

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

**Tuesday, February 21, 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, Steve Flood, Mike Alexander, Tom DiFransico and Raymond Andro. Excused – Lin Walsh.

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

**Approval of Minutes:** Minutes from Regular Meeting of January 17, 2017

**Motion** – Moved by Chair John Dalton, seconded by Board Member Mike Alexander, to approve the minutes of the regular meeting of January 17, 2017.

**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. Continental Inn is 50% complete. All work is being done by 3<sup>rd</sup> Generation Plumbing and will be finished after the season is over when there is less foot traffic in the areas that need to be repaired
- B. **Clean and Camera Sewer Gravity Main Line Bid Update:** Clean Grounds, Inc. will be onsite to commence the cleaning and TV of the sewer lines on Thursday, March 2, 2017.
- C. **WRF Improvements – Phase 7 Update:** Concrete slab for tank was poured on Tuesday, February 14, 2017. The walls and other surrounding structure support will be poured the week of March 13-17. The next construction meeting with Mittauer and Associates and TLC Diversified will be on Monday, March 13, 2017.

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

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

**Waste Water/Sewer Warrant #0117:** was approved in the amount of \$246,492.53

**Any Other Business/Members Comments:** Vice Chair, Steve Flood inquired on the recent flooding and water backup at the northeast corner of 5<sup>th</sup> Street. From his personal observations it appears the drainage areas have been covered with pea rock by the property owners preventing the water drain. Utility Clerk, Blanca Kulig will inform Building Official, Ed Borysiewicz and request an inspection of the area be performed as per the Utility Board and report back with the findings at the next Utility Board meeting.

**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 10:15 am.  
The next meeting will be on Tuesday, March 21, 2017 at 9:30AM**

Respectfully Submitted by:

A handwritten signature in cursive script, reading "Blanca E. Kulig". The signature is written in black ink and is positioned above the typed name.

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

January 2017

### Plant Update:

1. Call Outs January 25, 12 AM Flow low side one. Clear Crispin valve and prime train.
2. January 5 & 6 Rebuild Gorman Rupp pump new impeller, wear plate and seal. Motor burned up. Replace with 5 Hp motor found in shed.
3. January 5<sup>th</sup> Received new 7.5 Hp Flygt pump for spare pump for P-34.
4. January 6<sup>th</sup> Drain on washer clogged. Take apart and clear.
5. January 10<sup>th</sup> & 11<sup>th</sup> Zenon service rep on sight to perform bi-annual inspection. Disconnected wires to abandoned alum system. Recommend muriatic acid to lower pH on acid clean of cassettes. Recommend new cassettes.
6. January 12<sup>th</sup> Replace 3-inch gate valve from plant station to side 1. Replace leaking 2-inch Ts on reuse water supply line to fire hose and dip tank.
7. January 16<sup>th</sup> UV B bulb # 2 broken bulb and crystal. Replace crystal and bulbs 1 & 2. Move bulb #1 to UV A and replace bulb #2. Both UV working. Leave B off A on.
8. January 23<sup>rd</sup> Install water valve on irrigation line for RO. Replace seal tight conduit to alarm box for diesel fuel.
9. January 25<sup>th</sup> City worker replaced facial board on roof of paint shed.
10. January 25<sup>th</sup> Replace broken T on air diffuser # 1 cassette # 8.
11. January 26<sup>th</sup> Replace 3-inch butterfly valves on A-2 air line and one permeate line.
12. January 26<sup>th</sup> Replace head gasket on air compressor B.
13. TN average to date is 2.58s Mg/l. Annual limit 3.0 Mg/l.
14. Total gallons in sludge box 103324 gallons. Approximant cost was 10 cents per gallon.
15. Bubble test cassette # 5,4,6,1,7,2,3,8 & 9
16. Wash Cassette A-1, D-2, C-1, C-2, B-1, A-2, D-1,B-2 & A-1

