

**CITY OF KEY COLONY BEACH UTILITY BOARD
REGULAR MEETING
MINUTES**

Tuesday, January 16, 2017 – 9:30 a.m. @ City Hall

Call to Order, Roll Call:

The regular meeting of the Utility Board was called to order at 9:30 a.m. by Chair of the Board John Dalton. *Answering to roll call was:* John Dalton, Tom Harding, Mike Alexander, Tom DiFransico and Lin Walsh. *Excused – Steve Flood.*

Also Present: Vice Mayor Ron Sutton, TLC Project Manager Eddie Ney, TLC Superintendent Mark Claress, Mittauer & Associates Jason Shepler, Utility Clerk Blanca E. Kulig and Plant Manager Dave Evans. Public - 2

Vice Mayor Ron Sutton requested discussion of the Stormwater Project as the first item of the meeting. Chair Dalton granted the request.

Stormwater 12th Street Project Update: Vice Mayor Ron Sutton informed the Board, Slazar Construction & Plumbing, Inc. is having problems acquiring the two bonds required with the contract. As per Vice Mayor Sutton's conversations with Slazar management, has gone through several staff changes recently, and the person responsible for acquiring the bonds has no previous experience in this area. Therefore, significant setbacks have been experienced in the application process.

Vice Mayor Sutton spoke to Mike Tibble Mittauer and Associates and expressed his concerns for the delay in the project. On January 2, 2018, Mr. Tibble sent Mr. Oscar Garcia, owner of Slazar Construction & Plumbing a certified letter discussing the bond issues and advising them that failure to meet the contract requirements within 15 business days from the receipt of the letter may result in legal action by the City including but not limited to: cancellation of award, and forfeiture of any bid security.

Vice Mayor Sutton asked the Board to consider other bidders and the possibility Slazar will not fulfill the requirements needed to go forward with the project. Time is of the essence due to the timeline SFWM (South Florida Water Management) has set to complete the project and qualify for the grant money available. At this time Vice Mayor Sutton excused himself from the meeting to avoid any Sunshine Law conflict while the Board discussed the matter at hand.

Motion – Moved by Chair John Dalton seconded by Board Member Mike Alexander, to wait the 15-day time period given to Slazar to comply. Chair Dalton will contact the next lowest bidder, Toppino and Sons and find out if they will honor their bid in the event Slazar does not comply.

On the Motion: Roll Call Vote. Unanimous Approval.

WRF Improvements – Phase 7 Update:

- I. **Contractual Matters** – No issues at this time.

- II. **Permit Matters** – DEP issued the new sewer plant operating permits on January 12, 2018. Permit numbers are as follows: FLA014720-017-DW2P and 63994-050-UO, valid April 17, 2018 to April 16, 2023.
- III. **Scheduling** – TLC Project Manager Eddie Ney informed the Board of the look ahead for the next couple of weeks:

1/15/18 to 1/19/18

- Work on Chemical Feed Systems
- Start Painting
- Dig Phone Line
- Start Running 3” Water Line

1/22/18 to 1/26/18

- Chemical Feed Systems – On going
- Painting – On going
- Install Stainless Steel Air Piping
- 3” Water Line – On going

IV. **Applications for Payment**

- A. AFP Status – Disbursement from DEP for payment application #10 has been received in the amount of \$410,000. Payment application #11 will be processed and paid this week.
- B. Davis-Bacon Update (Payrolls) / Compliance - No issues at this time.

V. **Shop drawings**

- A. Updated Review Status – No issues at this time.

VI. **Coordination / Technical Issues**

- A. Sequence of Near-term Construction Activities – None at this time.
- B. ISAM Temporary Operations Planning | Coordination – No issues at this time. All parties involved will coordinate plant transition at a future date.
- C. Site Security | Safety – No issues at this time.
- D. Working Hours and Working Days – No issues at this time. The schedule remains Monday to Friday 7:00 am to 5:00 pm.
- E. Other Items:
1. UV Electrical Equipment Building – As per the Board’s request Jason Shepler Mittauer and Associates presented the Board with an agreement for engineering services for the design and construction of the UV electrical equipment building that was destroyed by Hurricane Irma. As per the agreement, Mr. Shepler will prepare plans and specifications that will be used to go out to bid on a precast building. Proposed fees are as follows: \$12,500.00 engineering design, \$1,500.00 construction bidding services and \$1,500.00 construction administration. Total: \$15,500.00.

