

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

Tuesday, December 18, 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, Steve Flood, Tom Harding, Lin Walsh, Mike Alexander. *Excused:* Tom DiFransico

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

Oath of Office was administered by City Administrator Moonis to all Board members present.

Selection of Officers

Motion – Moved by Board Vice Chair member Steve Flood to keep the same slate of officers in place. Seconded by Lin Walsh.

On the Motion: Roll Call Vote. Unanimous Approval.

Board Officers:

John Dalton Board Chairman

Steve Flood Board Vice Chairman

Tom Harding Board Treasurer

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

- A. FDEP SRF Site Visit Update** - The site visit was completed by the SRF (State Revolving Fund) in November. The only open item is an Asset Management Plan. Board Treasurer Tom Harding supplied a spreadsheet, which was submitted for review by the State. The State is requiring a Resolution to be approved by the City Commission declaring that the Asset Management Plan will be put in place and followed, thereby giving the City a lower rate of interest on the current \$5,000,000 loan. Payments will begin in March, 2019, and will be payable monthly over the next 20 years. Funds have been put aside each month, so the City has enough money to pay the first year of the loan. The State wants to ensure that funds from the loan are used as intended, the City is putting money away for the future needs of the wastewater facility, repairing items as needed and has a long-term plan in place. The State will monitor and audit the City records over the life of the loan. The Utility Board will review the Plan on a regular basis to ensure compliance.

Board Vice Chair Steve Flood questioned the Asset Management Plan and the requirements that the State is requesting in order to receive a lower rate of interest on the loan. Much discussion centered on future sewer rates, asset needs and whether the City should move forward with the Asset Management Plan.

Motion – Moved by Chair John Dalton and seconded by Mike Alexander to authorize Treasurer Tom Harding to prepare the Plan and present it to the Utility Board at the January meeting.

On the Motion: Roll Call Vote. Unanimous Approval.

Tom will complete the paperwork in the format the State has requested and submit for review by the Utility Board at the next meeting in January. The Board will then review/discuss/approve to send to the Commission for their approval.

B. Punch List Status

1. **TLC Schedule-** Jason Shepler informed the Board that TLC said they have been told the new pumps may be delivered by the end of December. Once the pumps arrive, TLC will remobilize and will also address the punch list items in early January. Jason was asked to investigate and follow up as to where the pumps are at this point in time. Board members are hopeful that the pumps are in transit from Germany, where they are manufactured.
2. **CC Controls** – Scheduled for January. Equipment has already been purchased.
3. **Flow Meter UPS** - The air flow meter requires a UPS (uninterrupted power supply). A momentary power loss causes the breaker to trip. The best solution is to wire the flow meter into a UPS, so there will be no loss of power.

Motion – Moved by Tom Harding and seconded by Lin Walsh to approve up to \$2,000 for a UPS for the flow meter and an electrician for installation.

On the Motion – Roll Call Vote. Lin Walsh: yes, Tom Harding: yes, Steve Flood: yes, John Dalton: yes. Mike Alexander stepped out of meeting during discussion and prior to vote. Motion approved.

- C. **Control Coordination** - Discussion continued about meter readings and that the Fluidyne manufacturer should be onsite or readily available when work is going on to troubleshoot and correct any problems. The nitrate levels fluctuate and may not meet State requirements by the end of January. Plant Operator Dave Evans explained the nitrate levels and the difficulty with sensor issues.

II. Other Items

- A. **UV Replacement Project** – The system currently has 8-inch units, which do not meet the new State requirement of 20-inch units. The system works fine with the 8-inch units. One unit is currently not operating and requires repair. A new building would be required to accommodate the change. After Hurricane Irma the plan was to put things back as they were prior to Irma, and attempt to save money by moving the UV equipment to the RO building, thereby eliminating the need to replace the damaged UV building. Adding the UV equipment would be a tight fit, but it would be possible. That is the direction the Utility Board planned to take until news of the new State regulations was recently brought to the Board's attention.

1. **FDEP Discussions** – If the State will allow a permit change/variance in order to meet the new DEP requirements it would be a savings of about \$200,000 to \$300,000. The amount of time to accomplish and receive approval will add about 3 months.

