

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

**Tuesday, November 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, Mike Alexander and Lin Walsh.

*Excused:* Tom DiFransico

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

## **UV Replacement Project Update**

Josh Vondersaar of Reynolds Construction provided an overview of current activities:

### **Installation of the Hoist Framing and Hoist System is Complete**

- Single hoist is installed with one (1) spare
- Paint is touched up
- Framing is anchored, posts are grouted, top rail is sealed to pre-cast planks
- Hoist chains have been reduced in length
- Hoist is in full utilization

### **UV Analyzer / Sampler is Installed**

- Units are mounted
- Sample line (PVC) is run (and inspected) underground from sample location inside of building to panel
- Plumbing is complete
- Awaiting electrical as this will be completed

### **Electrical is Complete Underground / Exterior of Building**

- All electrical is run underground in all locations in preparation for the panels
- All electrical that can be run on the building has been run while awaiting the panel delivery
- Asphalt has been cut, removed and replaced and has been in service
- Meeting with electrician on site
- Site is cleaned up and in near original condition

## **Work Upcoming:**

### **Receipt of UVT Equipment**

- This was due by contract on site by 11.15.19
- We are actively working to determine location and date

### **Installation of Control Panels & Equipment – (should be this week)**

- Working to keep everyone up to date
- Meeting with electrician on or about 11/20/19 on site
- Electrical to start either Friday or Monday

### UV Piping

- Change out and modification
- Pipe is on site
- Preparation and partial build has been completed (tracking as T&M cost)
- Pending Equipment  
Startup week of December 16<sup>th</sup> to 20<sup>th</sup>  
(Have canceled the original and need to set up, awaiting equipment confirmation)

### Building Demo

#### Payment

- Second Draw (October) has been received
- Draw #3 has been submitted

### Reclaimed Water Study

Jason Shepler provided all Board members with a draft copy of the Study for review. Jason went over the executive summary and discussed the need for increased storage capacity as the major factor in providing an increase in RO water. The idea of pursuing Stormwater capturing systems as an alternative water supply would not be feasible due to several concerns indicated in the Study. Expansion of the City's reclaimed water storage system is recommended in lieu of capturing Stormwater. All Board members agreed that the Study provided good information and answered many questions as to what is required in order to increase the amount of reclaimed water production. The current storage tank will be evaluated and tested to determine the condition / life expectancy of the tank, and timeframe for its replacement. Jason will coordinate the inspection between Earl Griner and Plant Operator Dave Evans for some time after the 1<sup>st</sup> of the year. Tom Harding reiterated that the State will not fund a reclaimed water project unless the result will reduce the amount of potable water. The State will not fund a project to replace the existing tank with one of the same size.

**Next Meeting Discussion** – the next Utility Board Meeting is scheduled for Tuesday, December 17, 2019 at 9:30 am.

### Oath of Office

The Oath of Office was administered by City Administrator Moonis to all Board members present.

### Selection of Officers

**Motion** – Moved by Board Vice-Chair Steve Flood and seconded by Lin Walsh to keep the same slate of officers in place.

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

Board Officers:

John Dalton Board Chairman

Steve Flood Board Vice Chairman

Tom Harding Board Treasurer

**Approval of the Minutes:** Regular Meeting, October 15, 2019

Steve Flood asked for an explanation of the use of 'absent' and 'excused' when recording meeting attendance. After discussion, Steve asked his status recorded in the previous Minutes be amended.

**Motion** – Moved by Steve Flood and seconded by Mike Alexander to change Steve's attendance at the previous meeting from 'absent' to excused'.

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

**Motion** – Moved by Board Chair Dalton and seconded by Lin Walsh to approve Minutes of October 15th, 2019 with the change in attendance status.

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

**Utility Clerk Report** –Five property transfers were processed in October, with a total of \$900.00 collected in transfer fees. There were no wastewater connection fees collected.

Five residents are delinquent in paying wastewater fees. Liens were previously recorded on two properties, with a lien to be recorded on a third property. Two other delinquent residents have been contacted and have responded.

October wastewater invoices were mailed out and included ACH enrollment forms to encourage residents to sign up for auto pay for future payments. To date, approximately 100 enrollments have been received.

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

Recent smoke testing performed throughout the City identified several residential properties which require repairs to sewer lines. A list of identified properties was reviewed. City Administrator Moonis will follow up with Building Official Gerard Roussin and ensure that notification will be sent to those residents who will be required to make the necessary repairs and to comply in a timely manner. Mr. Moonis will report back at the next Utility Board meeting as to the procedure of notification and timeline of compliance the Building Department has established.

