

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

Tuesday, March 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** – Contract Modification No. 2 was submitted to DEP for review and approval. Reason for contract modification: *“The entire Keys were under mandatory evacuation during Hurricane Irma which led to the loss of time and additional expenses for the contractor”*. Amount of change order: \$9,182.96; effective date: February 28, 2018. The Contract Modification was reviewed by City Attorney Tom Wright, approved by Mayor John DeNeale and accepted by TLC Diversified Project Manager Eddie Ney.

- II. **Permit Matters** – Mittauer and Associates Jason Shepler sent a partial certification to DEP for approval. Mr. Shepler has not heard back but from previous experience as long as DEP has the submittal of the certification there should be no permitting issues when starting up the new tanks.

III. Scheduling | Coordination / Technical Issues

1. **Update on Tank Taper Tie Repairs** – Mittauer and Associates Mike Tibble met with TLC Diversified Project Manager Eddie Ney, Bella Construction Representatives and Xypex Representatives on Wednesday, March 7 on-site to address the tank taper tie leaks. The representative from Xypex demonstrated their product and instructed TLC on how to apply the product. TLC followed up the next day and a half and sealed the taper tie holes that were leaking and filled the tank. Repairs have been effective and there has been no evidence of moisture for the exception of one spot which has been sealed a second time and will be monitored to make sure there are no future leaks. Mr. Tibble’s findings on his visit concluded two things: 1. the water stop that was used to plug the taper tie hole was too small creating the leaks. 2. In regards to the cracks on the concrete, Mr. Tibble believes the concrete was not wetted as the concrete was curing causing cracks on the surface.

2. **Testing of ISAM Components** – On February 19 and February 20, 2018, several vendors were on site testing their components. Vendors on-site were as follows:

- a. Fluidyne – ISAM Components: successful testing.
- b. Universal Blower PAC – MBR and SAM Blowers: a faulty temperature gauge was found and will be replaced.
- c. CC Controls – Instruments: several instruments were tested successfully. They will return to test additional instruments that are pending delivery. They also had an issue with a calibration air flow meter. The meter was taken for repair and is pending return.
- d. Siemens/Jeff Hall Electric – Motor Control Center / VFDs: successful testing.
- e. Custom Pumps – EQ/Recycle Pumps and Vacuum Priming: there was an issue with the piping air release points. Mittauer and Associates Jason Shepler is researching with TLC what it would cost to add some additional release points in the piping. The estimated cost is approx. \$2,000 as per TLC Project Manager Eddie Ney. Mr. Shepler would like to see this happen to make sure that all the air is existing the system. Mr. Shepler will report back to Board at the next meeting with specifications and costs for approval.
- f. Barrett Supply, Inc. – Chemical Feed Systems: successful testing.

TLC will be submitting the startup reports as formal submittals to the City.

3. **Startup Coordination** - AT&T will be onsite Thursday, March 22 to install the phone lines necessary for the auto-dialer. The screening manufacturer will be onsite March 20 to March 21 for testing and addressing of some corrosion issues on the screens. Mr. Shepler will coordinate with Plant Manager Dave Evans to resolve the issues mentioned above in item #2. Startup of the tank is estimated to occur the week of March 26 to March 30.

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

1. Existing MBR WAS Valve Replacements | Bypass Pumping Begins.
2. Stairway replacement
3. Existing Influent Structure Removal (Screens and Stains)
4. MBR Rehab | Digester Rehab | Interim Wasting to ISAM | Air Delivery Alterations.

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 presented the Board with a Review Set and Project Manual for the proposed UV building. This is not a complete set and the intent of the presentation was to open dialogue on what the City needs. Board Member Tom DiFransico inquired if there would be any benefit to building a larger building. Plant Manager Dave Evans answered, the only benefit would be additional storage. The design currently shows a 10x10 structure. Mr. Shepler will check on pricing for a larger structure to see if financially it would make sense to go for the next size up to have secure/hurricane proof storage.

VII. Next Meeting Discussion – the next Utility Board/Construction Meeting will take place on Tuesday, April 17, 2018 at 9:30 AM.

Stormwater 12th Street Project Update –

Charley Toppino & Sons Project Manager Chris Butler was on the phone to provide an update. Mr. Butler informed the Board they received the Notice to Proceed last Thursday and the submittal process with Mittauer and Associates has begun. Mobilization and drilling is scheduled to begin on Monday. The first well will be drilled in front of house #771. He estimates they will be working in that area for a week +/- a day or two. Then they will be moving south to drill well #2 in front of house #451. They will be there for a week and then move on to well #3 located in front of house #227. He anticipates three weeks of well drilling and from there moving on to relocating the existing water lines that conflict with the construction. Once the water lines have been moved they will move on to digging out the inlets. Building Official Ed Borysiewicz is working on securing a staging site for the construction on a vacant lot on 12th Street. Mr. Borysiewicz is in contact with the realtor and should have an answer for Mr. Butler shortly.

