

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

Tuesday, January 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 and Raymond Andro. Excused – Lin Walsh, Steve Flood and Mike Alexander.

Also Present: Plant Manager, Dave Evans and Utility Clerk, Blanca E. Kulig.

Approval of Minutes: Minutes from Regular Meeting of November 15, 2016

Motion – Moved by Chair John Dalton, seconded by Board Member Tom Difransico, to approve the minutes of the regular meeting of November 15, 2016

On the Motion: Roll Call Vote. Unanimous Approval.

Approval of Minutes: Minutes from Special Meeting of January 3, 2017

Motion – Moved by Chair John Dalton, seconded by Board Member Tom Difransico, to approve the minutes of the regular meeting of November 15, 2016

On the Motion: Roll Call Vote. Unanimous Approval.

Utility Clerk Report: nothing to report at this time.

Operators Report: is included as part of the minutes.

Chairs Report:

- A. **Smoke Testing Repair Updates:** All residential repairs have been completed and inspected. Ocean Front Condos is pending a manhole repair and Continental Inn is 50% complete. All work is being done by 3rd Generation Plumbing.
- B. **Clean and Camera Sewer Gravity Main Line Bid Update:** Bid was awarded on Thursday, January 12, 2017 by the City Commission to Clean Grounds, Inc. in the amount of \$26,000.00. Plant Manager, Dave Evans will contact Clean Grounds, Inc. and make arrangements to schedule the project.
- C. **WRF Improvements – Phase 7 Update:** All pilings are in place and have been cut to the proper elevation as per the surveyor for TLC Diversified. Bella Construction is scheduled to begin the concrete portion of the construction in the next week or so when all drawings have been approved.

Treasurer's Report: is included as part of the minutes.

Financial Reports: The November and December 2016 Financial Reports for the Utilities are ready and available.

Waste Water/Sewer Warrant #1116: was approved in the amount of \$66,210.19

Waste Water/Sewer Warrant #1216: was approved in the amount of \$334,040.43

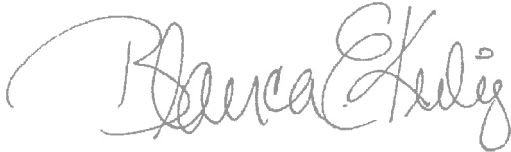
Any Other Business/Members Comments: None

**These minutes are unofficial and have not been formally approved by the Utility Board as of yet.
The approval will be at the next schedule Utility Board meeting.**

The meeting adjourned at 9:55 am.

The next meeting will be on Tuesday, February 21, 2017 at 9:30AM

Respectfully Submitted by:

A handwritten signature in cursive script, appearing to read "Blanca E. Kulig". The signature is written in black ink and is positioned above the printed name of the signatory.

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

November, 2016

Plant Update:

1. Call Outs November 21 4 AM, Multiple valve failures. No air to valves. By pass air dryer valves working. Restart plant and wait for plant levels to return to normal.
2. November 2, Replace wheels on front gate
3. November 7, Drain for AC in electrical room clogged. Take apart and clean out. Remove bench and cupboards.
4. November 8, Air line on FV-3569-1 leaking. Shut off and replace air line.
5. November 9, # 1 check valve for plant lift station pump not sealing. Take apart and repair. Clean out lift station. Repair 2-inch air line on digester.
6. November 17, Air compressor not shutting off. Shut down and run manual. Replace pressure switch on compressor B. Order more pressure switches. Leave compressor A off.
7. November 21, Remove air dryer and replace with back up. Replace pressure switch compressor A. Both compressors working in auto. Repair air dryer for back up.
8. November 24, Replace feed lines to Nitrox meter and turbidity meters # 1 & 2.
9. TN average to date is 2.55 Mg/l. Annual limit 3.0 Mg/l.
10. Total gallons in sludge box 126,684 gallons. Approximant cost was 8.25 cents per gallon.
11. Bubble test cassette # 5, 4, 8 & 7
12. Wash Cassette D-1, B-2, A-1 & C-2

R.O. Update:

1. Maintenance Budget for Re-Use (attached)
2. November 22, Discharge on pre filter leaking at flange. Replace flange gasket. Still leaking. Notify Ham.

