

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

**Tuesday, March 19, 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, Steve Flood, Tom Harding, Tom DiFransico and Mike Alexander. *Excused:* Lin Walsh

Also Present: Utility Clerk Pat Hyland and Plant Manager Dave Evans. Public – 1

**Resident Request to Install Propane Tank Near City Sewer Line on Coury Drive**

Board Chair John Dalton requested that the item under Chairs Report regarding a request to install a propane tank on property located on Coury Drive be moved up on the agenda, as Amber from D'Asign Source was present to discuss the request.

The Wesslund property on Coury Drive is requesting approval for installation of a propane tank. The location of the tank was originally planned for an area that would not have been approved, so the tank would now be placed in a new location which would be ten feet from the city sewer line. After much discussion the item was tabled until more information was received. Amber was asked to provide a more detailed drawing which would show the new proposed location of the tank, depth of propane line, safety measures, distance from sewer line and where the propane line would cross over the sewer line. The board members agreed that once the new drawing was done, another meeting would be called to discuss and after approval have the city attorney review and approve. The board asked Plant Operator Dave Evans to discuss with Ed Borysiewicz the special easement previously recorded on that property and the exact location of the city sewer line.

**WRF Improvements – Phase 2 Project:**

- A. **WRF Operations Update** – New pumps have been installed and are working. The system is complete and is in operation. The recycle flow from MBR to SAM tank has increased. The permeate flow from MBR to the RO system was optimized to increase production for irrigation water (RO Permeate). Minor programming adjustments are being made as needed. TN and TP removal are being achieved and minor adjustments continue to support operations. Review of slime growth in activated sludge has led to reviewing methods to decrease production.
- B. **TLC Close-Out** –
  - 1. Pumps were replaced on 2/27 through 2/29. All 3 pumps were tested at 60 Hz and witnessed by pump manufacturer. All 3 pumps meet design and operational conditions.
  - 2. The air flow meters were tested on 3/12. All air flow meters are running and meet system requirements. The spare air flow meter had a wiring connection grommet that needed to be switched out and is being replaced by the manufacturer.
  - 3. The punch list items to be completed include:
    - Repair a small leak in a piping connection in the Anaerobic Tank
    - Replace 3 pressure gauges
    - Repair the fencing
    - Replace gravel around the trailer parking area. TLC has disagreed with the amount of gravel required. Jason Shepler will verify from the video of the property prior to the startup of the project to determine how much gravel existed beforehand.
    - Return the spare air flow meter after cord connection has been switched out
    - Back-up program from Fluidyne for ISAM PLC back-up.

4. Final payment will not be made until all punch list items have been completed. FDEP SRF Program has been notified of the pump replacement and that final disbursement will be made soon.

There was a brief discussion regarding odor coming for the ISAM tank. There is a question about where the odor is originating, whether is it coming from the tank or the screens. Several residents have complained about the odor. The administrative staff was informed that the odor was from the fertilizer being put down around the palms and that there was no problem at the plant. Plant Operator Dave Evans has asked the engineer for his feedback.

- C. **UV FDEP Permitting** – The draft permit has been issued. Public Notice will be advertised this week, after which there is a 14-day public comment period. Mittauer will finalize instrumentation design requirements for the final permitted package.
- D. **RO Optimization** – Two options were discussed:
  1. RO Production increase via collection system repairs to decrease infiltration/inflow and associated total dissolved solids influence from seawater.
  2. RO production increase via blending of MBR permeate with RO permeate.Both options would require consideration of any FDEP permit modifications. Other considerations include available flow to pass through the RO system and storage requirements based on seasonal demands. There should also be a review of the optimization of irrigation use to ensure water use is near the agronomic demand.

**Next Meeting Discussion** – the next Utility Board Meeting is scheduled for Tuesday, April 16, 2019 at 9:30 am.

**Approval of the Minutes:** Regular Meeting, February 19, 2019

**Motion** – Moved by Chair John Dalton and seconded by Tom Harding to approve Minutes of February 19, 2019.

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

**Utility Clerk Report** – The Hach service agreement in the amount of \$3528.00 requires approval for renewal for the next year.

**Motion** – Moved by Vice Chair Steve Flood and seconded by Tom Harding to approve the Hach service agreement renewal for \$3528.00.

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

Four CD's were opened on March 6<sup>th</sup> with Centennial Bank using the excess funds in the Wastewater and Stormwater accounts.

The fee of \$1875.00 for the UV permit has been paid. The first annual loan payment for \$143,858.00 on the SRF loan was paid. A total of \$112,500.00 has been collected in February for sewer hookup fees for permits issue on vacant lots. Liens have been filed and recorded on 3 properties for delinquent wastewater accounts. Pat Hyland, the Utility Clerk will be attending a one-day course on Introduction to Lift Station Maintenance in April.

