual Report to Town Clerk, Mayor and Board
Financial Viability – Service Quality and Cost	Enact automatic inflationary rate adjustments	Annual evaluation of the adequacy of inflationary rate adjustments	Annual report to Utility Supervisor, Mayor, Town Clerk and Board
Financial Viability - Service Quality and Cost	Minimize Life of Asset Ownership costs	Bi-annual evaluation of unexpected equipment repairs compared to the Preventive Maintenance Schedule (PMS). Adjust the PMS if warranted.	Bi Annual report to Utility Supervisor, Mayor and Annual report to Town Clerk
Infrastructure Stability - Conservation, Compliance, Enhancement	Improve reliability of the collection system	Annual evaluation of the collection system, including piping, manholes, and lift stations. Develop a long range plan for replacements and improvements with timelines and funding options.	Annual report to Utility Supervisor, Mayor, Town Clerk and Board
Infrastructure Stability - Asset Preservation and Condition	Identify Inflow and Infiltration	Smoke test specific sections of the collection system	Annual report to Utility Supervisor, Mayor,Town Clerk and Board

2.5 Best Management Practices (BMP)

Utility owners, managers, and operators are expected to be good stewards of the system. Every decision must be based on sound judgment. Using Best Management Practices (BMP) is an excellent tool and philosophy to implement. BMP can be described as *utilizing methods or techniques found to be the most effective and practical means in achieving an objective while making optimum use of the utility's resources*.

The purpose of an Asset Management Plan (AMP) is to help the utility operate and maintain their system in the most effective and financially sound manner. An AMP is a living document and is not intended to sit on a shelf. It must be maintained, updated, and modified as conditions and situations change. Experience will help the utility fine tune the plan through the years.

3 System Description

3.1 Overview

Welaka is a town situated on the St. Johns River in Putnam County, Florida, United States. The town is part of the Palatka Micropolitan Statistical Area. Welaka is approximately 90 miles south of Jacksonville and is accessible by highway or the Atlantic Ocean via the St. Johns River. It is located at 29°28'54"N 81°40'18"W (29.481556, –81.671555). The present Mayor is Jamie D. Watts, who assumed office on March 5, 2021.

It is not known when the area was first settled, but the nearby Mount Royal archaeological site is a possible remnant of a Timucua Indian village from c. 1250 CE to 1500 CE, and may have a connection to the town of Enacape, an important center of the Utina tribe.

The Town of Welaka was incorporated in 1887. By 1907, Welaka was famous for its "healing waters" which could possibly come from a subterranean spring located 329 feet below ground level and bottled for sale to tourist. The Mineral Water Company established in 1907 claimed that physicians reported that Welaka's healing waters were able to cure ailments because of stimulating the biliary circulation modifying conditions believed to be incurable. Welaka use to have grape vines and orange groves until the "Big Freeze" in 1895. Thankfully the town was able to recover due to its abundant fishing industry which is still thriving today.

Based on the 2020 census data, the total population was 714 for the area that is incorporated into the Town of Welaka. The average household size is 2.5. The median income per household is $44,167.00.

Form of Government

The Town of Welaka's Town Council is composed of a Mayor and four Council members who are elected. The Mayor serves a term of four years and the council members serve two years. The Town Council is the legislative body of the town with the power to adopt ordinances (including the annual budget), resolutions and regulations governed by the town's charter which is the driving document behind the procedures governing the Town Councils actions. The council meets the second Tuesday of every month at 6:00pm. All meetings are open to the public. The Mayor is recognized as the official head of the Town for all ceremonial purposes.

Government and Management

Town of Welaka	
Jamie Watts	**Mayor**
Jessica Finch	**Council President**
Marianne Milledge	**Council Member**
Kathy Washington	**Council Member**
Tonya Long	**Council Member**

Staff

The success of the Town of Welaka Public Works Department results from the partnerships among its divisions and the diverse skills and unselfish contributions of their respective staffs. The Town of Welaka Public Works Department is staffed by 9 fulltime employees and managed by the Mayor and Utilities Supervisor. FRWA appreciates the assistance of those employees that helped in the preparation of this Plan.

Name	Department
Tylor Buford	Utility Supervisor
Randy Harris	Wastewater Operator
Pauline Kinney	Utility Worker/Code Enforcement Officer
John Stuart	General Department Supervisor
Kendra Welch	Utilities Clerk
Meghan Allmon	Town Clerk
Open Postion	Utility Worker
Alfred Johnson Jr.	General Worker
Michael Scott	General Worker

4 Current Asset Conditions

4.1 Assets Critical to Sustained Performance

Every water and wastewater system is made up of assets. Some you can see, some you can't. These are the physical items such as valves, pipes, tanks, motors, manholes, buildings, etc. Each is important in its own way and serves a function to make the system operate as it should.

One trait common to all assets is that they lose value over time. With age comes deterioration. With deterioration comes a lessened ability to provide the appropriate level and type of service to the utility's customers. Another trait common to assets is that they must be maintained. Maintenance costs increase as these assets age. Operation costs can rise with age as equipment becomes worn and less efficient. Increased equipment failure can lead to issues such as customer problems and negative environmental impacts. At some point, it is wise to replace components rather than continue with ever more frequent and costly repairs. Managing these assets properly helps a utility make better decisions regarding their system's many parts.

Another unfortunate fact is that all assets will fail if not properly maintained. How the utility manages the consequences of these failures is vital. Not every asset presents the same failure risk. Not every asset is equally critical to the performance of the utility. For example, a fence

surrounding a well site or lift station, though important, is not as vital or 'critical' to the utility as a well pump or lift station pump.

Factors that contribute to asset failure are numerous and include age, environment (weather, corrosive environments), excessive use, improper maintenance, etc.

Replacement versus rehabilitation is always a consideration. What is best for the utility? What is best for the customer? The proper decision must be made based on information gleaned from all available resources.

Implementing CMMS at this stage will ensure the Town's assets last longer, perform better, and provide more reliable service.

Maintenance schedules can be created following both manufacturer's recommendations as well as those of industry professionals. Work orders can be created and scheduled to make sure the work is assigned and completed. FRWA staff can assist Welaka in creating these lists.

4.2 Current Needs

4.21 Manholes

115 manholes were assessed during data collection and were found to be in overall average to good condition. Of those manholes 19 were found to be in poor condition. Annual inspections are recommended to reveal any issues that may develop. Manholes that were not able to be located, or accessed were given a poor condition until they are located and or assessed. The manholes that were in poor condition showed heavy signs of deterioration or excessive debris. Manholes that were sealed shut or were not able to be located should be reassessed once located or opened up.

Manhole ID	Comment	COF
wwManH-2	Unable to locate	Moderate
wwManH-3	Unable to locate	Moderate
wwManH-6	Unable to locate	Moderate
wwManH-8	Unable to locate	Moderate
wwManH-15	Unable to locate	Moderate
wwManH-19	Unable to locate	Moderate
wwManH-27	Unable to assess until uncovered	Moderate
wwManH-41	Constant pooling at bottom, manhole needs cleaned and lined.	Moderate
wwManH-50	Unable to locate	Moderate
wwManH-52	Moderate infiltration around incoming lateral. Bench is full of sand	Moderate
wwManH-53	Unable to locate	Moderate
wwManH-57	Needs cleaned and lined	Moderate

Manhole ID	Comment	COF
wwManH-58	Needs cleaning and lined	Moderate
wwManH-60	Needs cleaned and lined	Moderate
wwManH-66	Ring is deteriorated and previous liner is beginning to separate.	Moderate
wwManH-69	Heavy grease build up and deterioration starting	Moderate
wwManH-70	Intrusion around base, heavy dirt buildup	Moderate
wwManH-72	Unable to open	Moderate
wwManH-74	Sealed shut, couldn't open	Moderate

4.22 Lift Stations

7 lift stations were assessed during data collection. Listed in the following table are comments and deficiencies noted during the assessment. Of those, 4 are above ground can stations that should be converted into submersible duplex pumps. Converting to a submersible station will make maintenance easier and the equipment more secure. $75,000 should be budgeted for each conversion of the lift stations.

Lift Station	Recommendations or Deficiencies
1	Auto dialer or genset needed due to close location to water way
Master	Rehab with plant expansion. Should be converted to submersible.
4	Undersized, larger station would allow for more connections
5	Standpipes inside wet well have moderate to severe corrosion. Should be converted to submersible.
6	Pump and motor constantly running, multiple visits. Should be converted to submersible.
7	Should be converted to submersible.
Vac Station	Regular maintenance and upgrades already scheduled.

The collection system has moderate I&I based on the flow increases witnessed during and after rain events. The collection system should be cleaned and camera inspected to find sources of inflow and infiltration. FRWA circuit riders can help assesses the collection system utilizing smoke and blowers to help identify starting points and areas of concern for further inspections.

4.23 Wastewater Plant

The Welaka Wastewater Treatment Facility (WWTF) is located at 211 11th Street Welaka FL 32193. The WWTF is permitted for .099 MGD. The town has currently been awarded funding for Expansion of the WWTF. This will significantly increase the capacity and correct issues that

were found at the plant. This can be a lengthy process and the current plant will need to remain online until the completion of the new plant. Listed below are deficiencies noted during the assessment of the current WWTF.
Items of concern are listed below:

Wastewater Plant Recommendations:

- Areas of Safety Grates and handrails rusted and deteriorating.
- Aeration tanks and air header have moderate corrosion
- Drying beds need cleaned out
- All tanks need to be drained, cleaned, & pressure washed
- Materials and tools need organization.
- Regular servicing on blowers and motors (replacement may be needed before new plant is online)

5 Operations and Maintenance Strategies (O&M)

O&M consists of preventive and emergency / reactive maintenance. In this section, the strategy for O&M varies by the asset, criticality, condition and operating history.

All assets have a certain failure risk associated with them. This risk must be used as the basis for establishing a maintenance program to make sure that the utility addresses the highest risk assets. In addition, the maintenance program should address level of service requirements to ensure that the utility is running at a level acceptable to the customer. Unexpected incidents could require changing the maintenance schedule for some assets. This is because corrective action must be taken in response to unexpected incidents, including those found during routine inspections and O&M activities. Utility staff will record condition assessments when maintenance is performed, at established intervals, or during scheduled inspections. As an asset is repaired or replaced, its condition will improve and therefore it can reduce the overall risk of the asset failing. The maintenance strategy should be revisited annually by Welaka staff.

5.1 Preventive Maintenance

Preventive maintenance is the day-to-day work necessary to keep assets operating properly and includes the following:

1. Regular and ongoing annual tasks necessary to keep the assets at their required service level.
2. Day-to-day and general upkeep designed to keep the assets operating at the required levels of service

3. Tasks that provide for the normal care and attention of the asset including repairs and minor replacements
4. The base level of preventative maintenance is defined in the equipment owner's manual. These preventative maintenance guidelines are supplemented by industry accepted best management practices.

Equipment must be maintained according to manufacturer's recommendations to achieve maximum return on investment. By simply following the manufacturer's suggested preventive maintenance the useful life of equipment can be increased 2 to 3 times when compared to run till failure mode of operation. Communities that have eliminated preventive maintenance practices from their operating budget can achieve positive returns from a relatively small additional investment. Deferred maintenance tasks that have not historically been performed because of inadequate funding or staffing must be projected into future operating budgets to achieve life expectancy projected by the manufacturer and engineer.

Table 5.1 is a portion of a generic O&M Program and is based on BMPs, manufacturers' recommended service intervals, staff experience, and other sources. *This schedule is only an example*. The true schedule must be created by Welaka staff based on their historical knowledge, information gleaned from plant O&M Manuals, and other sources. Input from Welaka's operations and maintenance staff is vital.

Welaka staff should schedule all maintenance tasks. Recurring items (such as annual flow meter calibrations for instance) can be set up in advance. In fact, all maintenance activities should be coordinated in a work order format.

Table 5.2 is a **generic** example of a spreadsheet created using information FRWA will make available to Welaka to create a simple maintenance schedule. Such a schedule could be used to create work orders for employees for Asset Management tasks.

A Master Inventory Spreadsheet will be provided to Welaka containing all data collected during our work in the wastewater system. This will be useful in creating a myriad of tools needed for performing Asset Management tasks.

Performing the work is important. Tracking the work is also important. Being able to easily check on when specific maintenance tasks were performed or are scheduled will make the utility run more efficiently.

Table 5.1

Task Name	Frequency	Task Name	Frequency
Visually Inspect Plant and Lift Stations for Damage or Tampering	Per Visit	Respond to any complaints	As they occur
Ensure proper operation of equipment (note any issues)	Per Visit	Decommission unnecessary equipment	As they occur
Calibrate all meters and necessary equipment	Per Visit	Perform P/M on pumps and motors	Manufacturer recommendation
Check plant per DEP requirements	Per Visit	Perform P/M at plant and lift stations and on safety equipment	Manufacturer recommendation
Complete all log work	Per Visit	Exercise vales in system and at lift stations	Annually
Collect all samples	As required by Permit	Inspect storage tanks	Annually
Perform general housekeeping	Weekly	Calibrate meter and backflows	Annually
Exercise Generator	Monthly	Inspect manholes	Annually
Confirm submittal of monthly reports	Monthly	Update FSAMP	Annually

Table 5.2

WO#	Title	Description	Date Started	Date Completed	Recurring	Notes
RECU R1001	Lift Station #5 check	Check lift station for proper operation and record information			Weekly|Mo, We,Fr,	
RECU R1002	Lift station #4 check	check lift station for proper operation and record information			Weekly|Mo, We,Fr,	
RECU R1003	Lift Station #1 check	check lift station for proper operation and record information			Weekly|Mo, We,Fr,	
RECU R1004	Lift Station #6 check	check lift station for proper operation and record information			Weekly|Mo, We,Fr,	
RECU R1005	Lift Station #7 check	check lift station for proper operation and record information			Weekly|Mo, We,Fr,	
RECU R1006	Master Lift Station check	check lift station for proper operation and record information.			Weekly|Mo, Tu,We,Th,Fr ,Sa,Su,	
RECU R1007	Inspect Manhole and update information in Diamond Maps	Inspect Lid, ring, chimney, and base. Update diamond maps information			Yearly|10/1	
RECU R1008	Inspect Manhole and update information in Diamond Maps	Inspect Lid, ring, chimney, and base. Update diamond maps information			Yearly|10/1	
RECU R1009	Inspect Manhole and update information in Diamond Maps	Inspect Lid, ring, chimney, and base. Update diamond maps information			Yearly|10/1	
RECU R1010	Inspect Manhole and update information in Diamond Maps	Inspect Lid, ring, chimney, and base. Update diamond maps information			Yearly|10/1	
RECU R1011	Inspect manhole and update information in Diamond Maps	Inspect Lid, ring, chimney, and base. Update diamond maps information			Yearly|10/1	
RECU R1012	Inspect manhole and update information in Diamond Maps	Inspect Lid, ring, chimney, and base. Update diamond maps information			Yearly|10/1	

WO#	Title	Description	Date Started	Date Completed	Recurring	Notes
RECU R1013	Inspect Manhole and update information in Diamond Maps	Inspect Lid, ring, chimney, and base. Update diamond maps information			Yearly|10/1	
RECU R1014	Inspect Manhole and update information in Diamond Maps	Inspect Lid, ring, chimney, and base. Update diamond maps information			Yearly|10/1	
RECU R1015	Inspect Manhole and update information in Diamond Maps	Inspect Lid, ring, chimney, and base. Update diamond maps information			Yearly|10/1	
RECU R1016	Inspect manhole and update information in Diamond Maps	Inspect Lid, ring, chimney, and base. Update diamond maps information			Yearly|10/1	
RECU R1017	Inspect manhole and update information on Diamond Maps	Inspect Lid, ring, chimney, and base. Update diamond maps information			Yearly|10/1	
RECU R1018	Inspect manhole and update information in Diamond Maps	Inspect Lid, ring, chimney, and base. Update diamond maps information			Yearly|10/1	
RECU R1019	Inspect manhole and update information in Diamond Maps	Inspect Lid, ring, chimney, and base. Update diamond maps information			Yearly|10/1	

5.2 Proactive vs Reactive Maintenance

Reactive maintenance is often carried out because of customer requests or sudden asset failures. The required service and maintenance to fix the customer's issue(s) or asset failure is identified by staff inspection and corrective action is then taken.