### R.O. Update:

1. Maintenance Budget for Re-Use (attached)

### Collection system:

1. January 3<sup>rd</sup> 14<sup>th</sup> street lift station full. Reset #2 motor starter. Pull # 1 pump and clear rag from impeller. Replace lifting chain with SS.
2. January 20<sup>th</sup> City workers dig up and repair leak in lateral @ 371 11<sup>th</sup> street
3. January 23<sup>rd</sup> Coral lane lift station power line down. Notify FKEC. Power line repaired but pump pulling high amps. Pull pump remove rag from impeller. Install new SS lifting chain station working.
4. January 24<sup>th</sup> received rebuild lift station pump from Flygt.



## Key Colony Beach Utility Board



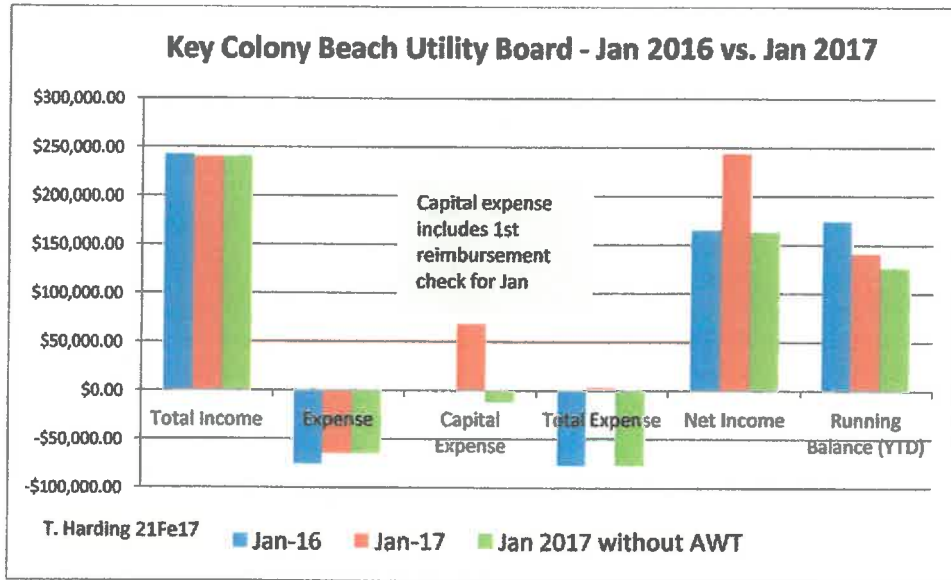
### Treasurer's Report – February 21, 2017

#### ✓ January 31, 2017 summary

- Waste Water funds in excellent shape, with 4 months of exposure for this year, income is ahead of planned budget, and overall expenses are below planned budget, including the AWT Master Plan.
  - Some individual expenses are over planned year to date target values with 4 months exposure:
    - Maintenance by city employees, system operator, Supplies and Chemicals, Sludge hauling
- Payment number 2 was provided for AWT Master Plan of \$164,178.00, total to-date payments of \$488,025.00.
- Reimbursement started from the Florida State loan, amount received was \$267,934.00. Loan repayment back to the State starts in February 2018, but will need to start showing monthly deposits to an internal bank account starting in August of 2017, per the loan agreement.
- Net income for this month is \$244,310.99, with year to date net income of \$110,340.24, thus still in good shape to the planned budget.
- Liquid funds and CD funds in excellent shape, three CD's maturing soon, one matures 03/27/17 and two mature on 04/04/2017. Suggest reviewing local bank CD rates vs. need for funds for next Board Meeting.
- Monthly tracking file updated with January actual results, and tracking file updated against last budget year, plot page 2.
- Recommendation to approve Warrant #1117 for \$246,492.53

## Key Colony Beach Utility Board

### Treasurer's Report – February 21, 2017



Financial data provided by Blanca Kulig

Treasurer's Report compiled by Tom Harding