

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

Tuesday, October 16, 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 and Tom DiFransico. *Excused:* Steve Flood and Lin Walsh

Also Present: City Administrator Chris Moonis, TLC Construction Manager Robert LaChance, Mittauer & Associates Jason Shepler, Utility Clerk Pat Hyland, and Plant Manager Dave Evans.
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SRF WRF Improvements – Phase 2 Update:

- I. Contractual Matters** – The system was placed in its final configuration as of 9/28/18. TLC began to de-mobilize as of that date. There are some punch list items to be addressed. A letter of substantial completion will be sent to TLC with the list of punch list items. Eddie Ney is no longer with TLC, so Robert LaChance who is the Construction Manager with the company will complete the project since it is in its final stages. Retainage will be held in the amount of \$60,000 and will be paid once the project is fully completed. Jason has prepared Contract Modification Number 4 for valves and indicates the retainage will be paid out with the exception of \$60,000.
- II. Permit Matters** - The DEP quarterly update was submitted as was the FDEP Certification of Construction Completion.
- III. Scheduling | Coordination | Technical Issues** – The new a/c unit is scheduled to be installed in the control room this week. Plant Operator Dave Evans suggested backup air flow meter parts should be ordered and kept on hand, in the event something required replacement. An FDEP site visit is scheduled on November 27, 2018 to inspect administrative files and also walk through the sewer plant. In addition, the asset management plan will be reviewed. Pumps should arrive by mid-December. TLC hopes to have the new pumps installed before the Christmas Holiday. The warranty will start as soon as the pumps are installed.
Motion – Moved by Board Member Tom Harding and seconded by Board Chair John Dalton to approve up to \$5800 to purchase backup air flow meter parts.
On the Motion: Unanimous Approval
- IV. Applications for Payment**
 - A. AFP Status – No issues at this time.
 - B. Davis-Bacon Update (Payrolls) / Compliance

V. Shop Drawings

- A. Robert LaChance indicated 'as built' drawings should be done within 2 or 3 weeks.

VI. Other Items

- A. UV Modification Plan & Vendor Coordination – Drawings will be sent to Dave Evans so Utility Board can discuss at next Utility Board meeting.

VII. Open Discussion

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

Approval of the Minutes: Regular Meeting, September 18, 2018

Motion – Moved by Board member Tom Harding and seconded by Board Chair John Dalton to approve minutes of the Regular Meeting, September 18, 2018.

On the Motion: Roll Call Vote. Unanimous Approval.

Utility Clerk Report – Revised financials and warrants were sent to Utility Board members as invoices were received after month-end for September. TLC Payment App #21 for August has been paid. SRF reimbursement request has been mailed out. City administrative staff is now located in the new trailers. October's quarterly sewer invoices have been mailed out.

Operators Report: Included as part of the minutes.

False alarms have been cleared by Jason Shepler.

Chairs Report:

Hurricane Irma Update – Sewer Plant – No changes

Manhole Risers Update: Dave Evans will get a quote from 3rd Generation Plumbing and also Keys Contracting for 5 manhole covers which are below grade. It was recommended that he also ask for another quote for the total of 10 remaining manhole covers to be replaced, in case a discount is offered. The lids and rings will be replaced while doing work to raise the grade.

UV Electrical Building – Drawings will be sent to Dave Evans so Utility Board can discuss at next Utility Board meeting.

8th Street Stormwater - Public Works staff replaced the small portion of broken pipe. Board member Mike Alexander discussed cleaning up other areas nearby. The area will be monitored during the next heavy rain to ensure that ponding of water is no longer an issue. City Administrator Chris Moonis will meet with Building Official Gerard Roussin to have Public Works staff inspect areas during and after heavy rain events.

Engineering Services Agreement - WRF Improvements - Mittauer & Associates

Jason made the wording changes, as requested at the last Utility Board meeting. Board member Tom DiFransico suggested the Utility Board request Mittauer & Associates provide a copy of standard contract service fees and rates for informational purposes and future professional service needs. Jason will send out a 'base' copy of a standard agreement to be reviewed by the Utility Board for an annual retainer with Mittauer & Associates.

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

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

Waste Water/Sewer Warrant #0918: was approved in the amount of \$40,148.17.

Stormwater Warrant #0918: was approved in the amount of \$2670.00

Any Other Business/Members Comments

City Administrator Moonis informed the board that ongoing contract discussions continue with US Water. An RFP will go out if contract negotiations with US Water do not come up with acceptable language to put before the City Commission. Mr. Moonis also stated that FKEC plans to install poles on 9th, 10th and 11th streets. FKEC was cited for 32 violations for lines being too low.

The meeting adjourned at 10:50 am.

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

Respectfully Submitted by:

A handwritten signature in cursive script that reads "Pat Hyland". The ink is dark and the signature is fluid.

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.***