

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

Tuesday, June 20, 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 Harding, Mike Alexander, Tom DiFransico and Lin Walsh. Excused – Ray Andro and Steve Flood.

Also Present: Vice Mayor Ron Sutton, City Administrator Chris Moonis, TLC Superintendent Gary Rivello, Utility Clerk Blanca E. Kulig, Plant Manager Dave Evans and Jason Shepler Mittauer & Associates. On the phone – TLC Construction Manager Robert LaChance.

WRF Improvements – Phase 7 Update:

- A. **Contractual Matters:** None at this time.
- B. **Permit Matters:** Mittauer & Associates is preparing the DEP permit renewal. A draft will be sent to Plant Manager Dave Evans and Utility Clerk Blanca Kulig.
- C. **Scheduling – Update progress schedule:** Yard piping will be delivered next week. Crews will begin working on the underground piping and installation. Delivery of pumps, stairs and railing is scheduled by the middle of July. Submittal for the membrane platform is pending approval; once approved and ordered delivery will be about three weeks. ISAM equipment will be delivered the second week of August. Mr. LaChance does not foresee any delays or critical path items.
- D. **Applications for Payment**
 - **AFP Status:** no issues at this time.
 - **Davis-Bacon Update (Payrolls) / Compliance:** Utility Clerk Blanca Kulig conducted several Davis-Bacon interviews. TLC has been providing the City a copy of the certified payrolls monthly. DEP State Revolving Fund Manager Greg Alfsen may be conducting a site visit in the near future. Advance notice will be given to all parties before the visit takes place.
- E. **Shop Drawings:** The American Iron and Steel Certification for the Ductile Iron materials is pending submittal. Copies of certification will be sent to the City.
- F. **Coordination / Technical Issues**
 - **Sequence of Near Term Construction Activities:** Bella Construction has completed the concrete phase of the project. Yard piping will be installed next week followed by underground piping.
 - **Interim LEAP Conversion:** Half of the plant is under the new membrane system the other half is under the old. See below for conversion plans.
 - **ISAM Temporary Operations Planning / Coordination:** A temporary operations plan has been drafted by Mr. Shepler and will be implemented next month as the plant transitions to the ISAM.
 - **Coordination with City's Operations Staff:** no issues to report.

- **Site Security:** No issues to report.
- **Safety:** No issues to report.
- **Working Hours and Working Days:** No changes.
- **FDEP SRF Site Visit:** Mr. Shepler will contact Utility Clerk Blanca Kulig with advance notice of the visit.
- **Other Items:** None at this time.

Stormwater 12th Street Project Update: Vice Mayor Ron Sutton informed the Board, the bid advertisement will be published in the Keynoter and Miami Herald on Wednesday, June 21, 2017. The bid opening is scheduled for Wednesday, July 26, 2017 at 2:00 pm at City Hall. Bid specifications have been emailed to past bidders. Bid specifications and project plans are available for viewing at City Hall.

Approval of the Minutes: Regular Meeting, May 16, 2017 - postponed

Utility Clerk Report: No report.

Operators Report: Included as part of the minutes.

Chairs Report:

- A. Stairs for the Sewer Plant:** City Engineer Daryl Osborn provided a set of plans for the construction of the stairs. Plans have been shared with several local fabricators. Quotes will be discussed at the next Board meeting.
- B. Manhole Risers:** A sample manhole riser was ordered by Plant Manager Dave Evans from Manhole Adjustable Riser Co. at the cost of \$743.85. The installation was done by US Water employees at the cost of \$697.12. Board Member Tom Harding asked Mr. Evans to gather a list of manholes needing risers. The Board will consider the repair at the next meeting.
- C. Manhole #11 East Ocean:** 3rd Generation Plumbing provided a proposal to replace the cracked ring on manhole #11 with the option to use a hot patch to seal. Plant Manager Dave Evans recommends the proposal with the hot patch option be accepted.

Motion – Moved by Board Member Tom Harding seconded by Board Member Mike Alexander, to approve proposal from 3rd Generation Plumbing to repair manhole #11 at the cost of \$1,680.00 and add the hot patch for an additional \$350.00

On the Motion: Roll Call Vote. Unanimous Approval.

