

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

Tuesday, October 18, 2016 – 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, Mike Alexander, Tom DiFransico and Steve Flood. Excused: Lin Walsh and Ray Andro.

Also Present: Plant Manager, Dave Evans, Building Official, Edward Borysiewicz, Vice-Mayor Ron Sutton and Utility Clerk, Blanca E. Kulig. Public - 1

Chair Dalton opened the meeting by announcing the Utility Board had advertised for a treasurer and Mr. Tom Harding had responded. Met with Chair Dalton and Mayor Jerry Ellis and they were both pleased. Chair Dalton made a recommendation to nominate Mr. Harding to join the Utility Board. Mr. Harding introduced himself to the board. Mr. Harding has been a part time resident of Key Colony Beach for 13 years and President of Sea Isles Condominium for 9 years. Mr. Harding looks forward to joining the Utility Board as Treasurer. Although Mr. Harding is a part-time resident he is accessible by email and phone at any time.

Vice Chair Steve Flood is concerned that Mr. Harding is a part-time resident of Key Colony Beach. The City code requires all board members to be full-time residents of Key Colony Beach. Vice Chair Flood is okay with bringing Mr. Harding on board but he said this should be approved by the City Commission including a possible change to the city code. Vice Mayor Sutton advised the board to make a recommendation and the City Commissioners will make a decision to revise the City code section 14.47 of Chapter 14.

Motion – Moved by Chair John Dalton, seconded by Board Member Mike Alexander, Mr. Harding on board subject to the approval of the City Commission and revision of City Code Ordinance 14.47, Chapter 14.

On the Motion: Roll Call Vote. Unanimous Approval.

Approval of Minutes: Minutes from Regular Meeting of August 16, 2016

Motion – Moved by Chair John Dalton, seconded by Board Member Mike Alexander, to approve the minutes of the regular meeting of August 16, 2016.

On the Motion: Roll Call Vote. Unanimous Approval.

Utility Clerk Report: Utility Clerk Kulig gave an update on the WRF Improvements, Phase II project. The notice to proceed was issued by TLC Diversified with a commencement date of November 7th, 2016 and a substantial completion date of May 31, 2018. Final completion date of June 30, 2018 is anticipated in the event the project experiences delays. Mr. Jason Shepler, Mittauer and Associates, received the first submittal on Friday, October 14th for approval for the precast, prestressed, concrete pilings. Once approved by Mittauer and Associates, TLC Diversified can move forward with fabrication and installation. Mr. Shepler anticipates the City will see some field movement in the next three weeks. Building Official Ed Borysiewicz and Assistant Building Official Steve Britske will be the official point of contact for the city. Building Official Borysiewicz and Assistant Building Official Britske will keep daily logs available for board members at City Hall. All board members are welcome to inspect the construction site at any time.

Vice Chair Flood referenced the City Ordinance which states the Utility Board is to oversee any construction

projects at the treatment plant. Vice Chair Flood is concerned regarding questions that may arise during the construction and who will be addressing those questions. Vice Mayor Sutton stated Building Official Borysiewicz is the official representative for the City and he will answer any questions regarding the project.

Operators Report- is included as part of the minutes.

Chairs Report:

A. **Shenandoah Proposals:** Three proposals were presented to the Utility Board for review. First proposal is to clean and camera 120 manholes and the sanitary sewer lines (entire collection system) in the amount of \$79,000; second proposal is to clean the lines but not camera in the amount of \$45,940; third proposal is to clean 15 liftstations in the amount of \$9,710. Plant Manager Evans does not recommend the proposal to clean the lift stations. Plant Manager Evans feels the price from Shenandoah is too high and has requested a proposal from G-Tech who previously cleaned the lift stations. Vice Chair Steve Flood and Board Member Mike Alexander recommended taking bids for the cleaning and camera of the City's collection system. Plant Manager Evans stated it has been ten years since the system was cleaned and this is a maintenance item that should be done every five to ten years.

Motion – Moved by Vice Chair Steve Flood, seconded by Board Member Mike Alexander, to request bids to clean and camera the sanitary sewer lines (entire collection system) in Key Colony Beach with an option to clean the 15 lift stations if needed.

On the Motion: Roll Call Vote. Unanimous Approval.

B. **Arlington Electric** – Plant Manager Dave Evans reported the transfer switch was installed and is operating properly.

