

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

Tuesday, November 15, 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, Steve Flood, Lin Walsh and Raymond Andro.

Also Present: Plant Manager, Dave Evans and Utility Clerk, Blanca E. Kulig. Public - 2

Chair Dalton opened the meeting welcoming Mr. Tom Harding and moved for a motion to bring Mr. Harding onboard as Treasurer.

Motion – Moved by Chair John Dalton, seconded by Board Member Mike Alexander to bring Mr. Harding on board as a full-time Utility Board Member and move Lin Walsh to the position of Alternate member subject to the approval of the City Commission.

On the Motion: Roll Call Vote. Unanimous Approval.

Chair John Dalton swore Mr. Tom Harding into office of Treasurer for the Utility Board. Utility Board members welcomed Mr. Harding and thanked him for his commitment to the City of Key Colony Beach.

Approval of Minutes: Minutes from Regular Meeting of October 18, 2016.

Motion – Moved by Board Member Lin Walsh, seconded by Chair John Dalton, to approve the minutes of the regular meeting of October 18, 2016.

On the Motion: Roll Call Vote. Unanimous Approval.

Utility Clerk Report: Utility Clerk Kulig updated the board on the purchase of the replacement R.O. Housing unit from ISI. Order was placed on November 8th, 2016 at the cost of \$1,459.78 and will be shipped on November 15th, 2016.

Operators Report- is included as part of the minutes.

Chairs Report:

- A. **Smoke Testing Repair Updates:** All residential repairs have been completed and inspected. Ocean Front Condos and Continental Inn repairs are on-going and being done by 3rd Generation Plumbing.
- B. **Stormwater Master Plan – 12th Street Update:** A preliminary timeline received from Mike Tibble, Mittauer and Associates, was presented to the Utility Board for reference and review. (see attached)
- C. **Clean and Camera Sewer Gravity Main Line Bid Update:** A bid package was mailed to potential bidders. Project was advertised in the Construction Journal Website and the Keynoter Newspaper printed on Wednesday, November 9th and Saturday, November 12th. All bids received will be opened at the Utility Clerk's office on Monday, November 28th at 3:00 pm. Bids will be reviewed by the Utility Board and a recommendation for the City Commission to award will be made during the regular Utility Board Meeting on Tuesday, December 20, 2016 at 9:30 am.

D. **WRF Improvements – Phase 7 Update:** Construction trailers have been delivered to the construction site by TLC Diversified and Jeff Hall Electric. Due to the unusually high tides pile drilling has been delayed until Monday, November 21st, 2016.

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

Waste Water/Sewer Warrant #1016: was approved in the amount of \$64,720.14

Stormwater Warrant #1016: was approved in the amount of \$48.67

Any Other Business/Members Comments: None

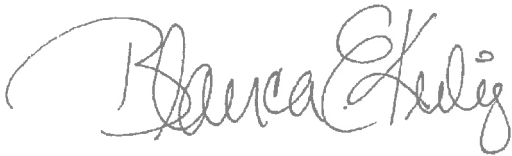
These minutes are unofficial and have not been formally approved by the Utility Board as of yet.

The approval will be at the next schedule Utility Board meeting.

The meeting adjourned at 10:05 am.

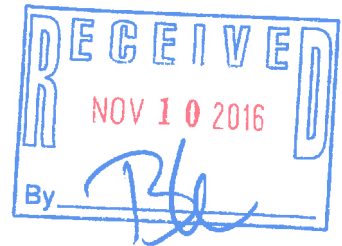
The next meeting will be on Tuesday, December 20th, 2016 at 9:30AM

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

October, 2016

Plant Update:

1. Call Outs October 27, Power blip. Generator started and transferred power automatically. Reset blower # 1 and wait for plant levels to fall.
2. October 3, Add 110 gallons of alum to plant to kill filaments' in sludge.
3. October 6, Pull P-34-1 pump and check impeller.
4. October 11, Arlington electric install new automatic transfer switch for generator.
5. October 11, Install new sample ports for turbidity train one and two and Nitrox meter.
6. October 11, Hach on site perform bi-annual service visit Nitrox meter.
7. October 12, CFM meter for membrane air not working. Clear water out and reset meter for train two.
8. October 14, Train one not coming out of fill TK 88. Replace LSH switch in back pulse tank.
9. October 20, Nitrox meter error message. Hach recommend Zero calibration. Perform Zero calibration. Meter working no more error messages.
10. October 25, FV-3565-1 failed. Replace valve and actuator.
11. October 27, Replace actuator on valve FV-3568-2. Leaking
12. TN average to date is 2.55 Mg/l. Annual limit 3.0 Mg/l.
13. Total gallons in sludge box 126,684 gallons. Approximant cost was 8.25 cents per gallon.
14. Bubble test cassette # 5, 4, 8 & 7
15. Wash Cassette D-1, B-2, A-1 & C-2

R.O. Update:

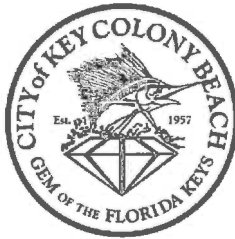
1. Maintenance Budget for Re-Use (attached)
2. October 17, Leak patched in Effluent holding tank for irrigation water.
3. October 20, Wash pump not working. Trace problem to phase monitor. Reprogram monitor and pump working in auto.