Proactive maintenance consists of preventive and predictive maintenance. Assets are monitored frequently and routine maintenance is performed to increase asset longevity and prevent failure.

Upon adoption of this Asset Management Plan or any DEP-approved WAMP, FRWA Utility Asset Management (UAM) intends to upload Welaka's asset data definition file into "Diamond Maps", described in Section 2.3, and populate with field data.

5.3 Staff Training

Utility maintenance is quite unique. It can involve water and sewer main repairs, customer service issues, lift station troubleshooting and repair, blower and motor repairs, and even tank repairs. This skill set is not common. Training staff, whether they are new or long-term employees, is very important. It is recommended that the Town initiate a training program for its employees. Electrical safety, troubleshooting panel boxes, trenching and shoring, confined space, etc. are just a few of the topics that could benefit Welaka and its staff.

FRWA personnel can provide some of this. Other options are also possible. For example, nearby municipalities might allow shadowing of their lift station crews to gain knowledge and experience.

You cannot receive too much training. A more knowledgeable and capable staff makes the utility even better.

6 Capital Improvement Plan

A Capital Improvement Plan is a vital asset for any utility. This is a short-range plan, typically 4 to 10 years, which identifies future capital projects. Capital improvement projects generally create a new asset that previously did not exist or upgrades or improves an existing component's capacity. The projects can result from growth or environmental needs, such as:

1. Any expenditure that purchases or creates a new asset or in any way improves an asset beyond its original design capacity.
2. Any upgrades that increase asset capacity.
3. Any construction designed to produce an improvement in an asset's standard operation beyond its present capacity.

Capital improvement projects will populate this list.

Renewal expenditures are anything that does not increase the asset's design capacity but restores an existing asset to its original capacity. Any improvement projects that require more than simply restoring an asset to its original capacity are deemed to be a renewal project, such as:

1. Any activities that do not increase the capacity of the asset. (i.e., activities that do not upgrade and enhance the asset but merely restore them to their original size, condition and capacity)
2. Any rehabilitation involving improvements and realignment or anything that restores the assets to a new or fresh condition.

In making renewal decisions, the utility considered several categories other than the normally recognized physical, failure or breakage. Such renewal decisions include the following:

1. Structural
2. Capacity
3. Level of service failures
4. Outdated functionality
5. Cost or economic impact

The utility staff and management typically know of potential assets that need to be repaired or rehabilitated. Reminders can be set up to let the staff members know when the condition of an asset begins to decline according to the manufacturer's life cycle recommendations. The utility staff can take these reminders and recommendations into account.

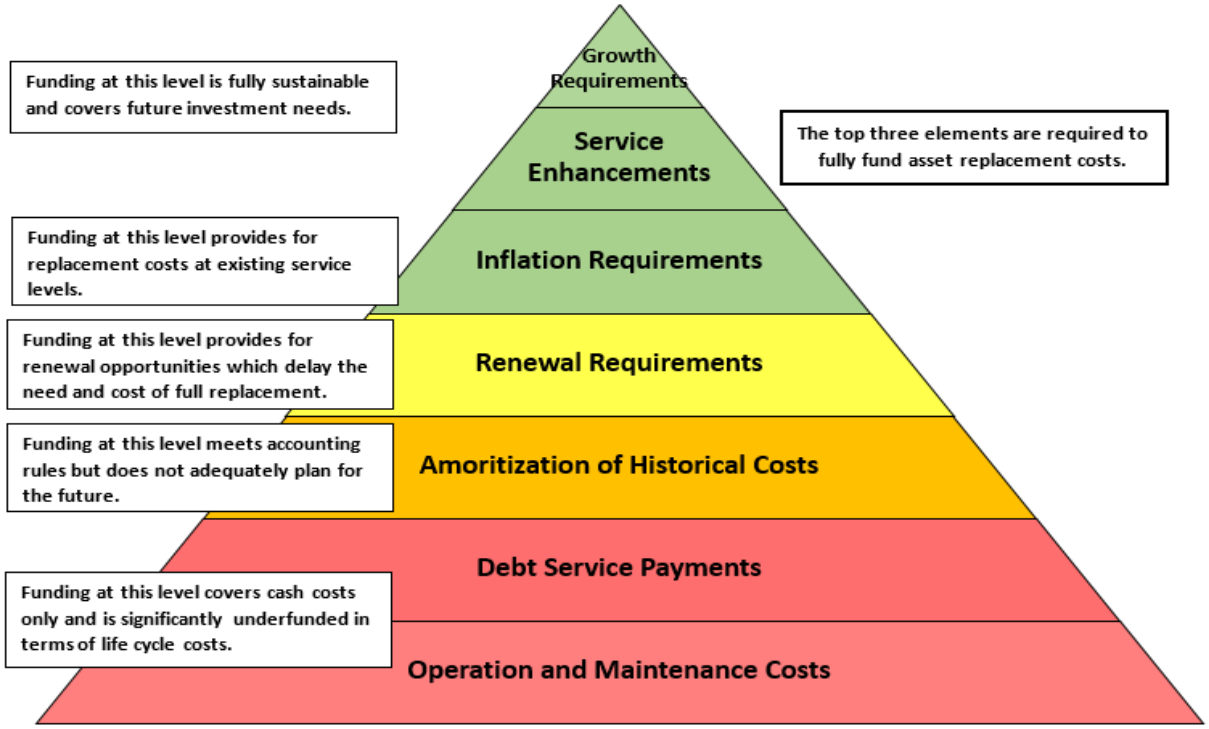
Because the anticipated needs of the utility will change each year, the CIP is updated annually to reflect those changes. Listed below is a sample CIP schedule taken from RevPlan and should be updated annually.

Welaka,Town of											
S2 Welaka FY22 (2000 allowance)											
Fiscal Year: 2022											
CIP Schedule											
Description	**Funding Source**	**2022**	**2023**	**2024**	**2025**	**2026**	**2027**	**2028**	**2029**	**2030**	**2031**
ForceMain Shutoff Valve	Wastewater Revenues	$0	$6,000	$0	$0	$0	$0	$0	$0	$0	$0
Generator for Lift Stations	Wastewater Revenues	$0	$0	$0	$0	$50,000	$0	$0	$0	$0	$0
New 40' x 60' metal building	Wastewater Revenues	$0	$12,500	$12,500	$12,500	$12,500	$0	$0	$0	$0	$0
Callout system 5 lift stations	Wastewater Revenues	$0	$10,000	$10,000	$10,000	$0	$0	$0	$0	$0	$0
Capital Improvements	Wastewater Revenues	$5,000	$0	$0	$0	$0	$0	$0	$0	$0	$0
Small Escavator	Wastewater Revenues	$0	$7,700	$7,700	$7,700	$0	$0	$0	$0	$0	$0
Utility Truck	Wastewater Revenues	$0	$8,200	$8,200	$8,200	$8,200	$8,200	$0	$0	$0	$0
Vacuum Jeter Truck	Future Loan	$0	$0	$0	$0	$0	$0	$0	$0	$75,000	$0
Wastewater Asset Replacement Costs	Wastewater Revenues	$0	$10,000	$20,000	$30,000	$40,000	$50,400	$50,400	$50,400	$50,400	$50,400
Wastewater Treatment Plant Update	Grant	$0	$0	$0	$17,000,000	$0	$0	$0	$0	$0	$0
Water Asset Replacement Costs	Water Revenues	$0	$20,000	$40,000	$60,000	$80,000	$100,000	$106,900	$106,900	$106,900	$106,900
Totaled by	**Funding Source**	**2022**	**2023**	**2024**	**2025**	**2026**	**2027**	**2028**	**2029**	**2030**	**2031**
	Wastewater Revenues	$5,000	$54,400	$58,400	$68,400	$110,700	$58,600	$50,400	$50,400	$50,400	$50,400
	Future Loan	$0	$0	$0	$0	$0	$0	$0	$0	$75,000	$0
	Grant	$0	$0	$0	$17,000,000	$0	$0	$0	$0	$0	$0
	Total	**$5,000**	**$54,400**	**$58,400**	**$17,068,400**	**$110,700**	**$58,600**	**$50,400**	**$50,400**	**$125,400**	**$50,400**

7 Financial

Budget/Financial Sufficiency

In order for an Asset Management Plan to be effectively put into action, it must be integrated with financial planning and long-term budgeting. The development of a comprehensive financial plan will allow the Town of Welaka to identify the financial resources required for sustainable asset management based on existing asset inventories, desired levels of service, and projected growth requirements. The pyramid below depicts the various cost elements and resulting funding levels that should be incorporated into Asset Plans that are based on best practices.



This report, with the assistance of RevPlan, helps develop such a financial plan by presenting several scenarios for consideration and culminating with final recommendations.

The assets collected, along with financial information provided by the system, were entered into RevPlan to create a preliminary financial sufficiency model for the Town. Each year the system is encouraged to update RevPlan and use it to help understand the impacts of future projects and rate increases. Details from the model are located in Appendix C.

The use of RevPlan allows the system to input current financial data and develop their own financial planning projections based on various time frames. The Town will have the ability to modify the rate structure to determine which proposed rate scenarios may support current and upcoming debt and expenses. Members of FRWA staff are available to assist the Town with RevPlan and updating financial models.

Asset Statistics

The table below summarizes the asset information from the Town collected by FRWA and found in RevPlan:

Town of Welaka Wastewater System	
Total Replacement Cost of Wastewater System	$2,716,798.89
Percent of Assets Needing Replacement	8.4 %
Cost of Replacing All Assets Needing Replacement	$228,090.88
Annual Replacement Cost of System	$78,567.70

Please note that the $2.7 million dollar replacement cost of the wastewater system documented above, along with the annual replacement cost of $78,567 for the system is low. These figures do not include certain assets such as large equipment, water mains, vehicles, and some property improvements normally associated with maintaining a utility system. As a result, any proposed rate adjustments suggested by FRWA should be considered a minimum or a starting point for review and consideration by the Town.

Based on the findings of the Asset Management Plan, it is important for Town of Welaka to start setting aside reserves for the replacement of its assets, to make sure that the base charge is adequately covering operating costs and that its usage charges are sufficient to fund its capital improvement costs.

Existing Rates

A 'rule of thumb' FRWA subscribes to regarding rates is that base charges pay for fixed expenses and usage charges fund the variable expenses. Rates should generate sufficient revenue to cover the full cost of operating a water system. By charging customers the full cost of water, small water systems send a message that water is a valued commodity that must be used wisely and not wasted. When rates are set to cover the full cost of production, water systems are more likely to have financial stability and security.

The current residential and commercial rate structure is as follows:

Residential:

0-3000 gallons	$22.00 Water	$27.90 Sewer	$49.90 Total Bill
3001-3200 gallons	$23.47 Water	$29.76 Sewer	$53.23 Total Bill
3201-3400 gallons	$24.94 Water	$31.62 Sewer	$56.56 Total Bill
3401-3600 gallons	$26.41 Water	$33.48 Sewer	$59.89 Total Bill
3601-3800 gallons	$27.88 Water	$35.34 Sewer	$63.22 Total Bill
3801-4000 gallons	$29 .35 Water	$37.20 Sewer	$66.55 Total Bill

Residential Continued:

4001-4200 gallons	$30.82 Water	$39.06 Sewer	$69.88 Total Bill
4201-4400 gallons	$32.29 Water	$40.92 Sewer	$73.21 Total Bill
4401-4600 gallons	$33.76 Water	$42.78 Sewer	$76.54 Total Bill
460l-4800 gallons	$35.23 Water	$44.64 Sewer	$79.87 Total Bill
4801-5000 gallons	$36.70 Water	$46.50 Sewer	$83.20 Total Bill

Commercial:

0-3000 gallons	$25.00 Water	$33.48 Sewer	$58.48 Total Bill
3001-4000 gallons	$33.34 Water	$44.64	$77.98 Total Bill
4001-5000 gallons	$41.68 Water	$55.80	$97.48 Total Bill
5000 + gallons	$9.34 per 1K gals of water over the 5Kgals consumption	$13.02 per 1K gals. for sewer over 5K gals. consumption	

Based on the Number of Connections and the Annual Gallons, the average monthly use per customer of the residential class is 2.63 thousand gallons per month (2,630 gallons per month). With a lower average usage the current rate structure is not sufficient to support the utility in the long term.

The current rate structure would also not cover capital expenditures and would require reserves to be depleted by FY23-24.

