

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

Tuesday, June 18, 2019 – 9:30 a.m. @ City Hall

Call to Order, Roll Call:

The regular meeting of the Utility Board was called to order at 9:32 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: City Administrator Chris Moonis, Jason Shepler of Mittauer and Associates, Utility Clerk Pat Hyland and Plant Manager Dave Evans. Public – 0

WRF Improvements – Phase 2 Project:

A. WRF Operations Update –

Jason Shepler reported that the 3 pressure gauges are ordered and there is a 6 to 8 week lead time. TLC is investigating the issue with the waste valve and should have a resolution soon. Jason will contact TLC regarding the CFM meters and when they can be expected to arrive.

B. TLC Close-Out –

1. Punch List Status – The fence has been repaired. Tom Harding contacted Bobby LaChance of TLC to discuss the gravel/rock in the sewer plant lot. Pictures were reviewed of the area before and after work was completed. Mr. LaChance has offered to pay \$1600.00 toward the \$5400.00 replacement of gravel. After much discussion Mike Alexander suggested that Chris Moonis contact Mr. LaChance to obtain a better payment offer. The other board members agreed with this suggestion. A special meeting will be called once Chris has received a response from Mr. LaChance with a higher payment amount.
2. TLC Payment Status – No response has been received from TLC regarding separating the final bill out to reflect the work completed from the retainage to be held until the gravel work is completed. This issue will also be part of the conversation between Chris Moonis and Bobby LaChance.

UV System Bid Update – Two bids were received and opened on Tuesday, June 4th. TLC submitted a bid for \$428,750.00. Reynolds Construction of Florida submitted a bid of \$339,500.00. Engineer Jason Shepler of Mittauer & Associates reviewed both bids and mailed a letter of recommendation to accept the bid received from Reynolds Construction.

Motion – Moved by Board Chair John Dalton and seconded by Steve Flood to recommend acceptance of the Reynolds Construction bid of \$339,500.00 to the City Commission at the next scheduled Commission meeting.

On the Motion: Roll Call Vote. Unanimous Approval.

Plant Operator Dave Evans began a discussion as to who Reynolds Construction would use as the electrical contractor, as much of the work to be done would be electrical work.

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

Approval of the Minutes: Regular Meeting, May 21, 2019

Motion – Moved by Board Chair John Dalton and seconded by Tom DiFransico to approve Minutes of May 21, 2019.

On the Motion: Roll Call Vote. Unanimous Approval.

Utility Clerk Report –Ten property transfers were processed in April, with a total of \$1,400 collected in transfer fees. There were no wastewater connection fees collected in May. A Release of Lien has been recorded for 121 8th Street (Salavarría) as the account has been paid in full. The delinquent property on 5th Street will have all outstanding invoices paid in full next month (June). The property owner's legal guardian will be handling payments. The property at 741 9th Street remains delinquent in the amount of \$600.00. A Certified letter has been mailed with the owner advised that a lien will be recorded if payment in full is not received by June 14th.

The Ledon property at 710 10th Street has not responded or made any payments on the delinquent account. The property owner has been served with notification that the sewer service may be disconnected if payment is not received within 10 days. No payment or response has been received.

Motion – Moved by Steve Flood and seconded by Mike Alexander to recommend to City Commission to disconnect sewer service if no payment has not been made with 10 days.

On the Motion: Roll Call Vote. Unanimous Approval.

The property owner will be served with notification that this issue will go before the Commission at the next scheduled meeting.

The number of accounts on autopay has increased from 153 to 179 since January 1st. Autopay authorizations will be mailed out with the October invoices, in an effort to increase that number.

July quarterly invoices will be generated and mailed out next week and will have the hurricane season annual notice as part of the mailing.

Chris Moonis recognized Utility Clerk Pat Hyland for her performance over the past year and also for actively reducing the number of delinquent wastewater accounts.

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

Plant Operator Dave Evans informed the board members that a delivery driver for Hawkins damaged the gate and will pay for the repairs. Discussion regarding the sludge box and whether it should be kept or disposed, since it is no longer needed. Dave has no use for it. This item will be discussed in more detail at a future meeting.

Chairs Report:

- A. Reclaimed Water Policy** – Tom Harding provided a policy statement for reclaimed water. This policy directs the staff to develop the necessary ordinances and procedures to ensure effective utilization of the City's reclaimed water system.

Motion – Moved by Chair John Dalton and seconded by Mike Alexander adopt the Policy Statement UB1 for effective utilization of reclaimed water system.

On the Motion: Roll Call Vote. Unanimous Approval.

