

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

Tuesday, October 17, 2017 – 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 Chair of the Board John Dalton. *Answering to roll call was:* John Dalton, Tom DiFransico, Lin Walsh and Toni Appell. On the telephone – Tom Harding. *Excused – Steve Flood and Mike Alexander.*

Also Present: City Administrator Chris Moonis, TLC Project Manager Eddie Ney, TLC Superintendent Mark Claress, Mittauer & Associates Jason Shepler, Utility Clerk Blanca E. Kulig and Plant Manager Dave Evans.

WRF Improvements – Phase 7 Update:

- I. **Contractual Matters** – TLC Diversified, Inc. will request an equitable adjustment in contract times due to Hurricane Irma as per section 4.05 (B) of the Standard General Conditions of the Construction Contract page 11 of 65. Mittauer and Associates Jason Shepler will coordinate with Plant Manager Dave Evans and City Staff to determine the length of time the City did not have adequate resources (electric & water) for TLC Diversified, Inc. to work on the project site. Upon determination of down time, an amendment to the contract will be issued and the completion date extended.
- II. **Permit Matters** – The DEP operating permit renewal application for the sewer plant has been submitted. DEP is working on drafting the final permit. Mittauer and Associates Jason Shepler does not foresee any issues at this time transitioning from the old permit/plant to the new permit/plant operations. When the new plant is ready for operations Mr. Shepler will coordinate with DEP for a site visit and final inspection. Mr. Shepler will provide an update at the next meeting.
- III. **Scheduling - Review Update Progress Schedule, Recap Work to Date and 4 to 8-week Look Ahead | Critical Path Discussion:**
 - a. Mittauer and Associates Jason Shepler has been working with Plant Manager Dave Evans to replace the digester pumps that take the digested Biosolid material to the dewatering unit. The pumps were damaged during the storm and are currently inoperable. TLC Diversified is working on getting the pumps that were part of the contract live as soon as possible. The isolation valves are also inoperable and there is 5-6 feet of liquid in the tank. Mr. Evans is working with several vendors to get the best price to have the liquid pumped out of the tank. Mr. Evans estimates it will take approximately 15 loads and a time frame of a week to have the tank pumped and cleaned out.
 - b. Updates by Project Manager Eddie Ney:
 - The electrician will be on-site for the next three weeks working on

wiring and connections in the control room and ISAM building. Mr. Ney will assign an additional crew to work on the underground electrical conduits that run to the digester and ISAM building.

- The Conex box sustained wind and water damage from the storm. Mr. Ney is working on replacing some electrical control panels that were stored in the box. Once the panels are received Mr. Ney will coordinate with his crew to begin installation.
- The wash-down station will arrive in the next week and will be installed.
- TLC Holiday work schedule 2017:
 - Thanksgiving: Wednesday, November 22, 7:00 am to Noon. No work on Thursday, November 23 and Friday, November 24.
 - Christmas: No work on Monday, December 25 to January 1, 2018.
- Plant Manager Dave Evans will be on vacation November 11 to November 28. Pressure testing and tie-ins will be done once Mr. Evans returns and is available to supervise the tests.

IV. Applications for Payment

- A. AFP Status – Utility Clerk Blanca Kulig will process payment this week for the time period of August 1 to August 31, 2017. As per Project Manager Eddie Ney, there will not be a payment application for the month of September due to Hurricane Irma.
- B. Davis-Bacon Update (Payrolls) / Compliance - No issues at this time.

V. Shop drawings

- A. Updated Review Status – No issues at this time.
- B. American Iron & Steel Compliance – No issues at this time.

VI. Coordination / Technical Issues

- A. Sequence of Near-term Construction Activities – None at this time.
- B. ISAM Temporary Operations Planning | Coordination – No issues at this time. All parties involved will coordinate plant transition at a future date.
- C. Site Security | Safety – No issues at this time.
- D. Working Hours and Working Days – No issues at this time. The schedule remains Monday to Friday 7:00 am to 5:00 pm.
- E. FDEP SRF Site Visit – Site visit is pending, DEP will contact Mittauer and Associates to set up the visit at which time they will notify the City.
- F. Other Items – None at this time.

VII. Next Meeting Discussion – the next Utility Board/Construction Meeting will take place on Tuesday, December 12th, 2017 at 9:30 AM. The November meeting will be canceled due to lack of a quorum.

