

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

Tuesday, December 12, 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, Steve Flood, Tom Harding and Mike Alexander. *Excused – Tom DiFransico and Lin Walsh.*

Also Present: City Administrator Chris Moonis, Building Official Edward Borysiewicz, 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

WRF Improvements – Phase 7 Update:

- I. **Contractual Matters** – Mittauer and Associates Jason Shepler is working with TLC Project Manager Eddie Ney to put together an extension for the project timeline. Delays caused by Hurricane Irma are estimated at 20 to 30 days. Mr. Shepler will be in touch with the City when an agreement on the extension has been reached.
- II. **Permit Matters** – The DEP operating permit renewal application for the sewer plant has been submitted. The final draft was issued by DEP on December 4, 2017. Mittauer and Associates Jason Shepler will coordinate with Utility Clerk Blanca Kulig to advertise the public legal notice for the permit. The notice is required to be published 10 to 14 days after the final draft is issued.
- III. **Scheduling - Review Update Progress Schedule, Recap Work to Date and 4 to 8-week Look Ahead I Critical Path Discussion** – Project Manager Eddie Ney informed the Board TLC Superintendent Mark Claress will not be on-site starting Monday, December 25 to Monday, January 1, 2018. Work will resume on Tuesday, January 2, 2018, with the underground piping and stainless steel air piping installation from the blowers to the MBR. First week of January, painters will be on-site to work on the interior and exterior of the buildings. Over the next couple of weeks there will be preliminary testing of piping and tanks prior to a full start up in late February. There will also be site visits by various vendors to test and calibrate their equipment. Mr. Shepler will be out of town January 29 to February 2, 2018. If TLC or City Staff needs assistance during that time they can contact Mr. Mike Tibble. Mr. Tibble is familiar with the sewer plant project and the City of Key Colony Beach.
- IV. **Applications for Payment**
 - A. AFP Status – Utility Clerk Blanca Kulig is awaiting disbursement receipt from DEP for payment application #10. Once payment is received, payment application #11 will be processed and paid.
 - B. Davis-Bacon Update (Payrolls) / Compliance - No issues at this time.

V. Shop drawings

- A. Updated Review Status – No issues at this time.
- B. American Iron & Steel Compliance – 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. FDEP SRF Site Visit – Site visit is pending, DEP will contact Mittauer and Associates to set up the visit at which time they will notify the City.
- F. Other Items – None at this time.

VII. Next Meeting Discussion – the next Utility Board/Construction Meeting will take place on Tuesday, January 16, 2018 at 9:30 AM.

City Update by Building Official Edward Borysiewicz – Mr. Borysiewicz contacted several contractors to get proposals to replace the control room roof that was damaged by the storm. All lift stations and sewer gravity main lines are being cleaned. Once the sewer system is clean, the contractor will begin cleaning the Stormwater wells and basins. Mr. Borysiewicz is working on getting proposals for retention ponds for 7th and 8th Streets. All City Stormwater grates will be checked and replaced as needed once debris removal is completed.

Stormwater 12th Street Project Update: City Administrator Chris Moonis informed the Board, Mittauer and Associates, Mike Tibble is working with Slazar to complete the bonding process. Until the bond is completed and issues regarding this process worked out; the project is on hold. .

Approval of the Minutes: Regular Meeting, October 17, 2017

Motion – Moved by Chair John Dalton seconded by Board Member Tom Harding, to approve minutes of the Regular Meeting, October 17, 2017.

On the Motion: Roll Call Vote. Unanimous Approval.

Utility Clerk Report: Board Member Toni Appell, submitted her resignation on October 27, 2017. Ms. Appell's home was badly damaged by Hurricane Irma and is currently uninhabitable. She has since moved outside the City of Key Colony Beach and hopes to move back in the coming years and rejoin the Utility Board. City Administrator Chris Moonis will be drafting an insert to go in the first quarter billing of 2018. Mr. Moonis will include a note in the insert letting residents know the Utility Board is seeking members.

Operators Report: Included as part of the minutes (October and November).

