

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

**Monday, March 13, 2017 – 2:00 p.m. @ City Hall**

**Call to Order, Roll Call:**

A special meeting of the Utility Board was called to order at 2:00 p.m. by Chair of the Board John Dalton. *Answering to roll call was:* John Dalton, Tom DiFransico and Raymond Andro. On the telephone – Tom Harding. Excused – Lin Walsh, Steve Flood and Mike Alexander.

*Also Present:* Mayor Jerry Ellis, Building Official Edward Borysiewicz, Plant Manager Dave Evans, Jason Shepler, Mittauer and Associates, Eddie Ney, TLC Diversified, Richard Schwartz, TLC Diversified and Utility Clerk Blanca E. Kulig.

**1. Discuss change orders to the Sewer Plant Upgrade Contract**

**a. Expedited delivery of four (4) G.E. LEAP Cassettes and On-site Services.**

Mr. Jason Shepler, Mittauer and Associates presented the items for approval in regards to the cassettes. TLC Diversified is requesting to rent a crane to unload the cassettes at the cost of \$3,200 as well as a Superintendent to oversee at the cost of \$2,368 and a laborer to assist at the cost of \$656. Chair Dalton, asked why we would rent a crane if we already have a crane. Eddie Ney, TLC Diversified explained his plan was to have the rental crane unload the shipment while the crane that Key Colony Beach currently has lifts the old cassettes out of the tank making way for the new ones being unloaded. Richard Schwartz, TLC Diversified stated that without the rental of the crane it would be double the work. The new ones would need to be unloaded then the old ones removed and then the new ones installed. Plant Manager Dave Evans said the what he envisions happening is unloading the cassettes on the pad and then having GE who will be on-site prepare the cassettes for service and then put them in place. He does not feel the cassettes will be ready for service out of the box. Chair Dalton does not think this is an expense that is justified since the City already owns a crane and the work can be done with what we have. All board members agreed and decided not to approve the rental of the crane.

The second item is the cost for the Superintendent and a laborer to assist in the unloading and logistics of the delivery. Chair Dalton asked who this person was going to be. Mr. Ney informed the Board that it would be Mr. Schwartz who is already on-site. Chair Dalton asked why we need to pay him twice if he is already going to be there. Mr. Ney then stated to please let him know what the City does not want to do from the list of items up for approval and we could work from there. He suggested that if GE was going to be on-site to help with the installation then TLC Diversified could assist unloading the cassettes and then Mr. Evans could take over from there and TLC Diversified would not be needed since the City would be installing the cassettes on their own. Mr. Ney will remove the crane rental, superintendent and laborer from the change order.

**Motion** – Moved by Chair John Dalton, seconded by Board Member Tom DiFransico to approve the amount of \$29,281.00 for the expedited shipping of the cassettes and on-site GE services. Upon delivery TLC Diversified will unload the shipment and Key Colony Beach Sewer Plant staff will be responsible for installation.

**On the Motion:** Roll Call Vote. Unanimous Approval.

**b. Electrical changes to TLC Diversified Contract.**

Chair Dalton stated that we need all four items under electrical changes after speaking to Plant Manager Dave Evans. The items are adding 120V Duplex GFI Receptacles at the anaerobic tank at the cost of \$1,200, change the MCC size at the cost of \$3,400, LED flood light to floating aspirator panel at the cost of \$900 and a deduction of \$7,500 will be applied for changing the conduits to PVC by electrician, Jeff Hall.

**Motion** – Moved by Chair John Dalton, seconded by Board Member Ray Andro to approve electrical changes to contract in the amount of \$5,500.00 of which after credit issued by the Jeff Hall, electrical contractor a credit in the amount of \$2,000.00 will be applied to our account.

**On the Motion:** Roll Call Vote. Unanimous Approval.

**c. Furnish and Install 8” Gate Valves @ MBR Tank.**

Mr. Jason Shepler, Mittauer and Associates, recommends the installation of gate valves in case one side of the tank would need to be drained. It would help isolate the pressure making it easier to do necessary repairs to testing to the system. Board Member Tom DiFrancisco asked Plant Manager Dave Evans, what would happen or what would he do if he did not have these gate valves. Mr. Shepler explained that the tank would need to be syphoned and each valve would need to be isolated. The gate valves would make this process simpler by just lifting the valve out of the water isolating one side and closing out all valves involved.

