

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

**Tuesday, February 18, 2020 – 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, Tom DiFransisco, Mike Alexander and Lin Walsh.

*Excused:* 0

Also Present: Jason Shepler and Mike Tibble of Mittauer and Associates, Josh Vondersaar, Reynolds Construction District Manager, Jacob Long of Reynolds Construction, Utility Clerk Pat Hyland and Plant Operator Dave Evans. Public – 1

## **UV Replacement Project Update**

Jacob Long of Reynolds Construction provided an overview of current activities:

### **Work Completed to Date:**

- Controls Integration was Completed (Suez, Fluidyne, CC Controls, Aquionics)
- Replace SS Conduit Strapping from 304 SS to 316 SS
- Final Painting
- Project Cleanup

### **Work Ongoing / Upcoming:**

- O&M manuals (pending updates to schematics and similar)
- Program Turnover
- As-Builts
- Punch List (warranties, labels and similar)

Work has been completed and there are no significant items remaining on the punch list. Plant Operator Dave Evans said everything seems to be working and the controls will monitor and record daily averages of maximums and minimums as required by the permit. Reynolds Construction will submit a final payment request once remaining items have been finished. Engineer Jason Shepler submitted first certification paperwork to DEP to inform the system is online. Final certification paperwork will be forthcoming.

## **Retention Pond Discussions**

Engineer Jason Shepler and Mike Tibble have coordinated with Universal Engineering to get hand auguring done. Jason will provide information from that job prior to the next meeting. The city is getting survey information. Jason stated the original drawings indicate the pond bottom is at 2.5 feet. King tidal influences have affected the vegetation and root zone and the ground water level is being tidally influenced. The pond bottom may need to be raised. Jason and Mike are continuing to gather information at this point. The geotechnical data will be reviewed as will the survey data the city has received. The problem of permeability is also an issue which must be addressed. Jason expects there may be 3 or 4 options identified and provided at the next meeting to correct the drainage problem.

**Next Meeting Discussion** – the next Utility Board Meeting is scheduled for Tuesday, March 17, 2020 at 9:30 am.

**Approval of the Minutes:** Regular Meeting, January 21, 2020

**Motion** – Moved by Chair John Dalton and seconded by Tom Harding to approve the Minutes of January 21, 2020.

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

**Utility Clerk Report** –Seven property transfers were processed in January, with a total of \$1400.00 collected in transfer fees. There were no wastewater connection fees collected.

Two residents remain delinquent for more than three quarters in wastewater fees. Liens were previously recorded on both properties. Thirteen accounts are delinquent for the October quarter and have been assessed a late fee of \$30.00. Delinquent statements were mailed out and contact has been made via phone and email.

Reynolds Construction payment requests for January totaling \$190,552.50 have been paid for the UV project.

Genesis Environmental Solutions Inc. was contacted and has scheduled the storage tank inspection for March 3<sup>rd</sup>.

Board members began a discussion regarding how the technician would gain access to all 5 compartments of the tank. All compartments must be inspected in order to obtain an estimate of the remaining life expectancy of the tank. Plant Operator Dave Evans recommended possibly postponing Genesis' visit, drawing down the tank, and someone entering the tank to take pictures and measurements. Mr. Evans will provide an estimate for his services to enter the tank once drained, and take pictures and measurements to ensure the technician will be able to enter each of the five compartments. Since the Genesis technician will be traveling from out of state, it is necessary to ensure accessibility is available to all sections of the tank as the contractor will only make one trip. Mr. Evans will report his findings at the next meeting.

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

Plant Operator Dave Evans stated programming updates required the installation of a new HMI on the MBR. Dave used the spare HMI in inventory. Another spare HMI will be needed, should the HMI fail the sewer plant cannot operate, and would require manual operation at the plant 24/7 until a new HMI could be received, which would take up to 3 weeks (as it must be programmed for this particular plant). The new backup HMI cost of \$11,000.00 would be much less of an expense than the overtime pay rate of approximately \$42,000.00. The pump would be turned on every 9 minutes then turned off for 3 minutes, consistently around the clock.

