

SOUTH CENTRAL REGIONAL WASTEWATER TREATMENT AND DISPOSAL BOARD

1801 North Congress Avenue • Delray Beach, Florida 33445



BOARD
City Council Members of
Boynton Beach & Delray Beach



QUARTER ANNUAL MEETING **DATE: THURSDAY, APRIL 17, 2014**
OF THE **AT: SCRWWTP&DB**
SOUTH CENTRAL REGIONAL **1801 NORTH CONGRESS AVENUE**
WASTEWATER TREATMENT **DELRAY BEACH**
AND DISPOSAL BOARD **TIME: 5:00 P.M.**

AGENDA

A. CALL TO ORDER

B. ROLL CALL

C. PROOF OF NOTICE OF MEETING

Proofs of Meeting Notices were posted at both City Halls on April 10, 2014.

D. ADDITIONS AND/OR DELETIONS TO AGENDA

**E. ACCEPTANCE AND/OR CORRECTION TO MINUTES OF RE-SCHEDULED MEETING
HELD FEBRUARY 12, 2014. (ITEM E)**

MOTION TO ACCEPT MINUTES OF MEETING HELD FEBRUARY 12, 2014

**F. ELECTION OF OFFICERS (CHAIRMAN, VICE-CHAIRMAN, SECRETARY,
TREASURER).**

*Chairman and Secretary from Delray Beach; Vice Chairman and Treasurer from
Boynton Beach.*

1. *Each office must be voted on separately.*

Chairman (Delray Beach)

Vice Chairman (Boynton Beach)

Secretary (Delray Beach)

Treasurer (Boynton Beach)

G. REPORT OF OFFICERS, COMMITTEES AND EXECUTIVE DIRECTOR

1. CURRENT FINANCIAL STATEMENTS (through March 1, 2014)

a. Balance Sheet (ITEM G1a)

Current Financial Position

Cash on Hand	\$ 1,710,543
Accounts Receivable from Cities	\$ 638,227
Repair and Replacement Cash	\$ 2,575,106
Repair and Replacement Committed	\$ 1,770,634
Repair and Replacement Available	\$ 804,472

b. Budget Variance & Cash Projection (ITEM G1b)

PLANT O&M					
Revenues			Expenditures		
Item	Budgeted	Projected	Item	Budgeted	Projected
User Charges	\$ 6,030,195	\$6,259,927	Personnel	\$1,699,250	\$1,767,126
			Services	\$1,583,100	\$1,646,095
			O&M	\$1,916,845	\$1,886,446
			Chemicals and Supplies	\$ 701,000	\$ 674,320
*Projected revenues versus projected expenses credit of \$ 239,588					

RECLAIM O&M					
Revenues			Expenditures		
Item	Budgeted	Projected	Item	Budgeted	Projected
User Charges	\$1,201,004	\$1,188,858	Personnel	\$ 256,000	\$ 248,461
			Services	\$ 102,285	\$ 72,897
			O&M	\$ 477,000	\$ 440,322
			Chemicals and Supplies	\$ 293,500	\$ 265,816
*Projected revenues versus projected expenses credit of \$ 117,548					

QUESTIONS

- c. **PREVIOUSLY APPROVED RETURN OF EXCESS FOR THE 2012/2013 FISCAL YEAR IN THE AMOUNT OF \$501,274. CITY OF BOYNTON BEACH \$294,599 AND CITY OF DELRAY BEACH \$206,675. (ITEM G1c)**

Return to occur in two installments. The First occurred on March 17, 2014 in the amounts of \$147,299.38 for the City of Boynton Beach and \$103,337.64 for the City of Delray Beach. Second installment scheduled for May, 2014

MOTION TO ACCEPT CURRENT FINANCIAL STATEMENTS

2. EXECUTIVE DIRECTOR'S REPORT

- a. **Compliance and Operational Status Report (ITEM G2a)**

Second Quarter Report

The Plant average flow for the fiscal year is 17.63 MGD. Of this flow, Delray's flow was 7.18 MGD accounting for 41% and Boynton Beach's flow was 10.45 MGD accounting for 59%.

Two of our main operating parameters used to determine how effectively the Plant is operating are total Suspended Solids (TSS) and Carbonaceous Biological Oxygen Demand (CBOD)

Our average TSS and CBOD were 0.78 and 1.34 mg/L well under the limits required by FDEP Operating Permit.

- b. **Florida Department of Health NELAC Certification Inspection (ITEM G2b)**

On March 13-14, 2014 the Florida Department of Health performed an on-site inspection of the Board's laboratory. The inspection was to verify compliance with Florida Administrative Code (FAC) Rule 64E-1, Certification of Environmental Testing Laboratories, which incorporates by reference the 2003 standards adopted at the National Environmental Laboratory Accreditation Conference (NELAC). Conformity with the 2009 standards of the NELAC institute (TNI) was simultaneously reviewed.