Utility Clerk Blanca Kulig included a letter with the Wastewater invoices advising 12th Street residents of the upcoming construction. An email was also sent out to all property managers with properties on 12th Street. Any incoming phone calls to the City regarding the construction will be directed to Building Official Ed Borysiewicz. Mr. Borysiewicz lives on 12th Street and is familiar with the technical aspects of the project.

Approval of the Minutes: Regular Meeting, February 20, 2018

Plant Manager Dave Evans requested an addition of verbiage to item I. Contractual Matters; C as follows:

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 *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.

Motion – Moved by Board Member Mike Alexander seconded by Chair John Dalton, to approve minutes of the Regular Meeting, January 16, 2018, with corrections.

On the Motion: Roll Call Vote. Unanimous Approval.

Utility Clerk Report – Utility Clerk Blanca Kulig reported to the Board the second quarter Utility billing was mailed out on Monday, March 19th.

Operators Report: Included as part of the minutes.

Chairs Report:

- A. **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.
- B. **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.
- C. **Manhole Risers Update:** 3rd Generation Plumbing completed the work on raising 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. Plant Manager Dave Evans would like the contractor to seal the manhole rings with concrete to avoid displacement in the future. Mittauer and Associates Engineer Jason Shepler will research what the standard width for concrete around manholes should be. Utility Clerk Blanca Kulig will contact the contractor and inform them of the request and provide specifications for the repair.
- D. **Control Room Roof Replacement Update:** All Florida Roofing has completed the replacement of the control room roof. Final inspection was completed by Building Official Ed Borysiewicz.

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

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

Waste Water/Sewer Warrant #0218: was approved in the amount of \$80,311.44.

Stormwater Warrant #0218: N/A

Any Other Business/Members Comments: None.

The meeting adjourned at 10:42 am.

The next meeting will be on Tuesday, April 17, 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.***

OPERATOR REPORT

February 2018

Plant Update:

1. Call Outs February No call outs.
2. February 5, AT&T installs new phone line from pole to control building.
3. February 6th TLC broke 1.5 inch reuse line to dip tank. TLC made repair.
4. February 14th Roofers repairing roof on control building.
5. February 15th TLC filled new surge tank. Noted cracks and leaks in new tank.
6. February 15th TLC had new chemical tanks filled. 1025 gallons Micro C and 1035 gallons Alum.
7. February 19 and 20 Start up new equipment 6 new blowers. 3 new pumps and new Scada system.
8. February 20th FEMA on sight at sewer plant to evaluate hurricane damage.
9. February 26th Vacuum pump A tripping out. Amps Ok. Replace motor coupling and change oil in pump. Motor bad. Order new motor. Pump out of service.
10. February 27th P-35-1 failed. Replace 10 Hp motor. Pump back in service.
11. T/N average to date is 3.88 Mg/l. Annual limit 3.0 Mg/l
12. Total gallons in sludge box 125,120 gallons. Approximant cost was 8 cents per gallon.
13. Bubble test cassette # 7, 46, 44, 45, 43 & 4
14. Wash Cassette C-1, B-2, C-2, D-2, A-2 & D-1

R.O. Update:

1. Maintenance Budget for Re-Use (attached)
2. February 13th Al and Daryl repaired crack in 6-inch line to city irrigation system under old RO building.

Collection system:

1. February 5th New lift station lid installed at Causeway North lift station.
2. February 6th New lift station lid installed at West Ocean lift station.
3. February 8th Clean grounds finished cleaning all lift stations.
4. February 12th Coral lane not working in auto. Found bad float and repaired.
5. February 12th 3rd street lift station power consumption up. Pulled pump replace impeller and wear ring. Install new zincs on pump.
6. February 13th. Replace manhole # 38 on Shelter Bay to match new elevation of paver driveway