- B. Main Line Camera Purchase** – John Dalton investigated and located another supplier for purchasing this equipment at a lesser cost. Pat's Pump located in Orlando can supply the camera for \$24,495.00. Dave Evans and John Dalton were provided a demonstration.

Motion – Moved by Tom Harding and seconded by John Dalton to approve the quote from Pat's Pump for \$24,495.00.

On the Motion: Roll Call Vote. Unanimous Approval.

- C. RO vs. Stormwater Engineering Study** – Tom Harding is working with Jason Shepler for the study. Jason has most of the scope of the study completed. Once finished Jason will send to John Dalton for approval.

- D. Design Readiness for New Injection Wells for Stormwater Projects in 2020** – Tom Harding has been speaking with Jason Shepler. There are at total of six injection wells left to finish. The quote for the design of three injection wells is \$17,500.00.

Motion – Moved by Steve Flood and seconded by Tom DiFransico to approve \$17,500.00 to finish the design of 3 injection wells.

On the Motion: Roll Call Vote. Unanimous Approval

- E. Stormwater Catch Basin Clean Out Quotes – The State recommends that Stormwater basins should be cleaned once per year. Someone from the City Public Works Dept. will supervise the contractor's work.

Motion – Moved by Tom Harding and seconded by John Dalton to approve estimate received from Clean Grounds to clean out 30 storm sewer catch basins for \$5,000.00 with the approval to add an additional 20% more, if needed.

On the Motion: Roll Call Vote. Unanimous Approval

- F. Sewer Line Repair Feedback on Items Requiring Dig Up and Repair – Dave Evans identified three areas which require dig-up of the sewer line. There are two on 11th Street and one on Shelter Bay Drive. The board asked Dave Evans to obtain quotes for this work from 3rd Generation and Toppino. The board will discuss at the next meeting whether to use an outside contractor or have the City Public Works staff do the work.

Chris Moonis made a request on behalf of the Beautification Committee who plan a project which would affect the Stormwater system on 7th Street. A walking trail would be put in near the Stormwater swale area. The Beautification committee is asking the Utility Board to help with the cost by filling in the swale area and a drainage pipe system installed. An estimate of approximately \$32,000.00 was mentioned. The consensus of opinion was that the swale area may be unsightly, but it serves a purpose.

Treasurer's Report: included as part of the Minutes

- A. RO Water Quality Comparison – Tom Harding provided a graph of the quality comparison between RO (reclaimed) water and FKAA potable water.
- B. Insurance Summary – Tom Harding provided a summary of insurance policies for the wastewater treatment plant. Tom suggested the board review and reevaluate each policy. The board agreed that the buildings should be inventoried. Tom Harding recommended an appraisal should be done on the wastewater treatment plant buildings. Tom will follow up with obtaining estimates for an appraisal of the property and bring back to the board at the next meeting.
- C. 2020 Draft Budget for Wastewater and Stormwater – Tom Harding provided the final draft review of the budget which will go into effect October 1st. There are no planned increases to sewer or stormwater fees. Tom will attend the second City Budget Workshop on July 11th to present the Utility budget.

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

Waste Water/Sewer Warrant #0519: was approved in the amount of \$65,091.31

Stormwater Warrant #0519: was approved in the amount of \$809.92

Any Other Business – Plant Operator Dave Evans stated the north gate requires maintenance as the wheels require replacement. He will obtain an estimate for the work.

The meeting adjourned at 12:45pm.

The next meeting will be on Tuesday, July 16, 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

May 2019

Plant Update:

1. Call Outs May no call outs.
2. May 15 & 16, TLC on sight working on punch list. Take CFM meter 501 & 502 out and send to factory for calibration. Installed new pressure gauge MBR blower # 1.
3. May 21st Replace broken T on P-37 waste pump for seal water.
4. May 22nd & 23rd TLC on sight repair fence around ISAM.
5. May 28th Hawkins chemical delivery truck hit gate on south side. Will have repaired and Hawkins will reimburse city for cost of repair. Notified public works.
6. May 29th P-35-2 failed. Running on back up pump
7. May 30th P-36-A failed. Running on spare vacuum pump. Trace issue with both pumps to bad wire from MCC-B to pump room.
8. May 30th Replace bulbs # 1 & 2 and E.C. wipe board on UV-A.
9. T/N annual average to date is 1.77 Mg/l. Annual limit 3.0 Mg/l
10. Total gallons Hauled 67,500 gallons. Removal by G-tech pump truck at 17 cents per gallon
11. Bubble test cassette # 46, 44, 66, & 65
12. Wash Cassette A-2, B-1, B-2 & C-1

R.O. Update:

1. Maintenance Budget for Re-Use (attached)

Collection system:

