

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

Monday, November 19, 2018 – 9:30 a.m. @ City Hall

Call to Order, Roll Call:

The regular meeting of the Utility Board was called to order at 9:32 a.m. by Board Chairman John Dalton. *Answering to roll call was:* John Dalton, Steve Flood, Tom Harding, and Lin Walsh. *Excused:* Mike Alexander and Tom DiFrancisco

Also Present: City Administrator Chris Moonis, Mittauer & Associates Jason Shepler, Utility Clerk Pat Hyland, and Plant Manager Dave Evans. Public - 0

I. SRF WRF Improvements – Phase 2 Close-Out Update:

- A. Punch List Status** – A number of items still have not been addressed. Jason Shepler is attempting to have TLC provide a schedule of when each item will be corrected. Board member Tom Harding suggested a conference call to escalate the response and possibly have a conference call in two weeks with Robert LaChance of TLC to push for these items to be scheduled. Jason, Tom Harding, Dave Evans, and either Gerard or Ed from the Building Department will be on the call. Jason will be here next week for the FDEP site visit on 11/27 and will work on scheduling a date and time for the conference call for the following week..
- B. FDEP Coordination** – The Funding side of DEP will be performing a final review
- C. FDEP Site Visit 11/27/18** – Staff from the State Revolving Fund will be reviewing files. Jason will be here for the inspection and will bring files with him. All Utility sewer files will be available for review by FDEP. Plant Operator Dave Evans will be available for the plant inspection.

II. UV Replacement Project

Due to recent DEP requirements the existing units will not meet current requirements. Jason will work on two options to discuss with DEP and Pump vendor. One option would be a similar configuration but with an updated system. A meeting will be held with DEP within the next 2 or 3 weeks, once Jason has spoken with the vendor.

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

Approval of the Minutes: Regular Meeting, October 16, 2018

Motion – Moved by Board member Tom Harding and seconded by Board Chair John Dalton to approve minutes of the Regular Meeting, October 16, 2018.

On the Motion: Roll Call Vote. Unanimous Approval.

Utility Clerk Report – TLC Payment App #22 for September has been paid in the amount of \$690,473.00. The SRF reimbursement request has been mailed out for those funds. All files relating to the upcoming DEP site inspection will be pulled and ready for review.

Operators Report: Included as part of the minutes.

Dave received a quote of \$7000 from C.C. Control Corp, for the air flow meter. The Board had approved up to \$5800 for this item at the last meeting.

Motion – Moved by Board Member Tom Harding and seconded by Board member Lin Walsh to approve updated quote of \$7000 to purchase backup air flow meter parts.

On the Motion: Unanimous Approval

Chairs Report:

Hurricane Irma Update – Sewer Plant – No change.

Manhole Risers Update: Dave Evans contacted both 3rd Generation Plumbing and Keys Contracting for a quote, but has not received any response from either contractor. It was suggested that Dave provide the list of manhole covers to Ed or Gerard in the Building Dept. to obtain a quote from the two contractors. It was further suggested that Toppino & Son also be contacted for a quote. Dave will ask Ed or Gerard if it is possible for the Public Works staff handle the work necessary to raise the grade.

UV Electrical Building – Vice Chair Steve Flood asked for an explanation of the reasoning for not building a new building for the UV equipment. Steve can obtain a quote of \$35,000 for a new building. If the floor has to be raised, the amount would be \$50,000. Steve's concern is that there would be an issue with overcrowding in the RO building. After much discussion, it was determined that once the meeting with the DEP has been held to address the new DEP requirements, this discussion can be re-visited. The Board can decide at that time if they want to get bids for a new building, and what would be needed to relocate the UV equipment and how to keep the equipment running during construction. There would be costs incurred to move all of the equipment.

US Wastewater Contract Discussion – The language in the new contract would give the City more control with a lower cost, but the down side would be that the City would be getting less. The City would now have three options when uncovered work is to be performed. They can opt to:
1) have US Water do the work, 2) have City personnel do the work, or 3) use another contractor to do the work.

Motion – Moved by Board Member Lin Walsh and seconded by Chair John Dalton to recommend that the City Commission approve the current contract with US Water.

On the Motion: Unanimous Approval

Stormwater Swales / Pea Rock – This item was added to the agenda at the request of City Administrator Chris Moonis. Chris asked the Board to table this discussion until next month's meeting.

Utility Board Terms – All members of the Utility Board have expressed interest in remaining on the Board for another year. The Utility Clerk will let Kathryn McCullough know so the Commission will have this information for the December Commission meeting.

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

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

Waste Water/Sewer Warrant #1018: was approved in the amount of \$873,899.29.