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

The TN annual average to date is 1.9. The annual limit is 3.0. Dave Evans will supply a list of

#### **Chairs Report:**

- A. **Resident Request to Install Gas Tank Near City Sewer Lines on Coury Drive** – This item appears above as it was moved to the top of the agenda.
- B. **Discuss Purchase of Camera and Smoke Test Equipment** – Smoke test equipment has been purchased and testing will be done during the summer when there are not as many people in town. Dave Evans will get quotes for the camera. Average prices for a mainline camera may be between \$30,000 and \$50,000. This camera would be used to help to locate

any leaks during high tide. Tom Harding informed the board that the expense of the camera would be paid with the grant funds for the wastewater project. Vice Chair Steve Flood asked who was qualified to use the camera, whether it would be US Water or the Public Works Department. Dave indicated that US Water is qualified to use the camera. He did not know if Gerard Roussin is able to use the camera.

**C. Discuss Stormwater Future Project Funding** – Tom Harding contacted the SFWMD to inquire about any available funding in the budget. He learned that Stormwater grant money is only ½ % of the total budget. There are no matching funds from the state this year. Since there is no deadline on the Stormwater project, and no funding available, Stormwater will be put on hold until there is grant money available.

**D. Approved US Water Contract** – A copy of the signed and approved contract was given to all board members.

**E. Treasurer's Report:** included as part of the Minutes

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

**Waste Water/Sewer Warrant #0219:** was approved in the amount of \$65,249.19.

**Stormwater Warrant:** No warrant for February

**Any Other Business –**

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

**The next meeting will be on Tuesday, April 16, 2019 at 9:30am**

Respectfully Submitted by:

A handwritten signature in cursive script that reads "Pat Hyland".

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

February 2019

### Plant Update:

1. Call Outs February 17<sup>th</sup>, 7 AM Flow Lo Lo restart train two. February 27<sup>th</sup> 9 PM Power blips multiple times. Plant ok
2. February 6<sup>th</sup> Shut down plant to install and test spare CFM meter. Meter not reading correct return to factory for recalibration.
3. February 7<sup>th</sup> Install new solenoid valve on Alum feed system. New valves working in auto.
4. February 12<sup>th</sup> Light in control room not working. Replace ballast and bulb.
5. February 12<sup>th</sup> Fluidyne on sight to correct issue with PLC. Corrected blower HOA and PLC controls on blower 2 & 4.
6. February 13<sup>th</sup> 3.25 inch of rain in less than 2 hrs. Plant able to handle flow. Lift station red lights on 7<sup>th</sup>, 10<sup>th</sup> 11<sup>th</sup> 12<sup>th</sup> and Causeway south
7. February 14<sup>th</sup> Test generator ATS. Transferred power to and from generator with out any alarms. Noted UPS for zeno track and router not working. Order new UPS.
8. February 19<sup>th</sup> Fluidyne made new program change to allow EQ pump to run at set rate and ORP control to shut off blowers if set point not reached.
9. February 19 & 20 Engineer Jason on sight to make adjustment to process. Lower T valves and set EQ pump to run at 250 GPM. R.O. ran overnight filling storage tank.
10. February 25<sup>th</sup> to 28<sup>th</sup> TLC and Custom pumps on sight install new pumps in ISAM. Stands were to tall had to be cut shorter. All pumps replaced and working at 100%. Painted floor in pump room.
11. February 18<sup>th</sup> & 25<sup>th</sup> wash cassettes # 45 & 64 due to city worker on vacation. Noted slime on cassettes notified engineer of slime issue affecting cassettes and DO probes.
12. February 27<sup>th</sup> Install new UPS for zeno track computer and router.
13. T/N annual average to date is 1.9 Mg/l. Annual limit 3.0 Mg/l
14. Total gallons Hauled 36,000 gallons. Removal by G-tech pump truck at 17 cents per gallon
15. Bubble test cassette # 43, 68, 45 & 64
16. Wash Cassette C-1, C-2, D-1 & D-2

### R.O. Update:

1. Maintenance Budget for Re-Use (attached)

### Collection system:

1. February 1<sup>st</sup> 3<sup>rd</sup> street lift station. Lower guide rails and bracket and relocate float rack so new lid can be installed.
2. February 4<sup>th</sup> Replace float rack at 8<sup>th</sup> street lift station. Replace off float at W. Ocean lift station.
3. February 5<sup>th</sup> Salinity test on all lift stations. Reported last month meeting.
4. February 11<sup>th</sup> 8<sup>th</sup> street lift station high power usage. Pull pump and replace impeller and wear ring.
5. February 26<sup>th</sup> 7<sup>th</sup> street lift station high power usage. Pull pump and replace impeller and wear ring.

