

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

Tuesday, October 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, and Mike Alexander.

Absent: Steve Flood. *Excused:* Tom DiFransico and Lin Walsh

Also Present: City Administrator Chris Moonis, Jason Shepler of Mittauer and Associates, Josh Vondersaar, Reynolds Construction District Manager, Jeremy Girod, Reynolds Construction, Utility Clerk Pat Hyland and Plant Manager Dave Evans. Public – 0

UV Replacement Project Update

Josh Vondersaar of Reynolds Construction gave a brief overview of current activities. The hoist system has been installed in the pump room. Conduit has been installed and connected. An asphalt repair will be done in that area. The trolley equipment should arrive shortly and will be installed. Jeremy Girod of Reynolds Construction indicated that the UV reactors should arrive November 8th, and will be stored either in the ISAM building or offsite at a Reynolds storage site. Plant Operator Dave Evans will be on vacation, so installation will start the first week of December when he returns.

- A. Aquionics Proposal for UV Warranty and Service:** Plant Operator Dave Evans provided and explained a quote received from Aquionics for \$42,574.00. The 5-year maintenance agreement provides an extended warranty with parts included. A few questions arose regarding the agreement, which Dave will investigate and report back to the Utility Board.

11th Street Stormwater Update

Jason Shepler provided a copy of the drawings and specs and informed the Board members they are ready to be submitted to the SFWMD for funding consideration. The Board members had a lengthy discussion regarding whether to proceed with this project or work on 12th Street swale installation. There is funding available for installing injection wells, but not for swales. The cost of installing a swale is approximately 1.3 million dollars. After much conversation it was decided to obtain a bid which would provide for the 3 different cost estimates of the project; 1) injection wells **with** swale, 2) injection well **only**, and 3) swale **only**.

Motion – Moved by Mike Alexander and seconded by Tom Harding to obtain bids for the 11th Street Stormwater work for installing injection wells with a swale, or installing injection wells without a swale, or installing only a swale.

On the Motion: Roll Call Vote. Unanimous Approval.

Reclaimed Water Study

Jason Shepler provided a financial / alternative analysis to the Board members which included RO production, storage expansion and distribution expansion. Dave Evans questioned the use of a Crom tank, as it is one of the costliest tanks that could be used. Other items of discussion included whether

the existing storage tank would be rehabbed, if feasible, and used in addition to the new storage tank, which would bring the total storage capacity from 120,000 gallons to a maximum of 370,000 gallons. Once Jason has completed the study there will be further discussion.

Next Meeting Discussion – the next Utility Board Meeting is scheduled for Tuesday, November 19, 2019 at 9:30 am.

Chris Moonis City Administrator, reminded the Board members that the agenda for November's Utility Board meeting should include elections and appointment of officers. This Board may have up to two alternate members and currently has one. Board Chair John Dalton will attempt to enlist another resident as a second alternate, so the Board will have a full number of members. Many recent meetings have only had 3 members in attendance.

Approval of the Minutes: Regular Meeting, September 17, 2019

Motion – Moved by Tom Harding and seconded by Chair John Dalton to approve Minutes of September 17, 2019.

On the Motion: Roll Call Vote. Unanimous Approval.

A discussion ensued regarding the difference between 'excused' members and 'absent' members. Members who provide prior notification of their unavailability will be listed as 'excused'. Members who are absent from any meeting without prior notification will be listed as 'absent'. The Utility Clerk was instructed to use these attendance terms in future Minutes.

Utility Clerk Report –Eight property transfers were processed in September, with a total of \$1,300.00 collected in transfer fees. There were no wastewater connection fees collected. Certified letters have been mailed to three property owners who are delinquent two quarters. Liens will be recorded on 3 delinquent properties.

Board members discussed and agreed the late fee of \$30.00 should be increased, as well as the administrative fee of \$120.00 when placing a lien against a property. October quarterly invoices have been mailed out with an ACH Authorization form, in an effort to increase the number of accounts enrolled in autopay.

Motion – Moved by Tom Harding and seconded by Mike Alexander to recommend to the City Commission to increase the quarterly late fee from \$30.00 to \$50.00 and increase the administrative fee for liens from \$120.00 to \$250.00.

On the Motion: Roll Call Vote. Unanimous Approval.

Motion – Moved by Mike Alexander and seconded by Tom Harding to recommend to the City Commission to disconnect sewer service for 3 properties who have been delinquent for one year: 1000 West Ocean Drive, 321 10th Street and 331 10th Street.

