

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

Tuesday, April 17, 2018 – 9:30 a.m. @ City Hall

Call to Order and Oath of Office

The regular meeting of the Utility Board was called to order at 9:30 a.m. by Board John Dalton.

All members were sworn in by City Administrator Chris Moonis and signed an Oath to Office.

Selection of Officers

Board Member Steve Flood nominated John Dalton to continue as Chair; Board Member Mike Alexander nominated Mr. Steve Flood to continue as Vice Chair and Mr. Tom Harding as Treasurer; no further nominations were called. It was a unanimous vote to keep Board Member John Dalton as Chair, Board Member Steve Flood as Vice Chair and Board Member Tom Harding as Treasurer.

Roll Call

Answering to roll call was: John Dalton, Steve Flood, Tom Harding, Mike Alexander and Tom DiFransico. *Excused:* Lin Walsh.

Also Present: City Administrator Chris Moonis, TLC Project Manager Eddie Ney, Mittauer & Associates Jason Shepler, Toppino & Sons Chris Butler, Utility Clerk Blanca E. Kulig and Plant Manager Dave Evans. Public - 1

WRF Improvements – Phase 7 Update:

- I. **Contractual Matters** – The change order for the air release points in the piping is being prepared by Project Manager Eddie Ney and will be sent to the City upon completion.

Mittauer and Associates Jason Shepler informed the Board of an issue with the sluice gate in the existing tank. This gate provides isolation from one hydraulic train to the other separating the tank into two units. When the new system was brought online for a trial run the gate malfunctioned and it was not possible to close due to debris in the tank. An emergency repair was done on 04/07/18 to release the gate. However, Mr. Shepler and Plant Manager Dave Evans recommend the gate be replaced preferably in stainless steel to avoid future problems. After discussion, the Board requested Mr. Shepler provide specs and pricing for the new gate.

Motion – Moved by Board Member Tom Harding seconded by Chair John Dalton, for Mittauer and Associates Jason Shepler to provide cost for materials and installation of a new stainless steel sluice gate including a timing plan for implementation. This expense will be a change order to the contract and will need approval from the City Commission.

On the Motion: Roll Call Vote. Unanimous Approval.

II. Permit Matters – No issues at this time.

III. Scheduling | Coordination / Technical Issues

- A. Update on ISAM Start-up and Interim Operations
1. Tie-in to FM Occurred on Thursday 4/5/18
 2. Interim ISAM Operations with 'Bypass' Began 4/5/18
 3. MBR Sluice Gate Repair | Diver Operation 4/7/18 – Commercial Diver Services Corporation was contracted to release the sluice gate that was stuck due to debris in the existing tank. The price quoted was to not exceed \$10,000 as per the Utility Board. However, the total repair exceeded the amount allowed. City Administrator Chris Moonis is working with the contractor to get the City a refund for the overage amount. The repair was successful and the gate is now operational.
 4. Digester Drained and Out of Service for Repair – residuals in the tank will be pumped out and hauled away.
 5. TLC Moving Forward on Remaining Project Scope
- B. 4 to 8-week Look Ahead | Sequence of Operations with ISAM
1. Existing MBR WAS Valve Replacements Underway - complete
 2. Stairway Replacement Following Valve Replacement – preparing foundations for installation.
 3. Existing Influent Structure Removal (Screens and Stair) – in process.
- C. Update on Motive/EQ Pump Coordination with Vendor and Manufacturer – issues with the pressure points are being worked out with the installation of additional release points. Operation is currently running with two pumps. However, once the release points are installed the operation will resume at full capacity to the ISAM.

IV. Applications for Payment

- A. AFP Status – No issues at this time.
- B. Davis-Bacon Update (Payrolls) / Compliance - No issues at this time. Mittauer and Associates Jason Shepler informed Utility Clerk Blanca Kulig of upcoming opportunities to conduct additional Davis-Bacon interviews in the next couple of weeks.

V. Shop drawings

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

VI. Other Items

- A. Site Security | Safety – No issues at this time.
- B. Working Hours and Working Days – No issues at this time. The schedule remains Monday to Friday 7:00 am to 5:00 pm.
- C. Other Items:
 1. **UV Electrical Equipment Building** – Mittauer and Associates Jason Shepler presented the Board with a revised Review Set. The Board and Plant Manager Dave Evans will have a 2-week period to review and make any changes to the drawings and specifications. After the time period has lapsed, Mr. Shepler will coordinate with Utility Clerk Blanca Kulig to advertise the project and go out to bid.

