

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

Tuesday, July 16, 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, and Lin Walsh. *Excused:* Tom DeFransico and Mike Alexander

Also Present: City Administrator Chris Moonis, Jason Shepler of Mittauer and Associates, Utility Clerk Pat Hyland and Plant Manager Dave Evans. Public – 1

WRF Improvements – Phase 2 Project:

A. WRF Operations Update – Jason reported that there were a couple of set point changes. He understood that the gravel/rock issue had been completed. Air flow meters have not been received yet. Since everything on the punch list has been completed, he expects that TLC can be paid and the project be closed out.

B. TLC Close-Out –

1. **Punch List Status –** The gravel/rock has been delivered, and an invoice from Henry's Trucking of \$3000.00 has been paid. TLC has agreed to reimburse the Utility Department for that amount.
2. **TLC Payment Status –** Since the punch list has been closed out, it was agreed that TLC could now be paid.

Motion – Moved by Board Chair John Dalton and seconded by Tom Harding to pay TLC the final payment of \$138,549.40

On the Motion: Roll Call Vote. Unanimous Approval.

Tom Harding inquired whether Jason Shepler knew the status of the approved contract with the Reynolds Construction for the UV Replacement project. Jason stated once he receives the contract, bonds and insurance from Reynolds Construction he will forward to the Utility Clerk to have the City Mayor or the City's designee sign the contract. Jason explained that once all signatures are on the contract, the Pre-Construction meeting can be scheduled either before the next Utility Board meeting, or at the time of the next meeting. It was decided to have the Pre-Construction meeting on the same day as the next Utility Board meeting. Discussion followed regarding the electrical subcontractor to be used by Reynolds Construction.

Jason and Tom Harding discussed the engineering services contracts for the 11th Street injection wells for \$17,500.00 and Reclaimed Water Alternative Supply Study in the amount of \$15,000.00 previously approved by the Utility Board. Conversation surrounded who is authorized to sign these documents. Steve Flood stated the Mayor is the only person authorized to sign contracts. Chris Moonis was not certain who is authorized to sign the contracts, whether the Utility Board Chairman has authority or the City Mayor is the only authorized person. Tom Harding suggested that Jason enter the Mayor's name as the signor/approval engineering services contract for the Reclaimed Water Alternative Supply Study. The Mayor will receive a copy of the Minutes of the Utility Board meeting showing the item was approved along with engineering services contract. Mayor DeNeale can then request the item(s) be added to the City Commission Agenda for discussion, if he so chooses.

Next Meeting Discussion – the next Utility Board Meeting is scheduled for Tuesday, August 20, 2019 at 9:30 am.

Approval of the Minutes: Regular Meeting, June 18, 2019

Motion – Moved by Lin Walsh and seconded by Tom Harding to approve Minutes of June 18, 2019 with one correction.

On the Motion: Roll Call Vote. Unanimous Approval.

Utility Clerk Report –Eight property transfers were processed in June, with a total of \$1,400.00 collected in transfer fees. There was one wastewater connection fee of \$5,625.00 collected in June. Chris Moonis was able to establish a repayment agreement with the seriously delinquent customer. Certified letters have been mailed to the four customers who are delinquent three quarters or less.

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

Dave Evans reported that a little over one million gallons of RO water was produced for the month of June. Tom Harding inquired as to how many days a week the RO can run to produce that amount of RO water. Three consecutive days a week is the maximum number of days, as there is limited storage for additional RO water. In order to increase the amount of RO water produced, a new and larger storage tank would be required, as well as deciding on the means of distribution of the water to other areas of the City to provide water to landscaped areas.

Dave stated the RO motor stopped working and required repair, so arrangements were made to have a City employee take the motor up to West Palm Beach. Once the motor was repaired another trip was made to retrieve the motor and bring it back to the sewer plant. The RO operation was down for one week without the motor. Dave investigated the cost of a new motor, as parts are no longer available for the existing one. He was able to locate one with a cost of \$5,000.00. Discussion followed regarding purchasing a new motor as a backup, if the current one fails again. This would eliminate any down time due to motor failure.