On the Motion: Roll Call Vote. Unanimous Approval.

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

During his report Dave Evans recommended purchasing a DVR for the camera so video can be saved and replayed. In addition, Dave provided an estimate received from Material Handling Systems in the amount of \$12,225.00 to replace drive wheels on the jib crane. The crane must be in working condition as it is required in order to clean the membranes.

Motion – Moved by Tom Harding and seconded by Chair John Dalton to purchase a DVR for the camera.

On the Motion: Roll Call Vote. Unanimous Approval.

Motion – Moved by Tom Harding and seconded by Chair John Dalton to approve the quote from Material Handling Systems in the amount of \$12,225.00.

On the Motion – Roll Call Vote. Unanimous Approval.

Chairs Report

- A. Wastewater Insurance Policies** – Chris Moonis stated that the City did bind insurance coverage based on last year's figures. Discussion was tabled regarding the increased rates for figures included in the recent insurance appraisal.
- B. Review of Stormwater Requirements** – Tom Harding provided a review of the Stormwater requirements. Chris Moonis suggested the Utility Board appoint someone from the Board to be included as part of the group who will be reviewing and updating the City's Comprehensive Plan. Tom Harding volunteered to be the point person to work on the Wastewater and Stormwater areas.

Treasurer's Report: included as part of the Minutes

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

Waste Water/Sewer Warrant #0919: was approved in the amount of \$269,839.81

Stormwater Warrant #0919: was approved in the amount of \$9,743.17

Any Other Business –

The meeting adjourned at 12:46pm.

The next meeting will be on Tuesday, November 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. ***

OPERATOR REPORT

September 2019

Plant Update:

1. Call Outs September 3rd 9:30 PM power failure Reset VFD on P-35-2 and P-35-S
2. September 10th Install repaired Nitrax meter.
3. September 18th Arctic Temp on sight. Repair A/C in RO MCC room.
4. T/N annual average to date is 1.69 Mg/l. Annual limit 3.0 Mg/l
5. Total gallons Hauled 34,500 gallons. Removal by G-tech pump truck at 17 cents per gallon
6. Bubble test cassette # 64, 46, 44 66
7. Wash Cassette B-1, B-2, C-1 & C-2

R.O. Update:

1. Maintenance Budget for Re-Use (attached)

Collection system:

1. September 10th Called out to Causeway North lift station. Paving contractor hit control box and broke off mount. Remount control box and reattach wires and replace capacitor kit. Station working.
2. September 11th Inspect lateral connection at # 44 on causeway. Found 3-inch cast iron pipe stuck about 4-inch into city clay lateral. G-tech cut out clay pipe with cast iron in it and reconnected lateral.
3. September 13th PVC force main from Causeway North lift station broken. Call 3rd generation to repair. Shut off coral lane and causeway north station till repair can be made. Both stations pumped out with truck to prevent back up till repair can be made.
4. September 14th 3rd generation completed repair and back filled hole with #57 stone. All lift station on.
5. September 16th New TV camera arrived completed training on equipment. Recommend DVR be purchased to record leaks in system.
6. September 18th Completed bi-annual manhole inspections. All manhole ok.
7. September 30th Complete 1st half of smoke testing on city collection system. See attached report.

