

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

Tuesday, May 15, 2018 – 9:35 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 Harding, Mike Alexander, and Lin Walsh. *Excused:* Steve Flood and Tom DiFrancisco

Also Present: City Administrator Chris Moonis, TLC Project Manager Eddie Ney, Mittauer & Associates Jason Shepler, Building Official Ed Borysiewicz, Utility Clerk Blanca E. Kulig, Administrative Assistant Pat Hyland and Plant Manager Dave Evans. Public - 0

Stormwater 12th Street Project Update –

City Administrator Chris Moonis provided a report on behalf of Charlie Toppino & Sons Project Manager Chris Butler. The concrete boxes for the catch basins have been ordered. Estimated time of fabrication is three weeks. Crews will start to mobilize on May 21st once boxes have been received. Mr. Moonis has contacted SFWMD to inquire about grant funding for the current year, and learned there won't be any funds available until next fiscal year.

SRF WRF Improvements – Phase 2 Update:

I. Contractual Matters –The change order proposal form for the sluice gate installation in the amount of \$15,850.54 was approved by the City Commission at their last meeting. Also approved by the City Commission was the change order proposal form in the amount of \$8,666.79 for labor to remove the concrete slab in the Digester.

II. Permit Matters – None at this time.

III. Scheduling | Coordination / Technical Issues –

A. Priority at the moment is to rehab the Digester. Sandblasting of the interior of the Digester has uncovered a hole which will require a plate to be welded. Matlock Welding & Fabrication will weld a plate to cover the hole and inspect any other areas that may need attention. Bella Construction arrived on Monday and is removing concrete and working on the MBR tank deck. HACH will be returning to investigate the vibration in the handheld tank pressure probes.

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

5/14/18 – 5/18/18

- Start working on MBR Concrete Deck
- Install MBR Piping
- Sandblasting Digester – Ongoing
- Remove Slab Inside Digester (3-day process)

5/21/18 – 5/25/18

- Demo Stairs at MBR Tank
- Piping from ISAM Tank to MBR Tank - Ongoing
- SS Air Piping from ISAM to MBR - Ongoing
- Inspect the Beams on West Side of MBR Tank

5/28/2018 – 6/1/2018

- SS Air Piping – Ongoing
- Install T-Valve and Diffusers
- Pour West Side of MBR Top Deck – once poured concrete deck will take approximately 28 days to cure
- Install Slide Gate

6/4/2018 – 6/8/2018

- Install I-Beams on West Side of MBR
- Install SS Air Piping
- Setting Up Start-Up & Training for Mixer
- MBR Piping - Ongoing

- C. Motive/EQ Pump Coordination - Mr. Shepler informed the Board no determination has been made as to the reason why one of the new pumps is vibrating. The manufacturer is working on a solution. For now the two alternate pumps are running at a slower speed to accommodate for this situation.

IV. Applications for Payment

- A. AFP Status – No issues at this time.
- B. Davis-Bacon Update (Payrolls) / Compliance – Utility Clerk Blanca Kulig and Administrative Assistant Pat Hyland will be conducting interviews later this afternoon.

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** – The project was advertised in the Key West Citizen on Monday, May 14th. Bid opening will occur at 2:00 pm on Monday, June 18, at City Hall.

- VII. Next Meeting Discussion** – the next Utility Board Meeting/Construction will take place on Tuesday, June 19, 2018 at 9:30 AM.

Approval of the Minutes: Regular Meeting, April 17, 2018
Emergency Meeting May 7, 2018

Motion – Moved by Board Chair John Dalton and seconded by Board Member Tom Harding, to approve minutes of the Regular Meeting, April 17, 2018 and Emergency Meeting, May 7, 2018.

On the Motion: Roll Call Vote. Unanimous Approval.