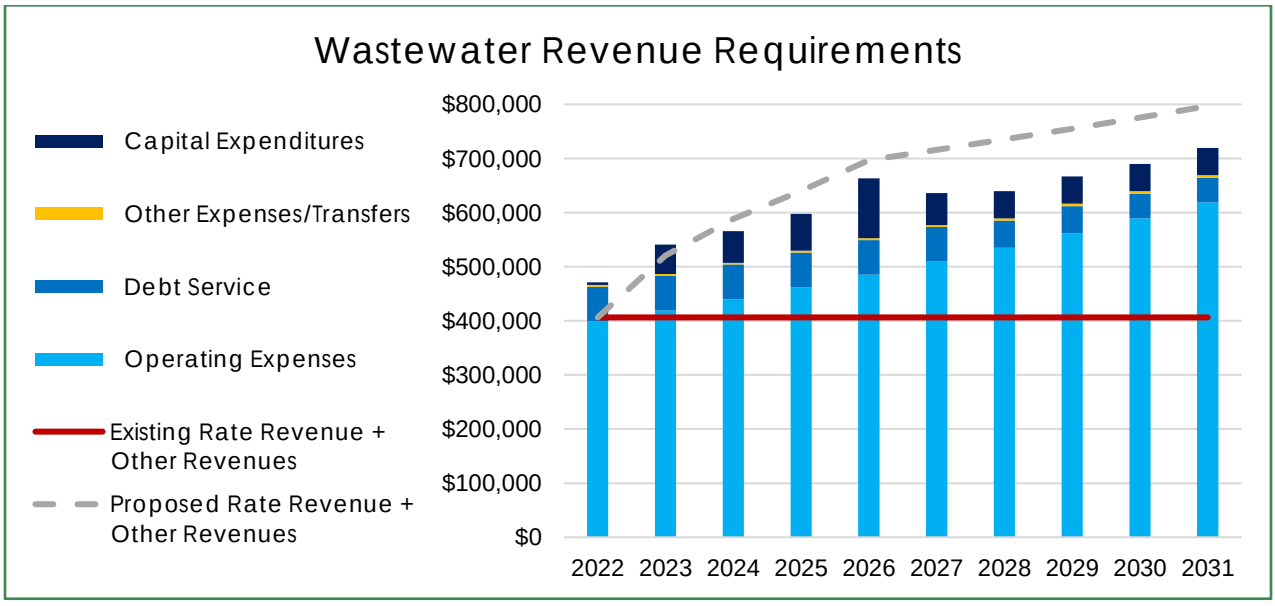
Proposed Rates

FRWA Finance team has developed the following Recommended Rate Scenario and is available to meet with the Town to further explain the proposed scenario and explore other scenarios or possibilities that would best meet the Town's needs. ***Please note that due to the length of time between delivery of this plan to the time of adoption, the suggested rates will be revised to reflect current conditions and should be implemented at the beginning of the next fiscal year***

This rate scenario establishes a new rate structure and reduces the 3000-gallon allowance to 2000 gallons and shows the rate increases needed if the projects identified in the Capital Improvement Plan section do not change. This scenario also takes into consideration the additional costs for Annual Asset Maintenance as identified in the Asset Statistic section above and the Consumer Price Index of 5% annually to all Operating Expense.

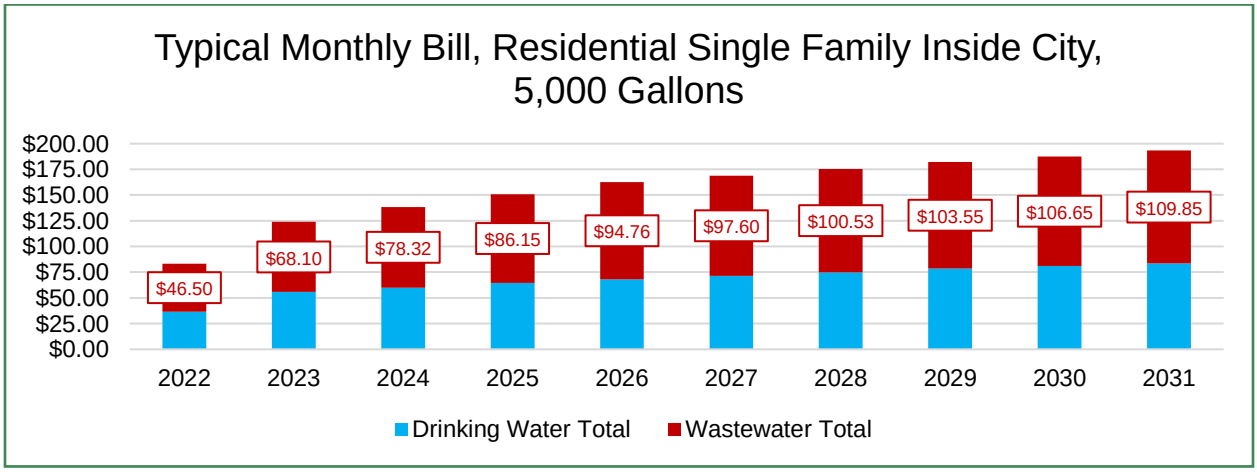
Listed below is the Wastewater revenue requirements shown with the proposed rate structure and details the existing rate sufficiency.

Welaka,Town of S2 Welaka FY22 (2000 allowance) Fiscal Year: 2022 Wastewater Revenue Requirements										
	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
Revenue Requirements:										
Operating Expenses	$399,100	$419,000	$440,000	$462,000	$485,100	$509,400	$534,800	$561,600	$589,600	$619,100
Debt Service	$64,000	$64,000	$64,000	$64,000	$64,000	$64,000	$50,500	$50,500	$45,500	$45,500
Other Expenses/Transfers	$3,000	$3,200	$3,300	$3,500	$3,600	$3,800	$4,000	$4,200	$4,400	$4,700
Capital Expenditures	$5,000	$54,400	$58,400	$68,400	$110,700	$58,600	$50,400	$50,400	$50,400	$50,400
Gross Revenue Requirements	$471,100	$540,600	$565,700	$597,900	$663,400	$635,800	$639,700	$666,700	$689,900	$719,700
Less: Other Revenue	$70,300	$70,300	$70,300	$70,300	$70,300	$70,300	$70,300	$70,300	$70,300	$70,300
Net Revenue Requirements	$400,800	$470,300	$495,400	$527,600	$593,100	$565,500	$569,400	$596,400	$619,600	$649,400
Existing Rate Sufficiency:										
Revenue from Existing Rates	$335,993	$335,993	$335,993	$335,993	$335,993	$335,993	$335,993	$335,993	$335,993	$335,993
Revenue Surplus/(Deficiency)	-$64,807	-$134,307	-$159,407	-$191,607	-$257,107	-$229,507	-$233,407	-$260,407	-$283,607	-$313,407
Proposed Rate Sufficiency:										
Revenue from Proposed Rates	$335,993	$450,367	$517,923	$569,715	$626,686	$645,487	$664,852	$684,797	$705,341	$726,501
Increase in Revenue	$0	$114,374	$181,929	$233,722	$290,693	$309,494	$328,858	$348,804	$369,348	$390,508
Cumulative %										
All Customer Classes										
Base Charges	0.00%	15.00%	32.25%	45.48%	60.02%	64.82%	69.77%	74.86%	80.11%	85.51%
Usage Charges	0.00%	15.00%	32.25%	45.48%	60.02%	64.82%	69.77%	74.86%	80.11%	85.51%
Current Year %										
All Customer Classes										
Base Charges	0.00%	20%	15%	10%	10%	3%	3%	3%	3%	3%
Usage Charges	0.00%	20%	15%	10%	10%	3%	3%	3%	3%	3%
Revenue Surplus/(Deficiency)	**-$64,807**	**-$19,933**	**$22,523**	**$42,115**	**$33,586**	**$79,987**	**$95,452**	**$88,397**	**$85,741**	**$77,101**



The proposed rate structure would be as follows:

Proposed Rate Structure	2023	2024	2025	2026	2027	2028	2029	2030	2031
Wastewater									
Residential Single Family									
Base Charges Inside City									
5/8-inch	$33.48	$38.50	$42.35	$46.59	$47.99	$49.42	$50.91	$52.43	$54.01
Usage Charges Inside City									
2,001 to 4,000 gallons	$11.16	$12.83	$14.12	$15.53	$16.00	$16.47	$16.97	$17.48	$18.00
4,001 to 6,000 gallons	$12.30	$14.15	$15.56	$17.12	$17.63	$18.16	$18.70	$19.26	$19.84
6,001 gallons or more	$15.90	$18.29	$20.11	$22.12	$22.79	$23.47	$24.18	$24.90	$25.65
Commercial									
Base Charges Inside City									
5/8-inch	$40.18	$46.20	$50.82	$55.90	$57.58	$59.31	$61.09	$62.92	$64.81
Usage Charges Inside City									
2,001 to 4,000 gallons	$13.96	$16.05	$17.65	$19.42	$20.00	$20.60	$21.22	$21.86	$22.51
4,001 to 6,000 gallons	$15.37	$17.68	$19.45	$21.39	$22.03	$22.69	$23.37	$24.07	$24.80
6,001 gallons or more	$19.87	$22.85	$25.14	$27.65	$28.48	$29.34	$30.22	$31.12	$32.06
Outside City (Surcharge)									
Base Charges Inside City									
5/8-inch	$50.24	$57.78	$63.56	$69.91	$72.01	$74.17	$76.40	$78.69	$81.05
Usage Charges Inside City									
2,001 to 4,000 gallons	$16.75	$19.26	$21.19	$23.31	$24.01	$24.73	$25.47	$26.24	$27.02
4,001 to 6,000 gallons	$18.44	$21.21	$23.33	$25.66	$26.43	$27.23	$28.04	$28.89	$29.75
6,001 gallons or more	$23.84	$27.42	$30.16	$33.18	$34.17	$35.20	$36.26	$37.34	$38.46
Base Rate Only									
Base Charges Inside City									
5/8-inch	$34.68	$39.88	$43.87	$48.26	$49.70	$51.20	$52.73	$54.31	$55.94
FGUA									
Base Charges Inside City									
5/8-inch	$4,313.40	$4,960.41	$5,456.45	$6,002.10	$6,182.16	$6,367.62	$6,558.65	$6,755.41	$6,958.07
Usage Charges Inside City									
300,001 gallons or more	$13.39	$15.40	$16.94	$18.63	$19.19	$19.77	$20.36	$20.97	$21.60

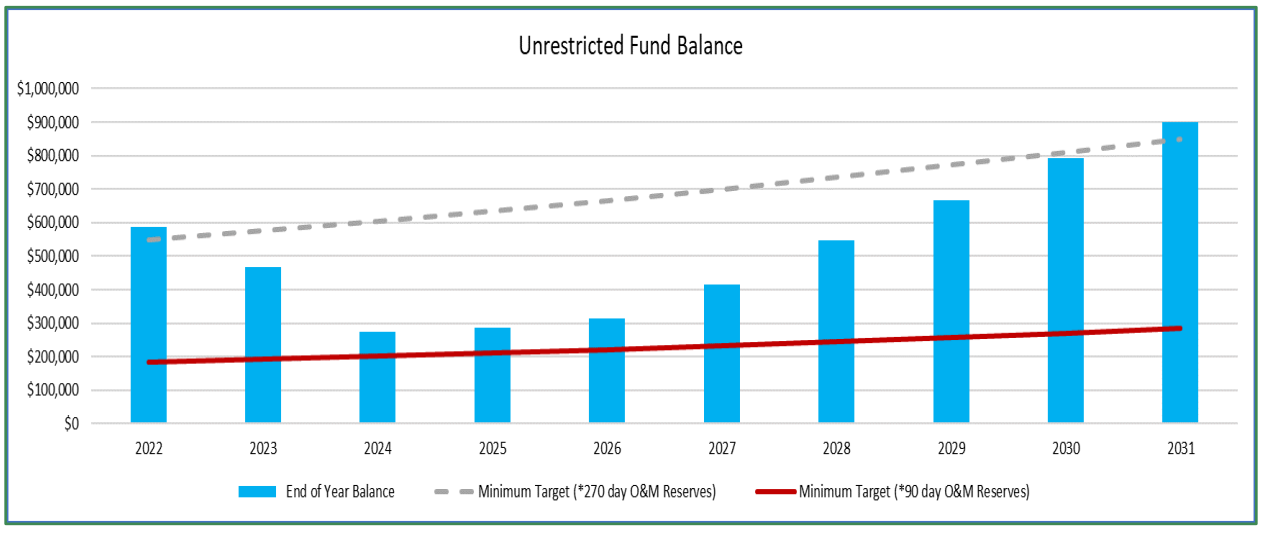


Reserves

Reserve balances for utility systems are funds set aside for a specific cash flow requirement, financial need, project, task, or legal covenant. All types of reserves can play a significant role in addressing current and future challenges facing utility systems, such as demand volatility, water supply costs, large capital requirements, asset replacements, natural disasters and potential liabilities from system failures associated with aged infrastructure. All utilities should establish formal financial policies relative to reserves. Such policies should articulate how these balances are established, their use, and how the adequacy of each respective reserve fund balance is determined. Once reserve targets are established, they should be reviewed annually during the budgeting process.

In the Town of Welaka, the unrestricted cash available at end of FY 2021 was $ 690,617.2, with annual operating expenses (without depreciation) of approximately $552,583 (DW and WW expenses) in FY 2021 giving the Town more than the recommended 270 days of cash on hand.

For planning purposes and without a stated reserve policy from the Town, FRWA builds the financial model by increasing the annual unrestricted reserve funding to 270 days of the current year operation and maintenance budget. While there is not a one size fits all approach to building reserves, FRWA cautions utilities about dropping below 90 days and encourages them to work towards a balance of cash on hand equal to or greater than 270 days. Cash reserves are essential to ensure a utility's long-term financial sustainability and resiliency. Each utility system has its own unique circumstances and considerations that should be factored into the selection of the types of reserves and corresponding policies that best meet its needs and objectives. In the proposed rate model that was used, the Town will use reserves through FY24, before building back up 270 day of O&M expense in FY30-31. These proposed rates will keep reserves above 90 days of O&M expense throughout this model.



Recommendation

Based on the preliminary financial sufficiency model developed by RevPlan, FRWA recommends that the Town pursue the presented scenario. In addition, FRWA encourages the Town to review RevPlan, growth projections, and Consumer Price Index (CPI) changes at least annually to determine if additional rate increases are needed as well as to pursue aggressively alternative revenue funding sources for the future capital projects identified in the Capital Improvements Plan. Listed below are items that are essential for the utility to pursue to ensure its fiscal sustainability

- Reduce the number of gallons included in the base charge from 3,000 to 2,000 gallons
- Adopt and implement an annual CPI increase to keep up with growing expenses outside of the towns control
- Review and update RevPlan annually to ensure accuracy and future planning

The use of RevPlan can allow the system to input current financial data and see a projection up to twenty years out for financial planning. Welaka will have the ability to modify the rate structure to determine different rate scenarios that support current and upcoming debt, revenue streams and expenses.

Funding Sources for Water and Wastewater Systems

Florida Rural Water Association offers funding and technical assistance in the form of preparing funding documentation. These documents include Request for Inclusion (RFIs), Applications, and Disbursement Requests. The RFI is a document where you request to be put on the State Revolving Fund (SRF) funding priority list. If placed on the priority list, the application process can begin to receive funding through the SRF. Florida Rural Water Association offers this as a free service to communities in Florida with multiple, knowledgeable employees dedicated to assisting with funding.

For more information on how your system can benefit from an RFI, contact Dyana Stewart at dyana@frwa.net

Below is a table of common funding sources, including web links and contact information. All municipal systems should be making the effort to secure funding, which can be in the form of low or no interest loans, grants or a combination.