1. May 23rd Replace lifting chain on pump at 3rd street lift station.

MAINTENANCE BUDGET FOR RE-USE				
Month of May 2019				
	Budgeted	Actual	Actual	
	Cost per Year	Cost/Month	Cost/year	
RO Power Cost KWH X 0.777200	\$5,000	\$567.30	\$4,331.15	
Irrigation Pumps Power Cost KWH X 0.777200		\$52.86	\$387.03	
Chemicals RO System Include Anti-scalent				
Extra Testing for DEP TSS, FECAL,	\$16,000	\$128.65	\$6,009.00	
Contingency	\$9,000	\$848.00	\$5,148.00	
Main & Repairs to system including pre filter cartridges.	\$0	\$0.00	\$0.00	
Consulting	\$5,600	\$150.22	\$1,132.48	
Insurance RO system/building	\$15,000		\$3,175.00	
Reserves	\$1,400	\$83.33	\$666.64	
	\$8,000	\$666.66	\$5,333.28	

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

RO Electric
4/30/2019
5/31/2019 7299.252
7299.252

Irrg Electric
4/30/2019
5/31/2019 680.103
680.103

Key Colony Beach Utility Board

Treasurer's Report – June 18, 2019

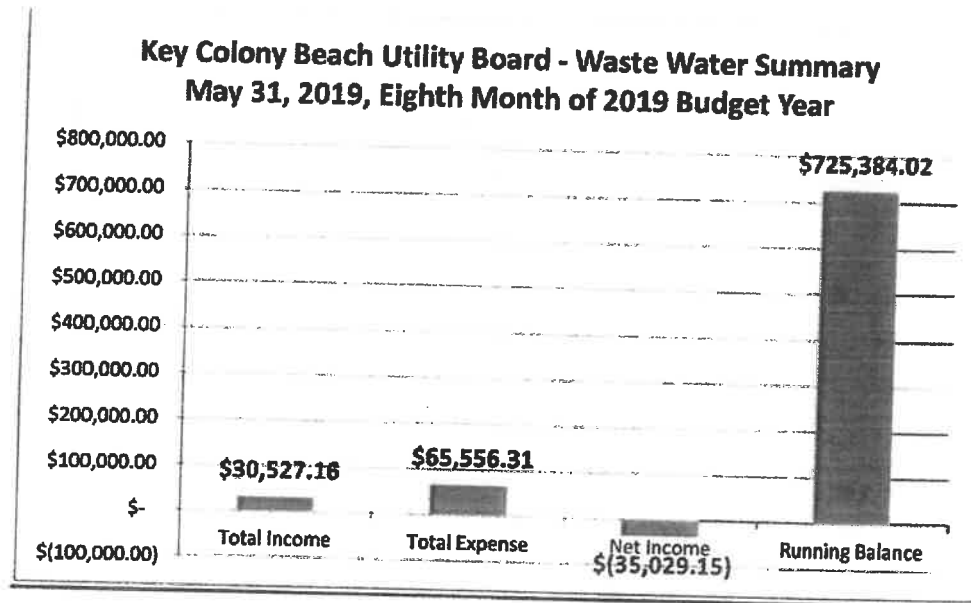
- ✓ May 31, 2019 financial summary
 - Waste Water funds remain in excellent condition for the 8th month of the 2019 budget year.
 - We continue with a strong positive cash flow
 - Projection to have excess funds at the end of 2019 budget year to apply to the new UV project and potential for rollover of funds to 2020 budget year
 - Tracking spending for Supplies and Chemicals, which are tracking higher than budgeted amount for 2019
 - Monthly tracking file has been updated with May 2019 actual results. Plot below attached on page 2.
 - Storm Water funds are in excellent condition, with no concerns.
 - 2020 draft budget updated
 - Updated with actual values from 2019 budget status at 8 months
 - Projected 2019 actual values out to 12 months of expected exposure, to use as a guidance for the 2020 draft budget
 - Updated estimates for 2020 draft budget based on 8 month actual status
 - Request in for Mittauer engineering study to compare RO water vs. capturing and treating storm water, with design study not to exceed 15K
 - Storm water items:
 - Quotes requested for cleaning 30 storm water catch basins, to complete regular maintenance cleaning
 - Design readiness requested from Mittauer for remaining new injection wells for evaluation in 2020, if shared funds are available from the State of Florida
 - Recommendation to approve Waste Water Warrant #0519 for \$65,091.31
 - Recommendation to approve Storm Water Warrant #0519 for \$809.92

Financial data provided by Pat Hyland

Treasurer's Report compiled by Tom Harding

Key Colony Beach Utility Board

Treasurer's Report – June 18, 2019



Financial data provided by Pat Hyland

Treasurer's Report compiled by Tom Harding