Chairs Report:

- A. **Hurricane Irma Update** – Plant Manager Dave Evans provided a list to the Board of damage sustained to the sewer plant by Hurricane Irma. The items are being resolved as

follows:

1. **Roof on control building needs to be replaced** – Building Official Edward Borysiewicz is seeking proposals and will present to the Board once received.
2. **UV shed was destroyed needs to be replaced** – Mittauer and Associates Jason Shepler will design and provide specifications to the Board for a new precast 10 x 20 shed. Once received by the City, the Board will go out to bid for the fabrication and construction of a new shed to house the UV system.

Motion – Moved by Vice Chair Steve Flood seconded by Board Member Mike Alexander, for Mittauer and Associates Jason Shepler to design and provide specifications for a new UV shed to be used in the bidding process.

On the Motion: Roll Call Vote. Unanimous Approval.

3. **Polymer shed was destroyed and needs to be replaced** – Utility Clerk Blanca Kulig will order a new shed from Home Depot to house the polymer drums used for the dewatering box process.
4. **All underground wires are corroding and should be replaced** – this item is being addressed by TLC Diversified and on-site electrician for the sewer plant project.
5. **Other items in the process of being replaced or repaired:**
 - a) Metal doors of control building went under water; 1-inch doors are sticking and need to be replaced.
 - b) Repair or replace plant lift station control panel.
 - c) Replace lift station lids at Causeway North and West Ocean lift stations.
 - d) Raise control panel at 9th Street lift station.
 - e) Replace impellers on lift station pumps.
 - f) Replace lift station lids to lids with locking mechanism.

B. **Stairs for Sewer Plant:** Old stairs have been removed. Plant Manager Dave Evans is waiting for TLC Diversified to install some valves and then the new stairs can be installed by Mr. Matlock from Matlock's Welding and Fabrication.

C. **Manhole Risers Proposal:** Utility Clerk Blanca Kulig will contact 3rd Generation Plumbing and ask them to re-quote. This was requested last month but 3rd Generation Plumbing has been busy with Hurricane recovery and unresponsive in their communication.

D. **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 will contact company management to resolve the issue.

E. **DEP Permit Renewal Draft Review:** Mittauer & Associates Jason Shepler informed the Board the permit application has been submitted. See above for more details.

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

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

Waste Water/Sewer Warrant #1017: was approved in the amount of \$372,295.37.

Waste Water/Sewer Warrant #1117: was approved in the amount of \$64,573.92.

Stormwater Warrant #1017: was approved in the amount of \$6,358.00.

Any Other Business/Members Comments: None.

The meeting adjourned at 10:40 am.

The next meeting will be on Tuesday, January 16, 2018 at 9:30AM

Respectfully Submitted by:

A handwritten signature in cursive script, reading "Blanca E. Kulig". The signature is written in dark ink and is positioned above the typed name.

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

October 2017

Plant Update:

1. Call Outs October 1st 4:00 AM Level transmitter side 2 failed. Disconnect meter and restart plant. October 3rd 1:30 AM Heavy rain caused high level at plant rotate lift station off till levels drop. October 5th 6:00 AM plant levels high. Rotate lift station off till plant levels return to normal. October 7th Plant levels high due to king tides and lift station transfers. Waste to digester till levels return to normal. October 16th 5:15 PM power loss. Reset blowers. October 30th 5:45 PM power loss reset blower # 3. October 31 1:30 AM lost prime to P-35-1. Prime train one.
2. October 3rd MHS on sight inspect jib crane and repair trolley and fix wire going into trolley motor.
3. October 6th Repair air line to # 3 diffuser in digester. Deck rusting out settling on air line. Deck to be removed.
4. October 10th Bio sludge pumps not working after storm. TLC working on installing new pumps. Unable to remove sludge from digester. Unable to isolate sludge suction line. Have G-Tech empty digester so TLC can hook up suction line to bio solids pumps.
5. October 20th Matlco welding replace aluminum cover for injection wells.
6. October 24th G-Tech emptied digester. TLC tie in suction line to bio-solids pump. Start filling digester.
7. October 25th P-35-1 install rebuilt motor and replace coupling. Replace 2-inch valve FV-3565-1
8. TN average to date is 3.20 Mg/l. Annual limit 3.0 Mg/l.
9. Total gallons in sludge box 152,490 gallons. Approximant cost was 8 cents per gallon.
10. Bubble test cassette # 3, 7, 4, 43, 46, 45 & 44
11. Wash Cassette B-2, C-1, D-1, D-2, C-2, B-2 & A-2