Agency/Program	Website	Contact
FDEP Drinking Water State Revolving Fund Program (DWSRF)	https://floridadep.gov/wra/srf/content/dwsrf-program	Shanin Speas-Frost shanin.speasfrost@floridadep.gov 850-245-2991
FDEP Clean Water State Revolving Fund Loan Program (CWSRF)	https://floridadep.gov/wra/srf/content/cwsrf-program	Mike Chase Michael.Chase@FloirdaDEP.gov 850-245-2966
USDA Rural Development- Water and Wastewater Direct Loans and Grant s	https://www.rd.usda.gov/programs-services/rural-economic-development-loan-grant-program https://www.rd.usda.gov/programs-services/water-waste-disposal-loan-grant-program	Michael Langston michael.langston@fl.usda.gov 352-338-3440
Economic Development Administration- Public Works and Economic Adjustment Assistance Programs	https://www.eda.gov/resources/economic-development-directory/states/fl.htm https://www.grants.gov/web/grants/view-opportunity.html?oppId=294771	Greg Vaday gvaday@eda.gov 404-730-3009
National Rural Water Association- Revolving Loan Fund	https://nrwa.org/initiatives/revolving-loan-fund/	Gary Williams Gary.Williams@frwa.net 850-668-2746
Florida Department of Economic Opportunity- Florida Small Cities Community Development Block Grant Program	http://www.floridajobs.org/community-planning-and-development/assistance-for-governments-and-organizations/florida-small-cities-community-development-block-grant-program	Roger Doherty roger.doherty@deo.myflorida.com 850-717-8417
Northwest Florida Water Management Town- Cooperative Funding Initiative (CFI)	https://www.nwfwater.com/Water-Resources/Funding-Programs	Christina Coger Christina.Coger@nwfwater.com 850-539-5999

8 Energy Management

Energy Conservation and Cost Savings

Energy costs often make up 25 to 30 percent of a utility's total operation and maintenance (O&M) costs. They also represent the largest controllable cost of providing water and wastewater services. EPA's *Energy Management Guidebook for Wastewater and Water Utilities* provides details to support utilities in energy manage and cost reduction by using the steps described in this guidebook. The Guidebook takes utilities through a series of steps to analyze their current energy usage, use energy audits to identify ways to improve efficiency, and measure the effectiveness of energy projects.

Also available from the EPA in support of energy efficiency, "Ensuring a Sustainable Future": An Energy Management Guidebook for Wastewater and Water Utilities. *Ensuring a Sustainable Future: An Energy Management Guidebook for Wastewater and Water Utilities (PDF)*

Welaka's WS should ensure all assets, not just those connected to a power source, are evaluated for energy efficiency. It is highly recommended the Town conduct an energy assessment or audit. The following are common energy management initiatives Welaka should implement going forward:

1. Load management
2. Replace weather-stripping and insulation on buildings.
3. Installation of insulated metal roofing over energy inefficient shingle roofing
4. On-demand water heaters
5. Variable frequency driven pumps and electrical equipment
6. Energy efficient infrastructure
7. LED lighting
8. Meg electric motors
9. MCC electrical lug thermal investigation
10. Flag underperforming assets for rehabilitation or replacement

An energy audit is intended to evaluate how much energy is consumed and identify measures that can be taken to utilize energy more efficiently. The primary goal is reducing power consumption and cost through physical or operational changes. Each system will have unique opportunities to reduce energy use or cost depending on system specific changes and opportunities within the power provider's rate schedules. An audit of an individual wastewater treatment plant (WWTP) is an attempt to pinpoint wasted or unneeded facility energy consumption. With the cost of electricity on the rise, reducing energy use should be a priority for municipalities. A key part of energy audits is thorough analysis of the effects of overdesign on energy efficiency. Plants are designed to perform at maximum flow and loading conditions. Unfortunately, most plants are not efficient at average conditions. Aging infrastructure is another source of inefficient usage of energy in WWTPs across the country. The basis for addressing aging infrastructure related energy waste is also included in the energy audit process. It is recommended to perform an energy audit every 2-3 years to analyze return on investment.

Energy Conservation Measures

The following table provides typical water and wastewater high-use energy operations and associated potential energy saving measures.

High Energy Using Operations	Energy Saving Measures
Pumping	• Reduce load • Manage load • Water to wire efficiency • Pump selection • Motor and drive selection • Automated control
Aeration	• Fine bubble • Improved mechanical surface aerators • Premium motors • High efficiency motor drive • Blower variable frequency drives • Automatic DO control
Dewatering	• Replace vacuum systems • Premium motors • Variable frequency drives for plant water pump

High Energy Using Operations	Energy Saving Measures
Lighting	• Motion sensors • T5 low and high bay fixtures • Pulse start metal halide • Indirect fluorescent • Super-efficient T8s •Comprehensive control for large buildings
Heating, Ventilation, Air Conditioning (HVAC)	• Water source heat pumps • Prescriptive incentives for remote telemetry units • Custom incentives for larger units • Low volume fume hood • Occupancy controls • Heat pump for generator oil sump

Energy Audit Approach Checklist

A wastewater system energy audit approach checklist similar to the one below can be a useful tool to identify areas of potential concern and to develop a plan of action to resolve them.

Water System Energy Audit Approach Checklist

Determine type of audit

- ☐ Pumping, HVAC, lighting, and/or process

Determine audit team members, everyone will have different goals

- ☐ Engineers - reduce energy cost
- ☐ Plant staff - reduce disruption to system
- ☐ Electric utility - reduce peak demand

Collect data

- ☐ Power bills - get actual bills that show energy use, demand charges, cost adjustments, etc
- ☐ Electric rate schedules - get current rate schedules
- ☐ Alternative rate schedules - are alternate rates available that will benefit the water system?
- ☐ Flow data - include booster stations, wells, high service pumps, anything with a flow meter
- ☐ Meter data - sold vs produced, bulk purchases or sales, water loss data
- ☐ Pump curves - collect pump curves to verify pumps are operating near their design point
- ☐ Process flow diagrams, design summary - useful to help understand operation of the system
- ☐ Water quality standards - any unique processes required?
- ☐ Previous audit findings - have energy audits been performed in the past?
- ☐ System pressure - operating pressures with distribution system
- ☐ Pressure zones - how are different zones operated, how is water moved around the system?
- ☐ PRVs - amount of head removed, number in the system, any way to limit wasting head?
- ☐ Reservoirs - storage capacity, elevation, head range
- ☐ Compressed air systems - horsepower, receiver tank size, devices consuming compressed air
- ☐ HVAC - efficiency and performance of existing equipment
- ☐ Gas bills - HVAC audit
- ☐ Lighting - efficiency and performance of existing lights

Conduct Site Visit

- ☐ Meet with staff and operators
- ☐ Q&A session - discuss operations, gain understanding of how system is operated
- ☐ Seek input from operators and those familiar with the sytem
- ☐ Walk through - tour facilities, more Q&A
- ☐ Obtain any missing info, check motor sizes, observe valve positions
- ☐ Focus on big power consumers, they will offer best payback opportunity
- ☐ Raw water pumping, wells, HSP, air compressors - typically largest power consumers
- ☐ Seek energy efficiency ideas from plant staff

Develop Energy Conservation Measures

- ☐ Estimate energy or cost savings
- ☐ Determine capital cost
- ☐ Consider operational impacts to the plant
- ☐ Look for rebates or incentives

Conclusions

Conclusions are based on observations made during the data collection procedure, discussions with Welaka staff, regulatory inspection data, and our experience related to similar assets.

Areas needing attention (detailed in Section 4.2) include:

Manholes: Remaining manholes need located and assessed, liners and repairs needed to correct I&I

Collection system – Needs cleaning and camera inspection to identify areas of I&I and develop repair plan

Lift stations: Add logbook to each station to document run times and maintenance performed. (Add etm clock if none are present). Convert stations from above ground to duplex submersible (detailed in section 4.22).

Wastewater Plant: Continue routine maintenance and address safety issues with handrails and catwalk. Clean and drain tanks, clean and rehab drying beds, service blowers and motors. (detailed in section 4.23.)

General:

A CMMS program must begin to maintain assets efficiently and effectively. **Diamond Maps** is an excellent choice and is highly recommended.

Rates must be examined to make sure they continue to provide adequate funding for operations and system improvements. When provided, RevPlan information can be valuable in making financial and rate decisions.

An automatic Minimum annual Rate increase of the Consumer Price Index (CPI) should be applied and is recommended by the FRWA and should be reviewed by Welaka.

Energy Management is recommended as well. Even small changes in energy use can result in large savings. Additional information can be found in Section 9.3.

Full grants should be pursued for financing as much as possible to lessen the financial burden on the utility.

The Asset Management Plan must be adopted by resolution or ordinance. This demonstrates the utilities commitment to the plan.

After adoption, implementation of the AMP must occur.

Implementing the Asset Management Plan

Implementing an Asset Management Plan requires several items:

1. **Assign specific personnel** to oversee and perform the tasks of Asset Management.
2. **Develop and use a CMMS program (Computerized Maintenance Management System**). The information provided in this AMP will give the utility a good starting point to begin this. Utilize the exhaustive asset list provided to plan maintenance tasks. Properly maintaining assets will ensure their useful life is extended and will ultimately save money. Asset maintenance tasks are scheduled and tracked, new assets are captured, and assets removed from service are retired properly using CMMS. Transitioning from reactive to preventive and predictive maintenance philosophies will net potentially huge savings for the utility. FRWA can help with selection, set up, and implementation. Target the items listed in this AMP and devise a plan to address them.
3. **Develop specific Level of Service items**. Create a list of LOS items. You may want to inform customers of the Utility's commitment to providing the stated LOS. Successes can also be shared with customers. This can dramatically improve customer relations. This also gives utility employees goals to strive for and can positively impact morale.
4. **Develop specific Change Out/ Repair/ Replacement Programs**. With the Welaka wastewater system, manholes need work, inflow issues need to be addressed, and plant equipment needs to be repaired or replaced. All of these represent large monetary outlays. Examples might include budgeting for five manhole refurbishments each year or Phase 1 of a collection system inflow study to control I&I (Inflow and Infiltration).
5. **Modify the existing rate structure** as recommended to make sure adequate funds are available to properly operate and maintain the facility. Rate increases, when required, can be accomplished in a stepped fashion rather than an 'all now' approach to lessen the resulting customer impact.
6. **Explore financial assistance options.** This can be especially useful in the beginning stages of Asset Management since budget shortfalls likely exist and high-cost items may be needed quickly.
7. **Revisit the AMP annually.** An Asset Management Plan is a living document. It can be revised at any time but must be revisited and evaluated at least once each year. Updates may be needed such as changes to your asset management team, asset inventory, updating condition and criticality ranking charts, asset condition and criticality assessment procedures may need to be revisited, evolving O&M activities may warrant changes, financial strategies and long-term funding plan may need to change, etc.

Closing

This Asset Management and Fiscal Sustainability Plan is presented to The Town of Welaka for adoption and implementation. Its creation would not be possible without the cooperation of Welaka's excellent staff. Their assistance was invaluable and is greatly appreciated. The Florida Rural Water Association will assist in making a 'plan of action' to help make Welaka's Asset Management Plan a success.

FDEP Rule 62-552.700(7), F.A.C.

FISCAL SUSTAINABILITY PLAN/ASSET MANAGEMENT PLAN.

Section 603(d)(1)(E) of the Federal Water Pollution Control Act encourages a recipient of a Loan for a project that involves the repair, replacement, or expansion of a treatment works to develop and implement a Fiscal Sustainability Plan.

Also, subsection 62-552.50(4) and 62-552.350(5) of Florida Administrative Code requires recipients of principal forgiveness to develop and implement an **Asset Management Plan** that meets all the requirements in subsection 62-552.700(7), Florida Administrative Code.

The **Fiscal Sustainability/ Asset Management Plan** shall include, at minimum, the following elements:

An inventory of all the assets within the Local Government's system;

ii) An evaluation of the current age, condition, and anticipated useful life of each asset;

iii) The current value of the assets;

iv) The cost to operate and maintain all assets

v) a capital improvement plan based on a survey of industry standards, life expectancy, life cycle analysis, and remaining useful life;

vi) An analysis of funding needs

vii) an analysis of population growth and water flow projections, as applicable, for the sponsor's planning area, and a model, if applicable, for impact fees; commercial, industrial and residential rate structures; industrial pretreatment fees and parameters;

viii) The establishment of an adequate funding rate structure;

ix) a threshold rate set to ensure the proper operation of the utility (if the sponsor transfers any of the utility proceeds to other funds, the rates must be set higher than the threshold rate to facilitate the transfer and proper operation of the utility;

x) a plan to preserve the assets, as well as the renewal, replacement, and repair of the assets as necessary (such plan should incorporate a risk benefit analysis to determine the optimum renewal or replacement time); and

xii) Evaluation of water and energy conservation efforts and a certification the assistance recipient will be implementing water and energy conservation efforts a part of the plan.

Failure to adopt and implement the above plan prior to the final disbursement of the Loan will reduce the principal forgiveness percentage to 0%.

APPENDIX A: Sample Resolution

RESOLUTION NO. 2023-_____

A RESOLUTION OF THE TOWN OF WELAKA, FLORIDA, APPROVING THE TOWN OF WELAKA WATER AND WASTEWATER UTILITY ASSET MANAGEMENT AND FISCAL SUSTAINABILITY PLANS; AUTHORIZING THE MAYOR, TOWN CLERK AND UTILITY SUPERVISOR TO TAKE ALL ACTIONS NECESSARY TO EFFECTUATE THE INTENT OF THIS RESOLUTION; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Florida Statutes provide for financial assistance to local government agencies to finance construction of the utility system improvements; and

WHEREAS, the Florida Department of Environmental Protection State Revolving Fund (SRF) has designated the Town of Welaka Utility System Improvements, identified in the Water and Wastewater Asset Management and Fiscal Sustainability Plans, as potentially eligible for available funding; and

WHEREAS, as a condition of obtaining funding from the SRF, the Town is required to implement a Water and Wastewater Asset Management and Fiscal Sustainability Plans for the Town's Utility System Improvements; and

WHEREAS, the Council of the Town of Welaka has determined that approval of the attached Water and Wastewater Asset Management and Fiscal Sustainability Plans for the proposed improvements, in order to obtain necessary funding in accordance with SRF guidelines, is in the best interest of the Town.

NOW, THEREFORE, BE IT RESOLVED BY THE Town of Welaka Commission the following:

Section 1. That the Town of Welaka Commission hereby approves the Town of Welaka Water and Wastewater Asset Management and Fiscal Sustainability Plans, attached hereto and incorporated by reference as a part of this Resolution.

Section 2. That the Mayor, Town Clerk, Utility Supervisor and designated staff are authorized to take all actions necessary to effectuate the intent of this Resolution and to implement the Water and Wastewater Asset Management and Fiscal Sustainability Plans in accordance with applicable Florida law and Council direction in order to obtain funding from the SRF.

Section 3. That the Town will annually evaluate existing rates to determine the need for any increase and will increase rates in accordance with the financial recommendations found in the Water and Wastewater Asset Management and Fiscal Sustainability Plans or in proportion to the Town's needs as determined by the Board in its discretion.