The Board's laboratory was found to be in compliance with the requirements of FAC Rule 64E-1 and the 2003 NELAC standards.

The laboratory holds Fields of Accreditation in:

- o Non-Potable Water- Microbiology, General Chemistry*
- o Total Suspended Solids and Fecal Coliforms*

c. Permit Renewal Application (ITEM G2c)

On February 24, 2014, a meeting was held between the Board's Executive Director, Hazen and Sawyer, P.C., and representatives from the Florida Department of Environmental Protection to discuss items related to the initial application for permit. Items requested by FDEP were addressed and submitted on March 13, 2014. A second informal request for information was submitted by FDEP on March 24, 2014 and those items were addressed and submitted on April 7, 2014.

One of the key items the Board will be requesting during this renewal period is the ability to dispose of effluent water via the existing deep injection well. The disposal would be limited to substandard water events, wet weather discharges and storm events. The benefit to the Board would be further eliminating ocean outfall disposal thereby limiting disruption to our existing reclaim water customers on the Barrier Island in Delray Beach.

d. "B" Clarifier Rehabilitation Project (ITEM G2d)

The Plant B Secondary Clarifier Rehabilitation project generally consists of the rehabilitation of the three existing Plant B secondary clarifiers, Plant B RAS pump station upgrades, construction of a sludge trailer washing station, Administration Building area paving and perimeter fence modifications, and Effluent Pump Station, Solids Handling Building and Administration Building electrical and instrumentation panel modifications.

A progress construction meeting was held on March 11, 2014. As of the date of this meeting the project remains on schedule as outlined below:

*The Project Notice to Proceed date is **July 1, 2013**
The Contract Substantial Completion Date is **August 25, 2014**
The Contract Final Completion Date is **September 24, 2014**
The Awarded Contract Amount is **\$1,895,000.***

As of April 1, 2014, five Applications for Payment in the total amount of \$755,017.97 have been processed; leaving the balance to finish, including retainage, at \$1,139,982.03.

e. SWA Pelletization Facility Update (ITEM G2e)

Year ending processing cost per wet ton was \$51.81 actual versus \$53.70 budgeted.

Put/Pay Target – is the minimum amount of biosolids each participant is contracted to deliver on an annual basis.

For the Fiscal Year ending September 30, 2013, the Board delivered 20,078 wet tons. Our put/pay target for this period was 19,000 wet tons. Having met our put/pay target the Board was eligible for the full reconciliation credit of

\$1.89 per wet ton. With deliveries of 20,078 wet tons, we received a credit of \$37,947.74 after the annual reconciliation was performed in February 2014.

f. Caraballo vs. South Central Regional Wastewater Treatment and Disposal Board (ITEM G2f)

This is a Workers' Compensation case filed with the Florida Division of Administrative Hearings. Zenith Insurance Company is the Board's Workers' Compensation insurance carrier and an attorney employed by Zenith is defending this case on behalf of the Board.

g. Odor Control Update (February 13, 2014 through April 1, 2014)

Good Quarter; few incidents.

QUESTIONS

CITIZEN'S COMMENTS

MOTION TO ACCEPT EXECUTIVE DIRECTOR'S REPORT

3. BOARD ATTORNEY'S REPORT

a. ROGER SABERSON (ITEM G3a)

1. Plant B Secondary Clarifiers Rehabilitation Project.
2. Caraballo vs South Central Regional Wastewater Treatment and Disposal Board.
3. Amended and Restated Retirement Plan.

QUESTIONS

MOTION TO ACCEPT BOARD ATTORNEY'S REPORT

4. ENGINEER'S REPORT

a. HAZEN AND SAWYER (ITEM G4a)

1. Plant B Secondary Clarifier Rehabilitation
2. Florida Department of Environmental Protection Operating Permit Renewal
3. Flow Meter Transmitters for Reclaimed Water Users
4. Centrifuge Feed Pump Replacement

QUESTIONS

MOTION TO ACCEPT ENGINEER'S REPORT

H. CONSENT AGENDA: Executive Director recommends approval (Board Members may request that any item be removed for discussion.)

