

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

**Tuesday, August 21, 2018 – 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 Board Chairman John Dalton. *Answering to roll call was:* John Dalton, Tom Harding, Mike Alexander, Tom DiFransico and Lin Walsh. *Excused:* Steve Flood

Also Present: City Administrator Chris Moonis, TLC Project Manager Eddie Ney, TLC Superintendent Mark Claress, Mittauer & Associates Jason Shepler, Utility Clerk Pat Hyland, and Plant Manager Dave Evans. Public - 2

**SRF WRF Improvements – Phase 2 Update:**

- I. **Contractual Matters** – Substantial completion date is scheduled for 9/1/18. Final completion date is scheduled for 10/1/18. Due to problems with the air flow meters, work on the 2<sup>nd</sup> half of the MBR tank has not yet started. Substantial completion date of 9/1/18 will not be met. The manufacturer will be arriving tomorrow to address the issue and attempt to correct the problem. If it can be corrected, work will resume. In addition, another problem issue is that the pump is causing a vibration. The correct sized pumps should arrive soon, which will be installed to replace the original pumps.
- II. **Permit Matters** – None
- III. **Scheduling | Coordination / Technical Issues** –As stated above, the problem with the air flow meters will be investigated by the manufacturer, along with Jason Shepler, engineer with Mittauer & Associates. Work has basically come to a halt due to this problem. Once the air flow meters are working, the project will get back underway and a substantial completion will be moved to 10/1/18 with a final completion date shortly after that time.

**4 Week Look Ahead 8/20/2018 – 10/1/2018**

Upon project completion, a walk through can be scheduled if the Utility Board members are interested.

**8/21/2018 – 8/27/2018:**

- Drain West Side and Fill East Side of MBR Tank
- C.C. Controls on Site Wednesday along with Delta to Install the Air Flow Meters.
- Miscellaneous Electrical Work
- Working on Punch List

**8/27/2018 – 9/03/2018:**

- Pressure Wash and Clean Sludge from West Side of MBR Tank
- Demo Slab on Top of MBR Tank
- Continue Miscellaneous Electrical Work

- Surveyor to Layout for the Asphalt Roadway
- Working on Punch list

**9/3/2018 – 9/10/2018:**

- NARCY Line Around West of MBR Tank
- Cut out for the Asphalt Drive
- Install Canopy over Chemical Tanks
- Corm to Core Hole in West Side of Tank
- Form and Place Re-bar on West Side of Tank
- Continue Miscellaneous Electrical Work

**9/10/2018 – 9/17/2018:**

- Pour West Side of MBR Tank Top
- Install Telescoping Valve on West side of MBR Tank
- Finish Air Piping on West Side of MBR Tank
- Install Gate on Fence
- Install Base Rock for the Driveway.
- Install Asphalt for the Driveway.
- Surveyor to Start on As-builts
- Work on Punch List Items

**9/17/2018 – 9/24/2018:**

- Install Beams on West side of MBR Tank
- Install New Cassettes on West Side of MBR Tank
- Walter on Site for Chemical Start up
- Fill West Side of Tank

**9/24/2018 – 10/1/2018:**

- G.E. and Fluidyne on Site for Testing
- Close Out Items

**IV. Applications for Payment**

- A. AFP Status – No issues at this time.
- B. Davis-Bacon Update (Payrolls) / Compliance

**V. Shop Drawers**

- A. No items 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 Modification Utilizing Existing RO Building

**Motion** – Moved by Board Member Tom Harding and seconded by Board Chair John Dalton, to obtain an engineering study to move UV system to another existing building, known as the new RO building, and to purchase and install new UV's and install jib hoist.

**On the Motion:** Roll Call Vote. Unanimous Approval

**VII. Open Discussion**

**Next Meeting Discussion** – the next Utility Board Meeting will take place on Tuesday, September 18, 2018 at 9:30 AM.

**Stormwater 12<sup>th</sup> Street Project Update** – All work has been completed. Once as-builts have been received, final payment will be issued to the contractor.

**Approval of the Minutes:** Regular Meeting, July 17, 2018

**Motion** – Moved by Chair John Dalton and seconded by Board member Tom Harding, to approve minutes of the Regular Meeting, July 17, 2018.