Utility Clerk Report – Utility Clerk Blanca Kulig reported to the Board that she will be resigning effective June 1st, to relocate to Gainesville and continue her pursuit of a degree to become a Forensic Anthropologist. Pat Hyland will be replacing Blanca as the new Utility Clerk. Blanca is training Pat on the many responsibilities of the position. Blanca informed the board that the trailer at the Sewer Plant is missing required wage and labor posters, which must be displayed in order to be in compliance with Davis-Bacon requirements for the SRF loan. TLC Project Manager Eddie Ney will ensure that the posters are displayed.

Operators Report: Included as part of the minutes.

Plant Manager Dave Evans recommended purchasing 2 new pressure tanks for the RO to resolve a problem with the City's irrigation system. The existing tanks were damaged as a result of Hurricane Irma. This item will be added to the Hurricane Irma repair list submitted to FEMA for reimbursement.

Motion – Moved by Chair John Dalton and seconded by Board Member Tom Harding, to approve ordering 2 pressure tanks for the R.O. in the amount of \$2,123.50.

On the Motion: Roll Call Vote. Unanimous Approval.

Chairs Report:

- A. **R.O City Reimbursement** – City Administrator Chris Moonis requested to waive the annual \$60,000 reimbursement due to lack of funds from FEMA.

Motion – Moved by Board Chair John Dalton and seconded by Board Member Mike Alexander, to approve waiving the \$60,000 reimbursement for the current fiscal year.

On the Motion: Roll Call Vote. Unanimous Approval.

- B. **Hurricane Irma Update – Sewer Plant** – City Administrator Chris Moonis inquired if cost estimates have been provided to IBTS for FEMA reimbursement. Mr. Moonis gave an update of what has been submitted thus far to FEMA.

- C. **Stairs for Sewer Plant Update:** Stairs have been completed.

- D. **Manhole Risers Update:** Utility Blanca Kulig will contact 3rd Generation Plumbing regarding correcting the work on manhole #19 on 3rd Street. The manhole cover is about half inch smaller in diameter than the ring.

- E. **Zenon Environmental Service Agreement Renewal** - Plant Manager Dave Evans recommended the cost of the replacement of the black box be included in the Agreement.

Motion – Moved by Board Member Tom Harding and seconded by Lin Walsh to, to approve the renewal of the Zenon Service Agreement including the replacement of the black box. The total agreement cost will be \$19,130.00.

On the Motion: Roll Call Vote. Unanimous Approval.

US Water 'New' Proposed Contract –The City currently contracts the operation, management, and maintenance of the Wastewater Treatment Plant through U.S. Water Services. The current 5-year contract ends June 30, 2018. The Utility Board has been very satisfied with U.S. Water Services to-date, and has completed a service capability/cost rate comparison of the new U.S. Water new contract vs. potentially managing the wastewater plant ourselves. Negotiations with U.S. Water resulted in the lowest cost fee structure while continuing the high-level of services we have today for the new 5-year contract. Board Member Mike Alexander will present the recommendation to the City Commission at the next meeting on May 24, 2018.

Motion – Moved by Chair John Dalton and seconded by Mike Alexander to recommend the approval of the contract for the new 5-year term to the City Commission for approval.

On the Motion: Roll Call Vote. Unanimous Approval.

- F. **Main Line Camera** – Plant Manager Dave Evans recommended the purchase of a main line camera at a cost of \$50,000, a lateral line camera at a cost of \$7,000 and equipment for annual smoke testing at a cost of \$2,000. In addition, Mr. Evans recommends replacing the jib crane due to its age and condition. These items would be considered capital expenses to be included in the next fiscal year's budget.

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

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

Waste Water/Sewer Warrant #0418: was approved in the amount of \$220,118.43.

Stormwater Warrant #0418: \$58,876.70

Any Other Business/Members Comments: None.

The meeting adjourned at 11:09 am.

The next meeting will be on Tuesday, June 19, 2018 at 9:30AM

Respectfully Submitted by:

A handwritten signature in cursive script that reads "Pat Hyland". The signature is written in dark ink on a white background.