**Motion** – Moved by Tom Harding and seconded by Lin Walsh to approve up to \$11,000.00 for the purchase of an HMI as a backup.

**On the Motion:** Roll Call Vote. Mike Alexander; yes, Tom DiFransico; yes, Tom Harding; yes, Steve Flood; yes, John Dalton; no

Motion passed.

This expense is considered a repair/maintenance item therefore will not require Commission approval.

During his report Plant Operator Evans stated he will have 3<sup>rd</sup> Generation Plumbing (who originally installed the underwater line) send a diver to inspect the underwater line near the Causeway, to ensure it is anchored and in good condition and will provide an estimate if repair is required. The line has been visible since a barge recently disengaged it while cleaning debris from the waterway. The board members discussed who was responsible for the invoices incurred thus far for the work that was done at the time of the incident. The caution sign had not yet been installed by Public Works, but verbal communication was shared with the contractor at that time to advise him about the underwater sewer line.

Clean Grounds Inc. and Envirowaste Services Group provided an estimate for cleaning of sewer lift stations and also for Stormwater catch basin cleaning. This maintenance is to be done twice a year. Clean Grounds estimate for sewer lift station cleaning is \$3,200.00 and the estimate for the Stormwater catch basin cleaning is \$6,000.00. Envirowaste Services Group estimate for sewer lift station cleaning is \$3,705.99 and the estimate for the Stormwater drain cleaning is \$6,630.00. Stormwater catch basin cleaning was done in July, and previously it had been two years since it had been done. During a past meeting the board members agreed Stormwater basin cleaning should be done twice a year, as recommended by the supplier. Lift stations are always cleaned every six months.

**Motion** – Moved by Tom Harding and seconded by John Dalton to approve both estimates received from Clean Grounds.

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

### **R/O Stainless Steel Bid Decision by City Commission**

Tom DiFransisco attended the Commission meeting on February 20th with the Utility Board's recommendation to approve the Harn proposal in the amount of \$29,184.62. Due to the dollar amount this proposal must go before the Commission. Mr. DiFransisco reported the Commission has requested this item go out to bid, as it is over \$25,000.00.

Steve Flood questioned the reason this would have to go out to bid, as the piping is very specific to our equipment which was originally installed by Harn. The piping was part of the original equipment. He explained this is a specific manufactured part made by Harn, so this is a single-source. No other company manufactures or installs a Harn part, and Harn will not provide the specs for their parts to issue to another company for a bid. Steve Flood will go before the Commission and provide addition information and explain this requires immediate attention as the piping is corroded, in bad condition and leaks continue to occur. If this system goes down there will be no R/O water produced for the golf course. The R/O system is very expensive, costing several hundred thousand dollars, so it is very important the correct parts are used.

### **Painting Exterior of Sewer Plant**

Tom Harding provided the background for this topic. Last August the Board discussed the painting of all the sewer plant buildings and had a proposal in hand for the work. The decision at that time was to wait until the upcoming UV project had been completed and to ensure that the budget for 2020 included \$30,000.00 for the painting work. Reynolds Construction has completed the UV project and it is time to discuss having the painting done. Funds are budgeted for this work. This job will cost over \$25,000.00 therefore the Board's recommendation will go before the Commission to be approved. Mr. Harding stated Sherwin Williams would inspect the buildings and provide a several-page document providing specs and a recommendation as to what necessary products should be used. There would be a 10-year warranty by Sherwin Williams if their procedure is followed. They would also provide a list of contractors, to ensure that work is done to the 10-year warranty specification. Other contractors would also be able to provide a bid. In an effort to save money on engineering fees, the Board members chose to contact Sherwin Williams to provide their own specification documentation. Mr. Harding volunteered to contact Blake at the local Sherwin Williams to obtain the documentation. A bid package would be put together and advertised using the information from Sherwin Williams.