- D. Clean and Camera Sewer Gravity Main Line Bid Update:** Plant Manager Dave Evans has reviewed videos of 1st, 2nd, 3rd, 7th, Shelter Bay, 8th and 9th Streets. A cracked pipe was found on 3rd Street that will need to be grouted. Clean Grounds, Inc. has Coral Lane, Sadowski Causeway and the lift stations left to clean and camera. Please see attached report for more details.
- E. 2017-2018 Budget Review & Approval:** Board Member Tom Harding presented the preliminary budget to the Board. Mr. Harding stated his predictions for the new budget were based on the estimated spending of the previous year and what has been spent this year. Some of the numbers on the budget such as salaries and health benefits will be decided by the City.

Motion – Moved by Board Member Tom Harding seconded by Board Member Mike Alexander, to approve the preliminary budget for presentation to the City Commission.

On the Motion: Roll Call Vote. Unanimous Approval.

Treasurer's Report: Included as part of the minutes.

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

Waste Water/Sewer Warrant #0517: was approved in the amount of \$92,772.60.

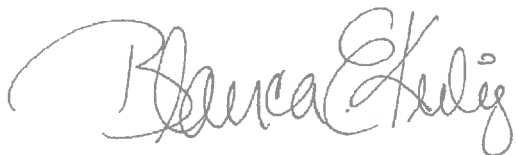
Stormwater Warrant #0517: was approved in the amount of \$3,206.45

Any Other Business/Members Comments: None.

The meeting adjourned at 10:47 am.

The next meeting will be on Tuesday, July 18, 2017 at 9:30AM

Respectfully Submitted by:

A handwritten signature in cursive script that reads "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

May 2017

Plant Update:

1. Call Outs May 16th 4:30 PM Blowers # 1 & 2 off. Restart blowers and screen. Restart plant.
2. May 4th Replace solenoid valve on FV-3565-1
3. May 5th. Replace tube in Micro C chemical pump
4. May 8th Pump #2 for plant lift station pumping slowly. Replace impeller, wear plate & cutters.
5. May 10th turbidity high on new cassettes. Found leak at 3X4-inch bushings for permeate lines. Sealed.
6. May 18th EMC remove 350 gallons old diesel fuel from Generator fuel tank.
7. May 22nd Blaylock oil deliver 1000 gallons diesel fuel. Add preservative
8. May 22nd P-37 waste pump not pumping. Take apart and back flush suction line.
9. May 23rd. Tube bad on alum pump. Install back up pump and repair tube on main pump.
10. TN average to date is 2.50 Mg/l. Annual limit 3.0 Mg/l.
11. Total gallons in sludge box 130,594 gallons. Approximant cost was 9 cents per gallon.
12. Bubble test cassette # 6, 9, 1, 2, 5, 7, 3 & 4
13. Wash Cassette A-1, A-2, B-2, C-1, C-2, B-1, D-1 & A-1

R.O. Update:

1. Maintenance Budget for Re-Use (attached)

Collection system:

1. May 22, 14th street not alternating pumps. Trace problem to bad alternating relay and base. Replace both.
2. May 23rd Replace guide rail bracket at Coral Lane lift station
3. May 23rd Raise manhole cover on manhole #63 on 11th street.
4. May 24th Reviewed TV reports and video from Clean Grounds for 1st, 2nd, 3rd, 7th, 8th and part of 9th street. See report attached.
5. May 30th 12th street station high power consumption. Pull pump and replace impeller.

Clean and Camera Sewer Gravity Main Line Update by Dave Evans

1st street. Ok total 384 feet

2nd street. Manhole 12 to 11 change to East Ocean not 2nd Street. Manhole 17 to 16 lateral @ 136.1 is 4 inch not 6-inch. Total 912.7 feet.

3rd street. **Cracked pipe leaking** at 240 feet from manhole 19 Change graphic report PSR 19 started MH 19 to MH 20. Total 1212.1 feet.

7th street. MH 36 to L/S stopped 140 feet short of lift station will TV from lift station back. Bump in pipe camera cannot get by.

MH 35 to 34 Grout Lateral @ 334.9 feet

MH 38 to 37 Street is Shelter Bay not 7th street.

TOTAL 1730.2-feet

Shelter Bay ok total 416 feet

8th street MH 41a to 41 leak at lateral 197-feet. Leak at 1st joint. TOTAL 1515.5 feet. (MH 44 -42 not included. No video MH 44 to 42. There is no manhole # 43)

9th street NO video MH 49 to 50, 49 to L/S, 45 to 3.

Key Colony Beach Utility Board

Treasurer's Report – June 20, 2017

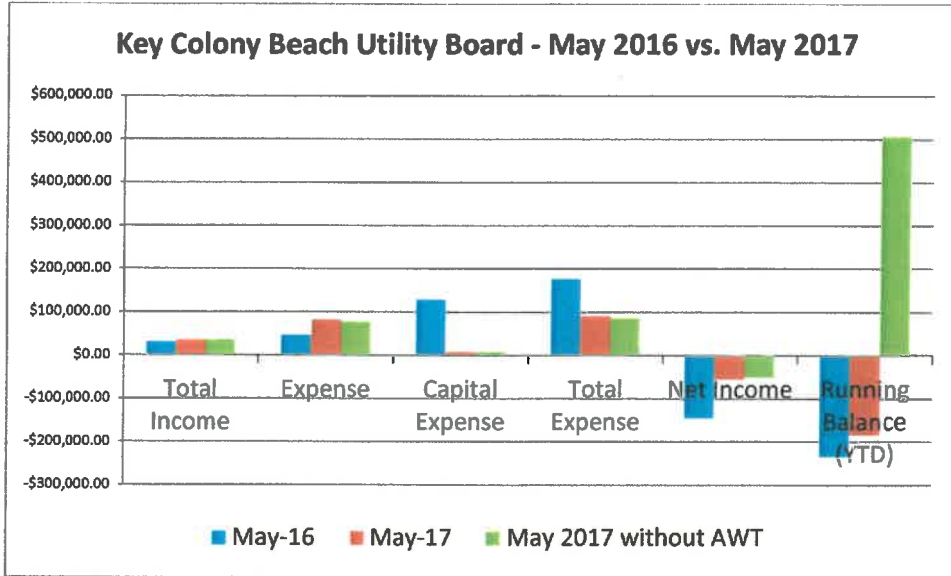
- ✓ May 31, 2017 financial summary
 - Waste Water funds remains in excellent shape, with 8 months of exposure for this year, income is in line with planned budget, and overall operating expenses are in line with the planned budget.
 - Based on 8 months of exposure, 2017 budget has been projected out to year's end based on current spending. Without AWT project, budget in excellent shape, with positive balance expected at year's end. With AWT Master Plan included, potential negative balance projected, based on the reimbursement rate lagging behind payments to the contractor. From monitoring liquid funds monthly, no concerns with adequate funds for expected incoming bills for the remaining 4 months of this budget year.
 - For AWT Master Plan, the total to-date payments of \$1,862,223.13. No significant payments to the contractor for May 2017.
 - Reimbursement did not change for May 2017 from the Florida State loan, amount received to-date remains at \$1,207,219.00. With an open amount not yet reimbursed of \$655,004.13 from the expenses of the AWT Master Plan.
 - Liquid funds are at \$1,590,385.86. The percentage of funds in long term CD's is still at 6% of available funds.
 - Monthly tracking file updated with May 2017 actual results, and tracking file updated against last budget year. Plot below attached.
 - Recommendation to approve Waste Water Warrant #0517 for \$92,772.60
 - Recommendation to approve Storm Water Warrant #0517 for \$3,206.45

Financial data provided by Blanca Kulig

Treasurer's Report compiled by Tom Harding

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Treasurer's Report – June 20, 2017



Financial data provided by Blanca Kulig

Treasurer's Report compiled by Tom Harding