

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

Tuesday, February 20, 2018 – 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, Steve Flood, Tom Harding, Mike Alexander, Tom DiFransico and Lin Walsh.

Also Present: City Administrator Chris Moonis, TLC Project Manager Eddie Ney, Mittauer & Associates Jason Shepler, Utility Clerk Blanca E. Kulig and Plant Manager Dave Evans. Public - 1

WRF Improvements – Phase 7 Update:

I. Contractual Matters

- A. TLC Contract Modification Request Related to Hurricane Irma – Mittauer and Associates Jason Shepler presented the Board with the request for an extension and reimbursement of hurricane expenses submitted by TLC Diversified, Inc. TLC is requesting a 33 day extension and \$9,182.96 to cover costs incurred before the storm to secure the project site. After discussion by the Board, Chair Dalton suggested the request and backup paperwork be sent to City Attorney Tom Wright so he can help the City determine the appropriate time and costs.

Motion – Moved by Board Member Tom Harding seconded by Chair John Dalton, to submit TLC’s Contract Modification Request and backup paperwork to City Attorney Tom Wright for review and recommendation on what the City’s responsibility is and how the Utility Board should move forward.

On the Motion: Roll Call Vote. Unanimous Approval.

- B. FDEP SRF Site Visit Recap – Mittauer and Associates Jason Shepler informed the Board the file audit and site visit by FDEP went very well. No issues were found and the inspector was impressed by the accuracy and organization of the documents requested. Mr. Shepler will work with the City Staff to put together the Asset Management Plan requested by the FDEP for their next visit.
- C. Mittauer and Associates Jason Shepler informed the Board the two new tanks were filled with water and a hydrostatic test was conducted. There were several places where the form tying devices were placed that water was weeping through the concrete and cracks were present in the concrete. Mr. Shepler met with Bella Construction yesterday, the tanks will be emptied and tests conducted to determine what needs to be done to repair.

- II. **Permit Matters** – Partial Certification was submitted to FDEP for ISAM start-up on February 13, 2018. This certification will allow the start-up and testing of the ISAM portion of the project. A full certification will be issued at a later date once

the project is complete.

III. Scheduling

4 to 8-week Look Ahead | Sequence of Operations with ISAM

2/19/18 – 2/23/18:

- Perform Start-up on EQ Pumps
- Perform Start-up on Blowers
- Partial Start-up on ISAM Controls

2/26/18 – 3/2/18:

- Draining the Tank
- Modifications inside the Tank Wall

3/5/18 – 3/9/18

- Continue Hydrostatic Test on Tanks

3/12/18 – 3/16/18

- Fix Screen (Vulcan)
- Perform Start-up on Screen
- Tie-in to FM
- Start Bypass Operations

IV. Applications for Payment

- A. AFP Status – No issues at this time.
- B. Davis-Bacon Update (Payrolls) / Compliance - No issues at this time.

V. Shop drawings

- A. Updated Review Status – No issues at this time.

VI. Other Items

- A. Site Security | Safety – No issues at this time.
- B. Working Hours and Working Days – No issues at this time. The schedule remains Monday to Friday 7:00 am to 5:00 pm.
- C. Other Items:
 1. UV Electrical Equipment Building – Mittauer and Associates Jason Shepler is working on the engineering plans for the proposed building and will be presenting designs and specifications at the next Utility Board meeting.

VII. Next Meeting Discussion – the next Utility Board/Construction Meeting will take place on Tuesday, March 20, 2018 at 9:30 AM.

Stormwater 12th Street Project Update – City Administrator Chris Moonis informed the Board, Slazar Construction and Plumbing has not complied with the terms set forth by the City Commission to submit the bonding documents by the next Commission Meeting (02/22/18). The Board discussed the possibility of Slazar not fulfilling the requirement and having to move on to the next lowest bidder. There is also a cashier's check on file in the amount of \$11,225.90 that was submitted with the bid as bond guarantee. The Board agreed to allow the City Commission to decide whether to keep the check and use it towards the project or to return the check to Slazar.

Motion – Moved by Vice Chair Steve Flood seconded by Board Member Lin Walsh, in the event Slazar Construction and Plumbing defaults on the conditions set forth by the City Commission; the Utility Board recommends to the City Commission to cancel the agreement with Slazar and accept the next lowest bidder to avoid additional project delays.

On the Motion: Roll Call Vote. Unanimous Approval.

Approval of the Minutes: Regular Meeting, January 16, 2018

Motion – Moved by Chair John Dalton seconded by Board Member Tom Harding, to approve minutes of the Regular Meeting, January 16, 2018.

On the Motion: Roll Call Vote. Unanimous Approval.

Utility Clerk Report – Utility Clerk Blanca Kulig reported to the Board the availability of a DEP Grant in the amount of \$100,000.00. These fund can be utilized towards payment of work performed by TLC Diversified, Inc. for the WFR Improvements Project. Ms. Kulig will provide an update on the status of the grant at the next Board meeting.

Operators Report: Included as part of the minutes.

Chairs Report:

A. Condo / Resident Requests for Wastewater Hurricane Relief:

The Board was presented with a financial report by Treasurer Harding outlining the operating budget and expenses of the sewer plant. The sewer plant operates on a fixed cost budget, therefore granting any financial relief to residents would impact the operating funds. The expenses of operating the sewer plant is the same regardless of how many residents are in town. Utility Clerk Blanca Kulig contacted the cities of Key West, Islamorada and Marathon; these cities did not provide residents with any type of relief. After a short discussion all members agreed it would not be possible to grant Hurricane Relief.

Motion – Moved by Board Member Mike Alexander seconded by Vice Chair Steve Flood; The Utility Board does not recommend the City give hurricane relief for sewer fees.

On the Motion: Roll Call Vote. Unanimous Approval.

B. Hurricane Irma Update – Plant Manager Dave Evans continues to work with vendors and local contractors to complete the necessary hurricane repairs to the sewer plant.

C. Stairs for Sewer Plant Update – Plant Manager Dave Evans informed the Board the stairs are ready to be installed. TLC crews need to install several valves before the stairs are set in place. This should be taking place in the next couple of weeks.

D. Manhole Risers Update: A proposal was received from 3rd Generation Plumbing to raise 4 (four) manholes two (2) inches above grade as follows: #68 – 331 12th Street, #12 – Corner E Ocean Drive & 1st Street, #25 – 240 Sadowski Causeway and #37 – 840 Shelter Bay Drive in the amount of \$2,500.00. The amount quoted includes labor and materials to complete the work.

Motion – Moved by Board Member Mike Alexander seconded by Vice Chair Steve Flood, to accept the proposal from 3rd Generation Plumbing to raise four (4) manholes two (2)

inches above grade in the amount of \$2,500.00.

On the Motion: Roll Call Vote. Unanimous Approval.

- E. **Control Room Roof Replacement Update:** All Florida Roofing has completed the replacement of the control room roof. Work is pending final inspection at this time.

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

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

Waste Water/Sewer Warrant #0118: was approved in the amount of \$189,109.25.

Stormwater Warrant #0118: was approved in the amount of \$1,000.00.

Any Other Business/Members Comments: None.

The meeting adjourned at 11:36 am.

The next meeting will be on Tuesday, March 20, 2018 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.***