Section 4. That this Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED on this _____ day of_____, 2023.

Town of Welaka, Florida:

_____
Jaime Watts, Mayor

ATTEST:

APPROVED AS TO FORM:

_____ _____
Town Clerk Attorney

Appendix B: Master Asset List

Asset Name	Install Year	Design Life	Replacement Cost	Condition	COF	Age EOL
Buildings						
Harbor Vac Station Lift Stations 8	2005	50	45000	Good	Moderate	2040
Wastewater	1980	50	10000	Average	Moderate	2030
Storage awning	1980	50	5000	Average	Moderate	2030
Concrete slab stainless awning	1990	50	25000	Good	Moderate	2040
Lime storage shed	2000	50	4000	Average	Moderate	2050
Electrical control room/ storage / office	1990	50	15000	Average	Moderate	2040
Storage Building (Material)	2022	50	15000	Excellent	Moderate	2072

Asset Name	Install Year	Design Life	Replacement Cost	Condition	COF	Age EOL
Control Valves (Harbor Vac System)						
158 moonlight control valve	2005	25	500	Average	Moderate	2030
194 sportsman control valve	2005	25	500	Average	Moderate	2030
192 sportsman control valve	2005	25	500	Average	Moderate	2030
197 sportsman control valve	2005	25	500	Average	Moderate	2030
190 sportsman control valve	2005	25	500	Average	Moderate	2030
189 sportsman control valve	2005	25	500	Average	Moderate	2030
199 sportsman control valve	2005	25	500	Average	Moderate	2030
sportsman control valve	2005	25	500	Average	Moderate	2030
201 sportsman control valve	2005	25	500	Average	Moderate	2030
204 sportsman control valve	2005	25	500	Average	Moderate	2030
206 sportsman control valve	2005	25	500	Average	Moderate	2030
208 sportsman control valve	2005	25	500	Average	Moderate	2030
209 sportsman control valve	2005	25	500	Average	Moderate	2030
184 sportsman control valve	2005	25	500	Average	Moderate	2030
211 sportsman control valve	2005	25	500	Average	Moderate	2030
213 sportsman control valve	2005	25	500	Average	Moderate	2030
181 sportsman control valve	2005	25	500	Average	Moderate	2030
216 sportsman control valve	2005	25	500	Average	Moderate	2030
180 sportsman control valve	2005	25	500	Average	Moderate	2030
217 sportsman control valve	2005	25	500	Average	Moderate	2030
220 sportsman control valve	2005	25	500	Average	Moderate	2030
221 sportsman control valve	2005	25	500	Average	Moderate	2030
223 sportsman control valve	2005	25	500	Average	Moderate	2030

Asset Name	Install Year	Design Life	Replacement Cost	Condition	COF	Age EOL
Control Valves (Harbor Vac System)						
228 sportsman control valve	2005	25	500	Average	Moderate	2030
228 sportsman control valve	2005	25	500	Average	Moderate	2030
230 sportsman control valve	2005	25	500	Average	Moderate	2030
231 sportsman control valve	2005	25	500	Average	Moderate	2030
233 sportsman control valve	2005	25	500	Average	Moderate	2030
235 sportsman control valve	2005	25	500	Average	Moderate	2030
238 sportsman control valve	2005	25	500	Average	Moderate	2030
sportsman / happiness control valve	2005	25	500	Average	Moderate	2030
241 sportsman control valve	2005	25	500	Average	Moderate	2030
244 sportsman control valve	2005	25	500	Average	Moderate	2030
245 sportsman control valve	2005	25	500	Average	Moderate	2030
54 sportsman control valve	2005	25	500	Average	Moderate	2030
33 Scott control valve	2005	25	500	Average	Moderate	2030
35 Scott control valve	2005	25	500	Average	Moderate	2030
30 Scott control valve	2005	25	500	Average	Moderate	2030
37 Scott control valve	2005	25	500	Average	Moderate	2030
29 Scott control valve	2005	25	500	Average	Moderate	2030
39 Scott control valve	2005	25	500	Average	Moderate	2030
27 Scott control valve	2005	25	500	Average	Moderate	2030
25 Scott control valve	2005	25	500	Average	Moderate	2030
41 Scott control valve	2005	25	500	Average	Moderate	2030
44 Scott control valve	2005	25	500	Average	Moderate	2030
24 Scott control valve	2005	25	500	Average	Moderate	2030
45 Scott control valve	2005	25	500	Average	Moderate	2030
22 Scott control valve	2005	25	500	Average	Moderate	2030
19 Scott control valve	2005	25	500	Average	Moderate	2030
18 Scott control valve	2005	25	500	Average	Moderate	2030
83 carefree control valve	2005	25	500	Average	Moderate	2030
57 carefree control valve	2005	25	500	Average	Moderate	2030
82 carefree control valve	2005	25	500	Average	Moderate	2030
60 carefree control valve	2005	25	500	Average	Moderate	2030
80 carefree control valve	2005	25	500	Average	Moderate	2030
62 carefree control valve	2005	25	500	Average	Moderate	2030
77 carefree control valve	2005	25	500	Average	Moderate	2030
63 carefree control valve	2005	25	500	Average	Moderate	2030
76 carefree control valve	2005	25	500	Average	Moderate	2030
66 carefree control valve	2005	25	500	Average	Moderate	2030

Asset Name	Install Year	Design Life	Replacement Cost	Condition	COF	Age EOL
Control Valves (Harbor Vac System)						
74 carefree control valve	2005	25	500	Average	Moderate	2030
67 carefree control valve	2005	25	500	Average	Moderate	2030
71 carefree control valve	2005	25	500	Average	Moderate	2030
69 carefree control valve	2005	25	500	Average	Moderate	2030
100 happiness control valve	2005	25	500	Average	Moderate	2030
99 happiness control valve	2005	25	500	Average	Moderate	2030
96 happiness control valve	2005	25	500	Average	Moderate	2030
103 happiness control valve	2005	25	500	Average	Moderate	2030
103 happiness control valve	2005	25	500	Average	Moderate	2030
94 happiness control valve	2005	25	500	Average	Moderate	2030
106 happiness control valve	2005	25	500	Average	Moderate	2030
92 happiness control valve	2005	25	500	Average	Moderate	2030
109 happiness control valve	2005	25	500	Average	Moderate	2030
91 happiness control valve	2005	25	500	Average	Moderate	2030
111 happiness control valve	2005	25	500	Average	Moderate	2030
88 happiness control valve	2005	25	500	Average	Moderate	2030
113 happiness control valve	2005	25	500	Average	Moderate	2030
88 happiness control valve	2005	25	500	Average	Moderate	2030
115 happiness control valve	2005	25	500	Average	Moderate	2030
135 paradise control valve	2005	25	500	Average	Moderate	2030
132 paradise control valve	2005	25	500	Average	Moderate	2030
130 paradise control valve	2005	25	500	Average	Moderate	2030
137 paradise control valve	2005	25	500	Average	Moderate	2030
128 paradise control valve	2005	25	500	Average	Moderate	2030
139 paradise control valve	2005	25	500	Average	Moderate	2030
126 paradise control valve	2005	25	500	Average	Moderate	2030
140 paradise control valve	2005	25	500	Average	Moderate	2030
125 paradise control valve	2005	25	500	Average	Moderate	2030
141 paradise control valve	2005	25	500	Average	Moderate	2030
117 paradise control valve	2005	25	500	Average	Moderate	2030
119 paradise control valve	2005	25	500	Average	Moderate	2030
146 paradise control valve	2005	25	500	Average	Moderate	2030
117 paradise control valve	2005	25	500	Average	Moderate	2030
149 paradise control valve	2005	25	500	Average	Moderate	2030
116 paradise control valve	2005	25	500	Average	Moderate	2030
150 paradise control valve	2005	25	500	Average	Moderate	2030
151 moonlite control valve	2005	25	500	Average	Moderate	2030

Asset Name	Install Year	Design Life	Replacement Cost	Condition	COF	Age EOL
Control Valves (Harbor Vac System)						
176 moonlite control valve	2005	25	500	Average	Moderate	2030
152 moonlite control valve	2005	25	500	Average	Moderate	2030
175 moonlite control valve	2005	25	500	Average	Moderate	2030
154 moonlite control valve	2005	25	500	Average	Moderate	2030
156 moonlite control valve	2005	25	500	Average	Moderate	2030
173 moonlite control valve	2005	25	500	Average	Moderate	2030
171 moonlite control valve	2005	25	500	Average	Moderate	2030
168 moonlite control valve	2005	25	500	Average	Moderate	2030
166 moonlite control valve	2005	25	500	Average	Moderate	2030
164 moonlite control valve	2005	25	500	Average	Moderate	2030
163 moonlite control valve	2005	25	500	Average	Moderate	2030
160 moonlite control valve	2005	25	500	Average	Moderate	2030

Asset Name	Install Year	Design Life	Replacement Cost	Condition	COF	Age EOL
Holding Tank (Harbor Vac System)						
158 moonlight holding tank	2005	50	3000	Average	Moderate	2055
233 sportsman holding tank	2005	50	3000	Average	Moderate	2055
231 sportsman holding tank	2005	50	3000	Average	Moderate	2055
230 sportsman holding tank	2005	50	3000	Average	Moderate	2055
228 sportsman holding tank	2005	50	3000	Average	Moderate	2055
228 sportsman holding tank	2005	50	3000	Average	Moderate	2055
223 sportsman holding tank	2005	50	3000	Average	Moderate	2055
221 sportsman holding tank	2005	50	3000	Average	Moderate	2055
220 sportsman holding tank	2005	50	3000	Average	Moderate	2055
217 sportsman holding tank	2005	50	3000	Average	Moderate	2055
216 sportsman holding tank	2005	50	3000	Average	Moderate	2055
213 sportsman holding tank	2005	50	3000	Average	Moderate	2055
211 sportsman holding tank	2005	50	3000	Average	Moderate	2055
209 sportsman holding tank	2005	50	3000	Average	Moderate	2055
208 sportsman holding tank	2005	50	3000	Average	Moderate	2055
206 sportsman holding tank	2005	50	3000	Average	Moderate	2055
204 sportsman holding tank	2005	50	3000	Average	Moderate	2055
201 sportsman holding tank	2005	50	3000	Average	Moderate	2055
199 sportsman holding tank	2005	50	3000	Average	Moderate	2055
197 sportsman holding tank	2005	50	3000	Average	Moderate	2055
194 sportsman holding tank	2005	50	3000	Average	Moderate	2055

Asset Name	Install Year	Design Life	Replacement Cost	Condition	COF	Age EOL
Holding Tank (Harbor Vac System)						
192 sportsman holding tank	2005	50	3000	Average	Moderate	2055
190 sportsman holding tank	2005	50	3000	Average	Moderate	2055
189 sportsman holding tank	2005	50	3000	Average	Moderate	2055
Sportsman holding tank	2005	50	3000	Average	Moderate	2055
184 sportsman holding tank	2005	50	3000	Average	Moderate	2055
181 sportsman holding tank	2005	50	3000	Average	Moderate	2055
180 sportsman holding tank	2005	50	3000	Average	Moderate	2055
176 moonlight holding tank	2005	50	3000	Average	Moderate	2055
175 moonlight holding tank	2005	50	3000	Average	Moderate	2055
173 moonlight holding tank	2005	50	3000	Average	Moderate	2055
171 moonlight holding tank	2005	50	3000	Average	Moderate	2055
168 moonlight holding tank	2005	50	3000	Average	Moderate	2055
166 moonlight holding tank	2005	50	3000	Average	Moderate	2055
164 moonlight holding tank	2005	50	3000	Average	Moderate	2055
163 moonlight holding tank	2005	50	3000	Average	Moderate	2055
160 moonlight holding tank	2005	50	3000	Average	Moderate	2055
156 moonlight holding tank	2005	50	3000	Average	Moderate	2055
154 moonlight holding tank	2005	50	3000	Average	Moderate	2055
152 moonlight holding tank	2005	50	3000	Average	Moderate	2055
151 moonlight holding tank	2005	50	3000	Average	Moderate	2055
150 paradise holding tank	2005	50	3000	Average	Moderate	2055
149 paradise holding tank	2005	50	3000	Average	Moderate	2055
146 paradise holding tank	2005	50	3000	Average	Moderate	2055
141 paradise holding tank	2005	50	3000	Average	Moderate	2055
117 paradise holding tank	2005	50	3000	Average	Moderate	2055
119 paradise holding tank	2005	50	3000	Average	Moderate	2055
117 paradise holding tank	2005	50	3000	Average	Moderate	2055
116 paradise holding tank	2005	50	3000	Average	Moderate	2055
54 sportsman holding tank	2005	30	3000	Average	Moderate	2035
245 sportsman dr holding tank	2005	30	3000	Average	Moderate	2035
244 sportsman dr holding tank	2005	30	3000	Average	Moderate	2035
241 sportsman dr holding tank	2005	30	3000	Average	Moderate	2035
238 sportsman holding tank	2005	50	3000	Average	Moderate	2055
235 sportsman holding tank	2005	50	3000	Average	Moderate	2055
140 paradise holding tank	2005	50	3000	Average	Moderate	2055
139 paradise holding tank	2005	50	3000	Average	Moderate	2055
137 paradise holding tank	2005	50	3000	Average	Moderate	2055

Asset Name	Install Year	Design Life	Replacement Cost	Condition	COF	Age EOL
Holding Tank (Harbor Vac System)						
135 paradise holding tank	2005	50	3000	Average	Moderate	2055
132 paradise holding tank	2005	50	3000	Average	Moderate	2055
130 paradise holding tank	2005	50	3000	Average	Moderate	2055
128 paradise holding tank	2005	50	3000	Average	Moderate	2055
126 paradise holding tank	2005	50	3000	Average	Moderate	2055
125 paradise holding tank	2005	50	3000	Average	Moderate	2055
115 happiness holding tank	2005	50	3000	Average	Moderate	2055
113 happiness holding tank	2005	50	3000	Average	Moderate	2055
111 happiness holding tank	2005	50	3000	Average	Moderate	2055
109 happiness holding tank	2005	50	3000	Average	Moderate	2055
106 happiness holding tank	2005	50	3000	Average	Moderate	2055
103 happiness holding tank	2005	50	3000	Average	Moderate	2055
103 happiness holding tank	2005	50	3000	Average	Moderate	2055
100 happiness holding tank	2005	50	3000	Average	Moderate	2055
99 happiness holding tank	2005	50	3000	Average	Moderate	2055
96 happiness holding tank	2005	50	3000	Average	Moderate	2055
94 happiness holding tank	2005	50	3000	Average	Moderate	2055
92 happiness holding tank	2005	50	3000	Average	Moderate	2055
91 happiness holding tank	2005	50	3000	Average	Moderate	2055
88 happiness holding tank	2005	50	3000	Average	Moderate	2055
88 happiness holding tank	2005	50	3000	Average	Moderate	2055
Sportsman/ happiness holding tank	2005	50	3000	Average	Moderate	2055
83 carefree holding tank	2005	50	3000	Average	Moderate	2055
82 carefree holding tank	2005	50	3000	Average	Moderate	2055
80 carefree holding tank	2005	50	3000	Average	Moderate	2055
77 carefree holding tank	2005	50	3000	Average	Moderate	2055
76 carefree holding tank	2005	50	3000	Average	Moderate	2055
74 carefree holding tank	2005	50	3000	Average	Moderate	2055
71 carefree holding tank	2005	50	3000	Average	Moderate	2055
69 carefree holding tank	2005	50	3000	Average	Moderate	2055
67 carefree holding tank	2005	50	3000	Average	Moderate	2055
66 carefree holding tank	2005	50	3000	Average	Moderate	2055
63 carefree holding tank	2005	50	3000	Average	Moderate	2055
62 carefree holding tank	2005	50	3000	Average	Moderate	2055
60 carefree holding tank	2005	50	3000	Average	Moderate	2055
57 carefree holding tank	2005	50	3000	Average	Moderate	2055
18 Scott holding tank	2005	50	3000	Average	Moderate	2055