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

April 2018

Plant Update:

1. Call Outs April 15th Received call from TLC to check out alarm at new ISAM tank. Clear alarm low level on SAM tank.
2. April 4th Vulcan on sight starts up new compactor and screen.
3. April 4th Pull recirculation pump P-34-2 and clear rag from impeller.
4. April 5th. Shut off all lift station so TLC can tie 10-inch force main into new ISAM system.
5. April 6th Attempt to pump out side one. Sluice gate not sealing.
6. April 7th Diver goes down in side two and seal sluice gate. Pump out side one so TLC can install 4-inch WAS valve. Also superannuate digester down for rehab.
7. April 9th Remove old cassettes from side one and dispose of. Move cassettes from side two and install in side one. Side two down for rehab.
8. April 9th MHS on sight for Bi-annual service on Jib crane. No issues.
9. April 10th City worker installed new A/C unit for lab.
10. April 11th Repair 1-inch conduit from MCC B to mixers.
11. April 11th TLC install plate over opening for sluice gate on side one.
12. April 12th switch all cassettes from side two to side one. Transfer sludge from side on to side two. Side two empty ready for re-hab.
13. April 24th Hach on sight to perform bi-annual inspection on Nitrox meter.
14. April 27th Temporary 4-inch force main vibrating. Notify engineer Reduce VFD to 30 Hz.
15. T/N average to date is 4.13 Mg/l. Annual limit 3.0 Mg/l
16. Total gallons in sludge box 32,062 gallons. Approximant cost was 8 cents per gallon.
17. Bubble test cassette # 43, 44, 45 & 46
18. Wash Cassette A-2, B-2, D-1 & C-1

R.O. Update:

1. Maintenance Budget for Re-Use (attached)
2. April 18 & 19 Wash RO membranes.

Collection system:

1. April 1st Pull pump at causeway north lift station and remove rag from impeller.
2. April 17th Pull pump at causeway north lift station and remove rag from impeller.
3. April 20th 3rd Generation install new manhole ring and cover on 1st street.
4. April 23rd 3rd Generation install new manhole ring and cover on manhole # 19 on 3rd street. Manhole ring 1-inch bigger diameter than cover. Notify utility clerk.