Lin Walsh had to leave the meeting at 10:50am, as she had an appointment scheduled for 11:00am.

Motion – Moved by Tom Harding and seconded by Steve Flood to authorize Jason to pursue modification of the permit and for Dave Evans to investigate repairing the one unit which is not working and look for a contractor and cost to put up a temporary roof on the old UV building to protect the equipment until a final decision is received pertaining to the variance request on the permit.

On the Motion: Roll call Vote. Tom Harding: yes, Steve Flood: yes, John Dalton: yes, Mike Alexander: yes. Motion passed.

Next Meeting Discussion – the next Utility Board Meeting will take place Tuesday, January 15, 2019 at 9:30 am.

Approval of the Minutes: Regular Meeting, November 19, 2018

Motion – Moved by Board member Tom Harding and seconded by Vice Chair Steve Flood to approve minutes of the Regular Meeting, November 19, 2018.

On the Motion: Roll Call Vote. Unanimous Approval.

Utility Clerk Report – Received \$100,000 Stormwater grant funds for 12th Street Stormwater project, which was completed. Received SRF disbursement of \$690,473.00 for last TLC payment app #22. The quarterly sewer invoices for January, 2019 have been printed and will be mailed out by the end of this week.

Operators Report: Included as part of the minutes.

Plant Operator Dave Evans reported that there may be a more economical option for sludge removal. He will investigate options and report back at the next meeting. Dave received two quotes for labor and materials to replace 8 manhole rings and covers. One quote was received from 3rd Generation Plumbing in the amount of \$16,600 and the other quote received was from Charley Toppino & Sons in the amount of \$17,310.

Motion – Moved by Vice Chair Steve Flood and seconded by Tom Harding to approve quote received from 3rd Generation Plumbing for \$11,600.00.

On the Motion: Roll Call Vote. Unanimous Approval

Chairs Report:

A. Hurricane Irma Update – Sewer Plant – Lift stations have arrived and contractor will be installing them.

B. Stormwater Swales / Pea Rock – Steve Flood indicated that residents are having pea rock put in and it is building up into the right of way. Residents may not be aware of the potential problems that may occur as a result of putting pea rock in the right of way. Over time the stormwater system will become jeopardized. Currently there are no rules or guidelines in place regarding this issue. City Administrator Moonis will come back with information at the next meeting.

Treasurer's Report:

A. Investing of Excess Funds – Tom Harding recommended investing excess funds to earn more interest. Contact will be made with local banks to obtain CDR rates for public funds. Tom will report back at the next meeting.

B. Treasurer's Report is included as part of the minutes.

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

Waste Water/Sewer Warrant #1118: was approved in the amount of \$60,996.78.

Stormwater Warrant: There was no Stormwater warrant for November 2018.

Any Other Business/Members Comments:

Legal notice will be advertised for Wastewater contract bids Thursday, December 20 in the local newspaper. Bids will be received mid to late January, and Utility Board will be involved in the process.

The meeting adjourned at 11:56 am.

The next meeting will be on Tuesday, January 15, 2019 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.***

OPERATOR REPORT

November 2018

Plant Update:

1. Call Outs No call outs for November.
2. November 2nd Try to waste side one. Suction line clogged. Open up suction line and use 2-inch pump to back flush line to clear. Able to waste side one but getting debris in waste pump P-37. Clean out wood and chunks of concrete.
3. November 5th AC not working in MCC D. Call Arctic Temp. Service rep filled Freon and tighten loose fitting.
4. November 6th UV B not working. Install new bulbs UV A. UV A on UV B off.
5. November 7th Hach SC 1000 no display. Test for power ok. Notify Hach and set up service visit.
6. November 7th MHS make repair to Jib Crane.
7. November 8th Replace steel nipples on ISAM pumps with SS nipples.
8. November 13th P-34-1 pump failed. Pulled pump bearings bad. Install new pump.
9. November 14th. Replace seal on reuse pump # 2
10. November 15th Test generator transfer power run under load. Transfer power back and CFM meter 502 & 503 went blank causing alarm. Turn power off to reset program. Notify engineer on issue.
11. November 16th Mixer pump # 1 VFD fault. Check amps are high. Open up pump found impeller locked up. Notify engineer pump under warranty. Will send techs out to fix.
12. November 20th Install new Non Potable water signs on new reuse water hoses.
13. November 20th Hach service rep install new power module and fuses on SC1000. Unit working again.
14. November 23rd Install new flow meter. Program new meter and calibrate.
15. November 27th Custom pump on sight. Remove mixer pump # 1 bearing bad. Replace bearing and install pump. Pump # 1 running.
16. November 28th Engineer and TLC on sight. Work on Q-Vac and punch list items.
17. T/N average to date is 5.14 Mg/l. Annual limit 3.0 Mg/l
18. Total gallons Hauled 0 gallons.
19. Bubble test cassette # 44, 66, 65 & 67
20. Wash Cassette D-2, A-1, A-2, B-1