Motion – Moved by Chair John Dalton seconded by Board Member Lin Walsh, to cancel the November 21, 2017 Utility Board Meeting and move the December meeting to the second Tuesday – December 12, 2017.

On the Motion: Roll Call Vote. Unanimous Approval.

Stormwater 12th Street Project Update: City Administrator Chris Moonis informed the Board he spoke to Mittauer and Associates Mike Tibble. Mr. Tibble is in contact with the contractor Slazar and advised them the City is ready to proceed. Bonds and insurance documentation has been requested from Slazar. Once this documentation has been received a construction meeting will be scheduled to sign the contract and discuss stipulations.

South Florida Water Management approved the revised project specifications allowing the City to use the \$100,000.00 grant towards this project.

Approval of the Minutes: Regular Meeting, August 15, 2017

Motion – Moved by Chair John Dalton seconded by Board Member Lin Walsh, to approve minutes of the Regular Meeting, August 15, 2017.

On the Motion: Roll Call Vote. Unanimous Approval.

Utility Clerk Report: Utility Clerk Blanca Kulig informed the Board fourth quarter Utility billing was mailed out on Monday, September 25th. An insert went out with the letter updating residents about the storm recovery and clean-up efforts. The Utility office and City Hall sustained substantial water damage. The water level in the building was approximately two file drawers high. All office furniture was lost and most filed paperwork on the bottom drawers were damaged. City offices are currently situated in FEMA trailers outside City Hall and operating regular business hours.

Operators Report: Included as part of the minutes.

Chairs Report:

- A. **Hurricane Irma Update** – The Sewer Plant sustained moderate damage during the storm. Plant Manager Dave Evans was on-site to bring systems back online after the storm surge receded and safe access to the plant was available. The back-up generator went into operation as soon as the City lost power. The power conversion was successful and there were no issues. TLC Diversified had a crew onsite prior to the storm to store materials and equipment. Plywood was placed on windows and openings on all structures for protection. The chemical storage shed lost its roof and the existing control room sustained significant damage to the roof and will need to be replaced. Building Official Ed Borysiewicz will work with Mr. Evans to get the structures repaired and roofs replaced. *(Please see attached Operator's Report for more details on storm preparations and post-hurricane operations)*
- B. **Harn R/O Screen Proposal** – Plant Manager Dave Evans presented the Utility Board with a proposal to purchase a backup operation screen for the R.O. System. The existing screen broke a couple of weeks back and the manufacturer provided the City with a loaner screen while they fixed the broken one. Mr. Evans would like to have a spare on hand so if this happens again in the future there is no downtime with the R.O. System.

Motion – Moved by Chair John Dalton seconded by Board Member Tom DiFrancisco, to order a spare operation screen for the R.O. from Harn at a cost of \$3,275.00.

On the Motion: Roll Call Vote. Unanimous Approval.

- C. **Stairs for Sewer Plant Proposals / Update:** Plant Manager Dave Evans spoke to Kenny Matlock of Matlock's Welding and Fabrication and the stairs will be completed and installed

by the end of the month.

- D. **Manhole Risers Proposal:** A proposal from 3rd Generation Plumbing was received for the repair of four manholes that are below grade. The proposal also included repairing two leaks however; the leaks have been fixed by City Public Works Staff. Utility Clerk Blanca Kulig will contact 3rd Generation Plumbing and ask them to re-quote without the leak repairs.
- E. **Manhole #11 East Ocean:** 3rd Generation Plumbing repaired manhole #11 on East Ocean Drive however they did not seal the ring around the manhole. Utility Clerk Blanca Kulig has contacted 3rd Generation Plumbing and informed them about the repair. They promised to come out and finish the repair at their earliest convenience prior to Hurricane Irma. As of today, they have not completed the repair. Ms. Kulig will contact them again and get a definite date for the repair.
- F. **Clean and Camera Sewer Gravity Main Line Update:** Plant Manager Dave Evans informed the Board the cleaning and camera of the City was complete. The City has received two copies of the reports and videos of the work. One copy of the documentation is at the sewer plant with Mr. Evans and the other is at City Hall in the Utility Office.
- G. **DEP Permit Renewal Draft Review:** Mittauer & Associates Jason Shepler informed the Board the permit application has been submitted. See above for more details.

Treasurer's Report: Included as part of the minutes.

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

Waste Water/Sewer Warrant #0817: was approved in the amount of \$563,192.58.