Collection system:

1. October 12, Check salinity at all lift station during King Tide.
2. October 13, TV laterals between MH # 53 & 54. Found leak at city Y on 271 10th street. Notify public works.
3. October 21, TV laterals between MH # 31 and coral lane lift station. No leaks found. Smooth wall pipe under road. Unable to TV house #s 87 and 93.
4. October 28, City worker cap off abandoned 3-inch lateral from house # 1 on causeway.
5. October 28, TV laterals between MH # 66 & 67 12th street. Found leak in 3-inch PVC pipe on city Wright of way 60-inch from clean out at house # 200 12th street.

CITY OF KEY COLONY BEACH						
SALINITY TEST						
October 12, 2016						
TIDE +0.6						
start time	12:00	end time	15:00			
LIFT STATION	INVERT S	flow	INVERT N.	flow		
CORAL LANE			5.0 ppt		MH # 31 0.4 ppt	
CAUSEWAY NORTH	9.9 ppt		8.4 ppt		MH # 29 6.3 ppt	Lateral 55 feet from MH # 28 leaking
CAUSEWAY SOUTH	0.7 ppt		12.9 ppt		MH# 26 9.5 ppt	
3rd Street	East 0.6 ppt		0.7 ppt			
4th Street	0.3 PPT		1.6 PPT		MH# 21 0.6 PPT	
5th Street	0.5 ppt		0.4 ppt			
7th Street	0.7 ppt		7.0 ppt		MH# 36 7.7 ppt	MH# 37 11.0 ppt Leak at city connection house # 840
8th Street	4.2 ppt		0.5 ppt		MH# 41 1.6 ppt	
West Ocean Dr.	West 0.7 PPT		East 1.7 PPT		MH # 4 1.6 ppt	MH # 39 2.7 PPT MH # 40 1.1 PPT (8th st)
9th Street	0.8 ppt		1.6 ppt		MH# 48 0.4 PPT	
10th Street	no flow		7.3 ppt	south	MH # 55 8.2 ppt	MH# 54 12.3 ppt MH# 53 0.3 ppt
11th Street	14.8 ppt		2.7 ppt	north	MH # 63 0.9 ppt	
				south	MH # 62 16.5 ppt	MH # 61 4.9 ppt
12th Street	0.4 ppt		2.8 ppt	south	MH# 68 2.9 ppt	MH# 67 1.6 ppt
						MH # 60 1.2 ppt
						Leak at 371
13th Street	0.5 PPT					
14th Street	0.6 PPT					
Vista Del Sol	0.4 PPT					





Stormwater Master Plan Phase 7 – 12th Street Project 6,000 linear feet of swales and 3 Injection wells

Preliminary Timeline from Mike Tibble at Mittauer and Associates as per the Water Management District

1. January 10, 2017: Engineer issues 90% Submittal and any owner acquired Permit Applications necessary to construct project to the City.
2. January 31, 2017: City provides comments to Engineer on 90% drawings.
3. February 14, 2017: Engineer Issues 100% Set and provides draft advertisement to City for coordination of Bid Dates.
4. The week of February 27, 2017: City advertises in paper of general circulation in County. Not sure when the local legal ads paper is published, but a day or two either way is not critical.
5. No later than March 7, 2017: M&A has plans and specifications available for distribution.
6. April 6, 2017: Bids are opened at City Hall. City shall scan and email bid packages to Engineer to prepare official bid tab.
7. April 10, 2017: Bid tab issued by Engineer.
8. April 10 – 14, 2017: City and M&A vet low bid contractor and acquire any additional information necessary to recommend award.
9. April 17, 2017: M&A issues Recommendation of Award for council approval at meeting the following day. Council authorizes M&A to issue Notice of Award to Contractor contingent upon approval of Bid Documentation by SFWMD.
10. Prior to April 28, 2017: City submits plans, specifications and bid tabulation to SFWMD for approval.
11. Post SFWMD approval, but within 60 days of Bid Opening: Request insurance, bonds, etc. and complete Contracts. Sign Contracts.
12. To Be Determined: Hold Preconstruction Conference and Issue Notice to Proceed (copy to District).

**This timeline is preliminary and may change.
If you have any questions please contact Ed Borysiewicz.*