R.O. Update:

1. Maintenance Budget for Re-Use (attached)

Collection system:

1. November 26th 14th street lift station alarm light on. Motor contractors out. Jeff Hall install two new motor contactors and phase monitor with base. New style contactors to match contactors in rest of system. Test pumps # 1 pump low amps and not pumping. # 2 pump ok.
2. November 28th. 14th street lift station. Pull # 1 pump found impeller loose. Replace locking ring and reinstall impeller. Pump now working.
3. November 29th. Test all lift station alarms and clean floats.

MAINTENANCE BUDGET FOR RE-USE									
Month of Nonvember 2018				Budgeted	Actual	Actual			
				Cost per Year	Cost/Month	Cost/year			
RO Power Cost KWH X 0.777200				\$5,000	\$506.17	\$1,010.18			
Irrigation Pumps Power Cost KWH X 0.777200					\$46.15	\$92.22			
Chemicals RO System Include Anti-scalent				\$16,000	\$3,705.65	\$3,834.30			
Extra Testing for DEP TSS, FECAL,				\$9,000	\$750.00	\$1,500.00			
Contingency				\$0	\$0.00	\$0.00			
Main & Repairs to system including pre filter cartridges.				\$5,600	\$150.22	\$150.22			
Consulting				\$15,000	\$0.00	\$1,530.00			
Insurance RO system/building				\$1,400	\$83.33	\$166.66			
Reserves				\$8,000	\$666.66	\$1,333.32			
		Hours	Cost \$						
R.O. Power meter		6512.786	\$506.17	\$0.08					
Irrrg pump Power Mete		593.862	\$46.15	\$0.08					
Monthly Total			\$552.33		\$60,000	\$5,908.19	\$9,616.90	Total for year	
Gallons Produced					\$5,000				
Cost per Gallon									
		Month	Total/year	Total to date					
Gallons		823,000	1,591,000	43,840,170					
Cost / Gal		\$0.007179	\$0.006045						
Cost /Thousand Gal		\$7.18	\$6.04						

Anti Scalent \$128.65 per bucket
Pre Filters \$150.22 Per set
\$10.73 each X 14 per set.