**On the Motion:** Roll Call Vote. Unanimous Approval.

**Utility Clerk Report** – TLC Payment App #19 has been paid. SRF reimbursement request has been mailed out. TLC Payment App #20 for July, 2018 has been received. Phone service for sewer plant is now on a plan which has reduced the monthly bill from \$402.36 to \$190.24. Pat Hyland will be on vacation the week of September 10<sup>th</sup>.

**Operators Report:** Included as part of the minutes.

Plant Manager Dave Evans obtained a quote from Clean Grounds, Inc. in the amount of \$2,250 for scheduled maintenance to clean and pump out all the sewer lift stations every six months.

**Motion** – Moved by Chair John Dalton and seconded by Board member Mike Alexander to approve hiring Clean Grounds, Inc. for this service.

**On the Motion:** – Roll Call Vote. Unanimous Approval.

Mr. Evans obtained a quote in the amount of \$2495 from HACH for the service agreement to inspect and service the new meters.

**Motion** – Moved by Board member Tom Harding and seconded by Board member Mike Alexander

**On the Motion:** – Roll Call Vote. Unanimous Approval.

Mr. Evans obtained a quote from Southland Painting Corp. to paint the exterior of the digester, tanks, RO building and stairs in the amount of \$63,600. After discussion, it was determined that the quote was too high, and since there was no hurry for this work to be done, this item will be tabled for now.

Dave Evans will be on vacation August 31<sup>st</sup> through September 16<sup>th</sup>.

#### **Chairs Report:**

**Hurricane Irma Update – Sewer Plant** – The electrician has completed underground wiring and is almost finished with the electrical work.

**Manhole Risers Update:** Lift station lid on 7<sup>th</sup> street has been replaced and remaining lids will now be ordered. 3<sup>rd</sup> Generation Plumbing has yet to replace the one remaining manhole cover on 3<sup>rd</sup> Street. The cover is scheduled to be shipped out on August 28<sup>th</sup>.

**UV Building Bid** – This item was discussed earlier in the meeting.

**Eighth Street Stormwater Drainage Remediation** – Board member Mike Alexander provided pictures of the 8<sup>th</sup> street area to the other members of the Board. This discussion was centered on the drainage problems in the area where the tennis and pickle ball courts are located, and what can be done to evacuate the ponding of the water. After much discussion among the board members, as well as input offered from Jeff Sharp of Conch Wastewater who was in the audience, the first step

will be to run a camera through the line and remove any possible blockages. Mr. Sharp introduced himself to the Board members and has agreed to provide an estimate to do the work. If this work does not solve the problem, further remediation solutions will be discussed at the next Utility Board meeting.

**Motion** – Moved by Board member Tom Harding and seconded by Chair John Dalton to approve spending up to \$6,000 from Stormwater funding to pay for using the camera and jetting of 8<sup>th</sup> Street culvert pipe.

**On the Motion:** – Roll Call Vote. Unanimous Approval

Mike Alexander has incurred costs of approximately \$3500 related to Stormwater drainage issues while working with the Recreation Committee to improve the tennis/pickle ball courts. It was determined that the Utility board should review and approve payment of these invoices since this is a Stormwater issue.

**Motion** – Moved by Board member Tom Harding and seconded by Lin Walsh to allow Mike Alexander to provide invoices related to Stormwater drainage remediation to the Utility Clerk to submit to the Board for approval for payment from Stormwater funds.

**On the Motion:** - Roll Call Vote. John Dalton: yes. Tom Harding: yes. Tom DiFransico: yes. Lin Walsh: yes. Mike Alexander: abstained

Motion Approved.

**Wastewater Treatment Plant Screening/Plantings** – Chris Moonis asked the Utility Board to consider replacing the lost Irica palms around the Wastewater Treatment plant. As a result of Hurricane Irma, many trees were destroyed. The Beautification Committee is in favor of replacing the Irica palm trees. An estimate of \$21,200 has been received by Gonzalez Landscaping.

**Motion** – Moved by Board member Tom Harding and seconded by Chair John Dalton to approve spending up to \$24,000 for Gonzalez Landscaping to replace plantings around the Wastewater Treatment plant.