Asset Name	Install Year	Design Life	Replacement Cost	Condition	COF	Age EOL
Holding Tank (Harbor Vac System)						
19 Scott holding tank	2005	50	3000	Average	Moderate	2055
22 scort holding tank	2005	50	3000	Average	Moderate	2055
24 Scott holding tank	2005	50	3000	Average	Moderate	2055
25 Scott holding tank	2005	50	3000	Average	Moderate	2055
27 Scott holding tank	2005	50	3000	Average	Moderate	2055
29 Scott holding tank	2005	50	3000	Average	Moderate	2055
30 Scott holding tank	2005	50	3000	Average	Moderate	2055
33 Scott holding tank	2005	50	3000	Average	Moderate	2055
35 Scott holding tank	2005	50	3000	Average	Moderate	2055
37 Scott holding tank	2005	50	3000	Average	Moderate	2055
39 Scott holding tank	2005	50	3000	Average	Moderate	2055
41 Scott holding tank	2005	50	3000	Average	Moderate	2055
44 Scott holding tank	2005	50	3000	Average	Moderate	2055
45 Scott holding tank	2005	50	3000	Average	Moderate	2055
Vac storage tank	2005	50	35000	Average	Major	2055

Asset Name	Install Year	Design Life	Replacement Cost	Condition	COF	Age EOL
Electrical Equipment						
Lift Station 7 Electrical panel	2000	20	3500	Average	Moderate	2020
Lift Station 4 Electrical panels	2006	20	7500	Average	Moderate	2026
Lift Station 1 Electrical control panel	2004	20	10000	Average	Moderate	2024
Lift Station 6 Electrical control panel	1990	20	5000	Average	Moderate	2010
Lift Station 6 Portable generator	2005	30	30000	Average	Moderate	2035
Harbor Vacuum System	2005	20	65000	Average	Moderate	2025
WWTP Control panel	2020	20	12000	Good	Moderate	2040
Lift Station 7 at WWTP	1996	20	15000	Average	Moderate	2016
Lift station 6	1990	30	5000	Average	Minor	2020
Lift station 5	2000	25	5000	Average	Moderate	2025
Vac station transfer switch	1995	20	7500	Average	Moderate	2015
Vac station control panel	2005	20	50000	Average	Moderate	2025

Asset Name	Install Year	Design Life	Replacement Cost	Condition	COF	Age EOL
Manholes						
wwManH-1	1990	50	3000	Average	Moderate	2040
wwManH-2	1990	50	3000	Poor	Moderate	2040

Asset Name	Install Year	Design Life	Replacement Cost	Condition	COF	Age EOL
Manholes						
wwManH-3	1990	50	5500	Poor	Moderate	2040
wwManH-4	1990	50	14000	Average	Moderate	2040
wwManH-5	1990	50	15000	Average	Moderate	2040
wwManH-6	1990	50	3000	Poor	Moderate	2040
wwManH-7	1990	50	12500	Average	Moderate	2040
wwManH-8	1990	50	3000	Poor	Moderate	2040
wwManH-9	1990	50	12500	Average	Moderate	2040
wwManH-10	1990	50	12000	Average	Moderate	2040
wwManH-11	1990	50	4500	Average	Moderate	2040
wwManH-12	1990	50	3000	Average	Moderate	2040
wwManH-13	1990	50	4500	Average	Moderate	2040
wwManH-14	1990	50	5500	Average	Moderate	2040
wwManH-15	1990	50	3000	Poor	Moderate	2040
wwManH-16	1990	50	10000	Average	Moderate	2040
wwManH-18	1990	50	3000	Average	Moderate	2040
wwManH-19	1990	50	3000	Poor	Moderate	2040
wwManH-20	1990	50	8500	Average	Moderate	2040
wwManH-21	1990	50	3000	Average	Moderate	2040
wwManH-22	1990	50	3000	Average	Moderate	2040
wwManH-23	1990	50	5500	Average	Moderate	2040
wwManH-25	1990	50	5500	Average	Moderate	2040
wwManH-26	1990	50	4500	Average	Moderate	2040
wwManH-27	1990	50	3000	Poor	Moderate	2040
wwManH-28	1990	50	3000	Average	Moderate	2040
wwManH-29	1990	50	3000	Average	Moderate	2040
wwManH-30	2000	50	7500	Average	Moderate	2050
wwManH-31	1990	50	3000	Average	Moderate	2040
wwManH-33	1990	50	3000	Average	Moderate	2040
wwManH-34	1990	50	3000	Average	Moderate	2040
wwManH-35	1990	50	3000	Average	Moderate	2040
wwManH-36	1990	50	4500	Average	Moderate	2040
wwManH-37	1990	50	5500	Average	Moderate	2040
wwManH-38	1990	50	12000	Average	Moderate	2040
wwManH-39	1990	50	7500	Average	Moderate	2040
wwManH-41	1990	50	15000	Poor	Moderate	2040

Asset Name	Install Year	Design Life	Replacement Cost	Condition	COF	Age EOL
Manholes						
wwManH-42	1990	50	6500	Average	Moderate	2040
wwManH-43	1990	50	3000	Average	Moderate	2040
wwManH-44	1990	50	3000	Average	Moderate	2040
wwManH-45	1990	50	3000	Average	Moderate	2040
wwManH-46	2000	50	7500	Good	Moderate	2050
wwManH-48	1990	50	6500	Average	Moderate	2040
wwManH-49	1990	50	5000	Average	Moderate	2040
wwManH-50	1990	50	3000	Poor	Moderate	2040
wwManH-51	1990	50	4800	Average	Moderate	2040
wwManH-52	1990	50	7500	Average	Moderate	2040
wwManH-53	1990	50	3000	Poor	Moderate	2040
wwManH-54	1990	50	3000	Good	Moderate	2040
wwManH-55	1990	50	3000	Good	Moderate	2040
wwManH-56	1990	50	6500	Average	Moderate	2040
wwManH-57	1990	50	5500	Poor	Moderate	2040
wwManH-58	1990	50	8500	Poor	Moderate	2040
wwManH-59	1990	50	15000	Good	Moderate	2040
wwManH-60	1990	50	9000	Poor	Moderate	2040
wwManH-61	1990	50	9000	Average	Moderate	2040
wwManH-63	1990	50	7500	Average	Moderate	2040
wwManH-64	1990	50	10000	Average	Moderate	2040
wwManH-65	1990	50	8500	Average	Moderate	2040
wwManH-66	1990	50	7500	Poor	Moderate	2040
wwManH-67	1990	50	3000	Average	Moderate	2040
wwManH-68	1990	50	3000	Average	Moderate	2040
wwManH-69	1991	50	3000	Poor	Moderate	2041
wwManH-70	1990	50	5500	Poor	Moderate	2040
wwManH-71	1991	50	4000	Average	Moderate	2041
wwManH-72	1991	50	5000	Poor	Moderate	2041
wwManH-73	1991	50	3500	Average	Moderate	2041
wwManH-74	1991	50	5000	Poor	Moderate	2041
wwManH-75	1991	50	3000	Average	Moderate	2041
wwManH-76	2010	50	5000	Good	Moderate	2060
wwManH-77	2010	50	5000	Good	Moderate	2060
wwManH-78	2010	50	5000	Good	Moderate	2060
wwManH-79	2010	50	5000	Good	Moderate	2060

Asset Name	Install Year	Design Life	Replacement Cost	Condition	COF	Age EOL
Manholes						
wwManH-80	2010	50	5000	Good	Moderate	2060
wwManH-81	2010	50	5000	Good	Moderate	2060
wwManH-82	2010	50	5000	Good	Moderate	2060
wwManH-83	2010	50	5000	Good	Moderate	2060
wwManH-84	2010	50	5000	Good	Moderate	2060
wwManH-85	2010	50	5000	Good	Moderate	2060
wwManH-86	2010	50	5000	Good	Moderate	2060
wwManH-87	2010	50	5000	Good	Moderate	2060
wwManH-88	2010	50	5000	Good	Moderate	2060
wwManH-89	2010	50	10000	Good	Moderate	2060
wwManH-90	2010	50	7500	Good	Moderate	2060
wwManH-91	2010	50	5000	Good	Moderate	2060
wwManH-92	2010	50	5000	Good	Moderate	2060
wwManH-93	2010	50	5000	Good	Moderate	2060
wwManH-94	2010	50	5000	Good	Moderate	2060
wwManH-95	2010	50	5000	Good	Moderate	2060
wwManH-96	2010	50	5000	Good	Moderate	2060
wwManH-97	2010	50	5000	Good	Moderate	2060
wwManH-98	2010	50	5000	Good	Moderate	2060
wwManH-99	2010	50	20000	Good	Moderate	2060
wwManH-100	2010	50	5000	Good	Moderate	2060
wwManH-101	2010	50	5000	Good	Moderate	2060
wwManH-102	2010	50	5000	Good	Moderate	2060
wwManH-103	2010	50	5000	Good	Moderate	2060
wwManH-104	2010	50	7500	Good	Moderate	2060
wwManH-105	2010	50	5000	Good	Moderate	2060
wwManH-106	2010	50	5000	Good	Moderate	2060
wwManH-107	2010	50	5000	Good	Moderate	2060
wwManH-108	1990	50	5000	Average	Moderate	2040
wwManH-109	1990	50	5000	Average	Moderate	2040
wwManH-110	1990	50	5000	Average	Moderate	2040
wwManH-111	1990	50	6500	Average	Moderate	2040
wwManH-112	1990	50	5000	Average	Moderate	2040
wwManH-113	1990	50	7500	Average	Moderate	2040
wwManH-114	1990	50	12000	Average	Moderate	2040
wwManH-115	1990	50	5000	Average	Moderate	2040

Asset Name	Install Year	Design Life	Replacement Cost	Condition	COF	Age EOL
Motors						
Lift station 7	2000	20	3500	Average	Minor	2020
Lift station 5	2000	30	3000	Average	Moderate	2030
Plant LS Motor 1	1996	20	5000	Average	Moderate	2016
Plant LS motor 2	1996	20	5000	Average	Moderate	2016
Blower Motor 1	2015	20	5000	Poor	Moderate	2035
Blower Motor 2	2015	20	5000	Poor	Moderate	2035
Lift station 5 motor #2	2000	20	3000	Average	Moderate	2020
Ls 6 pump 1 motor	2000	20	3500	Average	Moderate	2020
Ls 6 pump 2 motor	2000	20	3500	Average	Moderate	2020
Ls 7 pump 2 motor	2000	20	3500	Average	Moderate	2020

Asset Name	Install Year	Design Life	Replacement Cost	Condition	COF	Age EOL
Pumps						
Centrifugal pump	1996	20	5000	Average	Moderate	2016
Centrifugal pump	1996	20	5000	Average	Moderate	2016
Blower 1	2005	20	5000	Poor	Moderate	2025
Blower 2	2005	20	5000	Poor	Moderate	2025
Stenner pump	2015	20	500	Average	Moderate	2035
Lift station 7 pump 1	2000	30	7500	Average	Minor	2030
Lift station 5 pump 1	2000	30	7000	Average	Moderate	2030
Lift station 1 pump 1	2004	25	4500	Average	Major	2029
Discharge pump 2	2021	20	15000	Good	Moderate	2041
Discharge pump 1 (lsp sp#2)	2005	20	15000	Average	Moderate	2025
Vac pump 1	2005	20	15000	Average	Moderate	2025
Vac pump 2	2015	20	15000	Average	Moderate	2035
Vac pump 3	2015	20	15000	Average	Moderate	2035
Lift station 5 pump 2	2000	20	7000	Average	Moderate	2020
Lift station 4 pump 1	2004	20	3500	Average	Moderate	2024
Lift station 4 pump 2	2004	20	3500	Average	Moderate	2024
Lift station 1 pump 2	2004	25	4500	Average	Major	2029
Lift station 6 pump 1	2000	20	7500	Average	Moderate	2020
Lift station 6 pump 2	2000	20	7500	Average	Moderate	2020
Lift station 7 pump 2	2000	20	7500	Average	Moderate	2020

Asset Name	Install Year	Design Life	Replacement Cost	Condition	COF	Condition EOL
Storage Tanks (WWTP)						
Aeration bay	1970	30	100000	Average	Moderate	2037
Surge tank	1970	30	100,000	Average	Moderate	2037
Splitter box	1970	30	20,000	Average	Moderate	2037
Surge tank overflow	1970	30	35000	Average	Moderate	2037
Clarifier	1970	30	50000	Average	Moderate	2037
Aeration Train 1	1970	30	100,000	Poor	Moderate	2031
Clarifier	1970	30	100,000	Poor	Moderate	2031
Aeration Tank Train 1	1970	30	100,000	Very Poor	Moderate	2025
Aeration Train 2	1970	30	100000	Poor	Moderate	2031
Aeration Tank Train 1	1970	30	100,000	Very Poor	Moderate	2025
Chlorine Contact Chamber	1970	30	50,000	Poor	Moderate	2031

Asset Name	Install Year	Design Life	Replacement Cost	Condition	COF	Age EOL
Treatment Equipment						
Chlorine Tank @ WWTP	2000	30	20,000	Average	Moderate	2030
Drying Beds	1980	50	50,000	Poor	Moderate	2030

Asset Name	Install Year	Design Life	Replacement Cost	Condition	COF	Age EOL
Wetwells						
Lift station 4	2004	50	15000	Average	Minor	2054
Lift station 6 wetwell	1990	50	20000	Average	Minor	2040
Lift station 7	1990	50	30000	Average	Minor	2040
Lift station 5	2000	50	30000	Average	Moderate	2050
Lift station 1	2004	50	18000	Average	Minor	2054
Lift station @ plant (master)	1970	50	50000	Average	Moderate	2020

APPENDIX C: REV Plan

Welaka,Town of

S2 Welaka FY22 (2000 allowance)

Fiscal Year: 2022

FLORIDA RURAL WATER ASSOCIATION
2970 WELLINGTON CIRCLE
TALLAHASSEE, FL 32309
850-668-2746

Completed by: Dyana Jo Stewart

November 4, 2022

SECTION 8.2.