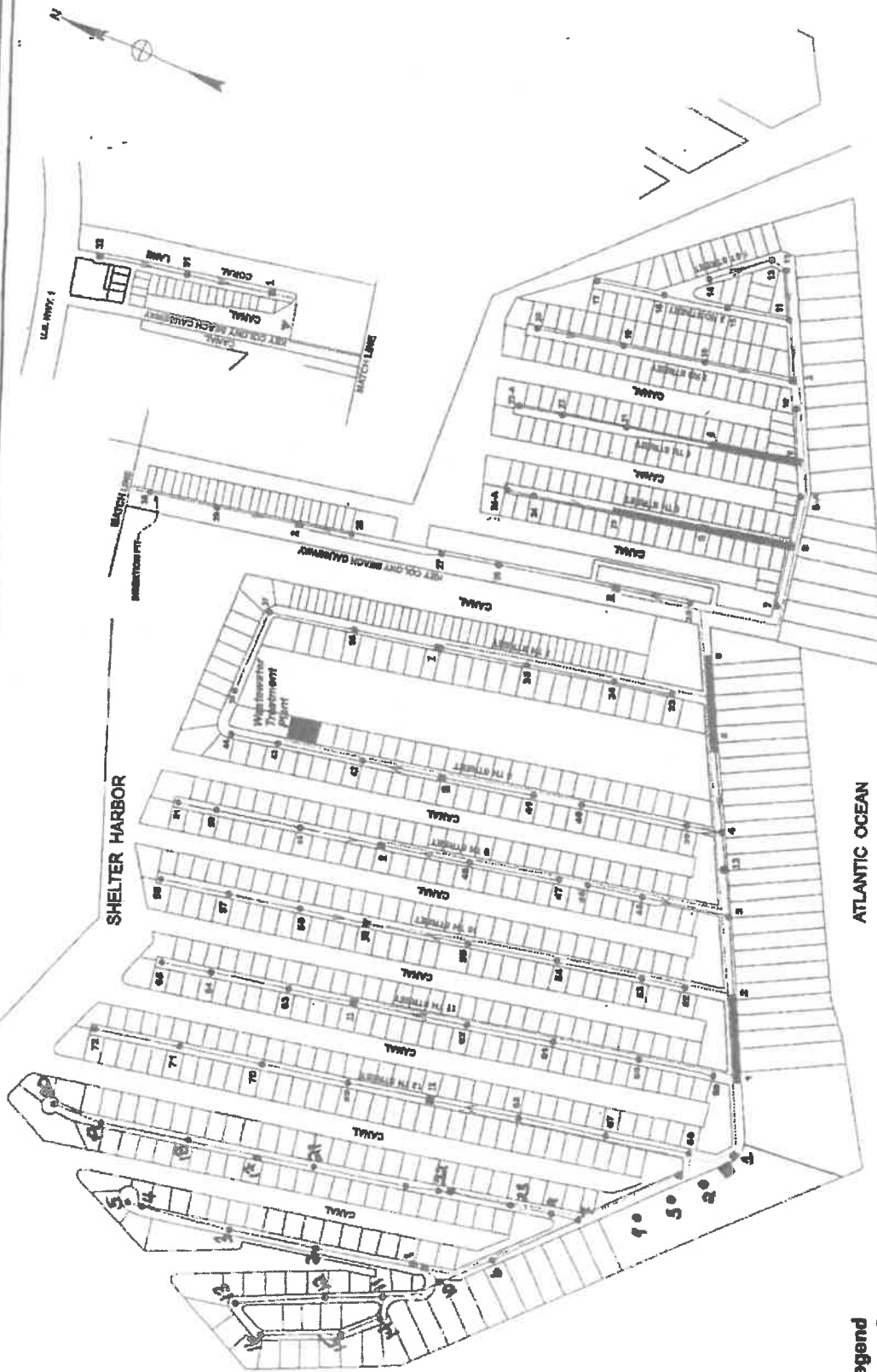
MAINTENANCE BUDGET FOR RE-USE
Month of September 2019

				Budgeted Cost per Year	Actual Cost/Month	Actual Cost/year	
RO Power Cost KWH X 0.777200				\$5,000	\$540.03	\$6,699.22	
Irrigation Pumps Power Cost KWH X 0.777200					\$47.67	\$622.05	
Chemicals RO System Include Anti-scalant				\$16,000	\$0.00	\$6,394.95	
Extra Testing for DEP TSS, FECAL,				\$9,000	\$795.00	\$8,328.00	
Contingency				\$0	\$0.00	\$0.00	
Main & Repairs to system including pre filter cartridges.				\$5,600	\$0.00	\$2,934.58	
Consulting				\$15,000	\$0.00	\$3,175.00	
Insurance RO system/building				\$1,400	\$83.33	\$999.96	
Reserves				\$8,000	\$666.66	\$7,999.92	
	Hours	Cost \$					
R.O. Power meter	6948.389	\$540.03	\$0.08				
Irrig pump Power Meter	613.384	\$47.67	\$0.08				
Monthly Total		\$587.70					
Gallons Produced				\$60,000	\$2,132.69	\$37,153.68	Total for year
Cost per Gallon				\$5,000			
	Month	Total/year	Total to date				
Gallons	775,000	11,550,600	53,799,770				
Cost / Gal	\$0.002752	\$0.003217					
Cost /Thousand Gal	\$2.75	\$3.22					

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

RO Electric
8/31/2019
9/30/2019 6948.389
6948.389

Irrg Electric
8/31/2019
9/30/2019 613.384
613.384



Legend

- Sewer Line
- Force Main
- Sewer Manhole
- Lateral
- Subaqueous Crossing
- Structure to be Replaced

2003 Sewer System
Slip-Lining Project
Location Plan

URS

City of
Key Colony Beach

Comments/Issues to be Addressed:
No manhole to replace at this time.