Key Colony Beach Utility Board

Treasurer's Report – March 20, 2018

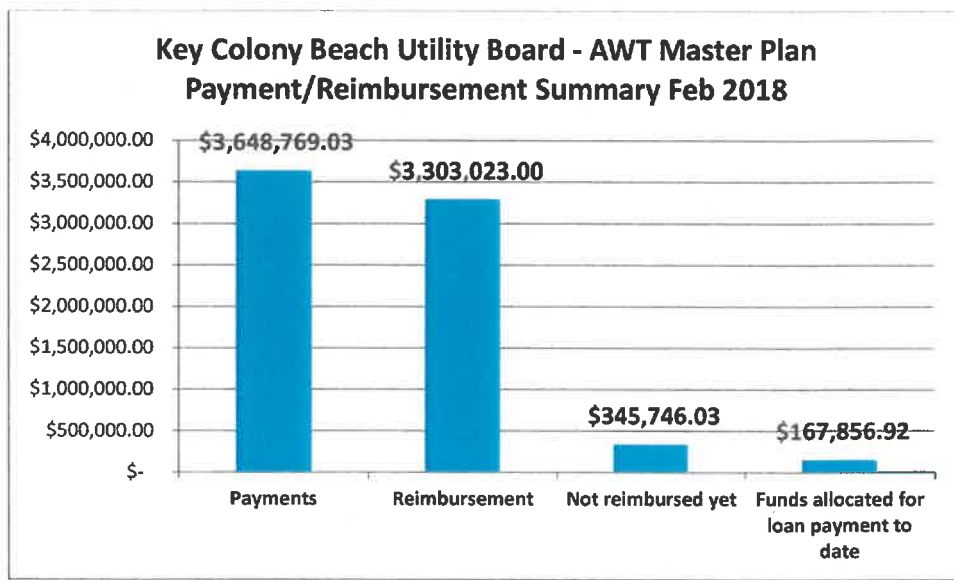
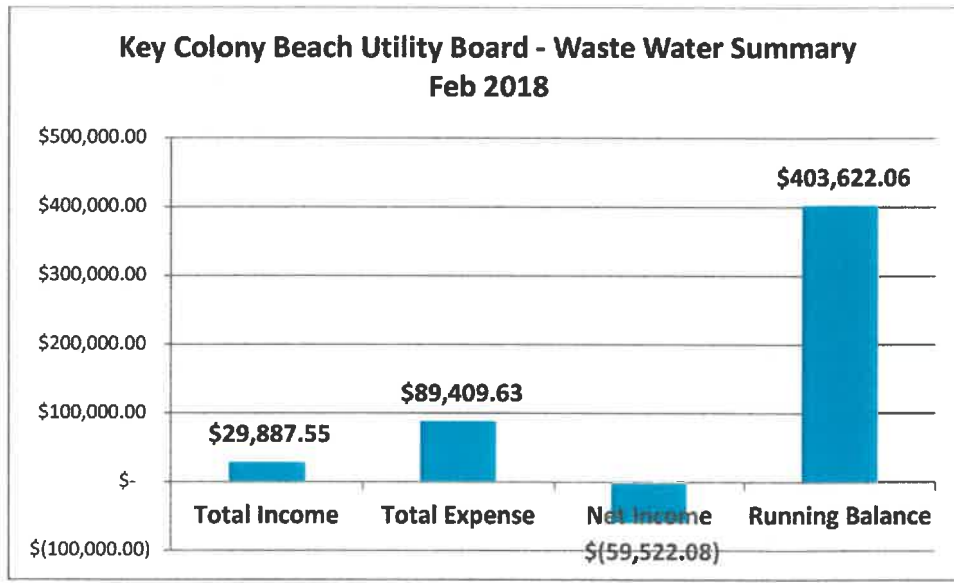
- ✓ February 28, 2017 financial summary
 - Waste Water funds remain in excellent shape.
 - We continue to have a positive running balance after 5 months
 - We have occurred a total to-date for repair expenses from Hurricane Irma in the amount \$111,180.32. Payment was provided for cleaning of sewer lines after the storm during February. This total amount from the Hurricane Irma is unbudgeted, but we have adequate funds to cover the current expenses.
 - Sewer Service Income is continuing to track slightly lower than last budget year, I will continue to monitor monthly, no significant concern at this time. Total lower income to date is \$27,247.05.
 - For the AWT Master Plan, the total to-date payments are \$3,648,769.03 this is 70% of the total expected amount.
 - Reimbursement received to-date from the Florida State fund is \$3,303,023.00 with \$345,746.03 not reimbursed yet. Detail plot included on page two.
 - Monthly tracking file has been updated with Feb 2018 actual results. Plot below attached.
 - Storm Water funds are also in excellent condition, with no concerns, and adequate liquid funds are available.
 - Recommendation to approve Waste Water Warrant #0218 for \$80,311.44

Financial data provided by Blanca Kulig

Treasurer's Report compiled by Tom Harding

Key Colony Beach Utility Board

Treasurer's Report – March 20, 2018



Financial data provided by Blanca Kulig

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