Prior to leaving on vacation, Plant Operator Dave Evans obtained a quote of \$11,280.00 from 3<sup>rd</sup> Generation for repairs to three areas of the City's sewer lines.

**Motion** – Moved by Tom Harding and seconded by Lin Walsh to approve quote from 3<sup>rd</sup> Generation Plumbing in the amount of \$11,280.00.

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

**Chairs Report**

**A. Sale of Dewatering Box** – Chair John Dalton reported that he has found a buyer who has offered to pay \$18,500.00 for the dewatering box. City Administrator Moonis spoke with Tom Wright, City Attorney, to confirm this sale is allowed. Attorney Wright stated Statute 274.05 allows for the sale of surplus municipal property.

**Motion** – Moved by Vice Chair Steve Flood and seconded by Mike Alexander to recommend approval of the sale of the dewatering box for the amount of \$18,500.00 to the City Commission at the next scheduled Commission meeting.

**B. Review of Comp Plan Related to Infrastructure** – Tom Harding provided all Utility Board members with a section of the Comp Plan which pertains to infrastructure. The verbiage of the current Comp Plan was reviewed, with Board members in agreement that updates are required. Tom offered to follow up with Building Official Roussin regarding storm drains.

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

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

**Waste Water/Sewer Warrant #1019:** was approved in the amount of \$89,428.68

**Stormwater Warrant #1019:** was approved in the amount of \$9,000.00

**Any Other Business –**

**The meeting adjourned at 11:50am.**

**The next meeting will be on Tuesday, December 17, 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

October 2019

### Plant Update:

1. Call Outs No call outs for October.
2. October 7<sup>th</sup> Reynolds installing overhead hoist in ISAM pump room.
3. October 9<sup>th</sup> DEP inspection. No issue to report.
4. October 10<sup>th</sup> Reynolds and Wire nuts on sight working on installing underground conduit.
5. October 11<sup>th</sup> Contractor install underground conduit and back fill ditch. Wire nuts chipping out concrete duck bank. Reynolds stopped them.
6. October 15<sup>th</sup> Reynolds completed asphalt patch in drive way.
7. October 25<sup>th</sup> Reynolds install hoist on trolley in ISAM pump room
8. October 29<sup>th</sup> MHS work on Jib crane to replace drive wheels and complete bi-annual inspection.
9. T/N annual average to date is 1.55 Mg/l. Annual limit 3.0 Mg/l
10. Total gallons Hauled 37,500 gallons. Removal by G-tech pump truck at 17 cents per gallon
11. Bubble test cassette # 65, 67, 43, 68 & 45
12. Wash Cassette D-1, D-2, A-1, A-2 & B-1.
13. **NOTE.** Follow up on UV extended warranty. Starts on 2<sup>nd</sup> year. Yes can be paid annual instead of all at once but will not receive discount on parts and labor. Recommend table item till next budget cycle.

### R.O. Update:

1. Maintenance Budget for Re-Use (attached)
2. October 8<sup>th</sup> & 9<sup>th</sup> wash RO membranes.
3. October 11<sup>th</sup> replace control float in wash tank and clean auto fill valve.

### Collection system:

1. October 2<sup>nd</sup> Test out new TV camera. Check salt at 8<sup>th</sup> street lift station 6.2 ppt Salt at MH # 41a at 6.5 ppt TV M.H. 41 to 41a. Found blank lateral from golf course running. Lateral is 7 feet from MH # 41 on 8<sup>th</sup> street. Check salinity at 11<sup>th</sup> street station at 14.1 ppt. TV 11<sup>th</sup> street from MH 61 to 62 noted leak from lateral coming under road. Unable to get lateral cam in clean out at 350 11<sup>th</sup> street.
2. October 13<sup>th</sup> Call out to 11<sup>th</sup> street red light on lift station. Station pumping but cannot keep up with high tide.
3. October 14<sup>th</sup> Causeway South lift station alarm light on. Check out control panel. Pull pump nothing in pump. Install new pump and capacitor kit. Station working. Send pump out for warranty repair.
4. October 16<sup>th</sup> Causeway North alarm light on pump is pulling low amps. Check out control panel. Call Arlington electric to wire in new style capacitors. Found bad connections to pump. Repair connections lift station working.
5. October 23<sup>rd</sup> Completed smoke testing report and photos provided to utility clerk and building department.
6. October 30<sup>th</sup> TV laterals that had smoke by electric pole at 755 W Ocean. 6-inch PVC lateral broken at joint. Lateral is clear and flowing. TV lateral at 310 11<sup>th</sup> street. 6-inch clay pipe leaking at joints under road.
7. **NOTE** Requested quotes from 3<sup>rd</sup> Generation to repair laterals on W. Ocean, 11<sup>th</sup> street and to cap blank lateral to golf course on 8<sup>th</sup> street.
8. **NOTE** Located 8-inch sewer main on Coral Lane for new construction. Sewer main and lift station is on privet property.

