

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

**Tuesday, January 15, 2019 – 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, Tom DiFransico, Lin Walsh, and Mike Alexander. *Excused:* Steve Flood

Also Present: Jason Shepler of Mittauer & Associates via telephone, Utility Clerk Pat Hyland and Plant Manager Dave Evans. Public – 1

**I. SRF WRF Improvements – Phase 2 Project:**

**A. Operational Update with December/January Flow & Demand Transition -**

Control modifications were made which resulted in a drop in the nitrates to an acceptable level. Adjustments will continue to be made, as needed. Plant Operator Dave Evans and Jason Shepler of Mittauer will review nitrate levels and send a summary report to John Dalton and the Utility Clerk at the end of each month.

**B. HACH Controllers Addressed on 1/9/19 –** Set points have been modified and adjustments are ongoing to keep nitrates at a better level. Computer programming has been corrected, so this punch list item has been corrected.

**C. Punch List –**

1. **TLC Schedule** -The pump was tested and the impellor on the pump was modified after testing. The pump is to be re-tested and should be shipped from Germany and ship sometime around January 25<sup>th</sup>. Once the pump arrives TLC will re-mobilize and work to resolve the remaining punch list items.

2. **CC Controls** - Next Monday and Tuesday items to be corrected will be UPS improvement to the air flow meters, installation of the new spare meter and troubleshooting one meter.

**D. Control Coordination with Suez and Fluidyne –** Fluidyne has proposed items with regard to control improvements. A more detailed explanation from Suez is needed regarding their proposal recommendation. This will be revisited at next month's Utility Board meeting.

**II. Other Items**

**A. UV Modification Approach –**

1. **FDEP Discussion** – A conference call was placed to DEP regarding the UV manufacturer. The DEP agreed an 8-inch system would be acceptable and that a larger UV system would not be required. There will be a savings to the UV system. A new, larger building will not be required and the permit fee will be less. It was decided to proceed with a major modification to the permit.

**Motion** – Moved by Board Chair John Dalton and seconded by Mike Alexander to authorize Jason to document major modification to the permit.

**On the Motion:** Roll call Vote. Unanimous approval.

2. **Next Steps** - The mayor will sign the permit modification and then the document file will be sent electronically to the DEP. The permit fee will be sent to DEP in the appropriate transmission manner requested by DEP.

**Next Meeting Discussion** – the next Utility Board Meeting will take place Tuesday, February 19, 2019 at 9:30 am.

**Approval of the Minutes:** Regular Meeting, December 18, 2018

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

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

**Utility Clerk Report** – The first quarter wastewater invoices were mailed out before the Christmas holiday. The proposal for manhole covers and rings from 3<sup>rd</sup> Generation, which was approved by the Utility Board last month, has been signed and mailed back to the contractor. Work is under weigh. A local business discovered a leak in their pool, and requested the Utility Board consider a reduction for their December wastewater bill. Additional information is needed from the business in order to continue the discussion, so this request was tabled at this time based on limited information. A wastewater grant fund in the amount of \$366,000 will be available again for ongoing sewer plant upgrades. The entire grant document will be scanned and emailed to all Utility Board members to review and vote on at the next meeting. The sewer plant FCAA water bill was received this week, and is abnormally high as a result of watering the new palms around the boat trailer parking lot. The Building Department has indicated that the water bills will run high for 3 consecutive months, while watering continues. The Utility Dept. paid for the purchase and planting of palms in December. The Utility Clerk will review the water bill with City Administrator Chris Moonis to determine if the City would be agreeable to share the cost.

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

Marathon Boat Yard previously serviced the generator but no longer performs that work, so Dave has contacted Keys Diesel to set up quarterly visits for service. Neil from Keys Diesel will schedule an oil change for the generator to be done shortly.

A proposal has been received from Badd Boys Concrete & Masonry for concrete removal for 6 liftstations and re-install self-locking lids, then re-pour the concrete. Lin Walsh suggested future proposals received from any contractors should have a time frame indicated on the work to be done. Board members all agreed this addition to proposals is necessary.

**Motion** – Moved by Tom Harding and seconded by Chair John Dalton to approve quote received from Badd Boys Concrete and masonry for \$10,500.00.