Motion – Moved by Board Member Tom DiFransico seconded by Vice Chair Steve Flood, to go out to bid on the UV Electrical Equipment Building pending a 2-week period for comments and changes.
On the Motion: Roll Call Vote. Unanimous Approval.

VII. Next Meeting Discussion – the next Utility Board/Construction Meeting will take place on Tuesday, May 15, 2018 at 9:30 AM.

Stormwater 12th Street Project Update – Charley Toppino & Sons Project Manager Chris Butler updated the Board on the status of the project. For future meetings, the Board agreed to allow Mr. Butler to provide his update prior to the Sewer plant project update.

Mr. Butler informed the Board the drilling of injection wells started on Monday, March 26 and completed the drilling operation on Tuesday, April 10th. On Wednesday, April 11th, clean-up of staging and working areas was done. During the drilling, two conflicts were encountered. The first at well #1 located at the end of 12th Street and well #3 located at the beginning of 12th Street. These conflicts took about a week to resolve with the assistance of Mittauer and Associates. The solution was to raise the elevation of the pipe going across 12th Street, placing the pipe above the existing sewer line. During that time the submittal for the pre-cast structures was delayed. Structures have now been ordered and fabrication and delivery will be approximately three weeks. Crews are currently demobilized from the job site until construction resumes.

Mr. Butler also reported a damage incident at 221 12th Street. When drilling equipment was set up in front of the property the weight of the driller shifted a small column located on the outskirts of the property. The column will be repaired to its original condition as per contract stipulations. The City is aware of the incident as well as the property owner.

Approval of the Minutes: Regular Meeting, March 20, 2018

Motion – Moved by Vice Chair Steve Flood seconded by Chair John Dalton, to approve minutes of the Regular Meeting, March 20, 2018.
On the Motion: Roll Call Vote. Unanimous Approval.

Utility Clerk Report – Utility Clerk Blanca Kulig attended a training session on Wednesday, April 4th, 2018 at the City of Tavares Florida hosted by the EPA and DEP. The training consisted of an in-depth informational session on the background and requirements of AIS – American Iron and Steel for the State Revolving Loan participants. The afternoon session consisted of an overview of the application and administration process of Florida State Revolving Loans. Mrs. Kulig had the opportunity to meet several DEP team members that work closely with the City on a regular basis.

Mrs. Kulig will be on vacation Monday, April 30 to Friday, May 4. During her absence, City Clerk Kathryn McCullough and City staff will be available to assist the Board with any requests.

Operators Report: Included as part of the minutes.

Plant Manager Dave Evans presented to the Board the Semi Annual Manhole Inspection Report.

Issues to be addressed:

- Manholes #13 & 14 on 1st Street, corbet was broken during Hurricane Irma. Mr. Evans

recommends replacing the ring and cover.

- Manhole #19 on 3rd Street, has a chip on the ring. Mr. Evans recommends replacing the ring and cover.

3rd Generation Plumbing provided a quote to the Board ahead of the meeting. The cost to make the repairs recommended by Mr. Evans will be \$4,600.00. This amount includes removing existing rings and covers on manholes #13 & 14, installing new rings with 12" over concrete around perimeter of ring, cut out concrete driveway and remove ring and cover on manhole #19 on 3rd Street, install new ring and cover, patch in concrete driveway and dispose of debris.

Motion – Moved by Chair John Dalton seconded by Board Member Mike Alexander, to approve the quote provided by 3rd Generation Plumbing to repair the manholes #13, 14 & 19 in the amount of \$4,600.00.

On the Motion: Roll Call Vote. Unanimous Approval.

Chairs Report:

- A. **Hurricane Irma Update** – Plant Manager Dave Evans continues to work with vendors and local contractors to complete the necessary hurricane repairs to the sewer plant.

Mr. Evans recommends replacing the 7th Street lift station lid that was damaged by a large tractor trailer. As part of Hurricane mitigation items it is recommended all lift station lids be replaced with locking lids to avoid water intrusion in the future. So far half of the lids have been replaced with eight (8) remaining. The 7th Street lid would be replaced with a locking lid. Mr. Evans requested the remaining seven lids be replaced with locking lids. The approximate cost per lid would be \$2,000.

Motion – Moved by Chair John Dalton seconded by Board Member Mike Alexander, to replace the remaining eight (8) lids to locking lids as part of hurricane mitigation.