### **Chairs Report**

- A. Review of Comprehensive Plan – Capital Improvements** – Tom Harding reviewed policies under this section. The only suggested edit was for Policy 1.2.2 pertaining to an average daily flow of at least 115 gallons per household per day, to be changed to current actual average usage of 145 gallons per household per day.
- B. Scheduling of Stormwater Catch Basin Cleaning** – This topic was covered under the Operator's Report.
- C. Engineering Agreement for Stormwater Standards** – The engineer will prepare a Stormwater Standard which will be used as a guide for the Building Department for enforcement of Stormwater standards. An ordinance will be reviewed and updated with the information at a future date. The cost of this Agreement is \$4,900.00.

**Motion** – Moved by Mike Alexander and seconded by Steve Flood to approve the Engineering Agreement for Stormwater Standards.

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

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

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

Tom Harding stated a \$200,000.00 Stormwater CD with Centennial Bank is maturing March 6, 2020. Mr. Harding contacted local financial institutions to obtain a current interest rate if the Board decides to reinvest for another year. Iberia Bank offered an interest rate of 1.65%. Centennial Bank offered a renewal rate of 1.6%. Mr. Harding

recommends reinvesting the funds for another year, as Stormwater will not require the use of those funds over the coming year. The Board members agreed to reinvest the \$200,000.00 from the matured Centennial CD and open a one year CD at Iberia Bank.

**Motion** – Moved by Chair John Dalton and seconded by Lin Walsh to approve opening a CD with Iberia Bank for \$200,000.00 for one year at 1.65%, with the proceeds of the principal from the Centennial CD on March, 6<sup>th</sup>, 2020.

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

**Waste Water/Sewer Warrant #0120:** was approved in the amount of \$247,990.73

**Stormwater Warrant #0120:** No warrant for January, 2020

**Any Other Business** – Tom Harding inquired about the work to be done on 5<sup>th</sup> Street by Marathon Electric. Plant Operator Dave Evans stated the contractor was installing the pole today.

**The meeting adjourned at 12:18pm.**

**The next meeting will be on Tuesday, March 17, 2020 at 9:30am**

Respectfully Submitted by:

*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

January 2020

### Plant Update:

1. Call Outs for January 8<sup>th</sup> 6:45 AM Sam Blower #1 VFD external fault. Reset fault blower running. January 18<sup>th</sup> 9 AM Vacuum pump water trap full shut down vacuum pumps and clear trap Replace air filters on both pumps. Test Crispin valve Restart vacuum pumps. January, 25<sup>th</sup> 7:30 PM brown out causing VFD for MBR scour blower failed. Reset VFD and restart plant.
2. January 6<sup>th</sup> Start up new UV unit B Run overnight for testing only.
3. January 8<sup>th</sup> Remove old UV unit A and install new UV unit.
4. January 9<sup>th</sup> FV-3568-1 valve failed. Remove and replace actuator valve working in auto.
5. January 10<sup>th</sup> UV testing complete. Complete training on new UV units and Transmittance meter.
6. January 13<sup>th</sup> Leak warning on new UV transmittance meter. Clean water up from bottom of box. No sign of leak. Restart meter working O.K.
7. January 15<sup>th</sup> ISAM WAS pumps not pumping. Trace issue to stuck Crispin valve on top of digester. Used bucket truck with public works to remove valve and clean. Reinstall valve pumps working again.
8. January 16<sup>th</sup> Custom pumps on sight to replace leaking seal on Mixer pump # 1. Found shaft has worn spots on it. Replaced seals and will order new shaft. Done under Warranty repair.
9. January 20<sup>th</sup> UV transmittance meter low reading. No flow to unit. Flow stopped at cleaning system Reestablish flow, air getting into unit from bad fitting. Reynolds order new fitting.
10. January 21<sup>st</sup> Sludge box and equipment picked up by new owner.
11. January 23<sup>rd</sup>. Warning on SAM D.O. probe remove and return to Hach for service. Calibrate ORP probe.
12. January 28<sup>th</sup> to 31<sup>st</sup> Install spare HMI on MRB plant and new program for R.O. installed. Not getting minimum reading. Notified engineer.
13. T/N annual average to date is 1.57 Mg/l. Annual limit 3.0 Mg/l
14. Total gallons Hauled 55,000 gallons. Removal by G-tech pump truck at 17 cents per gallon
15. Bubble test cassette # 64, 46, 44 & 66
16. Wash Cassette C-1, C-2, D-1 & D-2

### R.O. Update:

1. Maintenance Budget for Re-Use (attached)
2. January 23<sup>rd</sup> Low PSI warning on feed pump. Remove check valve one bad spring. Replace with spare check valve. Pressure back to normal.
3. January 27<sup>th</sup> All Keys A/C replaced A/C unit in MCC for R.O.
4. January 30<sup>th</sup> Harn install new anti scalent chemical pump for R.O.