Stormwater Warrant #1018: was approved in the amount of \$6,125.00

Any Other Business/Members Comments

Board Vice Chair Steve Flood mentioned that a Stormwater grate on East Ocean near Cabana Club

does not look secure and requested Public Works investigate and correct the problem.

The meeting adjourned at 11:10 am.

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

Respectfully Submitted by:

A handwritten signature in cursive script that reads "Pat Hyland". The signature is written in dark ink on a white background.

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.***

OPERATOR REPORT

October 2018

Plant Update:

1. Call Outs October 12th 6 PM flow low side one spare pump fail. Reset all pumps working ok. October 21st 3:45 PM Flow low side one. Clear Crispin valve and restart side one. Monitor levels plant ok.
2. October 1st MHS Service visit on Jib Crane. Make temporary repair to power cable on top of crane. Provide cost of \$3889.99 to replace rotating connector on top of crane. Schedule work for November.
3. October 1st Mixer # 2 tripped out. Reverse rotation until amps return to normal. Next day removed a piece of debris from tank. Looks like something from construction.
4. October 2nd Service rep from Suez on sight to check out new membranes. Found 5 fibers cut on cassette # 65. Sealed up cut fibers.
5. October 3rd Custom pumps remove #2 mixer pump to replace leaking seal on motor.
6. October 5th Custom pumps reinstall mixer pump # 2 and pull Mixer pump #1 to replace seal on motor for second time.
7. October 17th Q-Vac system leaking at tank. Notify engineer turn system off.
8. October 18th Replace ¼-inch steel fittings on Bio-Solids pump with SS fittings.
9. October 18th Flow meter not working. Sent back to factory for evaluation.
10. October 22nd Hach service rep perform service visit and calibration on DO and ORP probes in MBR tank. No issues with probes noted.
11. October 23rd Set SAM DO probe to read same as Hach SC200. Test auto function on SAM blower. Hach SC200 reading up to 2.51 MG/l but HMI still reading 0.19. Notify engineer.
12. October 23rd Noted water in bottom seal on Bio-Solids pump # 1. Notify engineer.
13. October 25th Artic Temp replaced A.C. in MCC D.
14. T/N average to date is 5.27 Mg/l. Annual limit 3.0 Mg/l
15. Total gallons Hauled 0 gallons.
16. Bubble test cassette # 65, 43 & 46
17. Wash Cassette A-2, B-2 & C-2

R.O. Update:

1. Maintenance Budget for Re-Use (attached)
2. October 9th wash R.O. high pH.
3. October 10th wash R.O. low pH.

Collection system:

1. October 19th No auto control 14th street lift station. Replace off float Station working on auto.
2. October 22nd 11th street motor starter tripped out. Reset pump making noise. Pull pump bad bearing. Replace pump with used pump. Station pumping ok. Amps normal.

MAINTENANCE BUDGET FOR RE-USE						
Month of October 2018				Budgeted	Actual	Actual
				Cost per Year	Cost/Month	Cost/year
RO Power Cost KWH X 0.777200				\$5,000	\$504.01	\$504.01
Irrigation Pumps Power Cost KWH X 0.777200					\$46.07	\$46.07
Chemicals RO System Include Anti-scalett				\$16,000	\$3,705.65	\$3,705.65
Extra Testing for DEP TSS, FECAL,				\$9,000	\$750.00	\$750.00
Contingency				\$0	\$0.00	\$0.00
Main & Repairs to system including pre filter cartridges.				\$5,600	\$0.00	\$0.00
Consulting				\$15,000	\$1,530.00	\$1,530.00
Insurance RO system/building				\$1,400	\$83.33	\$83.33
Reserves				\$8,000	\$666.66	\$666.66
	Hours	Cost \$				
R.O. Power meter	6484.913	\$504.01	\$0.08			
Irrig pump Power Meter	582.767	\$46.07	\$0.08			
Monthly Total		\$550.08		\$80,000	\$7,285.72	\$7,285.72
Gallons Produced				\$5,000		
Cost per Gallon						
	Month	Total/year	Total to date			
Gallons	768,000	768,000	43,017,170			
Cost / Gal	\$0.009487	\$0.009487				
Cost /Thousand Gal	\$9.49	\$9.49				

Key Colony Beach Utility Board

Treasurer's Report – November 19, 2018

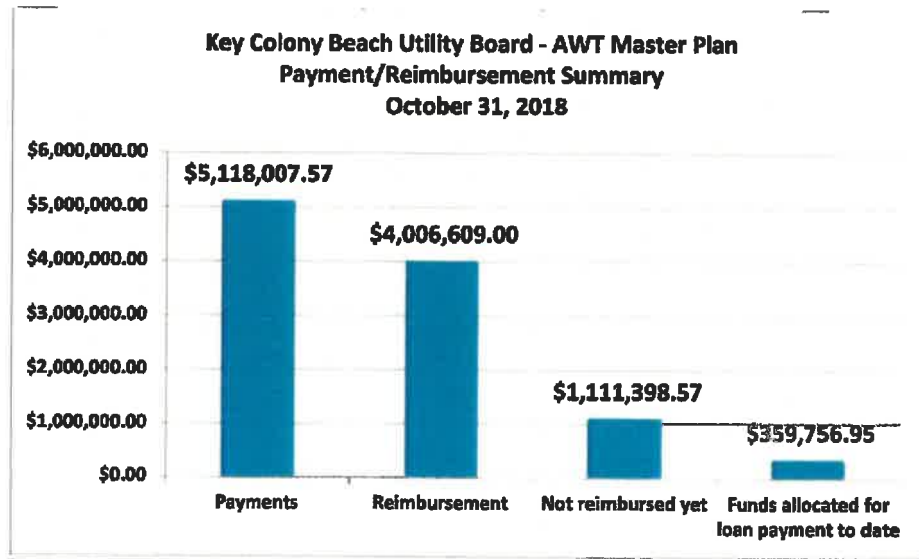
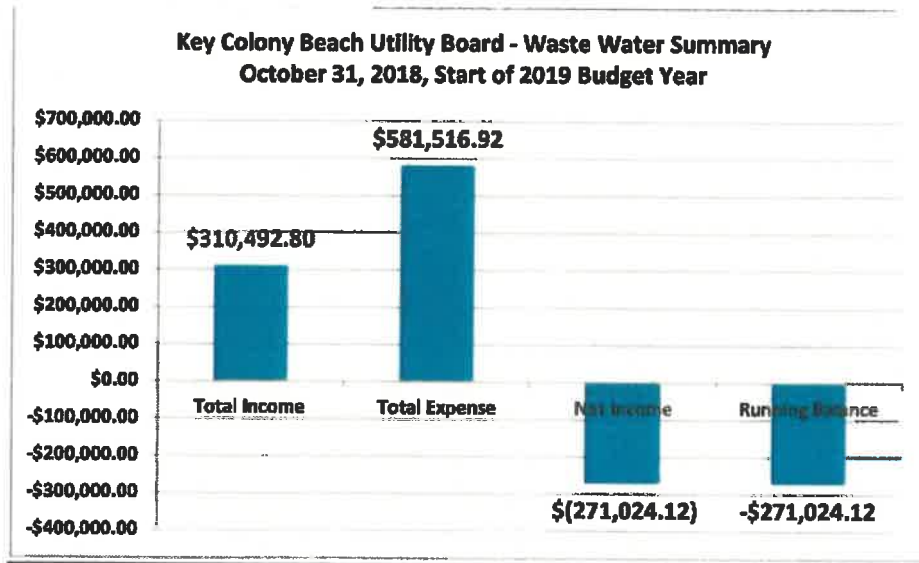
- ✓ October 31, 2018 financial summary
 - Waste Water funds resulted with a negative cash flow for 1st month of 2019 budget year, due to 2 Application payments from October 2018.
 - Negative cash flow amount of -\$271,024.12, however we have adequate funds to cover.
 - For the AWT Master Plan, the total to-date payments are \$5,118,007.57. This is 98% of the total planned from the State Loan.
 - Reimbursement received to-date from the Florida State fund is \$4,006,609.00. Amount not reimbursed yet is, \$1,111,398.57.
 - Loan initial payment is due March 15, 2019. Continued monthly deposits for loan re-payment have been placed in an account for a total of \$359,756.95.
 - Asset Management Plan updates:
 - File updated with additional cost information from Jason Shepler (Mittauer). Developed cash flow analysis to provide adequate funds for expected new capital expenditures. Yearly saving allocation of \$300,000 will be required to meet expected future capital needs, which will require an additional \$100,000 per year starting in 2020 (assumption of base fund allocation of \$800,000 used from the current Money Market account)
 - Additional projected capital work in the amount of \$7,233,500.00 over the next 25 years.
 - Thus, future budgets will have to continue to pay current State Loan allocation and also save \$300,000 in funds for additional future capital work.
 - Monthly tracking file has been updated with October 2018 actual results. Plot below attached.
 - Storm Water funds are in excellent condition, with no concerns.
 - Recommendation to approve Waste Water Warrant #1018 for \$873,899.29
 - Recommendation to approve Storm Water Warrant #1018 for \$6,125.00

Financial data provided by Pat Hyland

Treasurer's Report compiled by Tom Harding

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