On the Motion: Roll Call Vote. Unanimous Approval.

- B. **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.
- C. **Manhole Risers Update:** 3rd Generation Plumbing completed the work on raising 4 (four) manholes two (2) inches above grade as follows: #68 – 331 12th Street, #12 – Corner E Ocean Drive & 1st Street, #25 – 240 Sadowski Causeway and #37 – 840 Shelter Bay Drive. Plant Manager Dave Evans has spoken to the contractor and they will seal the manhole rings with concrete to avoid displacement in the future. This will be done at no additional cost to the City.
- D. **Control Room Roof Replacement Update:** All Florida Roofing has completed the replacement of the control room roof. Final inspection was completed by Building Official Ed Borysiewicz.
- E. **US Water Contract:** Board Member Tom Harding informed the Board, the City is currently working with US Water to negotiate a new contract for their services. A draft proposal will be presented at the next Board meeting for Board approval.

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

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

Waste Water/Sewer Warrant #0318: was approved in the amount of \$273,817.79.

Stormwater Warrant #0318: N/A

Any Other Business/Members Comments: None.

The meeting adjourned at 10:42 am.

The next meeting will be on Tuesday, May 15, 2018 at 9:30AM

Respectfully Submitted by:

A handwritten signature in cursive script, reading "Blanca E. Kulig". The signature is written in black ink and is positioned above the printed name of the signatory.

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

March 2018

Plant Update:

1. Call Outs March 3rd, Membrane air flow low. Reset #2 blower.
2. March 1st, Repair leaking shut off valve on UV B.
3. March 5th, Micro C pump failed. Replace pump tube.
4. March 16th, Replace chemical feed lines to plant for Micro C and Alum.
5. March 20th Micro C pump not working. Take apart and replace lifting spring.
6. March 22nd, Install new motor and coupling on vacuum pump A.
7. March 22nd AT&T on sight install ends on phone line for auto dialer on new system.
8. T/N average to date is 3.93 Mg/l. Annual limit 3.0 Mg/l
9. Total gallons in sludge box 160,310 gallons. Approximant cost was 8 cents per gallon.
10. Bubble test cassette # 6, 2, 3, 7, 46, 44 & 45
11. Wash Cassette A-1, B-1, C-1, B-2, C-2 & D-2

R.O. Update:

1. Maintenance Budget for Re-Use (attached)
2. March 13th, Anti-scalent flow switch not working. Replace flow switch.
3. March 19th RO control panel out cannot run RO. Trouble shoot and found louse connections in control panel.

Collection system:

1. March 5th, Third Generation raises manholes # 12, 25, 37 & 68.
2. March 8th, Replace door to control panel at Causeway North lift station.
3. March 19th, Check salinity at all lift stations. See attached report.
4. March 20th W. Ocean alarm light on. Pull pump cord damage. Replace with spare pump.
5. March 20th, 5th street lift station full. Pull pump and replace impeller and wear ring.
6. March 21st 10th street lift station replace broken hinge and hasp on lift station lid.
7. March 22nd W. Ocean replace 30 amp pump breaker in control panel.
8. March 27th Complete manhole inspections. Recommend replacing manhole #19 on 3rd street in concert driveway. See attached report.
9. March 28th 5th street lift station replace all control floats.

MAINTENANCE BUDGET FOR RE-USE						
Month of March 2018				Budgeted	Actual	Actual
				Cost per Year	Cost/Month	Cost/year
RO Power Cost KWH X 0.777200				\$8,000	\$717.84	\$2,123.20
Irrigation Pumps Power Cost KWH X 0.777200					\$68.84	\$154.52
Chemicals RO System Include Anti-scalent				\$9,000	\$128.65	\$8,142.50
Extra Testing for DEP TSS, FECAL,				\$9,000	\$850.00	\$4,750.00
Contingency				\$4,000	\$0.00	\$0.00
Main & Repairs to system including pre filter cartridges.				\$3,000	\$671.59	\$6,318.21
Consulting				\$7,000	\$0.00	\$4,626.25
Insurance RO system/building				\$1,000	\$83.33	\$499.98
Reserves				\$5,000	\$416.66	\$2,499.96
	Hours	Cost \$				
R.O. Power meter	9236.245	\$717.84	\$0.08			
Irrig pump Power Meter	885.807	\$68.84	\$0.08			
Monthly Total		\$786.69		\$46,000	\$2,936.92	\$29,114.62
Gallons Produced				\$3,833		
Cost per Gallon						
	Month	Total/year	Total to date			
Gallons	1,250,000	5,815,400	36,935,170			
Cost / Gal	\$0.002350	\$0.005006				
Cost /Thousand Gal	\$2.35	\$5.01				