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

#### **Chairs Report:**

- A. Hurricane Irma Update – Sewer Plant** – Lift stations have arrived and Badd Boys Concrete will be installing them.
- B. Special Utility Board Meeting Scheduled 1/23/19** – Tom DiFransico asked if anyone would be evaluating the received bids prior to the Utility Board making a recommendation. The City Administrator will be asked if he will be evaluating the bids before they are discussed by the Utility Board. The time of the Special meeting is yet to be determined.
- C. UV Electrical Building** - Tom Harding questioned when a temporary roof would be put on the RO/UV building. The roof will stay as is until the permit modification has been completed and approved by the DEP. Most likely the timeframe will be 2 or 3 months.
- D. Update on Asset Management Plan** - Tom Harding has been working on the requirements the State wants in place to reduce the wastewater loan interest rate from .71% down to .61%. One requirement is to update the City Ordinance No. 150, Sec. 14-50(f) for Utility Board Duties, Responsibility, and Authority. Tom has documented an addition in the verbiage of the Ordinance, which the State would approve. The suggested addition to paragraph (f) would include “Long term capital equipment and maintenance to be reviewed yearly through the use of a Fiscal Sustainability Plan. Appropriate funding to be reviewed and agreed upon through use of revenue, excess reserves, utility rate increases, and if necessary low interest loans. The Utility Board will keep the Fiscal Sustainability Plan updated on a yearly basis, and provide input to the annual budget based on review of the Fiscal Sustainability Plan.”

**Motion** – Moved by Tom Harding and seconded by Lin Walsh to submit the revision to the City Ordinance for review and approval by the City Commission.

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

- E. Recommendation of Excess Fund Investment** – Tom Harding has canvassed the local banks for public funds CD interest rates. Mike Alexander will make additional rate inquiries with Centennial bank. Both Tom Harding and Mike Alexander will work on further discussions regarding public funds interest rates with local financial institutions and bring additional information back to the next Utility Board meeting in February.
- F. Sewer Plant Generator Service Provider** –this item was discussed during the Operator's Report

**Treasurer's Report:** included as part of the minutes

**Financial Reports:** The December Financial Reports for the Utilities are ready and available. Plant Operator Dave Evans inquired about the expense for the palm trees purchase and planting be moved out of the Sewer Plant Maintenance to another area of the budget. Board members agreed that this expense should not be part of sewer plant maintenance. It was recommended the item be moved to Contingency GL Account 535-520.

**Waste Water/Sewer Warrant #1218:** was approved in the amount of \$74,097.96.

**Stormwater Warrant #1218:** was approved in the amount of \$1000.00

**Any Other Business** – Tom Harding asked for clarification of the maintenance trolley system. Jason Shepler recommended that work to be done at the same time as the UV building update.

**The meeting adjourned at 11:04 am.**

**The next meeting will be on Tuesday, February 19, 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.\*\*\*

MAINTENANCE BUDGET FOR RE-USE							
Month of December 2018					Budgeted	Actual	Actual
					Cost per Year	Cost/Month	Cost/year
RO Power Cost KWH X 0.777200					\$5,000	\$444.96	\$1,455.14
Irrigation Pumps Power Cost KWH X 0.777200						\$34.86	\$127.20
Chemicals RO System Include Anti-scalant					\$16,000	\$0.00	\$3,834.30
Extra Testing for DEP TSS, FECAL,					\$9,000	\$700.00	\$2,200.00
Contingency					\$0	\$0.00	\$0.00
Main & Repairs to system including pre filter cartridges.					\$5,600	\$0.00	\$150.22
Consulting					\$15,000	\$0.00	\$1,530.00
Insurance RO system/building					\$1,400	\$83.33	\$249.99
Reserves					\$8,000	\$666.66	\$1,999.98
Hours Cost \$							
R.O. Power meter	5725.222	\$444.96	\$0.08				
Irrig pump Power Meter	450.038	\$34.98	\$0.08				
Monthly Total		\$479.94					
Gallons Produced					\$60,000	\$1,928.93	\$11,546.83 Total for year
Cost per Gallon					\$5,000		
Month Total/year Total to date							
Gallons	615,000	2,206,000	44,455,170				
Cost / Gal	\$0.003138	\$0.005234					
Cost /Thousand Gal	\$3.14	\$5.23					