Motion – Moved by Tom Harding and seconded by Lin Walsh to approve up to \$5000.00 to purchase a new motor for the RO, as a backup.

On the Motion: Roll Call Vote. Unanimous Approval.

Dave Evans provided a quote of \$740.50 from Marathon Electric Sign & Light to raise the power box on 9th Street and another quote from Marathon Electric Sign & Light for \$1,980.00 to replace the wood pole and raise the power box on 5th Street. These quotes are for the electrical service for the two lift stations on those streets.

Motion – Moved by Tom Harding and seconded by John Dalton to approve both quotes received from Marathon Electric Sign & Light: one for \$740.50 and one for \$1980.00.

On the Motion: Roll Call Vote. Unanimous Approval.

Dave Evans obtained a quote from 3rd Generation Plumbing in the amount of \$4,950.00 for the three areas that require dig-up repairs. Two areas are located on 11th street and one is located on Shelter Bay Drive.

Motion – Moved by Tom Harding and seconded by John Dalton to approve the quote of \$4950.00 received from 3rd Generation Plumbing.

On the Motion: Roll Call Vote. Unanimous Approval.

Dave Evans asked for direction on advising residents of sewer system smoke testing. Smoke testing will begin with 10th and 11th Streets. A sign will be placed at the end of the street on the day of the testing. A notice will be posted in the Post Office and City Hall. The notice will also be added on the City website and will be email blasted. Smoke should come out vents of the home, but it is possible the smoke may appear inside a residence which would indicate there is a plumbing problem in the home. This test identifies any leaks in sewer lines with the City sewer system as well as inside homes.

Chairs Report:

- A. Resident Request for Relief of Sewer Reconnection Fee** – A resident on 7th Street has requested relief from the sewer reconnection fee of \$5,625.00. The property in question was originally built as a duplex. The property was later converted to a single-family. The owner is now converting back to a duplex, and requests he not have to pay the reconnection fee for the additional address. The board discussed the case and determined that according to the Wastewater Ordinance, the resident is required to pay the reconnection fee.

Motion – Moved by Chair John Dalton and seconded by Steve Flood to deny the request.

On the Motion: Roll Call Vote. Majority Approval. Tom Harding was temporarily out of the room during the vote.

Chris Moonis will contact the resident to advise him of the decision of the Utility Board.

Treasurer's Report: included as part of the Minutes

- A. Appraisal Quotes** – In an effort to update the insurance policies, it was determined that an appraisal would be needed. Tom Harding was able to obtain 3 quotes for Wastewater building and equipment insurance appraisals. Tom stated it is very difficult to find qualified appraisers who can appraise Wastewater buildings and equipment. Quotes were received from Brandvold Appraisal for \$4000.00, Hartman Consultants, LLC \$9,969.00, Beshears & Associates for 4,500.00.

Motion – Moved by Lin Walsh and seconded by John Dalton to accept the quote from Beshears & Associates for \$4,500.00.

On the Motion: Roll Call Vote. Majority Approval.

Beautification Committee – Janie Byland

Resident Janie Byland presented a drawing of a proposed walking track with an exercise park on 7th Street. This will be a three to five year project. The Beautification Committee would like to fill the Stormwater swale and install the track in that area. Tom Harding has asked Jason Shepler for an estimated cost to fill in the swale. There would be engineering and permitting fees associated with this project, as well as having a hydrology study performed. Chris Moonis stated that there is not a lot of support with the City Commission at this point, to support funds to do a cost match with the Utility Board for this project. Steve Flood offered that perhaps a boardwalk might be constructed over the swale, so that the swale can remain and continue to serve its purpose. The next step is to get the engineering and permitting costs.

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

Tom Harding stated there isn't a document showing the location and number of all of the Stormwater catch basins. After discussion, Chris Moonis agreed to ask the Building Department for 'as-builts' for the catch basins and injection wells.

There was discussion about future budgets and the City's ability to capture other expenses not currently being collected from Wastewater and Stormwater.