CITY OF KEY COLONY BEACH						
SALINITY TEST						
March 19, 2018						
TIDE +1.9						
start time	11:00:00 AM	end time	2:00:00 PM			
LIFT STATION	INVERT S	flow	INVERT N.	flow		
CORAL LANE			3.6 ppt		MH # 31 0.8 ppt	
CAUSEWAY NORTH	14.0 ppt		18.2 ppt	north	MH # 29 car parked on manhole	
CAUSEWAY SOUTH	0.6 ppt		6.3 ppt	south	Terminal man hole no flow	
				north	MH# 26 4.5 ppt	
3rd Street	East 0.4 ppt		3.2 ppt		MH # 18 1.0 ppt	
4th Street	1.0 PPT		3.1 PPT		MH# 21 1.0 PPT	Leak at lateral connection 270 4th street
5th Street	0.6 ppt		0.7 ppt			
7th Street	0.8 ppt		5.8 ppt		MH# 36 4.9 ppt	MH# 37 8.2 ppt
8th Street	1.8 ppt		0.6 ppt		MH# 41 no flow	
West Ocean Dr.	West 0.7 PPT		East 1.6 PPT		North 0.4	South 0.4
9th Street	20.9 ppt		0.9 ppt		MH# 48 0.2 PPT	
10th Street	9.2 ppt		6.8 ppt	south	MH # 55 4.0 ppt	
				north	MH# 56 6.2 ppt	MH# 57 0.5 ppt
11th Street	5.0 ppt		6.9 ppt	north	MH # 63 16.5 ppt	MH# 64 25.5 ppt
						MH # 63 0.4 ppt
12th Street	0.4 ppt		1.3 ppt			
13th Street	0.8 PPT					
14th Street	0.7 PPT					
Vista Del Sol	1.1 PPT					