R.O. Update:

1. Maintenance Budget for Re-Use (attached)
2. October 10th Touch screen for RO not responding. Work with Harn. Screen bad Harn will send loner screen. R.O. is running.
3. October 13th install loner screen works for one day and then doing same as old screen new screen has been ordered.
4. October 20th Install new touch screen working ok. Send old one back for evaluation.

Collection system:

1. October 2nd 14th street pull pump #1 remove rag and replace impeller and wear ring guide rail broke install new 2-inch SS rail. Pull # 2 pump and remove rag and replace wear ring.
2. October 3rd Clean Grounds on sight start cleaning out gravity sewer mains.
3. October 6th Marathon Electric set new power poles at 7th & 3rd street lift stations.
4. October 12th 3rd street lift station. Install new conduit under swell for new control panel
5. October 16th Coral Lane pull pump remove underwear. Replace impeller, motor contactor and relay.
6. October 17th 3rd street install new control panel.
7. October 18th 7th street install new control panel.
8. October 19th Manhole # 7 reset ring and install new cover.
9. October 20th FKEC install new power line to 3rd & 7th street lift station. Station working. BC enterprise stops transferring sewage.
10. October 23rd Coral Lane install new phase monitor and base.
11. October 24th 3rd street remove large rock from lift station pull pump and replace impeller.
12. October 30th 14th street pull pump # 1 and remove rag. Pull pump # 2 and remove rag and replace impeller.

MAINTENANCE BUDGET FOR RE-USE				Budgeted	Actual	Actual
Month of October 2017				Cost per Year	Cost/Month	Cost/year
RO Power Cost KWH X 0.777200				\$8,000	\$511.69	\$511.69
Irrigation Pumps Power Cost KWH X 0.777200					\$27.17	\$27.17
Chemicals RO System Include Anti-scalant				\$9,000	\$128.65	\$128.65
Extra Testing for DEP TSS, FECAL,				\$9,000	\$750.00	\$750.00
Contingency				\$4,000	\$0.00	
Main & Repairs to system including pre filter cartridges.				\$3,000	\$3,965.22	\$3,965.22
Consulting				\$7,000	\$0.00	\$0.00
Insurance RO system/building				\$1,000	\$83.33	\$83.33
Reserves				\$5,000	\$416.66	\$416.66
	Hours	Cost \$				
R.O. Power meter	6583.738	\$511.69	\$0.08			
Irrig pump Power Mete	348.639	\$27.17	\$0.08			
Monthly Total		\$538.86		\$48,000	\$5,882.72	\$5,882.72 Total for year
Gallons Produced				\$3,833		
Cost per Gallon						
Cost /Thousand Gal	Month	Total/year	Total to date			
	247,100	247,100	31,366,870			
	\$0.023807	\$0.023807				
	\$23.81	\$23.81				

OPERATOR REPORT

November 2017

Plant Update:

1. Call Outs November. 11/4 9 AM Blowers 1 & 2 tripped out. Reset blowers. 11/23 5:15 PM P-34-2 failed. Replace pump. November 28th 4:15 AM Flow lo lo side one. Reprime P-35-1.
2. November 6th replace alum pump. Repair alum pump and micro C pump for spares.
3. November 7th Install new level sensor side two and repair conduit. Program sensor to match side one.
4. November 7th Start up of new Bio solids pumps. Fill sludge box. #2 pump motor sounds like bad bearing. Engineer notified of issue.
5. November 9th plants lift station pumps tripping out. Replace main breaker in MCC A.
6. November 23rd P-34-2 out. Pull pump and install new spare pump. Order new spare pump.
7. November 27th Screen not working. Contractor dug power line up. Electrical spliced wire. Screen working.
8. November 29th Turbidity meters not working. Trouble shoot and call tech support to determine sc100 control power board going bad. Order new sc200 controller.
9. TN average to date is 3.76 Mg/l. Annual limit 3.0 Mg/l.
10. Total gallons in sludge box 94,622 gallons. Approximant cost was 8 cents per gallon.
11. Bubble test cassette # 6, 2, 3, 7, 4 & 6
12. Wash Cassette C-2, A-1, B-1, C-1,D-1A-1 & B-1

R.O. Update:

1. Maintenance Budget for Re-Use (attached)
2. November 29th & 30th Harn wash RO membranes.

Collection system:

1. November 1st Clean Grounds cleaning gravity mains. Manhole # 13 & 14 corbets broken by clean up contractor. Notify city.
2. November 3rd 11th street pull pump and remove T-shirt and replace impeller.
3. November 14th called out to 681 11th street to TV sewer lateral. Found cast iron pipe from city clean out corroded. City public works notified and made repair.
4. November 18th Causeway South lift station out. Replace Pump, Motor Contactor and relay and capacitor kit.
5. November 30th Manhole inspection complete. See report. MH # 13 & 14 corbet damage by clean up contractor. Public works said they would repair manholes.

MAINTENANCE BUDGET FOR RE-USE

Month of November 2017

				Budgeted	Actual	Actual
				Cost per Year	Cost/Month	Cost/year
RO Power Cost	KWH X 0.777200			\$8,000	\$447.11	\$956.80
Ingration Pumps Power Cost	KWH X 0.777200				\$20.31	\$47.48
Chemicals RO System	Inlude Anti-scalent			\$9,000	\$128.85	\$4,179.05
Extra Testing for DEP	TSS, FECAL,			\$8,000	\$800.00	\$1,550.00
Contingency				\$4,000	\$0.00	
Main & Repairs to system	including pre filter cartridges.			\$3,000	\$300.44	\$4,265.66
Consulting				\$7,000	\$3,546.25	\$3,546.25
Insurance RO system/building				\$1,000	\$83.33	\$168.66
Reserves				\$5,000	\$416.66	\$833.32
	Hours	Cost \$				
R.O. Power meter	5752.79	\$447.11	\$0.08			
ing pump Power Mete	261.34	\$20.31	\$0.08			
Monthly Total		\$487.42				
Gallons Produced				\$46,000	\$5,742.75	\$15,547.22 Total for year
Cost per Gallon				\$3.833		
	Month	Total/year	Total to date			
Gallons	974,000	1,221,100	32,340,870			
Cost / Gal	\$0.005896	\$0.012732				
Cost /Thousand Gal	\$5.90	\$12.73				