[illegible]

# **Key Colony Beach Utility Board**

## **Treasurer's Report – March 19, 2019**

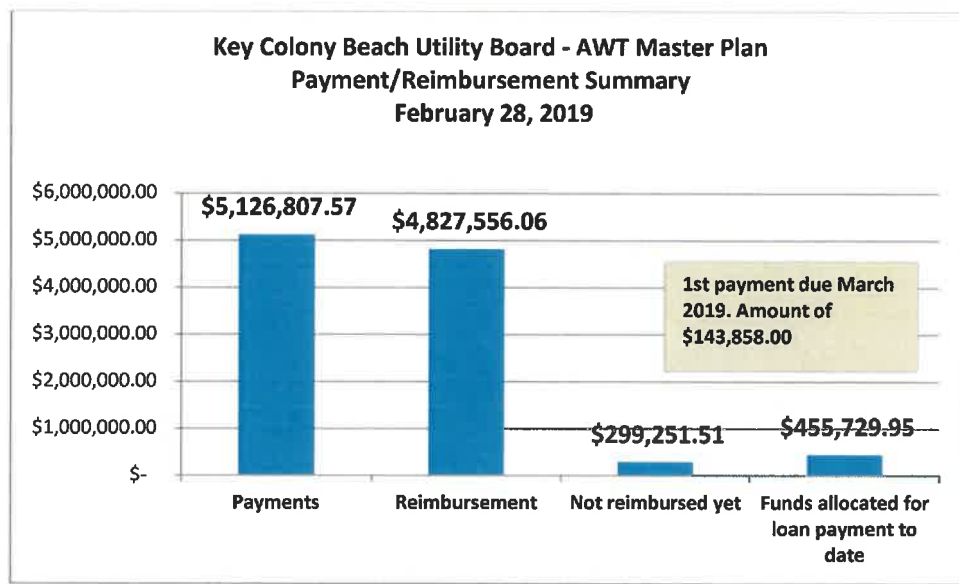
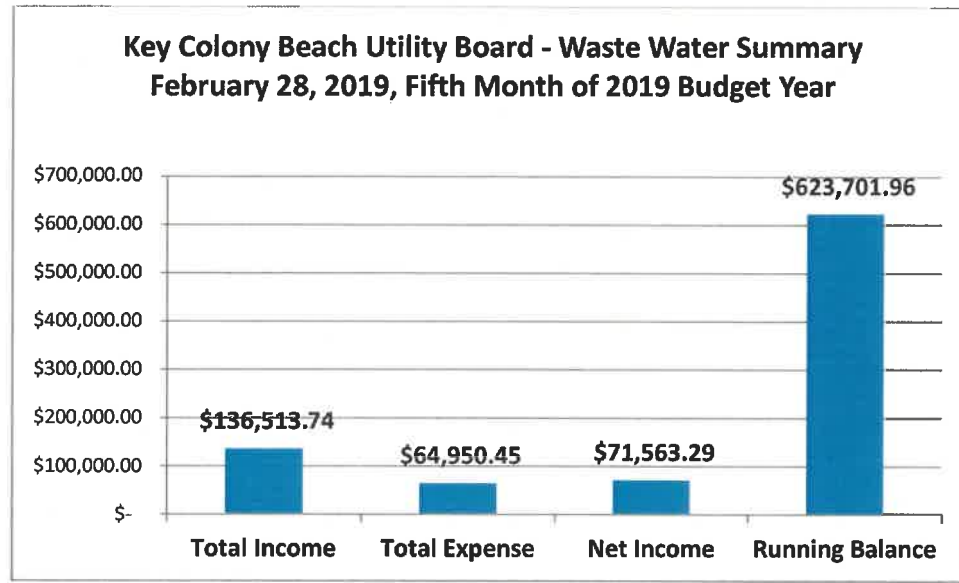
- ✓ February 28, 2019 financial summary
  - Waste Water funds in excellent condition for the 5th month of the 2019 budget year.
    - We continue with positive cash flow
      - Sewer Connection Income Fees continue to exceed expected budget estimate
    - Total expenses below budget estimate.
      - Electricity and Sludge Hauling continue to track lower expenses vs. budget
    - In reference to potential lower interest rate for the State Revolving Loan, the following is the status update for this month:
      - Ordinance change completed and approved Feb 28, 2019 by the City Commission, #459-2019.
      - Requested files sent to the State Revolving Loan Manager for review.
  - Monthly tracking file has been updated with January 2019 actual results. Plot below attached.
    - Note – 1<sup>st</sup> payment planned for actual payment on March 14, 2019, for the amount of \$143,858.00
  - Storm Water funds are in excellent condition, with no concerns.
    - Income received to-date exceeds expected total yearly budget
    - Investigation of potential grant funds from the State of Florida, status update - there are no funds yet allocated for fiscal year 2019. I have added myself for e-mail notification from the State if funding becomes available. Therefore, suggest to place on hold, any further project work until State grant funds become available.
    - Follow-up on suggested strategy of work remaining and estimated costs:
      - Engineering recommendation to complete injection wells first, 6 remaining wells to complete (3 on 11<sup>th</sup> street, 1 on 9<sup>th</sup> street, 2 on 10<sup>th</sup> street).
      - Contractor costs provided by Mittauer were total costs for swales, including swale closure option with perforated piping, and estimate is conservative to include expected rising contractor costs.
  - Recommendation to approve Waste Water Warrant #0219 for \$65,249.19

Financial data provided by Pat Hyland

Treasurer's Report compiled by Tom Harding

## Key Colony Beach Utility Board

### Treasurer's Report – March 19, 2019



Financial data provided by Pat Hyland

Treasurer's Report compiled by Tom Harding