Motion – Moved by Board Member Tom Harding seconded by Chair John Dalton to accept the engineering services agreement presented by Jason Shepler Mittauer and Associates in the amount of \$15,500.00.

On the Motion: Roll Call Vote. Unanimous Approval.

2. FDEP SRF Site Visit - DEP representative will be visiting Key Colony Beach today. A file audit and site inspection will be conducted.

VII. Next Meeting Discussion – the next Utility Board/Construction Meeting will take place on Tuesday, February 20, 2018 at 9:30 AM.

Approval of the Minutes: Regular Meeting, December 12, 2017

Motion – Moved by Chair John Dalton seconded by Board Member Tom Harding, to approve minutes of the Regular Meeting, December 12, 2017.

On the Motion: Roll Call Vote. Unanimous Approval.

Utility Clerk Report

Operators Report: Included as part of the minutes.

Chairs Report:

- A. **Letter from Key Colony Beach Club** – Chair John Dalton received a letter from David Carlson, Key Colony Beach Club, Inc. on December 18, 2017. Due to considerable damage done by Hurricane Irma only 5 of their 33 units are habitable and able to produce income. The Condo has employed the services of K2M Engineering to help them determine if the property can be repaired or if it will need to be rebuilt. In the meantime, Key Colony Beach Club is seeking relief from the sewer charges for the 28 units that are uninhabitable and producing no income. After much discussion the Board agreed that it is not within their power to make any decisions in regards to waiving sewer service fees.

The Board will present this matter for discussion to the City Commission at their next meeting on Thursday, January 25, 2018. This discussion will include relief for residential customers whose properties are inhabitable.

- B. **Resident requests for Wastewater Hurricane Relief:** See above.
- C. **Hurricane Irma Update** – Plant Manager Dave Evans presented the Board with an updated list of the items that are being worked on or still pending to be repaired at the sewer plant, as follows:
 1. Roof on control building needs replacement.
 2. UV shed was destroyed, needs replacement.
 3. 1” metal doors of the control building went under water and are sticking, need replacement.
 4. All underground wire corroding and should be replaced.
 5. Repair or replace plant lift station control panel.
 6. Replace and raise two Goulds pumps, model 13A2-B w/motor. Pump for dewatering box flood in the storm.
 7. Replace and raise two Grundfos vertical in-line multi-stage pumps for golf course irrigation pump model #A98763904P11440626. Pumps flooded in the storm.
 8. Replace lift station lids at Causeway North and West Ocean lift station.
 9. Repair manhole 1st Street manholes #13 & 14.
 10. Raise control panel at the 9th Street lift station.
 11. Replace impellers on all lift station pumps. Total 18 pumps.

12. Replace lids on lift stations with locking lids to prevent flooding on 8 of the lift stations.

- D. **Stairs for Sewer Plant Update** – Plant Manager Dave Evans informed the Board the stairs are ready to be installed. TLC crews need to install several valves before the stairs are set in place. This should be taking place in the next couple of weeks.
- E. **Manhole Risers Update:** this item is on hold until Hurricane Irma repairs are complete.
- F. **Manhole #11 East Ocean:** 3rd Generation Plumbing repaired manhole #11 on East Ocean Drive however they did not seal the ring around the manhole. Plant Manager Dave Evans is in contact with the company owner to resolve the issue.
- G. **Control Room Roof Replacement Proposals:** Three proposals were received for the replacement of the roof for the control room damaged by Hurricane Irma: The 727 Roofing, LLC \$11,050.00, All Florida Roofing \$11,783.42 and All Area Roofing and Waterproofing \$13,000.00 + \$1,500.00 for 15 Firestone NDL if desired. Building Official Ed Borysiewicz recommended to the Board they accept the proposal from All Florida Roofing in the amount of \$11,783.42. All Florida Roofing is a reputable and well known contractor by the residents of Key Colony Beach.