Key Colony Beach Utility Board

Treasurer's Report – December 12, 2017

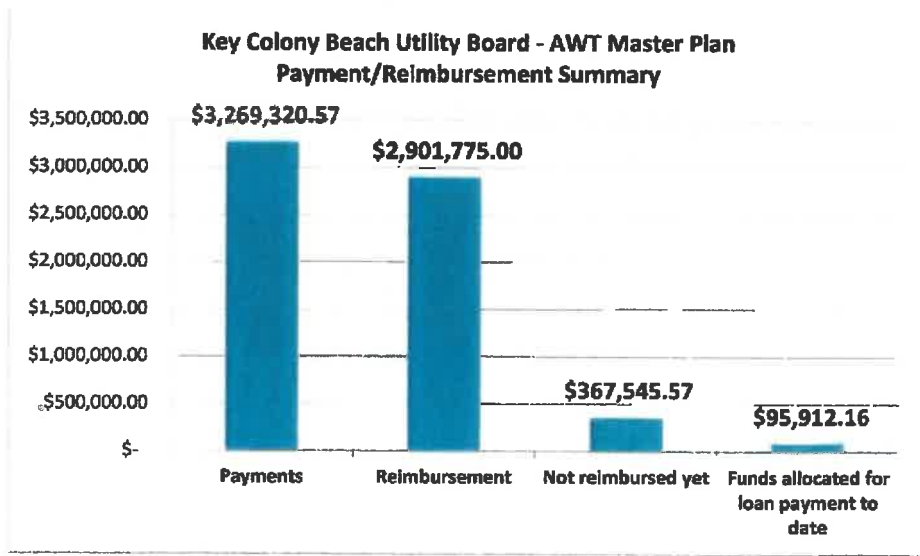
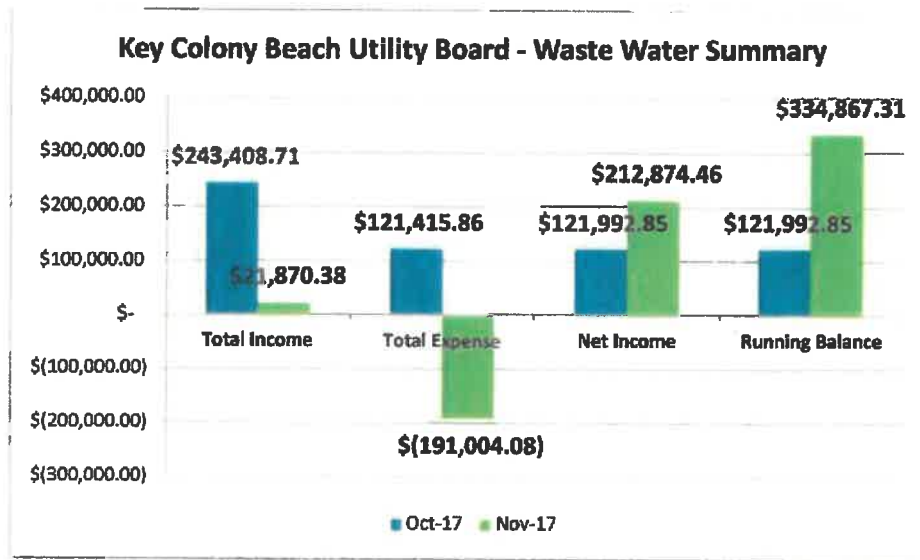
- ✓ November 30, 2017 and October 31, 2017 financial summary
 - We have started the 2018 fiscal budget (Oct 2017), we are now at 2 months of exposure
 - Waste Water funds are in excellent shape.
 - We have positive net income and a running positive balance at 2 months of exposure. Detail plot of the status is included on page two.
 - For the AWT Master Plan, the total to-date payments are \$3,269,320.57. This is 62% of the total expected amount.
 - Reimbursement received to-date from the Florida State fund is \$2,901,775.00 with \$367,545.57 not reimbursed yet. Detail plot included on page two.
 - Adequate liquid funds are available, no concerns for cash flow.
 - Special Notes for October/November Waste Water bills:
 - Hurricane repair expenses (special expenses), approximately \$24,600.00 of unplanned expenses.
 - Pump out and transfer payments due to Hurricane Irma (special expenses)
 - Other repairs, listed in this month's warrant
 - DEP permit fees
 - Clean Grounds Inc. for cleaning of lift stations, gravity mains.
 - Monthly tracking file updated with Oct and Nov 2017 actual results. Plot below attached.
 - Storm Water funds are also in excellent condition, with no concerns for the current status to the budget, and adequate liquid funds are available.
 - Recommendation to approve Waste Water Warrant #1017 for \$372,295.37
 - Recommendation to approve Storm Water Warrant #1117 for \$64,573.92
 - Recommendation to approve Waste Water Warrant #1017 for \$6,358.00

Financial data provided by Blanca Kulig

Treasurer's Report compiled by Tom Harding

Key Colony Beach Utility Board

Treasurer's Report – December 12, 2017



Financial data provided by Blanca Kulig

Treasurer's Report compiled by Tom Harding