Waste Water/Sewer Warrant #0917: was approved in the amount of \$95,963.06.

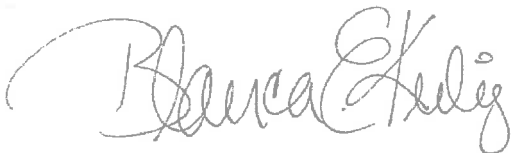
Stormwater Warrant #0817: was approved in the amount of \$4,700.00.

Any Other Business/Members Comments: None.

The meeting adjourned at 10:35 am.

The next meeting will be on Tuesday, December 12, 2017 at 9:30AM

Respectfully Submitted by:



Blanca E. Kulig, 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

August 2017

Plant Update:

1. Call Outs August 27th 4:45 AM Air flow low side two. Clear CFM meter and restart train two.
2. August 1st Pull recirculation pumps 1 & 2. Remove rag from # 1 replace impeller and pump hosing on pump # 2.
3. August 8th MHS perform Bi-annual service on jib crane. Adjust tension on drive wheels.
4. August 8th Solids building on side one. Pull P-34-1 and remove rag from pump.
5. August 11th FV-3560-1 failed. Replace actuator valve working in auto.
6. August 16th Clear drain line for compactor washer.
7. August 17th Remove media from odor control unit for sludge box and replace with new media.
8. August 28th Primary and secondary water sampling completed for permit renewal.
9. TN average to date is 2.76 Mg/l. Annual limit 3.0 Mg/l.
10. Total gallons in sludge box 152,490 gallons. Approximant cost was 8 cents per gallon.
11. Bubble test cassette # 43, 44, 7, 3, 45, 46, 4 & 6
12. Wash Cassette D-2, A-2, A-1, C-1, B-2, C-2, B-1 & D-1.

R.O. Update:

1. Maintenance Budget for Re-Use (attached)

Collection system:

1. August 1st, City workers repair leaking lateral at 401 E. Ocean Dr.
2. August 3rd seal leak around force main in Coral Lane lift station.
3. August 7th Pump mount came loose at W. Ocean lift station. Shut off station west side of island use pump truck to keep station dry and reattach pump mount.
4. August 29th Replace pump mount and check valve at 11th street lift station.

OPERATOR REPORT

September 2017

Plant Update:

1. Call Outs September 18th 3 AM Power loss Generator running reset blowers. Power on generator off. September 21st 6:30 PM Power out generator running. Reset air compressors and VFD for P-35-2 & S September 23rd High water light on at 13th street Pump #2 out switch to # 1 pump. September 24th 6:30 PM Reset blowers monitor plant levels. September 29th 4 AM reset Blowers. September 30th 8:30 AM reset blowers.
2. September 5th Put up hurricane shutters and prep plant for hurricane Irma.
3. September 5th TLC completed hurricane prep and left sight.
4. September 9th 3 PM turn off all lift station for hurricane.
5. September 11th No power or water to city. Start generator water in main air line shut off blowers till repair can be made. Turn off generator. Lab/blower room had 3 feet of water. Roof damaged on control building and roof gone off UV shed. Chemical tanks moved 6 feet. Water was up to floor of control building. No water in new building. Plant lift station took 10-inch water in control panel. A/C not working in electric room. Junction box at bottom of NE stairs taken down. Prop back up.
6. September 12th blow water out of main air line. 4-inch air line to digester broken shut off valve. Card # 3 blowing fuse plant will not run. Make plant work in hand and pump down plant. Clean up floor and threw out office furniture in lab building.
7. September 13th Trace issue on card 3 to bad wire to high level float. Disconnect wire fuse holding. Side one working in auto. Side two only working in hand. Pull pump P-34-2 and remove rag from pump.
8. September 14th P-34-2 not working bad wire from MCC-B. No power to sludge box lift station. No power to plant still running on generator.
9. September 15th. Run new conduit and wire from MCC-B to disconnect switch for P-34-2. Recirculation pump P-34-2 running. TLC moved chemical tanks back to original location. Still no power or water.
10. September 16th. Replace contactor in plant lift station and start up station. Replace bad wire from blower room to sludge box lift station pump. Pump working. Jump out control on screen to get working. 2 PM FKEC RESTORED POWER.
11. September 17th Superannuate digester to # 3 drying bed. Repair broken 2-inch reuse water line broken during clean up. Repair air line to digester. Flow meter stopped working.
12. September 18th. Diesel tank filled.
13. September 19th Clean out blower room and old chlorine room. Dispose of fridge and incubators.
14. September 20th. Replace level transmitter side one. Cover UV and chart recorder with tarp. Repair chemical feed pumps. Water line to construction sight broken shut off.
15. September 21st No power to UV shed. Check breaker at MCC-A ok bad wire from MCC to shed. Replace wire from 110V panel in blower building to flow meter. Flow meter working again. Arctic Temp looked at AC for electric room.
16. September 22nd repair 4-inch air line to digester. Run temporary 110 volt power to UV chart recorder.
17. September 25th No power to polymer shed. Replace GFI on RO building that supplies power to shed. Polymer pump works but went under water. Order new pump. Untangle trolley wire on jib crane. Noted wires pulled out notify MHS to repair.
18. September 29th dump truck took out overhead phone line to plant. Assist city workers in temporary repair to phone line so auto dialer will be able to call out if plant shuts down.
19. TN average to date is 2.76 Mg/l. Annual limit 3.0 Mg/l.
20. Total gallons in sludge box 152,490 gallons. Approximant cost was 8 cents per gallon.
21. Bubble test cassette # 43, 44, 7, 3, 45, 46, 4 & 6
22. Wash Cassette D-2, A-2, A-1, C-1, B-2, C-2, B-1 & D-1.