RESOLUTION 2023-04

Welaka Code Enforcement Department under the Welaka Police Department

RESOLUTION NO. 2023-04

A RESOLUTION OF THE TOWN COUNCIL FOR THE TOWN OF WELAKA, FLORIDA FORMALLY ASSIGNING THE CODE ENFORCEMENT FUNCTION TO THE WELAKA POLICE DEPARTMENT.

WHEREAS, the Town Council has determined a full-time presence is necessary to effectively manage and carry out the code enforcement function, which the Mayor is not capable of providing; and

WHEREAS, the Town Council has determined that the code enforcement function can be adversarial in nature and the employee must use skill and judgement to resolve both technical and interpersonal problems in code compliance; and

WHEREAS, the code enforcement function, though civil in nature, often crosses paths with the law enforcement function; and

WHEREAS, the Town's Police Department can provide that full-time presence, and its personnel is formally trained to handle adversarial matters with the public and is charged with handling the law enforcement function that crosses paths with the code enforcement function.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL FOR THE TOWN OF WELAKA, FLORIDA THAT,

The Town Council hereby assigns the code enforcement function to the Police Department under the management and supervision of the Chief of Police; and directs the Mayor and the Chief of Police, in communication with the current Code Enforcement Officer, to establish the organizational structure to effectively carry out this Resolution.

APPROVED AND ADOPTED by the Town Council for the Town of Welaka at its Town Council Meeting assembled this 11th day of April 2023.

Town of Welaka, Florida

_____
Jamie D. Watts, Mayor

Attest:

_____
Meghan E. Allmon, Town Clerk

SECTION 9.1.

PROCLAMATION 2023-04

Proclaiming May as Welaka's Historic Preservation Month

Proclamation 2023-04
Designating the Month of May as Historic Preservation Month in the Town of Welaka

WHEREAS, local historic preservation is an effective tool for revitalizing neighborhoods, fostering local pride, and maintaining community character while enhancing livability; and

WHEREAS, historic preservation is relevant for communities across the nation, both urban and rural, and for Americans of all ages, all walks of life, and all ethnic backgrounds; and

WHEREAS, it is important to celebrate the role of history in our lives and the contributions made by dedicated individuals in helping to preserve the tangible aspects of the heritage that has shaped us as a community; and

WHEREAS, the Fruitland Peninsula Historical Society and other community groups are participating in Historic Preservation Month during May of 2023; and

WHEREAS, the South Putnam community has embarked upon a new commitment to preservation, historic and archaeological surveys, the nomination of significant cultural resources to the Local, State, and National Register of Historic Places, the protection of traditional neighborhoods, the integration of historic elements with redevelopment, and the recognition, rehabilitation, and restoration of historic properties.

NOW, THEREFORE, WE, the Town of Welaka Council, do hereby proclaim the month of May 2023 in the Town of Welaka, as:

HISTORIC PRESERVATION MONTH"

and call upon the residents of Welaka to join their fellow citizens across the United States in recognizing the importance of preserving the history of communities and participating in this special observance.

Dated this 11th Day of April 2023

ATTEST:

Meghan E. Allmon, Town Clerk

Jamie D. Watts. Mayor

SECTION 13.1.a.

Excessive Water Bill from Jefferson Smith Park

TOWN OF WELAKA
P.O. Box 1098
Welaka, FL 32193-1098
(386) 467-9800

ACCOUNT NUMBER	BILLING DATE	CURRENT CHARGES	321.08
40002200.00 98	3/31/2023		
DUE DATE	CUTOFF DATE	PREVIOUS BALANCE	0.00
4/17/2023	5/1/2023		
SERVICE ADDRESS 1050 ELM STREET		TOTAL AMOUNT DUE	**321.08**
		AMOUNT AFTER 04/18/2023	337.13

TOWN OF WELAKA - JEFFERSON SMITH BALL PARK
P.O. BOX 1098
WELAKA, FL 32193

TO INSURE PROPER CREDIT TO YOUR ACCOUNT, PLEASE RETURN THIS PORTION WITH YOUR PAYMENT

SERVICE ADDRESS	BILLING DATE	DUE DATE	ACCOUNT NUMBER
1050 ELM STREET	3/31/2023	4/17/2023	40002200.00 98

DESCRIPTION	METER NUMBER	PREVIOUS READING	CURRENT READING	USAGE	AMOUNT
Sewer	01036536	68960	83250	14290	186.00
Water	01036536	68960	83250	14290	135.08

Usually @ 500-800 gallons $58.48

DATE FROM:	02/15/2023
DATE TO:	03/15/2023
DAYS:	28

CURRENT CHARGES	321.08
PREVIOUS BALANCE	0.00
TOTAL AMOUNT DUE	**321.08**
AMOUNT AFTER 04/18/2023	337.13

HISTORY LISTING FOR 10/31/2022 - 04/06/2023 Date: 04/06/2023 Time: 18:04:20

40002200.00 98 TOWN OF WELAKA - JEFFERSON SMITH BALL PARK ACTIVE Cycle: 01 Start Date: 1/30/2003
1050 ELM STREET, WELAKA, FL 32193

TRANSACTION	DATE	SVC	RATE	READING MTR/CHK	DESCRIPTION	AMOUNT REFERENCE	USAGE
BILLING	10/31/2022	SW	13	01036536	Rate: 13	33.48	530.0000
BILLING	10/31/2022	WA	13	01036536	Rate: 13	25.00	530.0000
READING	11/15/2022	WA	13	60480 01036536	CITY READ		
BILLING	11/30/2022	SW	13	01036536	Rate: 13	33.48	630.0000
BILLING	11/30/2022	WA	13	01036536	Rate: 13	25.00	630.0000
READING	12/15/2022	WA	13	61340 01036536	CITY READ		
BILLING	12/30/2022	SW	13	01036536	Rate: 13	33.48	860.0000
BILLING	12/30/2022	WA	13	01036536	Rate: 13	25.00	860.0000
READING	01/25/2023	WA	13	61600 01036536	CITY READ		
BILLING	01/31/2023	SW	13	01036536	Rate: 13	33.48	260.0000
BILLING	01/31/2023	WA	13	01036536	Rate: 13	25.00	260.0000
READING	02/20/2023			68960 01036536	CITY READ		
BILLING	02/28/2023	SW	13	01036536	Rate: 13	94.86	7,360.0000
BILLING	02/28/2023	WA	13	01036536	Rate: 13	69.70	7,360.0000
READING	03/22/2023			83250014036536	CITY READ		
BILLING	03/31/2023	SW	13	01036536	Rate: 13	186.00	14,290.0000
BILLING	03/31/2023	WA	13	01036536	Rate: 13	135.08	14,290.0000

2/28/23 - Vandalism
$150 was paid by family
for estimated water wasted.

3/31/23 - Waterslide in the Park.

SECTION 13.1.b.

Welaka Medical Clinic Water Bill and Lease Agreement

Copy
- pd. 3/6/23

TOWN OF WELAKA
P.O. Box 1098
Welaka, FL 32193-1098
(386) 467-9800

ACCOUNT NUMBER	BILLING DATE	CURRENT CHARGES	142.20
40000400.00 97	2/28/2023		
DUE DATE	CUTOFF DATE	PREVIOUS BALANCE	0.00
3/15/2023	3/30/2023		
SERVICE ADDRESS 405 ELM STREET		TOTAL AMOUNT DUE	**142.20**
		AMOUNT AFTER 03/16/2023	149.31

WELAKA MEDICAL CLINIC
P.O. BOX 1098
WELAKA, FL 32193

TO INSURE PROPER CREDIT TO YOUR ACCOUNT, PLEASE RETURN THIS PORTION WITH YOUR PAYMENT

SERVICE ADDRESS	BILLING DATE	DUE DATE	ACCOUNT NUMBER
405 ELM STREET	2/28/2023	3/15/2023	40000400.00 97

DESCRIPTION	METER NUMBER	PREVIOUS READING	CURRENT READING	USAGE	AMOUNT
Sewer	20081979	40530	46590	6060	81.84
Water	20081979	40530	46590	6060	60.36

Usually @ 2,000 gal. $58.48

DATE FROM:	01/17/2023
DATE TO:	02/15/2023
DAYS:	29

CURRENT CHARGES	142.20
PREVIOUS BALANCE	0.00
TOTAL AMOUNT DUE	**142.20**
AMOUNT AFTER 03/16/2023	149.31

PLEASE CALL THE OFFICE OR EMAIL US TO SET UP FOR E-BILL!
(386) 467-9800 Ext. 103
ESLEDGE@WELAKA-FL.GOV

HISTORY LISTING FOR 04/06/2022 - 04/06/2023 Date: 04/06/20

40000400.00 97 TOWN OF WELAKA - MEDICAL CLINIC ACTIVE Cycle: 01

405 ELM STREET

TRANSACTION	DATE	SVC	RATE	READING	MTR/CHK	DESCRIPTION	AMOUNT	REFERENCE	USAGE	BALANCE
BEGIN BAL										.00
READING	04/14/2022	WA	13	22390	20081979	CITY READ		96		.00
BILLING	04/30/2022	SW	13		20081979	Rate: 13	33.48		2410.0000	33.48
BILLING	04/30/2022	WA	13		20081979	Rate: 13	25.00		2410.0000	58.48
PAYMENT	05/17/2022				48537	CHECK COUNTER	58.48	2366		.00
READING	05/16/2022	WA	13	26350	20081979	CITY READ		97		.00
BILLING	05/31/2022	SW	13		20081979	Rate: 13	44.64		3960.0000	44.64
BILLING	05/31/2022	WA	13		20081979	Rate: 13	33.34		3960.0000	77.98
PAYMENT	06/14/2022				48586	CHECK COUNTER	77.98	2428		.00
READING	06/15/2022	WA	13	27950	20081979	CITY READ		98		.00
BILLING	06/30/2022	SW	13		20081979	Rate: 13	33.48		1600.0000	33.48
BILLING	06/30/2022	WA	13		20081979	Rate: 13	25.00		1600.0000	58.48
PAYMENT	07/12/2022				48640	CHECK COUNTER	58.48	2485		.00
READING	07/15/2022	WA	13	29570	20081979	CITY READ		100		.00
BILLING	07/31/2022	SW	13		20081979	Rate: 13	33.48		1620.0000	33.48
BILLING	07/31/2022	WA	13		20081979	Rate: 13	25.00		1620.0000	58.48
PAYMENT	08/15/2022				3514	OLBP - VISA	58.48	2552		.00
READING	08/15/2022	WA	13	31290	20081979	CITY READ		103		.00
BILLING	08/31/2022	SW	13		20081979	Rate: 13	33.48		1720.0000	33.48
BILLING	08/31/2022	WA	13		20081979	Rate: 13	25.00		1720.0000	58.48
READING	09/15/2022	WA	13	32810	20081979	CITY READ		104		58.48
PAYMENT	09/12/2022				4788	OLBP - VISA	58.48	2609		.00
BILLING	09/30/2022	SW	13		20081979	Rate: 13	33.48		1520.0000	33.48
BILLING	09/30/2022	WA	13		20081979	Rate: 13	25.00		1520.0000	58.48
PAYMENT	10/15/2022				4788	OLBP - VISA	58.48	2660		.00
READING	10/17/2022	WA	13	34620	20081979	CITY READ		105		.00
BILLING	10/31/2022	SW	13		20081979	Rate: 13	33.48		1810.0000	33.48
BILLING	10/31/2022	WA	13		20081979	Rate: 13	25.00		1810.0000	58.48
PAYMENT	11/15/2022				4788	OLBP - VISA	58.48	2721		.00
READING	11/15/2022	WA	13	36750	20081979	CITY READ		106		.00
BILLING	11/30/2022	SW	13		20081979	Rate: 13	33.48		2130.0000	33.48
BILLING	11/30/2022	WA	13		20081979	Rate: 13	25.00		2130.0000	58.48
PAYMENT	12/15/2022				4788	OLBP - VISA	58.48	2797		.00
READING	12/15/2022	WA	13	38630	20081979	CITY READ		109		.00
BILLING	12/30/2022	SW	13		20081979	Rate: 13	33.48		1880.0000	33.48
BILLING	12/30/2022	WA	13		20081979	Rate: 13	25.00		1880.0000	58.48
PAYMENT	01/16/2023				4788	OLBP - VISA	58.48	2887		.00
READING	01/25/2023	WA	13	40530	20081979	CITY READ		114		.00
BILLING	01/31/2023	SW	13		20081979	Rate: 13	33.48		1900.0000	33.48
BILLING	01/31/2023	WA	13		20081979	Rate: 13	25.00		1900.0000	58.48
PAYMENT	02/15/2023				4788	OLBP - VISA	58.48	2965		.00
READING	02/20/2023	WA	13	46590	20081979	CITY READ		119		.00
BILLING	02/28/2023	SW	13		20081979	Rate: 13	81.84		6060.0000	81.84
BILLING	02/28/2023	WA	13		20081979	Rate: 13	60.36		6060.0000	142.20
PAYMENT	03/06/2023				49077	CHECK COUNTER	142.20	3012		.00
READING	03/22/2023	WA	13	48270	20081979	CITY READ		122		.00
BILLING	03/31/2023	SW	13		20081979	Rate: 13	33.48		1680.0000	33.48
BILLING	03/31/2023	WA	13		20081979	Rate: 13	25.00		1680.0000	58.48

Current Balance: **58.48**

2/28/23 - Leak Found by Utility Clerk

04/06/2023 5:57:11 PM

PDW Jennifer McIntyre on 10/28/2021 this lease was still in effect in FY 2021.

LEASE AGREEMENT

This Lease Agreement is entered into by and between the Town of Welaka , a political subdivision of the State of Florida, hereinafter referred to as "Lessor", and Rural Health Care, Inc., a Florida not for profit corporation d/b/a Family Medical and Dental Centers, hereinafter referred to as "Lessee".

For the valuable considerations described below, the sufficiency of which are hereby acknowledged, Lessor and Lessee do hereby covenant, contract and agree as follows:

1. **GRANT OF LEASE:** Lessor does hereby lease unto Lessee and Lessee does hereby rent from Lessor the Medical Clinic ("Clinic') located at 405 Elm Street, Welaka, Florida 32193.

2. **TERMS OF LEASE:** This lease shall commence on the 1st day of July, 2007, and extend until the 30th day of June, 2008. The lease will automatically renew on a year to year basis, unless extended or terminated pursuant to the terms hereof

3. **RENTAL PAYMENTS:** Lessor agrees to lease the Clinic to Lessee rent free in return for the Lessee providing access to medical care to the residents of Welaka in accordance with the particular Medical Services Agreement between the parties.