C. **Smoke Testing Repair Updates:** Montecristo, repairs completed, The Cay Condo, repairs completed, Ocean Front Condos, 3rd Generation Plumbing is working on and Continental Inn, Rhodes Plumbing is working on. Residential repairs, property on Sadowski Causeway repaired by Steve's Plumbing, 451 4th St, Vice Chair Steve Flood is repairing. All other repairs have been completed and inspected.

D. **R/O Pre Filter Update:** Plant Manager Dave Evans advised the Utility Board on the two options available to replace the pre filter housing. Harn R/O submitted a proposal to replace the entire filter with a stainless steel unit at the cost of \$16,869.24. The second is a preventive option to purchase a spare PVC pre-filter housing the cost of \$1,609.78.

Motion – Moved by Board Member Tom DiFransico, seconded by Chair John Dalton, purchase the \$1,609.78 PVC housing to have as a spare with the understanding that if the PVC housing breaks again then the Utility Board will move forward to approve the stainless steel pre filter system from Harn R/O.

On the Motion: Roll Call Vote. Unanimous Approval.

Financial Reports: The August and September 2016 Financial Reports for the Utilities are ready and available.

Waste Water/Sewer Warrant #0816: was approved in the amount of \$66,019.12

Stormwater Warrant #0816: was approved in the amount of \$4,665.00

Waste Water/Sewer Warrant #0916: was approved in the amount of \$67,317.19

Stormwater Warrant #0916: was approved in the amount of \$18.97


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 11:05 am.

The next meeting will be on Tuesday, November 15th 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 typed 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

August, 2016

Plant Update:

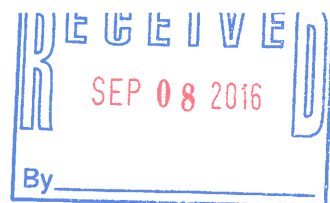
1. Call Outs August 26, 4 AM Lighting storm caused power surge. Restart blowers # 1 & 2 and screen.
2. August 1st, Arctic Temp installed new part in A/C for control room
3. August 2nd, Washer clogged up. Clear blockage and clean compactor.
4. August 3rd Install new pressure switch on AC-86-A air compressor.
5. August 5th Install new UV dector on UV A. Turn on UV A and turn off UV B. Clean UV-B
6. August 5th 4-inch flange cracked on P-37 waste pump. Replace piping from pump to check valve.
7. August 8th Air dryer not working. Bad on off switch. Install back up unit. Order new switch.
8. August 10th Pull pumps P-34-1 & 2. Check impellers ok.
9. August 16th Arlington electric ordered new generator transfer switch.
10. August 22nd City worker attached wrong hose when cleaning cassette. Plant shut down. Clean all meters.
11. TN average to date is 3.05 Mg/l. Annual limit 3.0 Mg/l.
12. Total gallons in sludge box for June was 114,954 gallons. Approximant cost was 9 cents per gallon.
13. Bubble test cassette # 5, 4, 8, 7 & 6
14. Wash Cassette A-2, D-1, B-2, A-1 & C-2

R.O. Update:

1. Maintenance Budget for Re-Use (attached)
2. August 5th install new pre-filter housing and start RO.
3. August 31, Install new batteries for HMI screen on RO and Pump controls.

Collection system:

1. Shenandoah provided 3 estimates. 1st to Clean and TV all 8-inch gravity mains. 2nd to just clean all 8-inch gravity mains. 3rd to clean all lift stations.
2. August 4th Check salinity on 10 and 11 streets. High reading north end of 10 street and between manhole # 61 & 62. TV laterals found leak at 371 11 street.
3. August 5th seal around cap on Causeway north lift station and patch hole in drive way.
4. August 10th City worker dig up lateral at 371 11 street and replace pipe 7 feet from clean out.
5. August 11th pull pump at 11 street due to high power usage. Replace impeller and install new SS chain. Power usage return to normal.
6. August 18th TV 381/371 3rd street after plumber made repair. No sign of leak at this time. Also TV 11 street between manholes 61 & 62. Two leaks at 371 11street at city connection. TV 721 W. Ocean smoke test indicated leak. Found no leak in pipe. Recommend owners manhole be sealed and new ring and cover. Notified Building Dept. See attached report.
7. August 19th Check salinity on all lift station at full moon high tide +2.5 feet. See attached report.