R.O. Update:

1. Maintenance Budget for Re-Use (attached)

Collection system:

1. September 5th Pull pump at 4th street station and remove rag.
2. September 7th Pull pump at 4th street remove rag. Replace Impeller and wear ring and motor contactor.

3. September 13th check out all lift station. No power pole or control panel at 3rd & 7th street lift stations. Power cable pulled out of motor contactor 11th station motor contactor broken. 9th street control panel took 6-inch of water.
4. September 16th G-tech pumping lift stations and transferring to sludge box lift station to be pumped to plant.
5. September 17th power restored to 8th 13th & 14th street lift station. BC Enterprise transferring sewage from stations with no power to 13th street.
6. September 19th Replace motor contactor 8th St. Repair force main on south side of Causeway Bridge. Replace float Causeway N lift station. Powers on to all lift station except W Ocean 7th 3rd and Causeway. Continue to use pump truck to transfer sewage.
7. September 20th power on to all lift station except 7th and 3rd no power pole or control panel. Continue to transfer sewage to 13th street.
8. September 25th Pull #2 pump 13th street and remove rags and replace wear ring. Pull pump Coral lane and remove underwear and replace wear ring.
9. September 27th clean up contractor ripped lid of Causeway N. lift station and pushed trash in station. Have pump truck pump down station. Remove trash bags blocking pump. Clean out station. Same contractor knocked the ring and cover off manhole # 7 at end of Causeway and East Ocean.
10. September 27th Clean Grounds clean out lift stations except 7th and Vista del Sol. 3 feet of sand in 3rd street.
11. September 28th Pull # 1 pump 13th street remove rag and replace wear ring.