Key Colony Beach Utility Board

Treasurer's Report – April 17, 2018

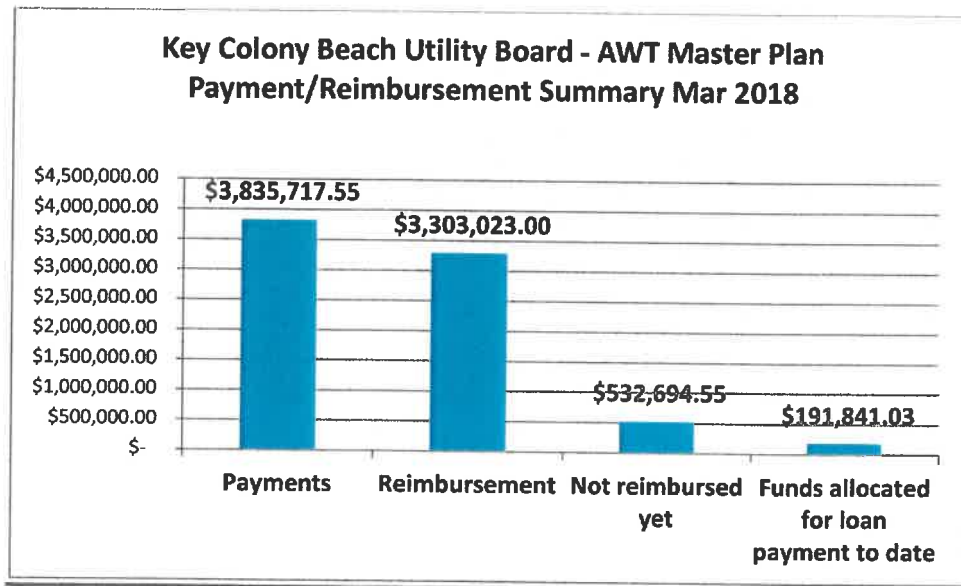
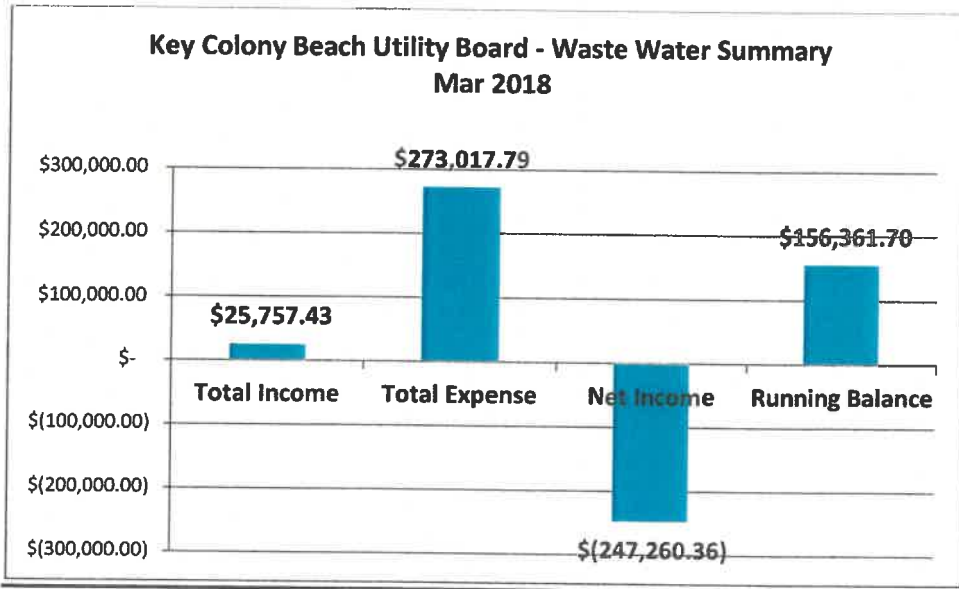
- ✓ March 31, 2018 financial summary
 - Waste Water funds remain in excellent shape.
 - We continue to have a positive running balance after 6 months
 - We have occurred total to-date, repair expenses from Hurricane Irma, in the amount \$126,252.74. This total amount from the Hurricane Irma is unbudgeted, but we have adequate funds to cover the current expenses. UV Electrical Building replacement cost differences, 10 ft X 10 ft is \$45,000, and 12 ft X 20 ft is \$65,000.
 - Sewer Service Income is slightly lower than last year at this time, overall 3% lower than last year.
 - Recommendation of fund amounts provided for longer term investment amounts, based on a cash flow analysis for Waste Water funds.
 - For the AWT Master Plan, the total to-date payments are \$3,835,717.55. This is 73% of the total expected amount.
 - Reimbursement received to-date from the Florida State fund is \$3,303,023.00 with \$532,694.55 not reimbursed yet. Loan initial payment due March 15, 2019. Detail plot included on page two.
 - Asset Management Plan requested by the State of Florida, example provided by Mittauer. Documentation to start on the plan requested.
 - Monthly tracking file has been updated with Mar 2018 actual results. Plot below attached.
 - Storm Water funds are also in excellent condition, with no concerns, adequate liquid funds available for 12th street Stormwater improvements, contract amount of \$321,637.00
 - 2018-2019 sewer rate discussions. 2010 to 2018 US inflation rate is 14.2%, Consumer Price Index for sewer services, 2010 to 2018, rate increase of 39%. Consumer Price Index for South Florida is at 3.2 % over the last 12 months. Suggest starting 2018-2019 draft budget work an assumption of 3% increase from last year income levels.
 - US Flood contract update discussions in process. Two options provided for initial discussions. Work ongoing, will update the Board with a draft proposal at May 2018 meeting.
 - Recommendation to approve Waste Water Warrant #0318 for \$273,817.79

Financial data provided by Blanca Kulig

Treasurer's Report compiled by Tom Harding

Key Colony Beach Utility Board

Treasurer's Report – April 17, 2018



Financial data provided by Blanca Kulig

Treasurer's Report compiled by Tom Harding

Key Colony Beach – Utility Board

Treasurer's Report – April 17, 2018

Purpose - Cash flow Analysis for determining Investment funds for long term return

Waste Water recommendation

6 month investment - \$100,000.00

12 month investment - \$200,000.00

3 year investment - \$300,000.00

Total invested into longer term return options, suggested \$600,000.00

Storm Water recommendation

Keep current CD investment active for \$127,000.00

Due to upcoming bills for 12 Th street work, no further investments suggested, and re-evaluate in fall of 2018 after 12 Th street work is complete

Date: March 25, 2018

T. Harding, Treasurer Utility Board

Key Colony Beach – Utility Board

Treasurer’s Report – April 17, 2018