Waste Water/Sewer Warrant #0619: was approved in the amount of \$89,108.28

Stormwater Warrant #0619: was approved in the amount of \$14,894.12

Any Other Business –

The meeting adjourned at 11:41am.

The next meeting will be on Tuesday, August 20, 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

June 2019

Plant Update:

1. Call Outs June 23rd 11 PM Flow low side one. Clear Crispin valve and restart train one. June 28th 9:30 PM Flow low side one. Clear Crispin valve and restart train one.
2. June 6th Arlington Electric installs two new conduits from MCC B to pump room. Pull new wire from MCC-B to Vacuum pumps and P-35-2. One spare conduit for future use.
3. June 10th Arctic Temp on sight. Replace thermostat on exhaust fan in ISAM building.
4. June 13th Hach on sight. Perform annual service on DO, ORP and Nitrox meter. Inspect SC 1000. All meters OK.
5. June 13th Replace motor coupling on P-35-S spare process pump.
6. June 14th Process pumps 2 and spare pumping at higher rate than normal. Work with Suez tech support to determine VFD setting wrong. Change VFD setting from 0-20 mA to 4-20 mA. All pumps now pumping at correct speed.
7. June 19th Repair gate on north side of plant.
8. June 20th ABS pump #2 in plant lift station not pumping. Pull pump replace impeller, wear plate and cutters.
9. T/N annual average to date is 1.73 Mg/l. Annual limit 3.0 Mg/l
10. Total gallons Hauled 55,500 gallons. Removal by G-tech pump truck at 17 cents per gallon
11. Bubble test cassette # 67, 43, 68 & 45
12. Wash Cassette C-2, D-1, D-2 & A-1

R.O. Update:

1. Maintenance Budget for Re-Use (attached)
2. June 7th No power to RO panel. Reset UPS note battery replacement light on. Order new battery for UPS.
3. June 18th install new battery for UPS.

Collection system:

1. June 3rd & 4th All lift stations cleaned. Pull pump at causeway south lift station to clear vapor lock.
2. June 11th 430 3rd street. Plumber tying new house into sewer main. Found 8-inch main broken and covered with tarp. Contact 3rd generation plumbing to repair broken sewer main. Also lateral broken so new lateral installed.
3. June 14th 3rd Generation installs new manholes 21 on causeway and # 4 on West Ocean. Seal corbit on manhole # 3.
4. June 16th Call out to 7th street sewer backed up. Reset motor contactor on 7th street lift station amps good.
5. June 28th 9th street lift station high power usage. Isolate force main and replace check valve.

MAINTENANCE BUDGET FOR RE-USE				Budgeted	Actual	Actual	
Month of June 2019				Cost per Year	Cost/Month	Cost/year	
RO Power Cost KWH X 0.777200				\$5,000	\$641.29	\$4,972.44	
Irrigation Pumps Power Cost KWH X 0.777200					\$68.57	\$453.60	
Chemicals RO System Include Anti-sclant				\$16,000	\$128.65	\$6,137.65	
Extra Testing for DEP TSS, FECAL				\$9,000	\$742.00	\$5,890.00	
Contingency				\$0	\$0.00	\$0.00	
Main & Repairs to system including pre filter cartridges.				\$5,600	\$57.99	\$1,190.47	New battery UPS
Consulting				\$15,000		\$3,175.00	
Insurance RO system/building				\$1,400	\$83.33	\$749.97	
Reserves				\$8,000	\$666.66	\$5,999.94	
	Hours	Cost \$					
R.O. Power meter	8251.223	\$641.29	\$0.08				
Irrig pump Power Meters	856.499	\$66.57	\$0.08				
Monthly Total		\$707.85					
Gallons Produced				\$60,000	\$2,386.48	\$28,569.07	Total for year
Cost per Gallon				\$5,000			
	Month	Total/year	Total to date				
Gallons	1,235,000	8,366,000	50,615,170				
Cost / Gal	\$0.001932	\$0.003415					
Cost /Thousand Gal	\$1.93	\$3.41					