4. **LESSEES COVENANTS:** It is agreed and understood by Lessee the following:

   (a) that the leased premises shall be used only as a Medical Clinic and for no other purposes whatsoever.

   (b) that all the usual electric, gas and other utilities (with the exception of water and sewer which shall be provided free of charge by the Town of Welaka) shall be paid by Lessee.

   (c) that Lessee shall maintain the premises in good condition during the continuance of this agreement and shall neither cause nor allow any abuse of the facilities therein, and upon the termination or expiration thereof shall redeliver the property in as good condition as at the commencement of the term or as may be put in during the term.

   (d) that Lessee is and shall be responsible and liable for making repairs and or replacements that may be required for injury or damage to the interior of the leased premises, equipment or facilities.

   (e) that Lessee shall be responsible for routine maintenance and repairs of the Clinic, including but not limited to the HVAC system and interior plumbing, floors, walls, and ceilings. Lessee shall not be responsible for the replacement of the HVAC system nor shall it be responsible for the repair or replacement of any exterior portions of the premises.

(f) that Lessee shall not make or cause to be made any changes, alterations, additions or attach any objects of permanence to portions of the building or do anything that might cause injury or damage to the leased premises without the written consent of Lessor.

(g) that all property of the Lessor located inside the Clinic, including but not limited to computers, medical equipment, and furniture is hereby incorporated within this Lease

(h) that all personal property placed in or upon the leased premises, or in any storage rooms, shall be at the risk of the Lessee, or the parties owning same, and Lessor shall in no event be liable for the loss or damage of any such property.

(j) that Lessee must give Lessor (180) days advance written notice of its intention to vacate the premises at which the lease will be terminated.

5. **RIGHTS AND PRIVILEGES OF LESSOR:** Lessor shall have the following rights in addition to all other rights given by the law of the State of Florida:

(a) The right to enter the leased premises upon twenty-four (24) hours notice times for the purpose of inspecting the same and/or showing the same to prospective tenants or purchasers.

(b) Lessor shall be responsible for repairs to the exterior of the premises which shall include any plumbing and electrical work that would be within the walls of the premises. Lessor shall also be responsible for the replacement of the HVAC system.

(c) It is agreed and understood that Lessor, it's agents and employees shall not be liable to any person for any damages of any nature which may occur at any time on account of any defect in the leased premises, the building in which the leased premises are situated or the improvements therein, whether said defect exists at the time of execution of this lease or arises subsequent hereto and whether such defect was known or unknown at the time of such injury or damage, or for damages from fire, wind, rain or any other cause whatsoever, all claims for such injuries and damages being specifically waived by Lessee.

(d) Lessor shall not be responsible or liable for any accident or damage to automobiles, persons, or any other equipment or persons utilizing parking facilities upon the leased premises. The failure of Lessor to insist upon the strict performance of the terms, covenants, and agreements hereto shall not be construed as a waiver or relinquishment of Lessor's right thereafter to enforce any such term, covenant, or condition but the same shall continue in full force and effect.

(e) Real estate taxes and insurance on the leased premises shall be paid by Lessor.

(f) Computers and software currently in place at the Clinic shall be paid by Lessor.

6. **INSURANCE AND DESTRUCTION OF PREMISES:** Hazard and fire insurance shall be acquired and maintained by Lessor, the proceeds of which shall be payable to Lessor. Liability insurance shall be acquired and maintained by the Lessee (minimum of $1,000,000 per occurrence/$3,000,000 aggregate). In the event the leased premises shall be destroyed or rendered totally untenantable by fire, windstorm, or other cause beyond the control of Lessor, then this agreement shall cease and terminate as of the date of such destruction, and the rental shall then be accounted for between Lessor and Lessee up to the time of such damage or destruction of said premises is the same as being prorated as of that date. In the event the leased premises are damaged by fire, windstorm or other cause beyond the control of Lessor so as to render the same partially untenantable, but repairable within a reasonable time, then this lease shall remain in force and effect and the Lessor shall, within a reasonable time, restore said premises to substantially the condition the same were in prior to said damage.

7. **TERMINATION OF LEASE:** This lease may be terminated by either party upon (180) days advance notice to the other party without further obligation pursuant to the terms thereof. If Lessee fails to comply with any of the terms, conditions, or covenants contained in this agreement, including the payment of rent and amounts due by Lessee for damages or injuries to the leased premises, then upon giving (72) hours written notice, Lessor may terminate this lease and re-enter and retake possession of the leased premises, but no such termination of this lease or recovering possession shall deprive Lessor of any other action or remedy for possession, for rent, or for damages. Notice of termination shall be delivered to Lessee at the address of the leased premises, by United States Mail, postage prepaid. In the event that Lessor employees an attorney to collect any rents or other charges due hereunder by Lessee or to enforce any of Lessee's covenants herein or to protect the interest of the Lessor hereunder, Lessee agrees to pay a reasonable attorney's fee and all expenses and costs incurred thereby.

8. **ASSIGNMENT OR TRANSFER:** Lessee shall not have the right or power to transfer, assign or sublease this lease or any provision thereof without the express written consent of Lessor.

9. **HEIRS AND ASSIGNS:** It is agreed and understood that all covenants of this lease shall succeed to and be binding upon the respective heirs, executors, administrators, successors and assigns of the parties hereto, but nothing contained herein shall be construed so as to allow the Lessee to transfer or assign this lease in violation of any term hereof.

10. **ENTIRE AGREEMENT:** This agreement contains the entire agreement between the parties hereto and neither party is bound by any representations or agreements of any kind except as contained herein.

11. **GOVERNING LAW:** This Lease Agreement shall be governed, construed and interpreted by, through and under the laws of the State of Florida and any conflicts shall be tried within Putnam County, Florida.

IN WITNESS WHEREOF, the parties have executed this Lease as of the day and year first above written.

WITNESS THE SIGNATURE(S) this the 20th day of June, 2007.

TOWN OF WELAKA, LESSOR

By: Charles Wilson Date: 6/20/07

As its: Mayor

RURAL HEALTH CARE, INC., LESSEE

By: CEO Date: _____

As its: CEO

SECTION 13.1.c.

Signs Across from Jefferson Smith Park and Enforcement of ORD 2000-07

ORDINANCE NO. 2000-07

AN ORDINANCE OF THE TOWN OF WELAKA, FLORIDA REGULATING THE POSSESSION AND CONSUMPTION OF ALCOHOLIC BEVERAGES AS DEFINED BY SECTION 561.01, FLORIDA STATUTES, ON PUBLIC PROPERTY AND RIGHTS-OF-WAY, AND REGULATING THE USE OF GLASS CONTAINERS, PROVIDING FINDINGS OF FACT; PROVIDING DEFINITIONS; PROVIDING FOR ENFORCEMENT AND PENALTIES; PROVIDING AN EFFECTIVE DATE.

RECITALS

WHEREAS, it is found that without proper limitation and regulation, possession or consumption of open containers of "Alcoholic Beverages" as defined by Section 561.01, Florida Statutes on Town-owned real property and public rights-of-way is contrary to the public health, safety, and welfare; and that the use of glass containers on Town-owned property and public rights-of-way is contrary to the public health, safety and welfare; and that public safety measures and services peculiar to such situations must be provided by the Town, including, but not limited to police service, cleanup, lighting, security and restroom availability; and

WHEREAS, it is found that possession of glass containers and open containers of "Alcoholic Beverages" on Town-owned real property without proper safeguards and aforestated public services, is contrary to the public health, safety, and welfare because such circumstances unduly contribute to the

(1) collection of debris, including broken glass, on such property and rights-of-way;

(ii) disturbance of the peace and tranquillity of the public, legitimate businesses, and neighborhoods of the Town of Welaka;

(iii) increased threat to public health resulting from the unavailabi!ity or inadequacy of restroom facilities.

NOW THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF WELAKA, FLORIDA that:

1. FINDINGS. The above stated Recitals are hereby incorporated herein by reference adopted as Findings in support of this Ordinance.

2. DEFINITIONS. In this Ordinance the following words terms and phrases shall nave the meaning ascribed to them in this section except where the context clearly indicates a different meaning:

"**Alcoholic Beverage" shall mean Alcoholic Beverages as defined by Section 561.01, Florida Statutes, as such may be amended from time to time in the future.**

"Town Council" shall mean the Town Council of the Town of Welaka, Florida.

"Chief of Police" shall mean the Chief of Police of the Town of Welaka, Florida, his or her designees.

" **Open Container" shall mean any receptacle which holds an Alcoholic Beverage and which is open to the air or is closed to the air by a device other than the original seal in the condition it was released for sale by the manufacturer or bottler.**

"Glass Container" shall mean any receptacle made of breakable glass designed to hold food and/or beverages.

"Public Property" shall mean real property within the Town of Welaka, Florida, of which the record owner is the Town of Welaka, a political subdivision of the State of Florida. "Public Property" shall also include that portion of any real property within the town limits of the Town of Welalca which is subject to a right-of-way, easement or license allowing use by the general public or the government of the Town of Welalca, whether or not such use is exclusive or non-exclusive to any such persons or entities.

3. REGULATION OF GLASS CONTAINERS AND OPEN CONTAINERS OF ALCOHOLIC BEVERAGES ON PUBLIC PROPERTY. It shall be unlawful for any person to possess any Glass Container or to drink or otherwise consume an Alcoholic Beverage, or possess an Open Container on Public Property except during specifically designated hours, on certain dates, in specifically limited areas; as authorized by a written permit approved by the Town Council of the Town of Welaka or by a concession agreement authorized by the Town Council. In granting any such permit, the Town Council shall

(i) not discriminate against any class of persons entitled to equal protection under state or federal, statutory or constitutional law;

(ii) endeavor to ensure that the particular circumstances of the permitted event adequately provide for public safety. The Town Council may add conditions to such permit for protection of the public; and

(iii) charge a standard fee approved and modifiable by Resolution of the Town Council, unless the Town Council waives such fee for public purposes or such fee is **pursuant to hardship criteria and authority established by the Town Council.**

4. The Chief of Police shall cause clear and obvious signage to be placed in all Town Parks and on other Town lands and rights-of-way he deems appropriate for warning the public of the restrictions of this Ordinance.

5. ENFORCEMENT AND PENALTIES.

a. Possession of an Open Container by any person in an area where such possession is prohibited by this Ordinance shall be prima facie evidence of violation of this Ordinance.

b. Possession of a Glass Container by any person in an area where such possession is prohibited by this Ordinance shall be prima facie evidence of violation of this Ordinance.

c. This Ordinance may be enforced by any means permitted by State law or Town of Welaka ordinance, including, but not limited to the provisions of Part I of Chapter 162, Florida Statutes. It may also be prosecuted as a civil infraction by citation pursuant to the provisions of Part II of Chapter 162, Florida Statutes. The Chief of Police is hereby designated as code enforcement officer for the purpose of enforcing the provisions of this ordinance in the manner authorized by Part II of Chapter 162, Florida Statutes and Town of Welaka Ordinance 97-11 as amended from time to time. This Ordinance may also be prosecuted in the same manner as misdemeanors are prosecuted in accordance with Section 125.69, Florida Statutes.

6. EFFECTIVE DATE. This Ordinance shall take effect immediately upon approval by the Town Council of the Town of Welaka on Second Reading.

Approved on First Reading: 10-23-2000

Approved on Second Reading: 11-14-2000

PASSED AND ENACTED by the Town Council of the Town of Welaka, State of Florida, this 14th day of November, 2000.

TOWN COUNCIL OF THE TOWN OF WELAKA, FLORIDA

By: _____
Gordon Sands, Mayor

ATTEST:

By: _____
Acting Town Clerk

_____
Council President, Curtis W_____

Approved as to form:

_____
Allen C.D. Scott, II
Town Attorney

PROOF OF PUBLICATION

Putnam County Courier Journal

PUBLISHED WEEKLY
CRESCENT CITY, PUTNAM COUNTY, FLORIDA

STATE OF FLORIDA:
COUNTY OF PUTNAM:

Before the undersigned authority personally appeared Laura L. Turner, who on oath says that she is the Publisher of the Putnam County Courier Journal, a weekly newspaper published at Crescent City, in Putnam County, Florida:

That the attached copy of advertising, being a Legal Notice

in the matter of Public Notice

in the N/A Court.

was published in the said newspaper in the issues of
11/1/00.

Affiant further says that the said Putnam County Courier Journal is a newspaper published at Crescent City in said Putnam County, Florida, and that the said newspaper has heretofore been continuously published in said Putnam County, Florida, each Wednesday and has been entered as second class mail matter at the post office in Crescent City, in said Putnam County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement and affiant further says that he has neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.

Laura L Turner

Sworn to and subscribed before me this 1st day

of November A.D. 2000

Jayne L Billups

(Signature of notary public)

(Name of Notary typed, printed or stamped

Personally Known ✓ or Produced Identification _____

Type of Identification Produced _____

Jayne L Billups
My Commission CC721925
Expires March 27 2002

LEGAL NOTICE

Please notice that Ordinance 2000-07 is scheduled for its second and final reading at the November Town Meeting on Tuesday, November 14, 2000, at 6:30 p.m. at the Town Hall in Welaka, Florida. The content of the ordinance is as follows:

ORDINANCE NO. 2000-07

An ordinance of the Town of Welaka, Florida regulating the possession and consumption of alcoholic beverages as defined by Section 561.01, Florida Statutes, on public property and rights-of-way, and regulating the use of glass containers; providing findings of fact; providing definitions; providing for enforcement and penalties; providing an effective date.

If a person decides to appeal any decision made by the Council with respect to any matter considered at such meeting or hearing, he will need a record of the proceedings, and that, for such purpose, he may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. (FL Statute 286.1015) Parties may appear at the meeting and be heard with respect to the proposed ordinance by giving written notice to: Gordon Sands, Mayor, 400 4th Avenue, P.O. Box 1098, Welaka, FL 32193, seven (7) days prior to the meeting.

NOTICE TO PERSONS NEEDING SPECIAL ACCOMMODATIONS AND TO ALL HEARING IMPAIRED PERSONS: In accordance with the Americans with Disabilities Act, persons needing a special accommodations or an interpreter to participate in this proceeding should contact Mayor Gordon Sands at (904) 467-9800, or at the Welaka Town Hall, 400 4th Avenue, Welaka, FL 32193, no later than 5 days prior to the date of the meeting.

11/1/00

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Ordinance No. 2000-07

An ordinance of the Town of Welaka, Florida regulating the possession and consumption of alcoholic beverages as defined by Section 561.01, Florida Statutes, on public property

providing definitions; providing for enforcement and penalties; providing an effective date.

If a person decides to appeal any decision made by the Council with respect to any matter considered at such meeting or hearing he will need a record of the proceedings, and that, for such purpose, he may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to based. (Fl Statues 286.1015) Parties may appear at the meeting and be heard with respect the proposed ordinance by given written notice to: Gordon Sands, Mayor, 400 4th Avenue, P.O. box 1098, Welaka, FL 32193 seven (7) days prior to the meeting.

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