Motion – Moved by Chair John Dalton seconded by Board Member Tom Harding, to accept the proposal from All Florida Roofing in the amount of \$11,783.42 to replace the control room roof at the sewer plant.

On the Motion: Roll Call Vote. Unanimous Approval.

Treasurer's Report: Included as part of the minutes.

Financial Reports: The December Financial Reports for the Utilities are ready and available.

Waste Water/Sewer Warrant #1217: was approved in the amount of \$491,356.34.

Stormwater Warrant #1017: was approved in the amount of \$2,100.00.

Any Other Business/Members Comments: None.

The meeting adjourned at 11:15 am.

The next meeting will be on Tuesday, February 20, 2018 at 9:30AM

Respectfully Submitted by:



Blanca E. Kulig, Utility Clerk

*** Note: A mechanical recording has been made of the meeting of which these minutes are a part, and a copy is on file in the office of the Utility Clerk, as a public record.***

OPERATOR REPORT

December 2017

Plant Update:

1. Call Outs December. 12/2/17 11:45 PM Flow low side one. Vacuum pump B not working switch to vacuum pump A. 12/14/17 2:45 AM Memb air flow low. Restart # 3 blower. 12/15/17 5:30 PM Memb air low. Restart # 1 blower.
2. December 3rd Take apart vacuum pump B motor coupling bad. Order new coupling.
3. December 5th Health Dept performs annual diesel tank inspection. Alarm box not working. Order new alarm box.
4. December 6th Replace check valve on # 1 pump for plant lift station.
5. December 11th. Install new motor coupling vacuum pump B. Replace conduit and change oil and air filter.
6. December 11th. Install new Sc 200 controller for turbidity meters 1 & 2.
7. December 13th. Pull # 1 pump at plant lift station and replace impeller, wear plate and cutters.
8. December 13th. Shut down plant so TLC can reroute 6-inch effluent line around new WAS valve.
9. December 20th # 2 blower tripped out. 90 AMP breaker bad. Order new breaker.
10. December 27th Install new alarm box for diesel tank.
11. T/N average to date is 3.80 Mg/l. Annual limit 3.0 Mg/l
12. Total gallons in sludge box 119,255 gallons. Approximant cost was 8 cents per gallon.
13. Bubble test cassette # 2, 3, 7 & 4
14. Wash Cassette C-1, D-1, A-1 & B-1

R.O. Update:

1. Maintenance Budget for Re-Use (attached)

Collection system:

1. December 11th Replace 30 amp pump breaker at 4th street lift station.
2. December 20th Pull pump at 9th street and remove rag from pump
3. December 21st Pull pump at 9th street and remove rag. Replace impeller and wear ring.
4. December 25th Coral lane lift station full. No high leg from Meter. Notify FKEC. FKEC found down power line and repaired. Lift station working.