Key Colony Beach Utility Board

Treasurer's Report – May 15, 2018

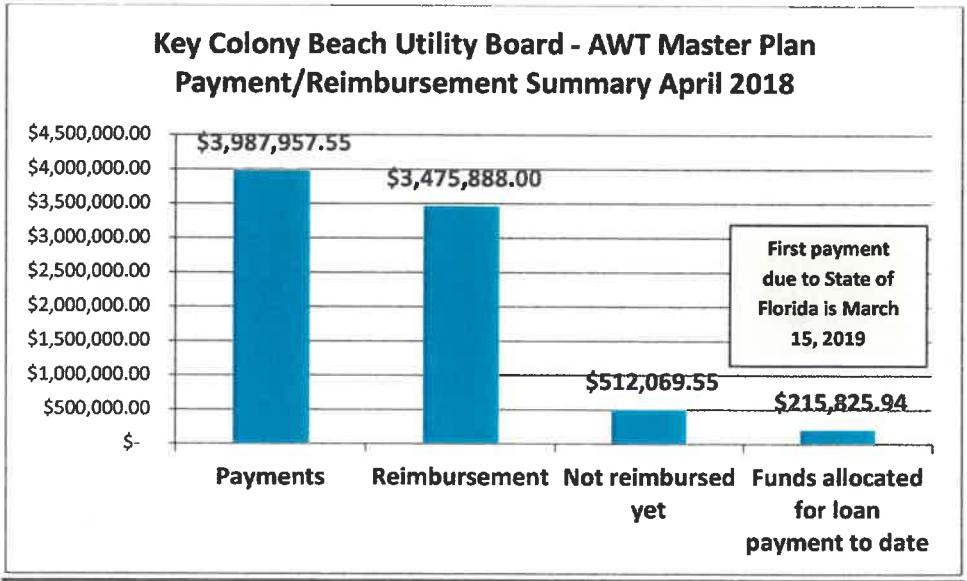
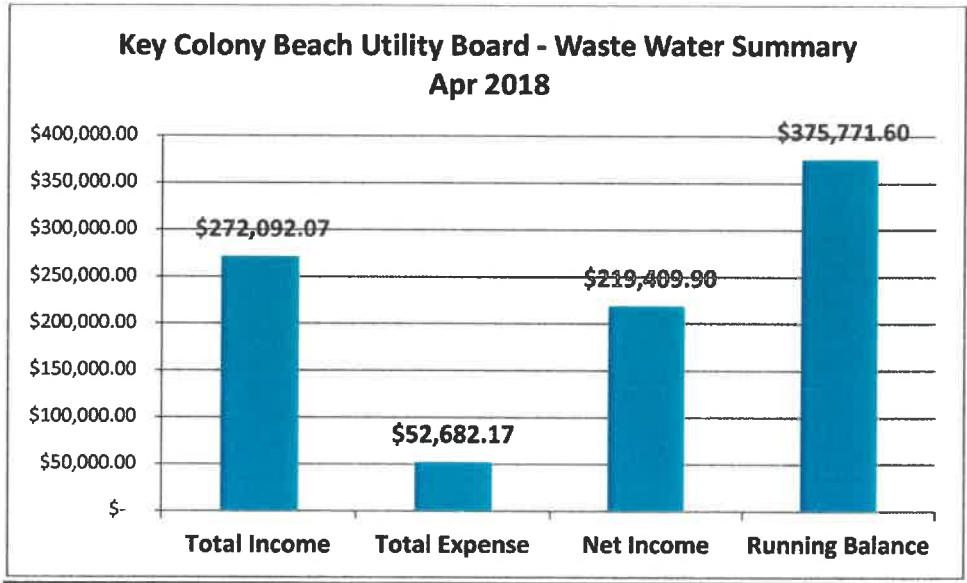
- ✓ April 30, 2018 financial summary
 - Waste Water funds remain in excellent shape.
 - We continue to have a positive running balance after 7 months
 - No additional repair expenses occurred in April from Hurricane Irma, total to date is \$126,252.74.
 - New additional capital invoices since last month
 - Stainless Steel Sluice Gate - \$15,850.54 – approved at May 05, 2018 special meeting
 - Remove concrete slab in the digester - \$8,666.79 – verify City Commission approved May 10, 2018
 - Concrete slab added under stairs to plant - \$2,304.50 – verify City Commission approved May 10, 2018
 - For the AWT Master Plan, the total to-date payments are \$3,987,957.55. This is 76% of the total expected amount.
 - Reimbursement received to-date from the Florida State fund is \$3,475,888.00 with \$512,069.55 not reimbursed yet. Loan initial payment due March 15, 2019. Continued monthly deposits for loan re-payment placed in an account, total of \$215,825.94 to –date.
 - Monthly tracking file has been updated with April 2018 actual results. Plot below attached.
 - Storm Water funds are also in excellent condition, with no concerns.
 - First payment of \$64,300.00 was paid to Charley Toppino and Sons for 12th street Stormwater improvements, total contract amount of \$321,637.00
 - New US Flood contract ready Utility Board review, short summary of contract items:
 - 5 year contract, starting July 01, 2018. Same service as we have today.
 - Non Solicitation clause added
 - Updated fees:
 - Monthly contract increase of 4.5%
 - Compliance sampling increase of 4.5%
 - Hourly labor rates for non routine operations, maintenance, and repairs increase of 7-8%
 - Same provision for annual fee adjustments as we have today, based on CPI-W for South Florida.
 - I recommend to take current proposal forward for City Commission review and approval
 - Recommendation to approve Waste Water Warrant #0418 for \$220,118.43
 - Recommendation to approve Storm Water Warrant #0418 for \$58,876.70

Financial data provided by Blanca Kulig

Treasurer's Report compiled by Tom Harding

Key Colony Beach Utility Board

Treasurer's Report – May 15, 2018



Financial data provided by Blanca Kulig

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