

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

Tuesday, July 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, Lin Walsh, Steve Flood, Tom DiFransico and Mike Alexander. On the Phone – Treasurer Tom Harding.

Also Present: Mayor John DeNeale, City Administrator Chris Moonis, Building Official Edward Borysiewicz, TLC Project Manager Eddie Ney, TLC Superintendent Mark Claress, Mike Tibble Mittauer & Associates, Utility Clerk Blanca E. Kulig and Plant Manager Dave Evans. Public - 1.

WRF Improvements – Phase 7 Update:

A. **Contractual Matters:** None at this time.

B. **Permit Matters:** None at this time.

C. **Scheduling – Update progress schedule:** 90% of piping for the project has been delivered. TLC Project Manager Eddie Ney will have crews working next week on pipe installation. A second crew will be installing the electrical components of the plant in the control room. Electrician Jeff Hall will be on site the following week. For the next couple of weeks activity at the site will significantly increase as the major components of the plant are assembled and installed. No delays are anticipated at this time.

D. Applications for Payment

- **AFP Status:** No issues at this time.

- **Davis-Bacon Update (Payrolls) / Compliance:** Utility Clerk Blanca Kulig will conduct compliance interviews when a TLC crew is present at the project site.

E. **Shop Drawings:** The ductile iron AIS certifications are pending. TLC Project Manager Eddie Ney will compile the required paperwork and forward a copy to the City.

F. Coordination / Technical Issues

- **Sequence of Near Term Construction Activities:** No delays are anticipated. Project is on schedule to be completed in August 2018.

- **Interim LEAP Conversion:** No issues at this time.

- **ISAM Temporary Operations Planning / Coordination:** Once all the equipment is set, TLC will work with Mittauer and Associates to develop a plan.

- **Coordination with City's Operations Staff:** No issues to report.

- **Site Security:** A gate located on the south side of the sewer plant was damaged by Bella Construction. TLC Project Manager Eddie Ney will contact Bella Construction and have them replace or repair the gate. In the meantime, Mr. Ney will make sure the gate is closed and the project site secured.
- **Safety:** No issues to report.
- **Working Hours and Working Days:** No changes.
- **FDEP SRF Site Visit:** Utility Clerk Blanca Kulig will be notified in advance of the visit by Mittauer and Associates.
- **Other Items:** Plant Manager Dave Evans inquired if there was going to be a roof over the chemical tanks to protect them from the sun. TLC Project Manager Eddie Ney checked the project plans and they did not show any structure at that location. Mr. Evans had spoken to Engineer Jason Shepler and was assured some type of shelter would be built for the tanks. Mr. Ney will check with Mr. Shepler and confirm the status of this item.

Stormwater 12th Street Project Update: Mike Tibble Mittauer and Associates informed the Board the bid opening is scheduled for Wednesday, July 26, 2017 at 2:00 pm at City Hall. There are three plan holders; the same plan holders as the first bid attempt in April 2017.

Approval of the Minutes: Regular Meeting, May 16, 2017 and Regular Meeting, June 20, 2017

Motion – Moved by Chair John Dalton seconded by Board Member Mike Alexander, to approve minutes of the Regular Meeting, May 16, 2017 and Regular Meeting, June 20, 2017.

On the Motion: Roll Call Vote. Unanimous Approval.

Utility Clerk Report: Third quarter billing was mailed out on Friday, June 23, 2017. \$3,130.00 in past due wastewater invoices plus late fees were collected from two bank owned properties (320 5th Street and 351 8th Street).

Operators Report: Included as part of the minutes.

Chairs Report:

- New Member Introduction:** Board Member Raymond Andro submitted his resignation on June 20, 2017. Mr. Andro is moving and will no longer be a resident of Key Colony Beach. Ms. Toni Appell expressed interest in joining the Utility Board. Ms. Appell is a 35-year resident of the Florida Keys. Originally living on Duck Key and now a full-time resident of Key Colony Beach since December 2016. Ms. Appell recently retired from Stanley Switlik Elementary School after 14 years and would like to take an active part in the community. Ms. Appell has served on the Florida Keys Aqueduct Board for 2 terms.

Motion – Moved by Board Member Lin Walsh seconded by Chair John Dalton, to recommend to the City Commission to bring Toni Appell on as a full member of the Utility Board.

On the Motion: Roll Call Vote. Unanimous Approval.

- Stairs for the Sewer Plant:** Two proposals were received for the fabrication of the new stairs. Matlock's Welding and Fabrication \$25,000.00 and Fabricators, Inc. 14,584.92 (this amount does not include removal of existing staircase). Due to time constraints for the project the Utility Board asked TLC Project Manager Eddie Ney to provide a proposal for the stairs. All proposals will be reviewed at the next Utility Board meeting.

- C. **Manhole Risers:** Plant Manager Dave Evans provided the Board with a list of manholes that are currently below grade. Board Member Tom Harding suggested proposals be requested from local vendors to repair/raise the top four manholes (see attached list). The Board recommends the repair be done with brick and mortar and the manholes raised to at least 2" above grade. Each manhole will need to be inspected separately to determine the height and if any other repair is needed.

Motion – Moved by Board Member Tom Harding seconded by Chair John Dalton, to request proposals from local vendors for the repair/rising of the first four manholes (#68, 12, 25, 37) using brick and mortar method.

On the Motion: Roll Call Vote. Unanimous Approval.

- D. **Manhole #11 East Ocean:** 3rd Generation Plumbing will be completing the work on Wednesday, July 19 or Thursday, July 20; depending on their schedule. Utility Clerk Blanca Kulig will contact 3rd Generation Plumbing on Monday, July 24 to confirm the work was completed.
- E. **Clean and Camera Sewer Gravity Main Line Bid Update:** Please see attached report for more details. Plant Manager Dave Evans requested a quote for grouting the leaks found from Clean Grounds, Inc., the company currently doing the cleaning of the sewer lines. Utility Clerk Blanca Kulig will request a proposal from 3rd Generation Plumbing for the repair for comparison. City Administrator Chris Moonis will explore the possibility of the City's Public Works Department performing the repairs. Mr. Moonis will update the Board at the next meeting.
- F. **DEP Permit Renewal Draft Review:** Plant Manager Dave Evans has reviewed draft of the permit and forwarded to Jason Shepler Mittauer and Associates for his comments on the document.
- G. **2017-2018 Budget Review & Approval:** Board Member Tom Harding presented the revised budget with the City Commission approved increases for health insurances and salaries. The budget is ready to be presented for final approval to the City Commission at the August 24th Budget Workshop. Additional notes are included as part of the attached Treasurer's report.

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

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

Waste Water/Sewer Warrant #0617: was approved in the amount of \$387,427.25.

Stormwater Warrant #0617: was approved in the amount of \$4,560.00

Any Other Business/Members Comments: None.

The meeting adjourned at 11:37 am.

The next meeting will be on Tuesday, August 15, 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

June 2017

Plant Update:

1. Call Outs June 7th 6 & 8 PM Power out. Restart blowers and screen. Restart plant. June 10th 3 PM power surge restart blowers and screen. June 18th air low side two clear meter. June 22nd 5:30 AM air low side two clear meter.
2. June 2nd Power out to plant lift station dead short in wire from MCC A. Run temporary wire from compactor to run lift station.
3. June 5th # 2 blower not working. Trace problem to bad motor connections. Repair connections. # 2 blower on.
4. June 6th MBY on sight to perform annual service on generator. Change oil and filters. Replace broken bracket for cooling fan on engine. Test ATS run generator under load.
5. June 6th Micro C chemical pump leaking. Replace with spare pump.
6. June 13th Alum chemical pump not working Replace with spare pump. Repair both micro C and alum pumps and put in stock for back up.
7. June 19th Replace bulb # 3 and UV dector on UV A. UV A reading at 100%.
8. TN average to date is 2.70 Mg/l. Annual limit 3.0 Mg/l.
9. Total gallons in sludge box 131,767 gallons. Approximant cost was 9 cents per gallon.
10. Bubble test cassette # 6, 44, 43, 2 & 7
11. Wash Cassette C-1, D-2, A-2, B-1 & D-1

R.O. Update:

1. Maintenance Budget for Re-Use (attached)
2. June 21st Bottom SS spool on RO leaking at weld joint. Take off and have welded. Replace spool turn on R.O. no leaks.

Collection system:

1. June 12th W. Ocean station full. Pull pump and replace. Unable to get pump to seat. Call pump truck to transfer sewage to 13th street. Seat new pump station working on auto.
2. June 23rd Make list of manhole below grade. See attached list.
3. June 26th check all lift station for salinity at a high tide of +2.4 feet. See report attached.
4. Reviewed TV reports and video from Clean Grounds for West Ocean, Cory Dr, 13th, 14th and 15th circle. See attached report.

MAINTENANCE BUDGET FOR RE-USE						
Month of June 2017				Budgeted	Actual	Actual
				Cost per Year	Cost/Month	Cost/year
RO Power Cost KWH X 0.777200				\$8,000	\$536.44	\$2,676.84
Irrigation Pumps Power Cost KWH X 0.777200					\$43.41	\$253.31
Chemicals RO System Include Anti-scalent				\$9,000	\$128.65	\$4,950.95
Extra Testing for DEP TSS, FECAL,				\$9,000	\$800.00	\$6,100.00
Contingency				\$4,000	\$0.00	
Main & Repairs to system including pre filter cartridges.				\$3,000	\$150.22	\$2,166.63
Consulting				\$7,000	\$0.00	\$4,214.81
Insurance RO system/building				\$1,000	\$83.33	\$749.97
Reserves				\$5,000	\$416.66	\$3,749.94
	Hours	Cost \$				
R.O. Power meter	6902.24	\$536.44	\$0.08			
Irrg pump Power Mete	558.566	\$43.41	\$0.08			
Monthly Total				\$46,000	\$2,158.71	\$24,862.45
Gallons Produced				\$3,833		
Cost per Gallon						
Cost /Thousand Gal	Month	Total/year	Total to date			
	992,000	8,422,000	28,451,000			
	\$0.002176	\$0.002952				
	\$2.18	\$2.95				
Total for year						

CITY OF KEY COLONY BEACH							
SALINITY TEST							
June 26, 2017							
TIDE +2.4							
start time	11:00:00 AM	end time	2:00:00 PM				
LIFT STATION	INVERT S	flow	INVERT N.	flow			
CORAL LANE			8.8 ppt		MH # 31	0.8 ppt	
CAUSEWAY NORTH	21.9 ppt		20.0 ppt	north	MH # 29	20.0 ppt	
CAUSEWAY SOUTH	0.8 ppt		12.5 ppt	north	MH# 26	15.5 ppt	Lateral 55 feet from MH # 28 leaking
3rd Street	East 0.5 ppt		3.1 ppt		Leak at 420 3rd street cracked pipe and leaking T		
4th Street	0.4 PPT		3.8 PPT		MH# 21	0.6 PPT	Leak at lateral connection 270 4th street
5th Street	0.3 ppt		0.6 ppt				
7th Street	0.6 ppt		6.5 ppt		MH# 36	7.3 ppt	MH# 37 10.5 ppt Leak at city connection house # 840
8th Street	4.0 ppt		0.3 ppt		MH# 41	no flow	
West Ocean Dr.	West 0.6 PPT		East 1.3 PPT		North 0.4	South 0.4	
9th Street	0.4 ppt		1.0 ppt		MH# 49	0.3 PPT	
10th Street	9.9 ppt		13.4 ppt	south	MH # 55	7.5 ppt	MH# 54 14.9 ppt
				north	MH# 56	7.0 ppt	MH# 57 16.5 ppt
11th Street	11.4 ppt		7.9 ppt	north	MH # 63	4.4 ppt	MH# 64 20.0 ppt
				south	MH # 62	12.7 ppt	MH # 61 9.0 ppt
12th Street	0.7 ppt		0.3 ppt				MH # 60 0.9 ppt
13th Street	0.4 PPT						
14th Street	0.4 PPT						
Vista Del Sol	0.7 PPT						

Item # C - Manhole Risers

list of manhole below grad

MH #	Inches below grade
68	8-inchs
12	6-inchs
25	5-inchs
37	5-inchs
17	3-inchs
18	3-inchs
22	3-inchs
22A	3-inchs
32	3-inchs
49	2-inchs
61	2-inchs
28	1.5-inchs
57	1-inch
70	1-inch

E. Clean and Camera - Updates

1st street. Ok total 384 feet

East Ocean Change PSR 8a, 7 & 11 to East Ocean. Total 812.3 feet

MH 8 to 8a 42.4 feet roots in pipe and leak. 202.3 possible leak at top of lateral. 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. Crack pipe leaking at 240 feet from manhole 19.

Change graphic report PSR 19 started MH 19 to MH 20. Total 1212.1 feet.

4th street Total 906.9 No MH 9 to L/S

PSR 22 MH 22a to 22 pipe flow wrong TV with flow.

Leak at lateral 278.3 feet house #270. Possible leak 141.6 and 367.6 feet mh 21 to l/s. 175.3 feet from mh 22a root in lateral house # 470

5th street no video MH 8 to L/S total 933.3 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.

West Ocean total 1942.3 feet.

MH 1-2 117.5 feet drip at liner lateral connection. Grout.

MH 3-2 9.6 feet drip at liner lateral connection. Grout.

MH #3 to L/S 131.5 feet drip at liner lateral connection. Grout.

MH 2 leak at end of liner. Grout. Big Leak.

MH 4 to 5 262.3 feet. Leak at lateral connection good flow from leak. Grout

MH #5 1.4 feet big leak where liner meets pipe. Grout

PSR 2 Starts at MH #3 not #2

13th street Total 2175 feet. Change PSR MH 22 to L/S not 17 to L/S and MH 21 to 22 Not MH 22 to 21

14th street Total 1274.6 complete MH 1 to 5

15th circle total 1581.6 feet complete.

Cory Dr No video MH 9 to 7. Change MH 7A to 8. Total footage 1010.4

Key Colony Beach Utility Board

Treasurer's Report – July 18, 2017

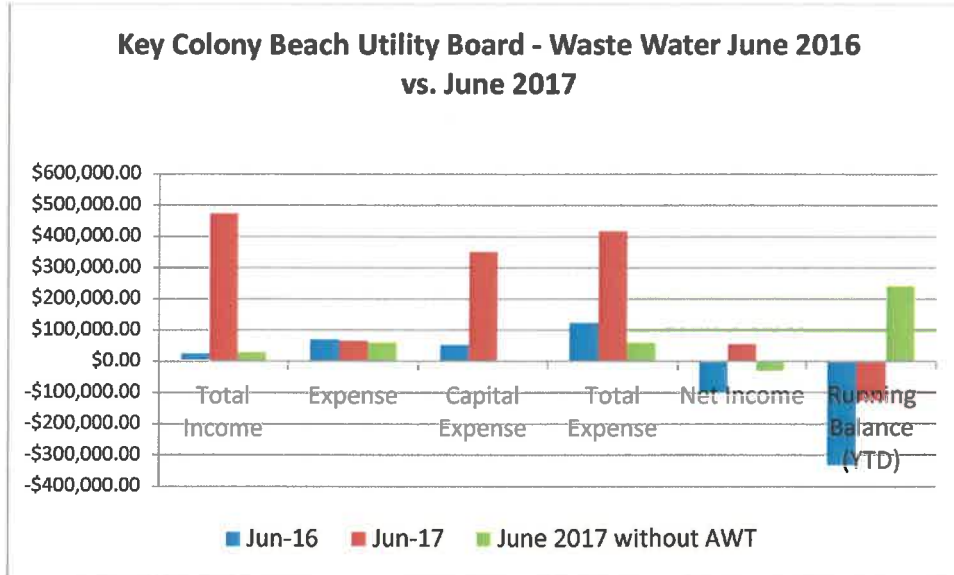
- ✓ June 30, 2017 financial summary
 - Waste Water funds continue to remain in excellent shape, with 9 months of exposure for this year.
 - Based on 9 months of exposure, 2017 budget has been projected out to year's end based on current spending. With the AWT Master Plan included, the projected balance is expected to be negative balance of \$217,835.00. This negative amount is driven by the typical 3-4 week's lag time for State funds reimbursement from the open loan funds. We are projected to have a positive balance to the budget once the reimbursement reconcile with the monthly requests.
 - Spending amount and income amounts are in line with the budget projections, with no major concerns.
 - For the AWT Master Plan, the total to-date payments are \$2,218,696.26.
 - Reimbursement received to-date from the Florida State fund total \$1,651,250.00 to-date. Remaining funds not reimbursed yet are \$567,446.26
 - Reminder, deposits will need to start in August 2017 to a bank account for the start of the monthly re-payment of the Florida State Loan for the AWT Master Plan
 - Waste Water liquid funds are at \$1,658,226.80. We are at the 3rd month now of very minimal interest income based on limited CD investments, with only 6 % of our funds in a higher interest bearing account.
 - Monthly tracking file updated with June 2017 actual results, and tracking file updated against last budget year. Plot below attached.
 - Storm Water funds are also in excellent condition, with no concerns for the current status to the budget and adequate liquid funds are available.
 - Recommendation to approve Waste Water Warrant #0617 for \$387,427.25
 - Recommendation to approve Storm Water Warrant #0617 for \$4,560.00

Financial data provided by Blanca Kulig

Treasurer's Report compiled by Tom Harding

Key Colony Beach Utility Board

Treasurer's Report – July 18, 2017



Financial data provided by Blanca Kulig

Treasurer's Report compiled by Tom Harding

Key Colony Beach Utility Board

Treasurer's Report – July 18, 2017

2018 Budget

1. Draft budget updated with the City Commission direction for approved increases in medical insurance, salaries, etc. Revision level 6.
2. Assumed 2017 carryover income from Waste Water and Storm Water fees
3. Projected 2017 spending out to full 12 months of exposure, this was used to verify suggested 2018 budget levels
4. Assumed remainder of Florida State loan utilized in 2018.
5. Assumed AWT Master plan fees align with amount of State Loan.