

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

**Tuesday, April 18, 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 Harding and Lin Walsh. Excused – Ray Andro and Tom DiFransico.

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

**Approval of Minutes:** Special Meeting, February 28, 2017  
Special Meeting, March 13, 2017  
Minutes from Regular Meeting of March 21, 2017

**Motion** – Moved by Chair John Dalton seconded by Vice Chair Steve Flood, to approve the minutes of the Special Meeting of February 28, 2017, Special Meeting of March 13, 2017 and Regular Meeting Minutes of March 21, 2017.

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

**Utility Clerk Report:**

- A. The second quarter utility billing (April 1 – June 30, 2017) was mailed out successfully.
- B. Utility Clerk Blanca Kulig will be on vacation from May 1 to May 12, 2017; any questions or concerns from the Utility Board are to be directed to City Clerk Kathryn McCullough.

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

**Chairs Report:**

- A. **New GE Air Ejector System:** Plant Manager Dave Evans is gathering information and pricing and will present his findings at the next Utility Board meeting. He has been informed that the new GE Air Ejector System can be installed after construction at the sewer treatment plant is complete.
- B. **Stairs for the Sewer Plant:** City Engineer Daryl Osborn visited the sewer plant last week and inspected the existing stairs. Mr. Osborn will be drawing up a set of plans to present to the Utility Board by the next 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. Treasurer Tom Harding commented that he has seen men working at Continental Inn and believes this work may be finished. Utility Clerk Blanca Kulig will check with Building Official Edward Borsiewicz and report the status of the repair at the next Utility Board meeting.
- D. **Clean and Camera Sewer Gravity Main Line Bid Update:** Clean Grounds, Inc. has competed ¾ of the island and are expected to finish by the next Utility Board Meeting.

- E. **WRF Improvements – Phase 7 Update:** Vice Chair Flood and Board Member Alexander were in attendance at the monthly sewer plant project construction meeting on April 6th, 2017. Due to Sunshine Laws they were not able to speak at the meeting. The Utility Board feels it is very important for them to be involved in every aspect of the project. Therefore, would like for the monthly construction meeting to be incorporated into the regular Utility Board meeting. Utility Clerk Blanca Kulig will contact Mr. Jason Shepler of Mittauer and Associates and inform him of the request from the Utility Board to combine both meetings going forward.

**Motion** – Moved by Board Member Mike Alexander seconded by Treasurer Tom Harding, to make the monthly sewer plant project construction meeting part of the regular Utility Board meeting going forward if approved by Mittauer and Associates.

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

- F. **Stormwater 12<sup>th</sup> Street Project Update:** There are currently five contractors who have requested plans for the project and have shown interest in submitting a bid. The bid opening will take place tomorrow Wednesday, April 19<sup>th</sup>, 2017 at 2:00 pm in the conference room. Bid selection and award recommendation will take place at the next Utility Board meeting.

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

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

**Waste Water/Sewer Warrant #0317:** was approved in the amount of \$742,241.15.

**Stormwater Warrant #0317:** was approved in the amount of \$3,000.00.

**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 10:35 am.**

**The next meeting will be on Tuesday, May 16, 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

March 2017

### Plant Update:

1. Call Outs March 2, 4 AM Plant shut down water in vacuum pumps. Clear pumps and replace intake filters. March 26<sup>th</sup> Plant shut down due to loss of # 1 blower. Elevated levels caused 8-inch plug to let go. Releasing sludge onto ground. Restart plant and cap 8-inch line. Clean up spill and notify DEP.
2. March 2<sup>nd</sup> FV-8569-2 failed. Replace solenoid valve plant working in cyclic air.
3. March 2<sup>nd</sup> Found crack in fitting to Crispin valve side two. Repair. Vacuum system working.
4. March 7<sup>th</sup> MBY service generator. Transfer power run generator under load. OK. Bracket for fan guard rusted out. MBY took part to provide replacement.
5. March 8<sup>th</sup> Rebuild exhaust fan cover for pump room.
6. March 16<sup>th</sup> Replace cracked 4-inch PVC flange on flow meter side two.
7. March 24<sup>th</sup> Welder replace ¼-inch rail on sludge box.
8. March 27<sup>th</sup> Found loose connection at motor to # 1 blower. Repair connection.
9. March 27<sup>th</sup> # 1 pump for plant lift station has high run time. Pull pump and found hole rusted in volute. Replace pump with new spare pump. Noted 6-inch abandoned line from beds leaking. Notify Richard with TLC.
10. March 28 & 29 Assist GE installing 4 new cassettes on side two. Shut off cyclic air.
11. City workers paint pump room and chlorine room walls. Also remove rust and paint louvers.
12. TN average to date is 2.99s Mg/l. Annual limit 3.0 Mg/l.
13. Total gallons in sludge box 142,715 gallons. Approximant cost was 9 cents per gallon.
14. Bubble test cassette # 8, 5, 4, 6, 1, 3, 2, 7,
15. Wash Cassette A-1, C-1, C-2, B-1, B-2, D-1, A-2, A-1.
16. Replace cassette # 9, 1, 5 & 8 A-2, B-2, C-2 & D-2

### R.O. Update:

1. Maintenance Budget for Re-Use (attached)
2. March 7<sup>th</sup> & 8<sup>th</sup>. Harn on sight clean RO membranes.

### Collection system:

1. March 21, Complete bi-annual manhole inspections. Found ring cracked on manhole # 11.
2. Clean Grounds have cleaned and TV 7<sup>th</sup>, 8<sup>th</sup>, 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup> & 12<sup>th</sup> streets.
3. March 3<sup>rd</sup> 9<sup>th</sup> street station full. Pull pump remove shop rag and replace volute.
4. March 27<sup>th</sup> West Ocean station full. Fuse blown on power pole. Notify FKEC fuse replaced lift station pumping. Have to run pump on and off to get flow through plant.



## Key Colony Beach Utility Board

### Treasurer's Report – April 18, 2017

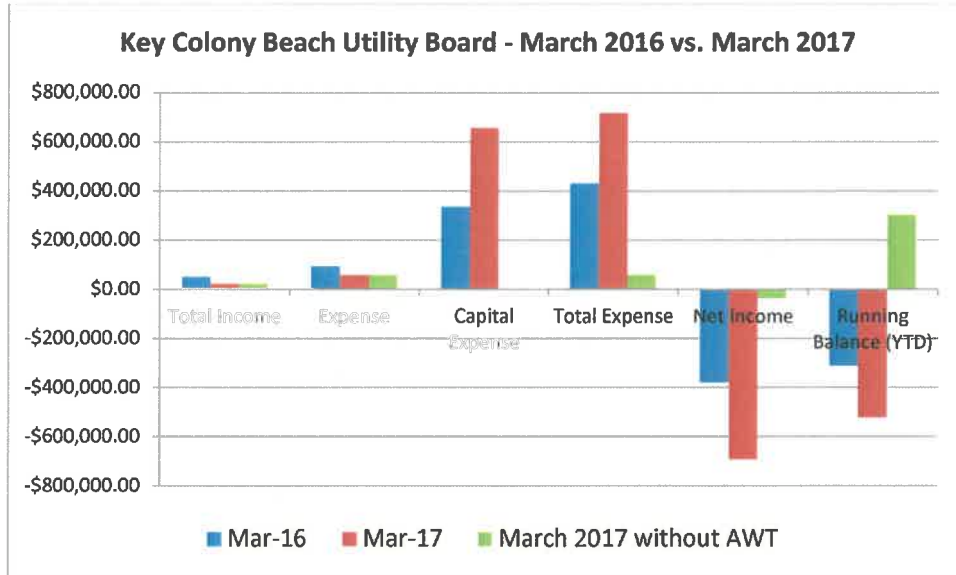
- ✓ March 31, 2017 financial summary
  - Waste Water funds in excellent shape, with 6 months of exposure for this year, income is in line with planned budget, and operating expenses are lower than planned budget.
    - Some individual expenses (Maintenance by city employees, system operator, Supplies and Chemicals) are over planned year to date target values with 6 months exposure, however not significant enough to affect the overall budget.
  - Payment number 4 was provided for the AWT Master Plan of \$751,040.00, with total to-date payments of \$1,359,055.00. We are at 26% of the total expected payments for the Waste Water Plant.
  - Reimbursement continued from the Florida State loan, amount received to-date is \$531,283.00.
  - Liquid funds are at \$955,987.68, will need to be careful of any large payments for AWT Master Plan, to assure we maintain liquid funds for monthly operating expenses. Suggestion not to allow liquid funds to go below \$225,000 for assurance to pay regular operating expenses and minor capital improvements, amount selected to protect for an average of 3 months.
  - Monthly tracking file updated with March 2017 actual results, and tracking file updated against last budget year. Plot below attached.
  - Recommendation to approve Waste Water Warrant #0317 for \$742,241.15
  - Recommendation to approve Storm Water Warrant #0317 for \$3,000.00

Financial data provided by Blanca Kulig

Treasurer's Report compiled by Tom Harding

# Key Colony Beach Utility Board

## Treasurer's Report – April 18, 2017



Financial data provided by Blanca Kulig

Treasurer's Report compiled by Tom Harding