**On the Motion:** - Roll Call Vote. Unanimous Approval

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

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

**Waste Water/Sewer Warrant #0718:** was approved in the amount of \$193,369.93.

**Stormwater Warrant #0718:** was approved in the amount of \$60,963.60

**Any Other Business/Members Comments**

**The meeting adjourned at 11:40 am.**

**The next meeting will be on Tuesday, September 18, 2018 at 9:30AM**

Respectfully Submitted by:



Pat Hyland, 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.\*\*\*

MAINTENANCE BUDGET FOR RE-USE									
Month of July 2018				Budgeted	Actual	Actual			
				Cost per Year	Cost/Month	Cost/year			
RO Power Cost KWH X 0.777200				\$8,000	\$506.72	\$3,076.09			
Irrigation Pumps Power Cost KWH X 0.777200					\$62.78	\$248.66			
Chemicals RO System Include Anti-scalent				\$9,000	\$128.65	\$11,279.80			
Extra Testing for DEP TSS, FECAL,				\$9,000	\$800.00	\$7,600.00			
Contingency				\$4,000	\$0.00	\$0.00			
Main & Repairs to system including pre filter cartridges.				\$3,000	\$150.22	\$8,178.87			
Consulting				\$7,000	\$0.00	\$4,626.25			
Insurance RO system/building				\$1,000	\$83.33	\$833.30			
Reserves				\$5,000	\$416.66	\$4,166.60			
		Hours	Cost \$						
R.O. Power meter		6519.879	\$506.72	\$0.08					
Irrg pump Power Mete		807.797	\$62.78	\$0.08					
Monthly Total			\$569.51		\$46,000	\$2,148.37	\$40,009.57	Total for year	
Gallons Produced					\$3,833				
Cost per Gallon									
		Month	Total/year	Total to date					
Gallons		1,102,000	9,243,400	40,363,170					
Cost / Gal		\$0.001950	\$0.004328						
Cost /Thousand Gal		\$1.95	\$4.33						

## OPERATOR REPORT

July 2018

### Plant Update:

1. Call Outs July 3<sup>rd</sup> 11 PM Lighting storm reset # 3 blower. July 4<sup>th</sup> 2:45 AM Rain storm surge tank filled and overflow to digester. Sewage coming up out of ground next to overflow. Shut off lift station until levels dropped. July 20<sup>th</sup> 5:30 PM Tank levels high. Clear Crispin valve and wait for levels to drop. July 22<sup>nd</sup> 8:45 AM Tank levels high. Clear Crispin valve and wait for levels to drop.
2. July 2<sup>nd</sup> Leak in air compressor B replace ¼-inch elbow on drain line.
3. July 2<sup>nd</sup> Vacuum pump B out. Motor starter not working. Trace issue to aux contact. Order contact
4. July 9<sup>th</sup> New lid for lift station on 7<sup>th</sup> street installed.
5. July 16<sup>th</sup> Replace aux contact vacuum pump B working in auto.
6. July 18<sup>th</sup> Turbidity meter # 1 showing fault. Replace photo cell meter working ok.
7. July 26<sup>th</sup> Install 1 1/4-inch water line to suction side of bio solids pump # 1 to flush out line.
8. July 30<sup>th</sup> Hach on sight repair Nitrax meter and perform calibration.
9. T/N average to date is 4.58 Mg/l. Annual limit 3.0 Mg/l
10. Total gallons Hauled 90321 gallons.
11. Bubble test cassette # 43, 44 & 46
12. Wash Cassette B-1, D-1 & C-1

### R.O. Update:

1. Maintenance Budget for Re-Use (attached)

### Collection system:

1. July 4<sup>th</sup> Causeway South lift station out. Pull pump and remove small rag from impeller.
2. July 21<sup>st</sup> Called out to 7<sup>th</sup> street lift station red light on. Reset motor starter check amps ok. Station pumping down.