1. Notification of Board expenditures in the amount of **\$59,742.37** from January 16, 2014 through April 7, 2014. (Required for expenditures between \$10,000 and \$25,000)
 - a. **Trade in Ford Explorer for Ford Taurus: \$12,122.37**
Line Item: S-535807-263, Equipment Number: 067-025
 - b. **Centrifuge #3 Truck Loading Replacement Pumps:**
Two at \$12,450.00 each \$24,900.00
Line Item: S-535807-267
Equipment Numbers 030-11105 and 030-11106
 - c. **Chlorine Generator #3 Upper Acrylic Tube: \$11,360.00**
Line Item: S-535807-278, Equipment Number: 054-11003
 - d. **Chlorine Generator #3 Lower Acrylic Tube: \$11,360.00**
Line Item: S-535807-279, Equipment Number: 054-11003
2. Authorization to replace the following to Section XVI "Employment of Relatives" of the Board Rules to read:

SECTION 1. ~~In accordance with Section 112.3135, Florida Statutes, a public official may not appoint, employ, promote, or advance, or advocate for appointment, employment, promotion, or advancement, in or to a position in the Board in which he/she is serving or over which he/she exercises jurisdiction or control any individual who is a relative of the public official. An individual may not be appointed, employed, promoted, or advanced in or to a position in the Board if such appointment, employment, promotion, or advancement has been advocated by a public official, serving in or exercising jurisdiction or control over the Board, who is a relative of the individual.~~

SECTION 2. FOR PURPOSES OF THIS RULE:

- ~~A. "Public official" means an officer, or employee of the Board, in whom is vested the authority by law, rule, or regulation, or to whom the authority has been delegated, to appoint, employ, promote, or advance individuals or to recommend individuals for appointment, employment, promotion, or advancement in connection with employment in the Board; and~~
- ~~B. "Relative" means an individual who is related to the public official or employee as father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, spouse, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, half-sister, grandparent, or grandchild.~~

SECTION 3. ~~No two people who are relatives of each other will be hired or allowed to work for the Board, except that two employees who become married or become relatives as the result of marriage may continue to work for the Board as long as one does not have the responsibility for recommending the other for promotion or advancement, and as long as the operations of the Board are not adversely affected.~~

SECTION 4. ~~Current employees who become relatives as the result of a marriage shall notify the Executive Director within seven (7) days of the marriage.~~

and replace with:

An employment decision that results in the hiring of a relative of another Board employee, must be in compliance with the Florida State Law on Nepotism. This rule is intended to eliminate hiring practices that result in conflicts of interest, favoritism, or the appearance of impropriety.

"Relative" as used herein, means a person who is related by blood, marriage or adoption, as father, mother, son, daughter, brother, sister, grandparent, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, step-father, step-mother, step-son, step-daughter, step-brother, step-sister, half-brother, half-sister, or domestic partner.

A person who is a relative of a Board official or employee may not be appointed, employed, promoted, or advanced in or to a position in any department/division, if the related Board official or employee is, or would be the person's supervisor or would exercise any authority or control over or otherwise regulate the duties and responsibilities of the person, or if the person would supervise or exercise any authority or control over or otherwise regulate the duties and responsibilities of the related Board official or employee.

MOTION TO APPROVE CONSENT AGENDA

I. ITEMS REMOVED FROM CONSENT AGENDA FOR DISCUSSION

J. UNFINISHED BUSINESS

K. NEW BUSINESS

- 1. AUTHORIZATION TO MAINTAIN OUR RECLAIM USER RATE FOR HUNTERS RUN, COUNTRY CLUB OF FLORIDA, QUAIL RIDGE, DELRAY DUNES AND PINE TREE FOR FISCAL YEAR 2013/2014 AT \$2000/1,000 GALLONS.
(ITEM K1)**

The five original golf course customers have a cost formula that requires adjustment of their usage rate annually. It essentially averages the past 24 months operating cost and is applied to the current fiscal year. Due to increased volume through the

reclaim plant due to the deep injection well process, the adjusted rate this year would be \$.1572/1,000 gallons. However, due to their contract structure, their rate cannot go below \$.20/1,000 gallons.

2. APPROVAL OF CHAIRMAN, TREASURER, EXECUTIVE DIRECTOR, FINANCE ADMINISTRATOR, AND CHIEF OF OPERATIONS AS SIGNATORIES ON CHECKS. (TWO (2) SIGNATURES REQUIRED ON EACH CHECK.)

3. COMMITTEE APPOINTMENTS

a. *Auditing, Budgeting, Personnel Compensation, and Grievance Committees.*

Traditionally, the Chairman, Vice Chairman, Secretary and Treasurer have served on these Committees.

b. *Pension Committee*

Traditionally, the Committee consisted of two (2) Board Members, three (3) elected employees. Also included on the committee but non-voting are the Executive Director and the Board Attorney.

MOTION TO APPROVE NEW BUSINESS ITEMS K3a THROUGH K3b

L. PUBLIC AUDIENCE

M. ADJOURNMENT