CITY OF KEY COLONY BEACH					
Locate leaks 11 st					
MH 61 to MH 62					
August 18, 2016					
Tide 2.5 @ 09:30					
start time	9:30 AM	end time	1:30 PM		
LIFT STATION	INVERT S.	flow	INVERT N.	flow	
3rd Street	East 0.5 pt	L	0.6 ppt	L	381 3rd st TV from clean out P.L. to main no sign of leak
West Ocean Dr.	TV from man hole 721 W Ocean to MH # 5 no leak. Recommend to Building Dept Owner replace MH ring & cover and seal up manhole.				
11th Street	MH-#62 16.2 PPT	TV laterals from MH 61 to MH 62			
	TV lateral at 371 11st south. City workers missed leak 10 feet from clean out.				
	Still unable to TV lateral on north side but could hear water running. Check salt with meter 10.5 PPT at clean out				
	311 11 st TV from clean out PL to main no leaks				
	341 11 St. TV from clean out at hose unable to get past clean out at PL. Could not locate clean out at PL				
	410/400 11 St. TV from clean out at PL across road to main. Small flow from house. Possible leak 6 feet from main at edge of road. Where pipe 45 degree bend to main.				
	401 11 St TV from clean out at hose unable to get past clean out at PL. Could not locate clean out at PL				



CITY OF KEY COLONY BEACH						
SALINITY TEST						
August 19, 2016						
TIDE +2.5						
start time	10:30	end time	14:30			
LIFT STATION	INVERT S.	flow	INVERT N.	flow		
CORAL LANE	5.5		no flow		MH # 31 0.7 ppt	
CAUSEWAY NORTH	25.2		14.2		MH # 29 9.20 ppt	Lateral 55 feet from MH # 28 leaking
CAUSEWAY SOUTH	0.9 ppt		17.9 ppt		MH# 26 9.2 ppt	
3rd Street	East 0.6 ppt		0.8 ppt			
4th Street	0.3 PPT		2.0 PPT		MH# 21 0.4 PPT	
5th Street	0.3 ppt		0.6 ppt			
7th Street	0.5 ppt		6.6 ppt		MH# 36 5.4 ppt	MH# 37 11.0 ppt Leak at city connection house # 840
8th Street	2.5 ppt		0.3 ppt		MH# 41 1.2 ppt	
West Ocean Dr.	West 0.5 PPT		East 2.5 PPT			
9th Street	0.3 ppt		0.4 ppt			
10th Street	2.8 ppt		5.5 ppt	north south	MH# 56 3.8 ppt MH # 55 3.0 ppt	MH# 57 10.2 ppt MH# 54 3.6 ppt
11th Street	8.4 ppt		2.6 ppt	north south	MH # 63 1.7 ppt MH # 62 17.3 ppt	MH # 64 2.2 ppt MH # 61 7.5 ppt
12th Street	0.8 ppt		0.2 ppt			MH # 65 terminal MH # 60 0.6 ppt
13th Street	0.5 PPT					
14th Street	0.6 PPT					
Vista Del Sol	0.4 PPT					



OPERATOR REPORT

September, 2016

Plant Update:

1. Call Outs September. NO Call outs.
2. September 2, MHS on sight for bi-annual service on Jib Crane. Install new chain bag and capacity labels. Notify MHS capacity labels came off. MHS to replace at no charge.
3. September 6, Washer plugged clear washer and clean out compactor. Replace cover on shoot.
4. September 26, City worker left remote to crane out in rain. Remote stopped working. Log spare remote on. Program extra remote to crane.
5. TN average to date is 2.71 Mg/l. Annual limit 3.0 Mg/l.
6. Total gallons in sludge box 150,144 gallons. Approximant cost was 9 cents per gallon.
7. Bubble test cassette # 1, 2, 9 & 3
8. Wash Cassette C-1, D-2, B-1 & A-2