## **Key Colony Beach Utility Board**

### **Treasurer's Report – August 21, 2018**

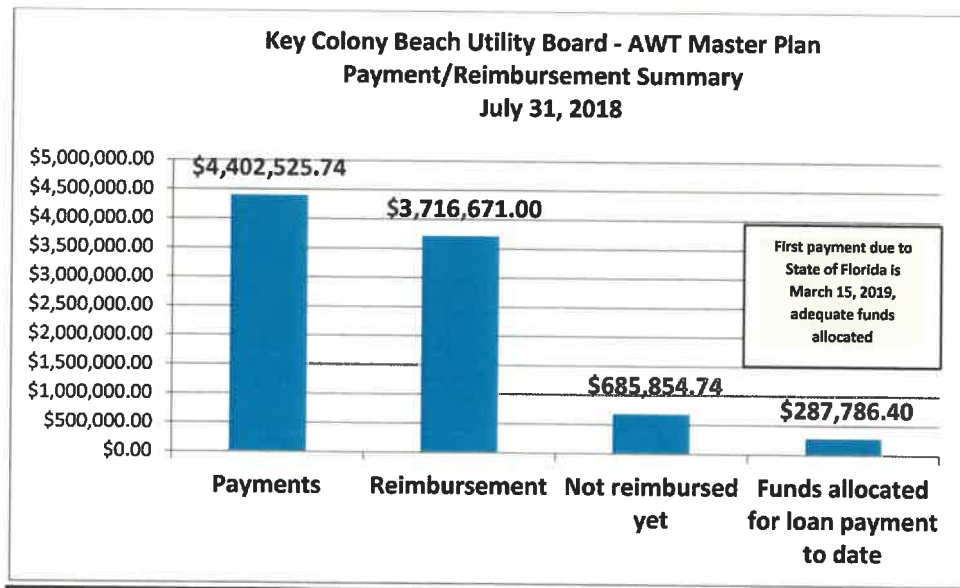
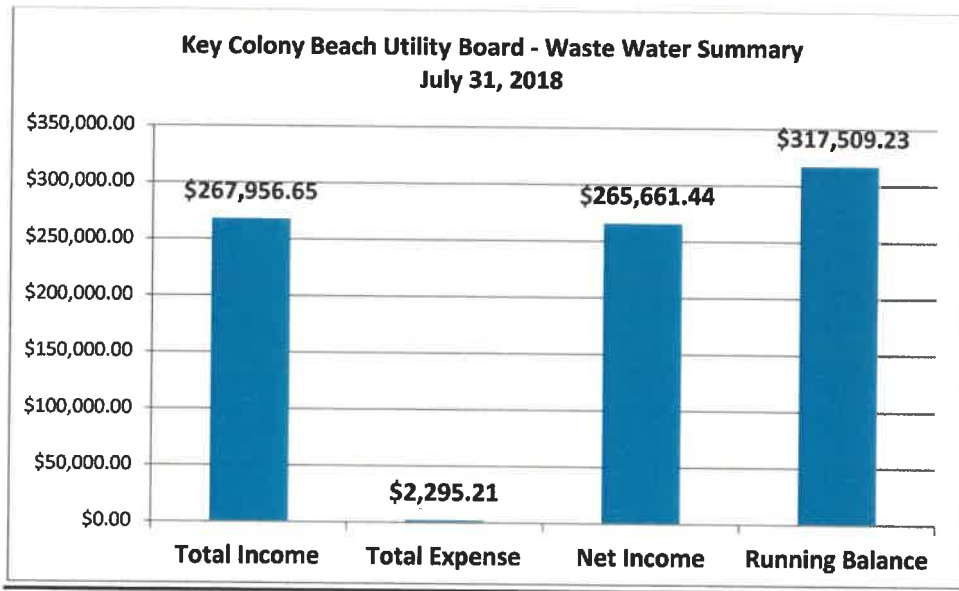
- ✓ July 31, 2018 financial summary
  - Waste Water funds remain in excellent shape.
    - We have a good positive running balance after 10 months for this budget year to date
  - For the AWT Master Plan, the total to-date payments are \$4,402,525.74. This is 84% of the total expected amount.
  - Reimbursement received to-date from the Florida State fund is \$3,716,671.00
  - Amount not reimbursed yet is, \$685,854.74. Loan initial payment is due March 15, 2019. Continued monthly deposits for loan re-payment have been placed in an account, total of \$ 287,786.40 to date.
  - Monthly tracking file has been updated with July 2018 actual results. Plot below attached.
  - Storm Water funds are also in excellent condition, with no concerns.
    - Forth payment provided to Charley Toppino and Sons for 12<sup>th</sup> street Stormwater improvements, total to date for payments, \$304,923.00, total contract amount of \$321,637.00
  - The projected 2018 budget has been updated with 10 month actual amounts
  - The proposed 2019 budget has been updated with minor changes based on 2018 10 month actual amounts.
  - Recommendation to approve Waste Water Warrant #0718 for \$193,369.93
  - Recommendation to approve Storm Water Warrant #0718 for \$60,963.60

Financial data provided by Pat Hyland

Treasurer's Report compiled by Tom Harding

## Key Colony Beach Utility Board

### Treasurer's Report – August 21, 2018



Financial data provided by Pat Hyland

Treasurer's Report compiled by Tom Harding