

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

**Tuesday, March 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, Tom DiFransico and Raymond Andro. On the telephone – Tom Harding. Excused – Mike Alexander and Lin Walsh.

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

**Approval of Minutes:** Minutes from Regular Meeting of February 21, 2017

**Motion** – Moved by Board Member Ray Andro seconded by Vice Chair Steve Flood, to approve the minutes of the regular meeting of February 21, 2017.

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

**Utility Clerk Report:** The minutes from the Special Meetings of Tuesday, February 28<sup>th</sup>, 2017 and Monday, March 13<sup>th</sup>, 2017 have been not been completed therefore will be included in the next Utility Board meeting agenda for approval. No further items to report.

**Operators Report:** is included as part of the minutes.

**Chairs Report:**

- A. **New GE Air Ejector System:** Plant Manager Dave Evans presented information on a GE Air Ejector System which would replace the existing Crispin Valves that assist in the removal of air from the lines so the plant pumps do not lose prime. This is a new way of removing the air from the lines which has been a problem the plant has been experiencing. If purchased, this item can be installed at any time and would not interfere with the existing upgrades at the sewer plant. Dave is in the preliminary stages of gathering information and pricing and will present his findings at the next Utility Board meeting.
- B. **Stairs for the Sewer Plant:** The northeast stairs for the tank at the sewer plant are in very poor shape. After attempting to chip and repaint, it was observed that there is not enough steel left making them unsafe. Once the upgrade project is complete these are the stairs that will be used to access the top of the tank. Plant Manager Dave Evans has reached out to City Engineer Daryle Osborne and requested plans and specifications to replace the existing steel stairs with aluminum. Dave has also contacted a couple of local welders and requested pricing and will report back at the next Utility Board meeting.
- C. **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.
- D. **Clean and Camera Sewer Gravity Main Line Bid Update:** Clean Grounds, Inc. started the work on February 27<sup>th</sup>, 2017 and have cleaned and camera four (4) streets so far. The Utility Board inquired on the quality of the work done and have requested Plant Manager Dave Evans review the camera videos submitted to the City and report back to the Utility Board with any concerns or problems with the

work so far.

- E. **WRF Improvements – Phase 7 Update:** Concrete slab for tank was poured on Tuesday, February 14, 2017. The walls and other surrounding structure support were poured the week of March 13<sup>th</sup>. The work at the plant continues moving forward satisfactorily. The next step in the construction process will be to start laying the blocks for the construction of the control room.

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

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

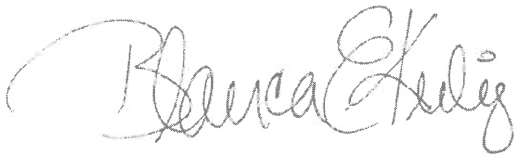
**Waste Water/Sewer Warrant #0217:** was approved in the amount of \$164,381.22.

**Stormwater Warrant #0217:** was approved in the amount of \$2,500.00.

**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 10:15 am.  
The next meeting will be on Tuesday, April 18, 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.\*\*\*

## OPERATOR REPORT

February 2017

### Plant Update:

1. Call Outs February 4, 7 AM side one flow low take apart Crispin valve clean and lube. 2/20/17, 7:30 PM Flow low side one. Clear Crispin valve. 2/24/17 5 AM Flow low side one. Clear Crispin valve 2/27/17 11 PM Side 2 flow low will not work. Set plant to run on side one till morning 2/28/17 5 AM FV-8865-2 failed to close reset cyclic air valve working in auto. 2/28/17 11:30 PM plant shut down. Vacuum pumps filled with water. Clear and restart both trains.
2. February 1, Replace 150 amp breaker for # 3 blower.
3. February 6, TLC runs new water line to control building and construction site.
4. February 8, Repair bracket for grating side two.
5. February 10 Replace seal on city irrigation pump # 2.
6. February 16, Replace motor coupling P-37 waste pump
7. February 20, Replace cooling fans UV B
8. February 21 Replace belts on both air compressors.
9. February 24 P-35-S spare processes pump not working. Call Jeff Hall check out VFD. Cleared faults pump working.
10. February 27, MHS on sight perform Bi-annual service visit and install new brand of remote to control crane. Provide 2 remotes.
11. February 28 Take apart Crispin valve side two clean and oil. Replace solenoid FV-8864. Back pulse side two. Replace gaskets on C-2, A-2 and D-1 Replace 6-inch butterfly valve FV-3560-2 Train two running and reduced flows.
12. TN average to date is 2.64s Mg/l. Annual limit 3.0 Mg/l.
13. Total gallons in sludge box 126,293 gallons. Approximant cost was 10 cents per gallon.
14. Bubble test cassette # 7, 5, 4, 6, 1, 3, 2, 9, & 7
15. Wash Cassette A-2, D-2, C-1, C-2, B-1, B-2, D-1, A-2 & D-2