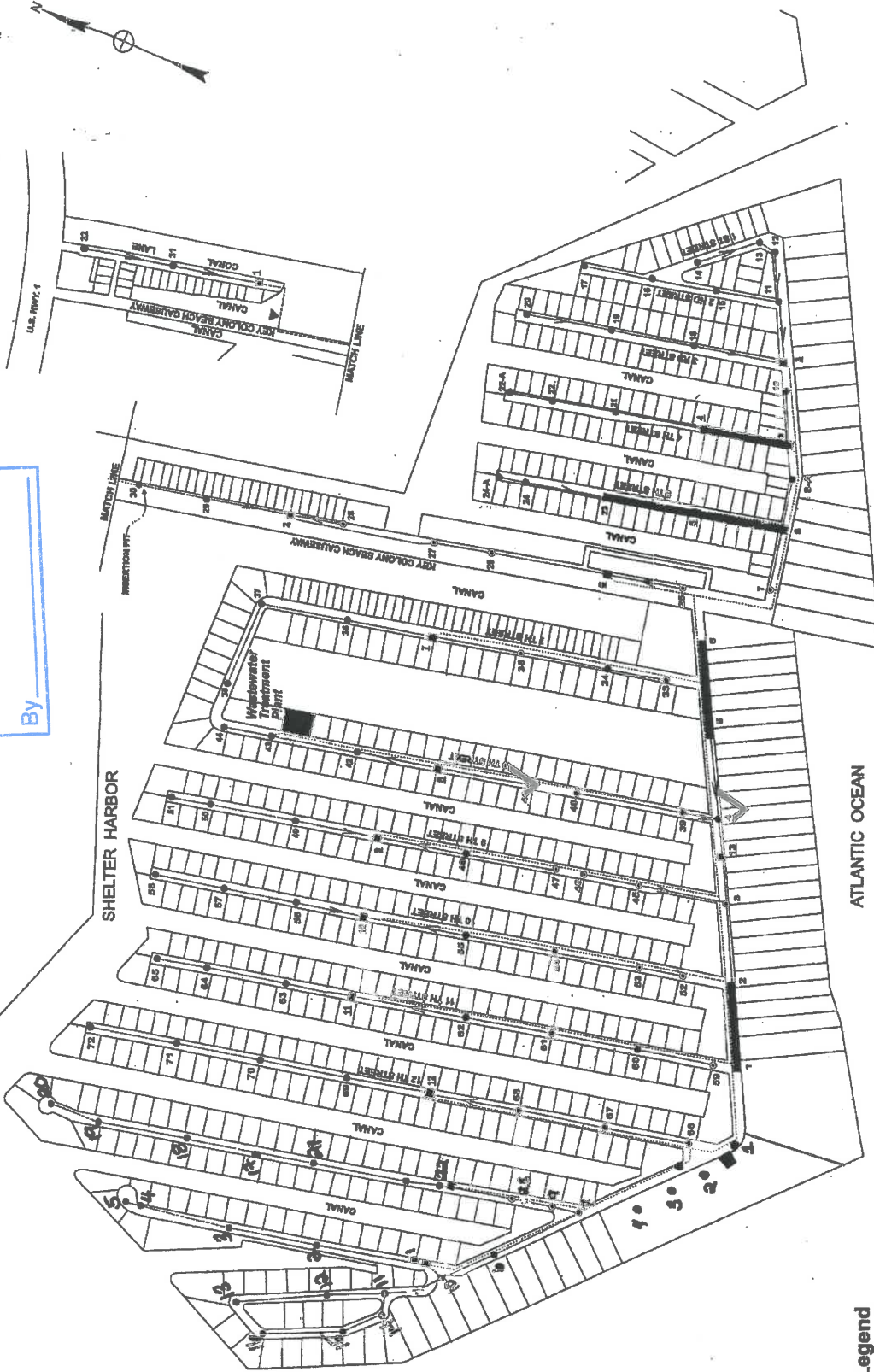
R.O. Update:

1. Maintenance Budget for Re-Use (attached)
2. September 27, Harn on sight to install new wash filter and wash RO.
3. September 28 to 30th Harn wash R.O.

Collection system:

1. Shenandoah provided 3 estimates. 1st to Clean and TV all 8-inch gravity mains. 2nd to just clean all 8-inch gravity mains. 3rd to clean all lift stations.
2. September 2, Pull pump at 7th street station. Replace impeller and wear ring. Also replace guide rail plugs. Station pumping better using less power.
3. September 23rd Bi-annual manhole inspection completed. See report.

RECEIVED
OCT 13 2016
By



Legend

- Sewer Line
- LIR Station
- - - Force Main
- - - Subaqueous Crossing
- Sewer Manhole
- Sewers to be Slip-Lined

DATE	BY	DESCRIPTION	DATE	BY	DESCRIPTION

2003 Sewer System
Slip-Lining Project
Location Plan

City of
Key Colony Beach

URS

Comments/Issues to be Addressed:
No Manhole need to be replaced at this time

Date of Inspection: September 23, 2016 Sign: David L Evans Date: