

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

**Tuesday, December 17, 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 and Tom Harding.

*Excused:* Tom DiFransico, Mike Alexander and Lin Walsh

Also Present: City Administrator Chris Moonis, Jason Shepler of Mittauer and Associates, Josh Vondersaar, Reynolds Construction District Manager, Building Official Gerard Roussin, Utility Clerk Pat Hyland. Public – 1

**UV Replacement Project Update**

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

**Work Performed Since Prior Period**

**UV Equipment & Control Panel**

- Arrived on site
- Control panels installed
- UV-B put inline
  - UV-A was demolished and turned over to Owner

**UV Analyzer / Sampler is Installed**

- Electrical needs to be finalized

**Electrical Reviewed**

- RFI's reviewed

**UV Pipe Demo Phase 1**

- Piping demolition complete in full
- UV-B installed and inline
- UV-A left in place

**Work Upcoming:**

**Wiring of UV Reactors**

- Working to keep everyone up to date

**UV Piping**

- UV-A
  - Demo and install new during shutdown
    - Install new spool piece
- Preparation and partial build has been complete
  - (tracking as T & M cost)

**Building Demo**

**Payment:**

- Third Draw (November) has been received
- Draw #4 has been submitted

The startup will begin January 6<sup>th</sup> through January 10<sup>th</sup>. There are six subcontractors who will coordinate their availability during this period.

Josh explained the existing brackets for the pipe are not in good condition and require replacement. Josh recommended a Change Order #2 for the addition of piping supports for the UV Reactor assembly. The replacement units are larger than existing units and existing supporting system is corroded. He quoted a cost of \$2,500.00 for the work

**Motion** – Moved by Tom Harding and seconded by Board Chair John Dalton to approve Change Order #2 up to of \$2,500.00.

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

### **Retention Pond Proposal**

Mittauer Engineer Jason Shepler emailed a draft Engineering Services Agreement for the analysis of the retention pond located between 7<sup>th</sup> and 8<sup>th</sup> Streets. A copy of the Agreement was provided to all Board members to review. The Board discussed the scope of services detailed under the Agreement. Item A.1 is for a Letter Report of findings related to the analysis of the retention pond, and Item A.2 is for a Geotechnical Investigation which would involve coordination of the Engineer and a geotechnical engineering sub consultant to develop a soil testing program to perform and/or analyze various samples, etc. The board agreed that the Item A.2 for Geotechnical Investigation be removed from the proposal at this time. Mr. Shepler will revise his summary and resubmit.

**Motion** – Moved by Tom Harding and seconded by Board Vice-Chair Steve Flood to approve up to \$10,000.00 for Mittauer Engineering Services for the Item A.1 Letter Report.

**On the Motion:** Roll Call Vote: Steve Flood: yes Tom Harding: yes John Dalton: no  
Motion passes 2-1

**Next Meeting Discussion** – the next Utility Board Meeting is scheduled for Tuesday, January 21, 2020 at 9:30 am.

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

**Motion** – Moved by Steve Flood and seconded by Chair John Dalton to approve the Minutes of November 19, 2019

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

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

Four residents are delinquent in paying wastewater fees. Liens were previously recorded on three properties. To date 96 accounts will be added to the autopay program for the next quarterly billing. There will be 289 accounts on autopay, which is 30% of the total residential accounts. Hopefully, more residents will be convinced to enroll in this program. The Utility Clerk was asked to design a new donation request flyer for the Beautification committee. This flyer will be mailed out with the January quarterly wastewater invoices.

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

Plant Operator Dave Evans obtained a proposal in the amount of \$2,451.60 from Marathon Electric Sign & Light for the 5<sup>th</sup> Street Lift Station to relocate the electric service.

**Motion** – Moved by John Dalton and seconded by Steve Flood to approve proposal from Marathon Electric Sign & Light of \$2,451.60.

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

The purchase of a spare RO motor was previously approved by the Board and ordered from Hydro-Pumps some time ago. The supplier received the motor without inspecting it, and did not notice some minor damage. The damage is cosmetic, and will not alter the functioning of the equipment.

Hydro-Pumps is willing to offer a discount for the damaged motor. The proposal is to offer the motor to us at their cost of \$3,621.00 (which also includes the freight cost) vs. the original quoted price of \$4,674.00.

**Motion** – Moved by John Dalton and seconded by Steve Flood to approve the reduced invoice from Hydro-Pumps in the amount of \$3,621.00.

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

### **Chairs Report**

**A. Review of Comprehensive Plan – Coastal Management Section** – Tom Harding reviewed three policies under this section. Policy 1.2.1 addresses the outfalls. There may be as many as seven. The plan was to have all outfalls eliminated. Building Official Gerard Roussin will do a summary in January to determine the total number of active outfalls. Mr. Harding suggested that once the summary is reviewed, our engineering firm organize it into an updated engineering document.

Policy 1.2.2 addresses having an ordinance for Stormwater enforcement. The information needs to be put into a smaller document in a PDF format and given to Gerard Roussin.

Policy 1.6.3 addresses shoreline setbacks. The board members agreed that no edits were needed.

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

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

**Waste Water/Sewer Warrant #1119:** was approved in the amount of \$98,062.22

**Stormwater Warrant #1119:** was approved in the amount of \$3,000.00

**Any Other Business** – Tom Harding asked Dave Evans if the RO tank inspection had been done. Mr. Evans was not aware of the inspection being completed. Mr. Harding will follow up with Jason Shepler to learn if there is any progress.

John Dalton advised the Board that the dewatering box has been sold. Once the payment has cleared, the buyer will make arrangements for transporting the box.

Tom Harding suggested that Gerard Roussin be added to next month's agenda to discuss properties identified during the recent sewer line smoke testing.

Tom Harding brought up the previously approved motion to go out to bid process for the 11<sup>th</sup> Street injection well project. Jason Shepler completed his drawings in preparation for the bidding process. It has been two months since the motion was approved, but no progress has been made to advertise for bids. the members discussed a motion to table the 11<sup>th</sup> Street bidding process.

**Motion** – Moved by Steve Flood and seconded by John Dalton to table the 11<sup>th</sup> Street bidding process.

**On the Motion:** Roll Call Vote. Steve Flood: yes Tom Harding: no John Dalton: yes

Motion passes 2-1

Steve Flood suggested to revisit the 11<sup>th</sup> Street Bid process and add this item on the February agenda.

**The meeting adjourned at 11:22am.**

**The next meeting will be on Tuesday, January 21, 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. \*\*\*