Key Colony Beach Utility Board

Treasurer's Report – January 16, 2018

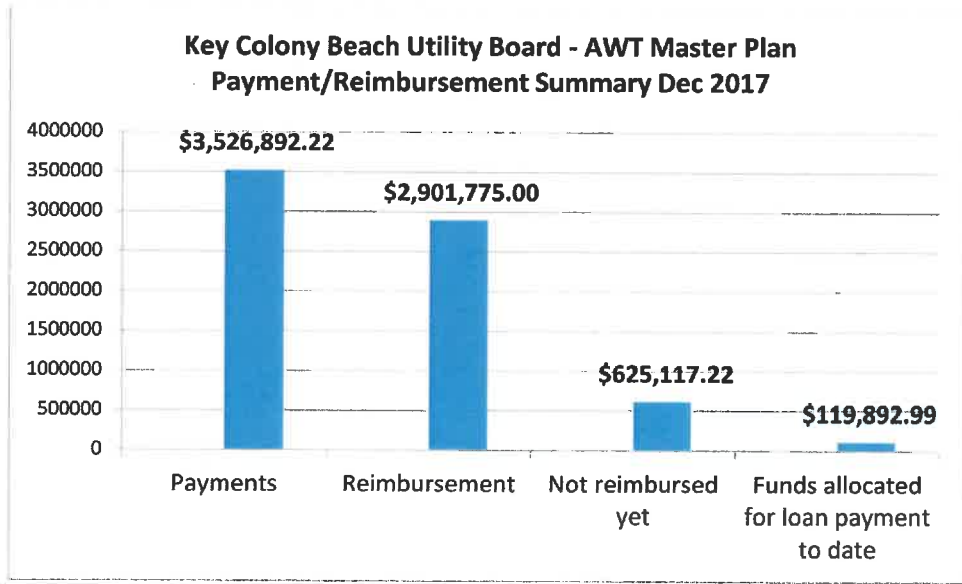
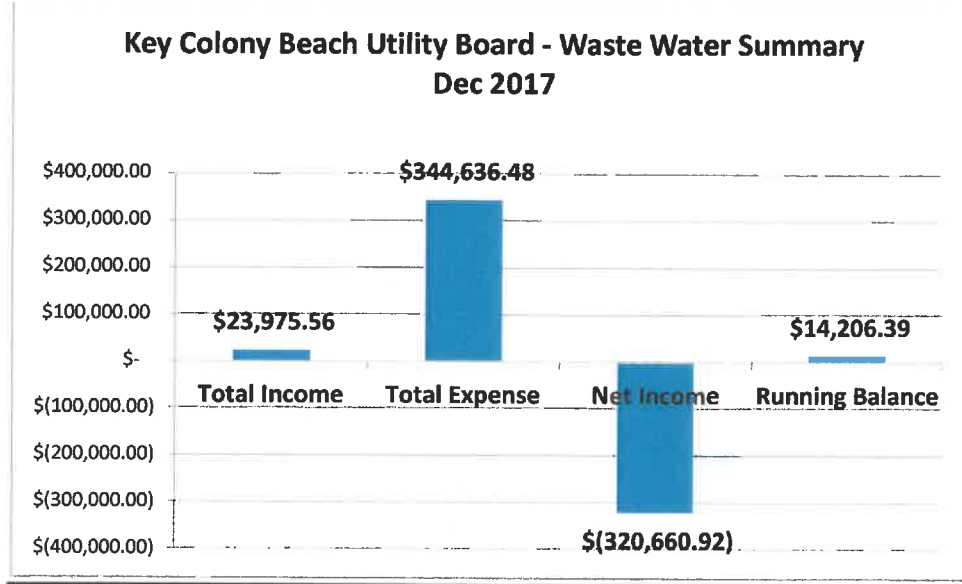
- ✓ December 31, 2017 financial summary
 - This is the 3rd month of the 2018 Budget Year
 - Waste Water funds remain in excellent shape.
 - We have a positive running balance after 3 months
 - We have occurred a total to-date of repair expenses from Hurricane Irma in the amount \$84,992.32. This was unbudgeted, but we have adequate funds to cover the current expenses.
 - Payment #11 was made to TLC Diversified for the AWT Master Plan
 - The State Department of Environmental Protection (DEP) is finalizing a 6 month delay agreement with the city for the first semiannual loan payment, to allow additional time to complete construction.
 - For the AWT Master Plan, the total to-date payments are \$3,526,892.22 this is 67% of the total expected amount.
 - Reimbursement received to-date from the Florida State fund is \$2,901,775.00 with \$625,117.22 not reimbursed yet. Detail plot included on page two.
 - Monthly tracking file has been updated with Dec 2017 actual results. Plot below attached.
 - Storm Water funds are also in excellent condition, with no concerns, and adequate liquid funds are available.
 - Recommendation to approve Waste Water Warrant #1217 for \$491,356.34
 - Recommendation to approve Storm Water Warrant #1217 for \$2,100.00

Financial data provided by Blanca Kulig

Treasurer's Report compiled by Tom Harding

Key Colony Beach Utility Board

Treasurer's Report – January 16, 2018



Financial data provided by Blanca Kulig

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