**Motion** – Moved by Board Member Tom DiFrancisco, seconded by Chair John Dalton to approve the purchase and installation of 8” gate valves in the amount of \$2,169.38.

**On the Motion:** Roll Call Vote. Unanimous Approval.

**d. Plug Valve Upgrades.**

Mr. Jason Shepler, Mittauer and Associates, explained that as they review the shop drawings for the project there will be items that can be upgraded or additional components added. There was a component within the plug valves that is originally carbon steel but it would extend the life and functionality of the valves if that piece was upgraded to stainless. The cost of \$105 would cover all the plug valves in the project.

**Motion** – Moved by Board Member Ray Andro, seconded by Board Member Tom DiFrancisco to approve the Plug Valve Upgrades in the amount of \$105.00.

**On the Motion:** Roll Call Vote. Unanimous Approval.

**e. Blower Modifications – Temperature Switch, Temperature Gauge and Aluminum Check Valve.**

Mr. Jason Shepler, Mittauer and Associates, reiterated the same as previous approved item that as they go through the shop drawings items will come up that will benefit the City to upgrade or add. The items he is recommending to upgrade are adding a temperature switch, temperature gauge and an aluminum check valve to the blower at the cost of \$2,668. These items will help alert the Plant Manger if any overheating is starting to occur and will assist in shutting down the system to avoid damage to the blowers. In regards to the check valve the original valve was carbon steel and upgrading to aluminum will extend the life of the component. Plant Manager Dave Evans agrees with the upgrades and was surprised they were not included in the original specifications. The upgrade would be applied to the six blower packages throughout the sewer plant.

**Motion** – Moved by Chair John Dalton, seconded by Board Member Ray Andro to approve Blower Modifications in the amount of \$2,668.00.

**On the Motion:** Roll Call Vote. Unanimous Approval.

**f. Sample Point.**

Plant Manager, Dave Evans recommends approving the sample point at a cost of \$260.25 plus \$164 for labor. The sample point is an access point to easily test the inflow in the tank. This was an item not originally included in the original drawing but needed to maintain correct reporting levels at the plant.

**Motion** – Moved by Board Member Tom DiFransico seconded by Board Member Ray Andro to approve Sample Point in the amount of \$424.25.

**On the Motion:** Roll Call Vote. Unanimous Approval.

**g. TLC Project Manager Time.**

Mr. Eddie Ney, TLC Diversified, informed the Board that the \$2,224 being billed for the TLC Project Manager time was additional time to what is part of the existing agreement. This billed time dates back to the pre-construction meeting when Electrician, Jeff Hall, surveyed the construction site and felt some items were not up to code and needed to be upgraded. Mr. Ney at the request of the City researched and priced a new generator as well as other electrical upgrades including but not limited to relocating the main power coming into the sewer plant from the street. In addition, Mr. Ney spent a significant amount of time on the phone with GE and Mr. Shepler to coordinate the expedited fabrication and delivery of the cassettes.

The Board was upset and concerned that they were not advised that the City was being billed for this time and requested that going forward all change orders, quotes or any additional time that will be spent by the TLC Project Manager on side project items, be submitted in writing for prior approval by the Board to avoid any misunderstandings and maintain a good working relationship.

**Motion** – Moved by Board Member Tom Harding, seconded by Chair John Dalton to approve the TLC Project Manager Time in the amount of \$2,224.00 and any additional time requests is submitted in writing going forward.

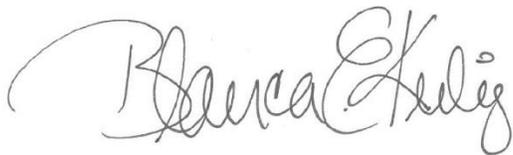
**These minutes are unofficial and have not been formally approved by the Utility Board as of yet.**

**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:



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.\*\*\*