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

RO Electric
5/31/2019
7/1/2019 8251.223
8251.223

Irrg Electric
5/31/2019
7/1/2019 856.499
856.499

Key Colony Beach Utility Board

Treasurer's Report – July 16, 2019

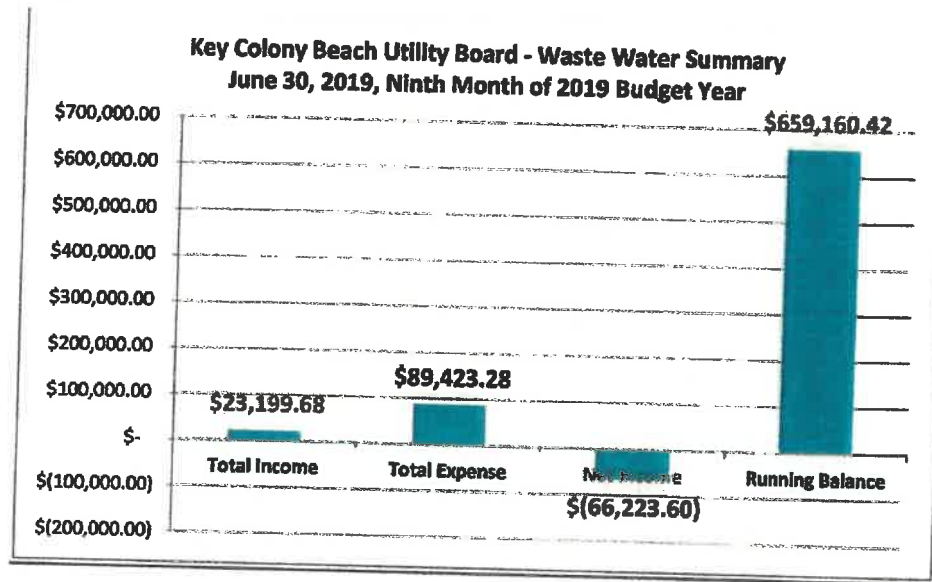
- ✓ June 30, 2019 financial summary
 - Waste Water funds remain in excellent condition for the 9th month of the 2019 budget year.
 - We continue with a strong positive cash flow
 - Projection to have excess funds at the end of 2019 budget year
 - Assumptions : 1) pay in full to TLC by end of budget year for final payment 2) partial payment starting with Reynolds for UV project by end of this budget year
 - Monthly tracking file has been updated with June 2019 actual results. Plot below attached on page 2.
 - Wastewater RO capacity increase vs. stormwater harvesting - engineering service contract with Mittauer reviewed and requested formal City approval.
 - Wastewater appraisal quotes, planned for improving insurance policy coverage
 - Review completed with Dave Evans for Wastewater flood policies vs. buildings and contents. Improvements needed from review: for alignment of insurance coverage vs. building and contents.
 - Two quotes received for appraisals of Wastewater plant facility, 3rd expected by July 12, 2019
 - Background on quote request process, limited knowledgeable sources to quote for wastewater facilities, three quoted and two sources turned down quote request. Limited sources knowledgeable of wastewater facility values.
 - Hartman Consultants, Winter Park FL, quote included, \$9,969.00
 - Wastewater plant knowledgeable
 - Brandvold Appraisal, Marathon FL, quote included \$2,100.00 with additional resources that will be needed from US Water and Mittauer. Estimating additional \$2,000.00 of additional resources to verify building content value, total \$4,100.00
 - Building appraisal knowledgeable, not knowledgeable on wastewater equipment values.
 - Two quotes received for appraisals of City properties, sent both appraisals on to Chris Moonis and Becky Todd for review and direction, per request from last meeting
 - Storm Water funds are in excellent condition, with no concerns.
 - Contract reviewed from Mittauer Engineering for design work (\$17,500) for 3 injection wells for 11th street, verify formal approval of contract.
 - Clean Grounds scheduled for storm water catch basin cleaning starting July 11
 - 2020 draft budget updated
 - Updated with actual values from 2019 budget status at 9 months
 - Projected 2019 actual values out to 12 months of expected exposure, 2020 draft budget updated with edits, version 10.
 - Updated file with Dave Evans suggestions from June 18, 2019 Board Meeting
 - Planned review at City workshop budget meeting on July 11, 2019
 - Recommendation to approve Waste Water Warrant #0619 for \$89,108.28
 - Recommendation to approve Storm Water Warrant #0619 for \$14,894.12