MAINTENANCE BUDGET FOR RE-USE				Budgeted	Actual	Actual	
Month of October 2019				Cost per Year	Cost/Month	Cost/year	
RO Power Cost KWH X 0.777200				\$5,000	\$394.96	\$394.96	
Irrigation Pumps Power Cost KWH X 0.777200					\$32.18	\$32.18	
Chemicals RO System Include Anti-scalant				\$16,000	\$128.65	\$128.65	
Extra Testing for DEP TSS, FECAL,				\$9,000	\$689.00	\$689.00	
Contingency				\$0	\$0.00	\$0.00	
Main & Repairs to system including pre filter cartridges.				\$5,600	\$290.22	\$290.22	
Consulting				\$15,000	\$0.00	\$1,645.00	Wash RO
Insurance RO system/building				\$1,400	\$83.33	\$83.33	
Reserves				\$8,000	\$666.66	\$666.66	
	Hours	Cost \$					
R.O. Power meter	5081.805	\$394.96	\$0.08				
Irr pump Power Meter	413.999	\$32.18	\$0.08				
Monthly Total		\$427.13		\$80,000	\$2,284.99	\$3,930.00	Total for year
Gallons Produced				\$5,000			
Cost per Gallon							
	Month	Total/year	Total to date				
Gallons	603,000	603,000	54,382,770				
Cost / Gal	\$0.003789	\$0.006517					
Cost /Thousand Gal	\$3.79	\$6.52					

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

RO Electric  
9/30/2019  
10/31/2019    5081.805  
5081.805

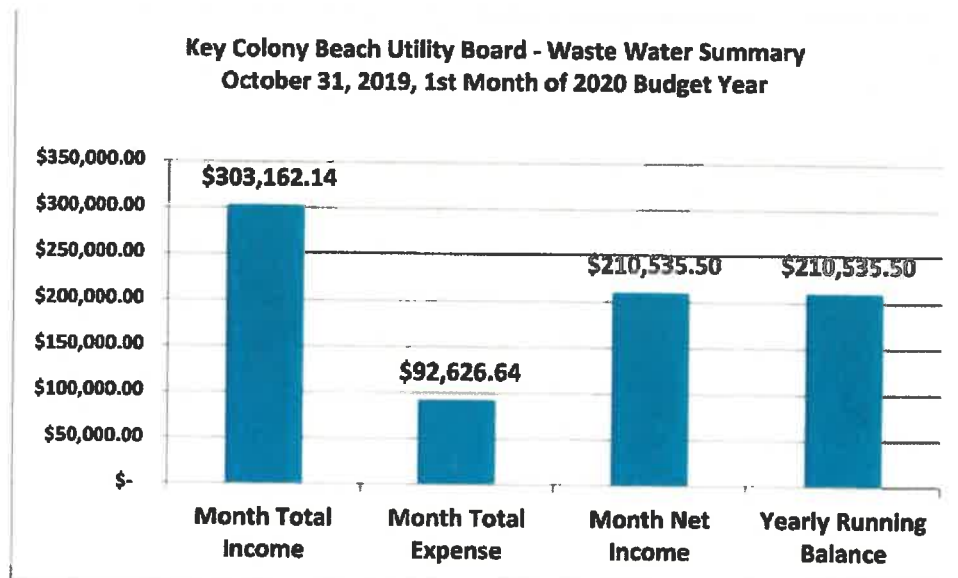
Irrg Electric  
9/30/2019  
10/31/2019    413.999  
413.999

## Key Colony Beach Utility Board

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

#### ✓ October 31, 2019 financial summary

- 1<sup>st</sup> month of 2020 fiscal year budget, Waste Water funds are in excellent condition.
- Monthly tracking file has been updated with October 2019 actual results, with summary plot below.
- October highlights
  - Income
    - RO reimbursement from the City received for 2020
  - Invoices paid:
    - 2<sup>nd</sup> payment to Reynolds Construction for UV project work, total paid to-date is \$41,906.59
  - State Revolving Fund Loan, yearly payment reduced to \$272,752.98 based on total amount awarded was less than proposed. Reduction of \$14,963.02 yearly for payment.
- Storm Water funds are in excellent condition, with no concerns.
- Recommendation to approve Waste Water Warrant #1019 for \$89,428.68
- Recommendation to approve Storm Water Warrant #1019 for \$9,000.00



Financial data provided by Pat Hyland

Treasurer's Report compiled by Tom Harding