Key Colony Beach Utility Board

Treasurer's Report – October 17, 2017

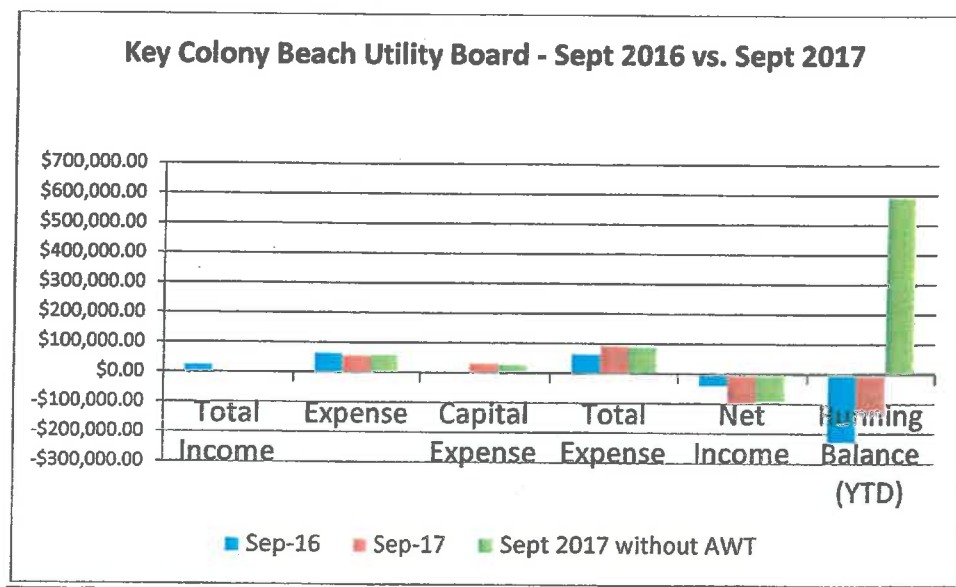
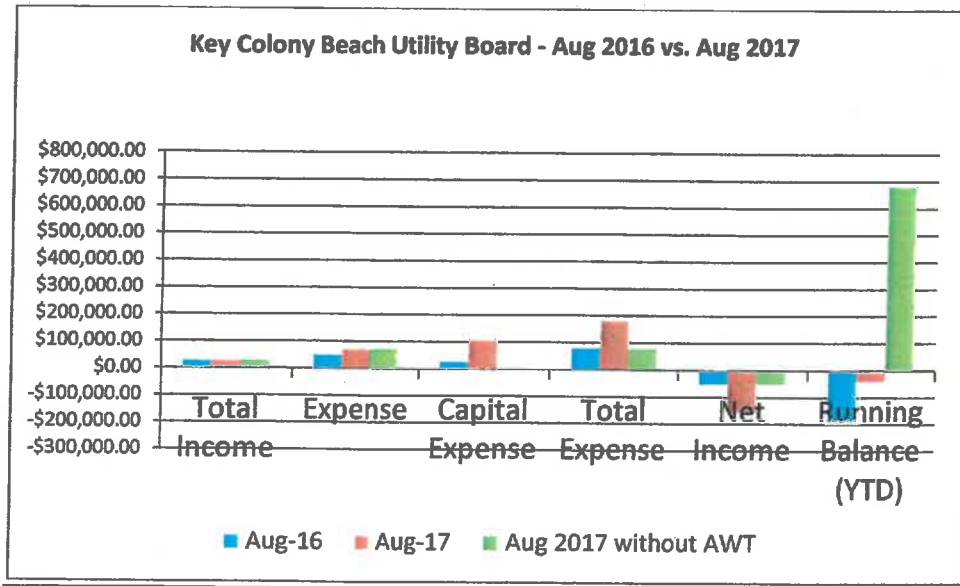
- ✓ September 30, 2017 financial summary
 - Waste Water funds continue to remain in excellent shape, with the full 2017 12 months of exposure, this completes the 2017 budget year.
 - Based on 12 months of exposure, 2017 budget
 - Taking total actual income and subtracting total actual expenses (including work from the AWT project), 2017 ended with a **-\$184,816.75** amount, with \$609,391.17 awaiting reimbursement from the State. Potential for \$424, 574. 42 positive balance once reimbursement catches up with requests.
 - For the AWT Master Plan, the total to-date payments are \$3,004,666.17.
 - Reimbursement received to-date from the Florida State fund total \$2,395,275.00. Remaining funds not reimbursed yet are \$609,391.17
 - Waste Water liquid funds are at \$1,751,212.92. I would continue to recommend to the Utility Board we invest in higher interest bearing accounts in the next month based on the amount of funds we have in the MM account.
 - Special Notes for August/September for Waste Water bills:
 - 50% deposit was completed for Sewer Plant Stairs
 - DEP permit renewal was paid
 - Clean Grounds Inc. payment was completed for cleaning and TV sewer gravity lines
 - Pump out and transfer payments due to Hurricane Irma
 - Monthly tracking file updated with Sept 2017 actual results, and tracking file updated against last budget year. Plot below attached.
 - Storm Water funds are also in excellent condition, with no concerns for the current status to the budget and adequate liquid funds are available.
 - Update on a question asked by the City Commission, the current contract with U.S. Water Services Corporation ends on June 30, 2018.
 - Recommendation to approve Waste Water Warrant #0817 for \$563,192.58
 - Recommendation to approve Storm Water Warrant #0817 for \$4,700.00
 - Recommendation to approve Waste Water Warrant #0917 for \$95,963.06

Financial data provided by Blanca Kulig

Treasurer's Report compiled by Tom Harding

Key Colony Beach Utility Board

Treasurer's Report – October 17, 2017



Financial data provided by Blanca Kulig

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