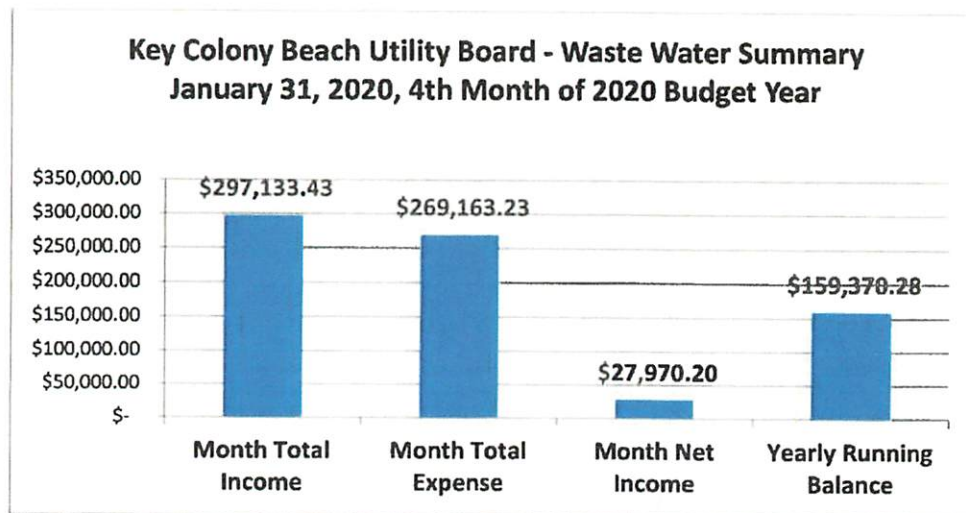
### Collection system:

1. January 2<sup>nd</sup> Pull pump at W Ocean station due to high power usage and pump not keeping up with flow. Found PVC clean out cap in pump. Remove and reinstall pump working power usage back to normal.
2. January 11<sup>th</sup> called out to Coral Lane underwater line broken at bridge. Shut down Coral Lane station no loss of sewage. Called pump truck to transfer sewage until break is repaired. Sunday January 12<sup>th</sup> repair made to force main. Turn lift station back on Monday January 13<sup>th</sup> test for leaks O.K.

## Key Colony Beach Utility Board

### Treasurer's Report – February 18, 2020

- ✓ January 31, 2020 financial summary
  - 4th month of 2020 fiscal year budget, Waste Water funds remain in excellent condition.
    - Monitoring of sewer service income, it is lagging behind budgeted projection. Expectation that Feb 2020 financial results will show an improvement with January billing receipts. I will continue to monitor closely.
  - Monthly tracking file has been updated with January 2020 actual results, with summary plot below.
  - Waste Water January 2020 highlights:
    - Two payment applications provided to Reynolds Construction for UV work
    - One reimbursement check received from the open State grant fund for UV work
    - Note, no sewer connection fees received yet for 2020, related to new construction applications.
  - Storm Water funds are in excellent condition, with no concerns.
    - CD#80032661 is maturing soon, March 06, 2020
      - Propose to investigate CD rates and re-invest for 6/12 months based on potential expected work for Storm Water projects
    - Time to revisit stormwater catch basin cleaning for the City, last cleaning was completed on July 24, 2019. Suggest reviewing coordination of scheduling Stormwater catch basins and lift station cleaning with the same contractor.
  - Recommendation to approve Waste Water Warrant #0120 for \$247,990.73
  - No Storm Water Warrant to review and approve for January 2020.



Financial data provided by Pat Hyland

Treasurer's Report compiled by Tom Harding