Financial data provided by Pat Hyland

Treasurer's Report compiled by Tom Harding

Key Colony Beach Utility Board

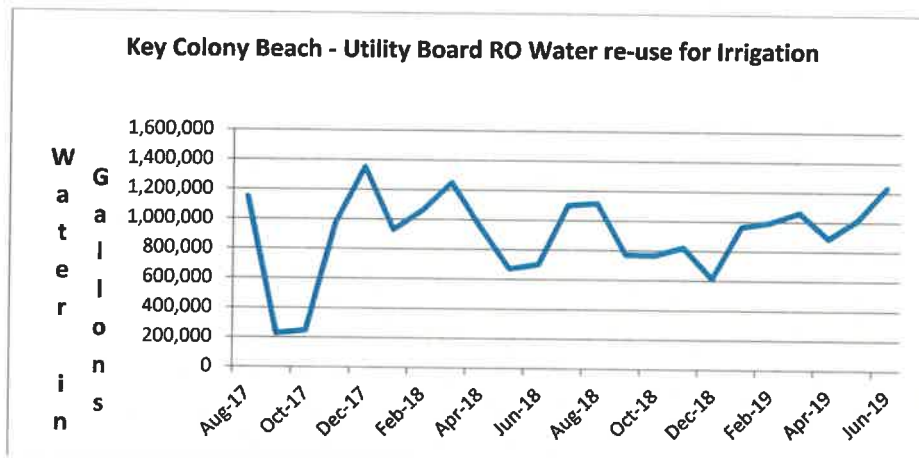
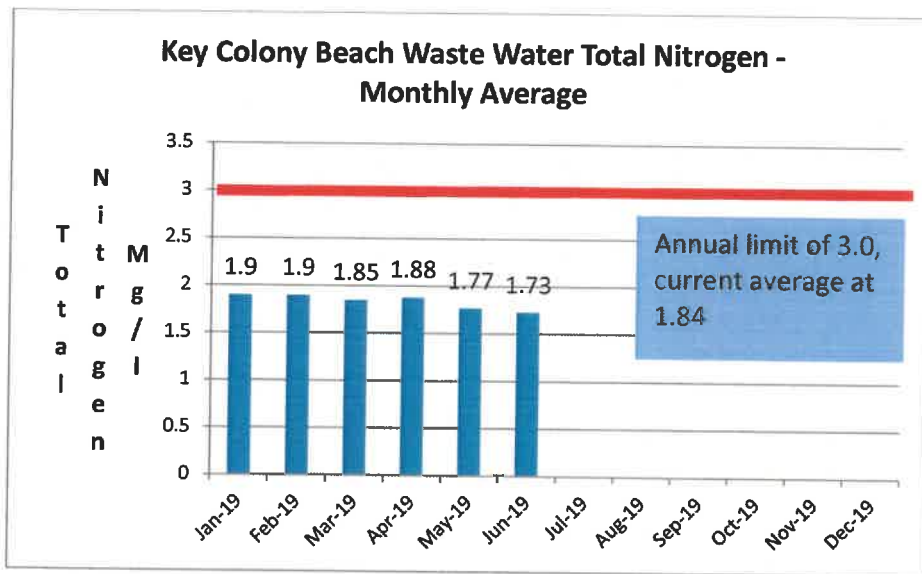
Treasurer's Report – July 16, 2019



Financial data provided by Pat Hyland

Treasurer's Report compiled by Tom Harding

Key Colony Beach Utility Board - Operators Report - Trend Charts – June 2019



Key Colony Beach Utility Board - Wastewater Plant - gallons hauled per month