Collection system:

1. November 4, TV laterals between MH 26 and Causeway North lift station. Found small leak at annular space at main line connection for house # 10.
2. November 28, Repair lift station pump Ser # 0510556. Crate and ship back to factory for evaluation and repair 5 hp spare pump Ser # 1160057

OPERATOR REPORT

December, 2016

Plant Update:

1. Call Outs December 5, 5 PM P-34-1 failed. Pull out pump and replace with spare. Order new spare.
December 11, 10 AM Plant levels high. Waste to lower lever. Pull and wash cassette # 7 out of C-1 Put in cassette #6. December 31 and January 1st plant not keeping up with flow. Waste to lower levels.
2. December 6th Electrical contractor temporary relocate control panel for Plant lift station.
3. December 7th Crane stopped working. Climb on top and manually switch remotes. Crane working on back up remote. Send bad remote back for repair.
4. December 7th. City workers put new sand in bed for sludge box.
5. December 9th Contractor hit electrical lines to old alum tank. Plant shut down. Trace problem to blown fuse. Replace fuse plant working again.
6. December 12th Replace bulbs # 1 & 2 in UV B.
7. December 13th Air cooler leaking on compressor A. Replace air cooler.
8. December 14th DEP on sight for annual inspection. No issues reported.
9. December 16th PIT 3523-2 erratic reading on pressure meter. Switch out with new on. Still same reading. Switch back to original meter
10. December 19th Filtrate pump for sludge box not priming. Change out male adaptor on suction line.
11. TN average to date is 2.58 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 # 4,6,7,1,2,3,8 & 9
14. Wash Cassette A-1, D-2, C-1, B-1, C-2, A-2, D-1 & B-2

R.O. Update:

1. Maintenance Budget for Re-Use (attached)
2. December 21st, Turbidity meter for RO menu screen not working. Notify Hach. Received new door controller under warranty. Replace door controller.

Collection system:

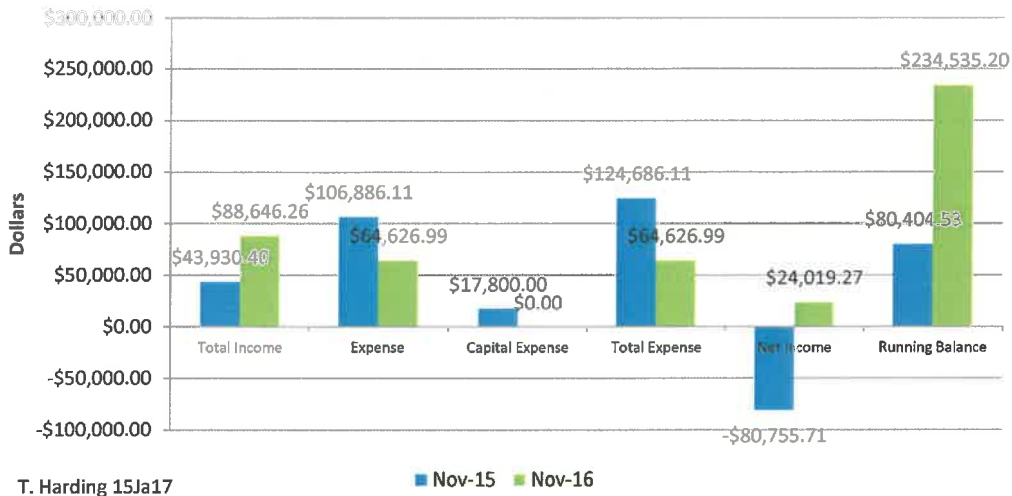
1. December 14 & 16 Assisted in cleaning all lift stations.
2. December 14th City workers replaced cracked Y fitting at 271 10th street.
3. December 29, 9th street lift station full. Call pump truck G-Tech to lower level in station Transfer to 13th street. Pull pump out and remove rag from pump Put pump back in lift station pumping down.

Key Colony Beach Utility Board

Treasurer's Report – January 17, 2017

- ✓ November 30, 2016 summary
 - Waste Water funds in excellent shape, within 2017 budget allocation
 - Overall positive balance of \$234,535.20 for 2017 budget year to-date
 - Income and expenses within planned budget
 - Liquid funds and CD funds in excellent shape
 - Recommendation to approve Warrant #1116 for \$66,210.19
- ✓ December 31, 2016 summary
 - Waste Water income and expenses in line with 2017 budget allocation, without including special charges from AWT Master Plan
 - Cleaning of lift stations completed for a cost of \$4,500.00 this month, within the Systems Maintenance budget line item as a normal maintenance item.
 - Special charges of \$300,705.00 allocated this month for 1st payment of AWT Master Plan
 - Overall negative running balance of -\$102,769.28 based on special charges applied from AWT Master Plan
 - Overall liquid funds reduced to \$1,069,498.84 based on payment of special charges for AWT Master Plan
 - Recommend approval of Warrant #1216 for \$334,040.43, with awareness for future additional AWT Master Plan charges will have to be compared to the current liquid fund balance
- ✓ Monthly tracking sheet updated for Nov and Dec 2016
- ✓ Monthly comparison charts included for Nov and Dec 2015 vs. 2016

Key Colony Beach Utility Board - Waste Water Nov 15 vs Nov 16



Key Colony Beach Utility Board - Dec 2015 vs Dec 2016