SMOKE TESTING

Sep-19

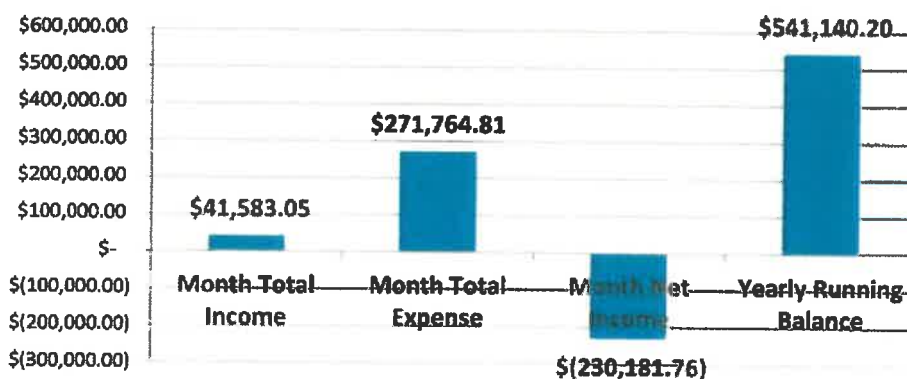
Date	Address	issue
9/24/2019	191 2nd street	Smoke coming out under steel plate in drive way
9/24/2019	411 3rd street	smoke coming out open Y fitting next to drive way
9/25/2019	Coral lane	Smoke coming out broken clean out in lot behind gas station.
9/25/2019	425 E Ocean	Cabana Club Open sink drain.
9/25/2019	470/480 4th st	Smoke coming out clean out in front yard
9/25/2019	451 4th street	Smoke coming out from under front of building
9/26/2019	42 7th street	Smoke coming out open 2-inch line in side walk next to building
9/26/2019	820 7th street	Smoke coming out broken clean out in drive way and one by pool house
9/26/2019	140 8th street	Smoke coming out open clean out between drive way. 4-inch pipe 3 feet above ground.
9/26/2019	411 8th street	broken clean out next to palm trees
9/27/2019	755 W Ocean	Smoke coming out next to new power pole in city ride of way.
9/30/2019	1001 W Ocean	The Monte Cristo Smoke coming out of grass in middle of condo in front of office
9/30/2019	901 W Ocean	The Residence Condo Smoke coming out 6-inch clean out in drive way.
9/30/2019	261 9th street	Smoke coming out broken clean out cap in grass
9/30/2019	481 9th street	Smoke coming out open drain on side of house
10/3/2019	581 9th street	Broken clean out in drive way
8/14/2019	140 11th street	Clean Out in drive way no cap
8/14/2019	200 11th street	Smoke coming up out of grass on side of house. Repaired by Rhodes Plumbing
8/14/2019	301 11th street	Clean out by road missing cap.
10/3/2019	181 12th street	Smoke coming out broken sink drain under house
10/3/2019	420 12 street	Smoke coming out candy cane in front yard.
10/3/2019	860 12th street	Smoke coming out clean out in front drive way. Being used as a storm drain.

Key Colony Beach Utility Board

Treasurer's Report – October 15, 2019

- ✓ September 30, 2019 financial summary
 - Waste Water funds completed 2018_2019 Budget year in excellent condition.
 - We completed with a strong positive cash flow
 - Monthly tracking file has been updated with September 2019 actual results, with summary plot below.
 - September Waste Water financials included the following highlights:
 - 2nd loan re-payment for 2019 to the Florida State Revolving Fund, we are in full compliance to the 2019 payment requirements.
 - FEMA partial reimbursement received from Hurricane Irma damage to the Waste Water Plant
 - Initial payment to Reynolds Construction for UV project
 - Sewer camera payment
 - Partial asphalt invoice for repairs
 - Storm Water funds are in excellent condition, with no concerns.
 - September payments included partial asphalt invoice
 - Recommendation to approve Waste Water Warrant #0919 for \$269,839.81
 - Recommendation to approve Storm Water Warrant #0919 for \$9,743.17

**Key Colony Beach Utility Board - Waste Water Summary
September 30, 2019, Twelfth Month of 2019 Budget
Year**



Financial data provided by Pat Hyland

Treasurer's Report compiled by Tom Harding