RO Electric
11/1/2018
11/30/2018 6512.786
6512.786

Irrg Electric
11/1/2018
11/30/2018 593.862
593.862

Key Colony Beach Utility Board

Treasurer's Report – December 18, 2018

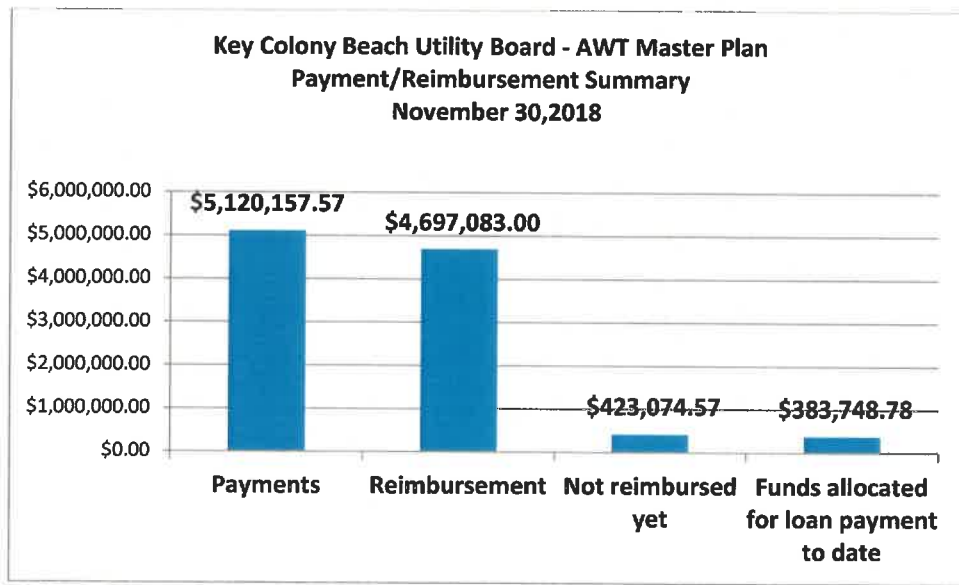
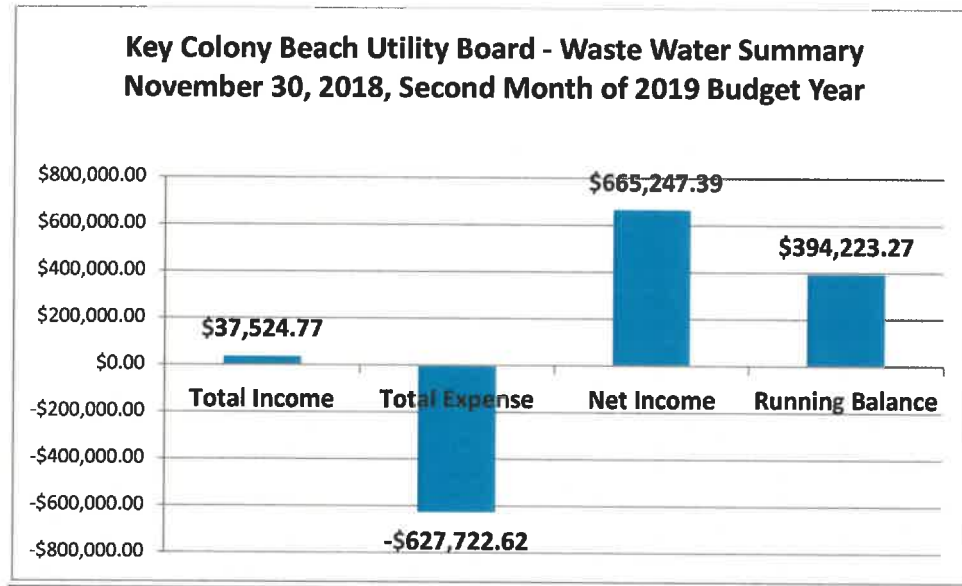
- ✓ November 30, 2018 financial summary
 - Waste Water funds in excellent condition for the 2nd month of the 2019 budget year.
 - Resulted in a positive cash flow month.
 - No significant invoices, majority of Master Plan bills are behind us.
 - Received large reimbursement from the State of Florida loan.
 - For the AWT Master Plan, the total to-date payments are \$5,120,157.57. This is 98% of the total planned from the State Loan.
 - Reimbursement received to-date from the Florida State fund is \$4,697,083.00. Amount not reimbursed yet is, \$423,074.57.
 - 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 \$383,748.28 to-date.
 - Monthly tracking file has been updated with November 2018 actual results. Plots below attached.
 - Storm Water funds are in excellent condition, with no concerns.
 - Received \$100,000.00 12th Street grant from the State.
 - Based on the excess funds in both Waste Water and Storm Water, I would suggest again we investigate investing funds at the highest yield rate.
 - Recommendation to approve Waste Water Warrant #1118 for \$60,996.78

Financial data provided by Pat Hyland

Treasurer's Report compiled by Tom Harding

Key Colony Beach Utility Board

Treasurer's Report – December 18, 2018



Financial data provided by Pat Hyland

Treasurer's Report compiled by Tom Harding