### R.O. Update:

1. Maintenance Budget for Re-Use (attached)

### Collection system:

1. February 8, TV repairs made by city workers at 301 11<sup>th</sup> street. Check salt at lift station down from south but up from north. Seal leak at annular space manhole 65 and 64.
2. February 13<sup>th</sup> 9<sup>th</sup> street lift station full. Pull pump remove rag from pump. Station working. 12<sup>th</sup> street station using high power. Pull pump found small rag in impeller clear. Replace 60 feet of #10 wires from control panel to station.



## Key Colony Beach Utility Board

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



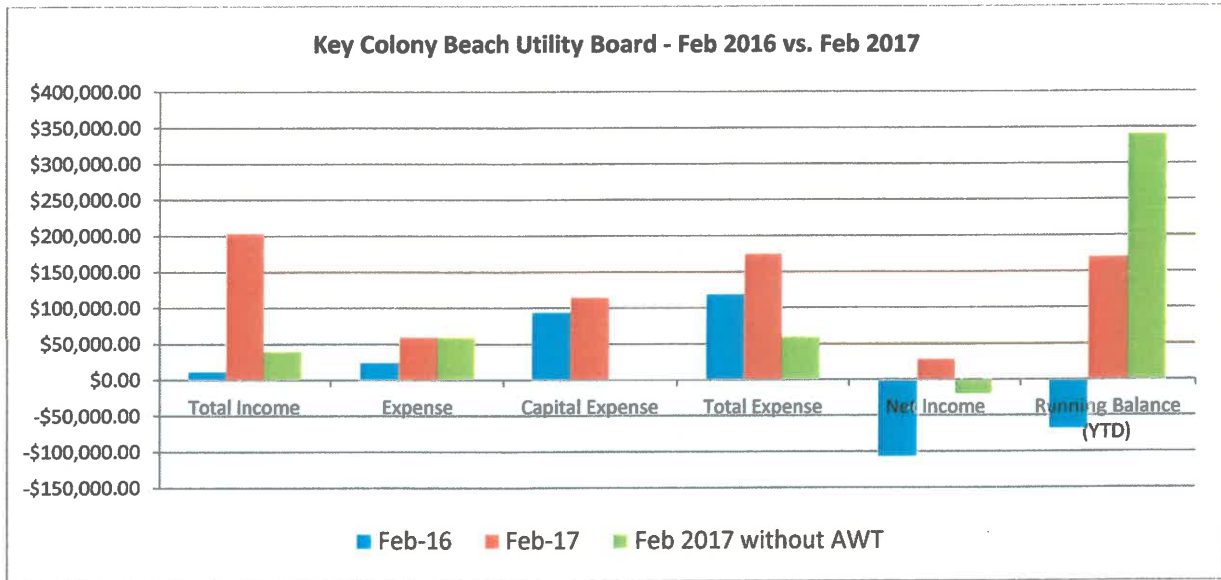
- ✓ February 28, 2017 financial summary
  - Waste Water funds in excellent shape, with 5 months of exposure for this year, income is ahead of planned budget, and overall operating expenses are below planned budget.
    - Some individual expenses (Maintenance by city employees, system operator, Supplies and Chemicals) are over planned year to date target values with 5 months exposure, however not significant enough for concern from the overall budget
  - Payment number 3 was provided for AWT Master Plan of \$110,190.00, with total to-date payments of \$603,115.00.
  - Reimbursement continued from the Florida State loan, amount received to-date is \$432,112.00.
  - Net income for this month is \$29,051.62, with year to date net income of \$139,391.86, thus still in good shape to the planned budget.
  - Liquid funds and CD funds in excellent shape, three Waste Water CD's maturing soon, one matures 03/27/17 and two mature on 04/04/2017. Suggest to discuss with City Administrator for direction. Storm Water, one CD maturing 04/04/17, suggest to let rollover into savings account due to 12<sup>th</sup> street project funds to be needed soon.
  - Monthly tracking file updated with Feb actual results, and tracking file updated against last budget year. Plot below attached.
  - Recommendation to approve Waste Water Warrant #0217 for \$164,381.22
  - Recommendation to approve Storm Water Warrant #0217 for \$2,500.00

Financial data provided by Blanca Kulig

Treasurer's Report compiled by Tom Harding

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