## OPERATOR REPORT

December 2018

### Plant Update:

1. Call Outs No call outs for December.
2. December 3<sup>rd</sup> Manufacture rep on sight. Change oil in Bio Solids pump # 2 lower bearing. Water in oil. Rep said seal ok.
3. December 4<sup>th</sup> Take apart P-37 waste pump and clean.
4. December 12<sup>th</sup> Auto Dialer for ISAM not calling out? Clear program and reprogram. Test dialer working.
5. December 13<sup>th</sup> Replace batteries for generator.
6. December 27<sup>th</sup> Install new resistor on UV B. UV comes on but shows temp alarm. False alarm. Clean crystals on UV A wipe motor not working. Bad PC board.
7. December 28<sup>th</sup> Front gate knocked off the rails. Bottom rail and fence post bent. Someone unbolted locking bracket on gate to get in. Repair fence.
8. T/N average to date is 5.06 Mg/l. Annual limit 3.0 Mg/l
9. Total gallons Hauled 12,903 gallons.
10. Bubble test cassette # 43, 68, 45 & 64
11. Wash Cassette B-2, C-1, C-2 & D-1

### R.O. Update:

1. Maintenance Budget for Re-Use (attached)

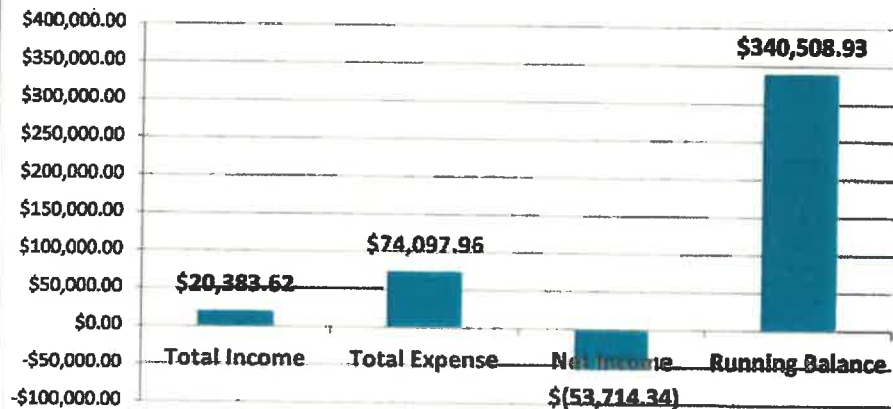
### Collection system:

1. December 11<sup>th</sup> New lids for lift station delivered.

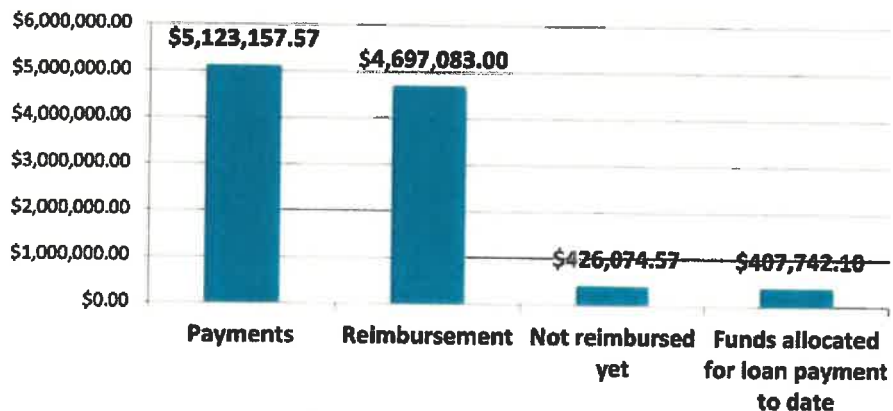
## Key Colony Beach Utility Board

### Treasurer's Report – January 15, 2018

**Key Colony Beach Utility Board - Waste Water Summary  
December 31, 2018, Third Month of 2019 Budget Year**



**Key Colony Beach Utility Board - AWT Master Plan  
Payment/Reimbursement Summary  
December 31, 2018**



Financial data provided by Pat Hyland

Treasurer's Report compiled by Tom Harding