

**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



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**QUARTER ANNUAL MEETING
OF THE
SOUTH CENTRAL REGIONAL
WASTEWATER TREATMENT
AND DISPOSAL BOARD**

**DATE: THURSDAY, JANUARY 15, 2015
AT: SCRWT&DB
1801 NORTH CONGRESS AVENUE
DELRAY BEACH
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 January 8, 2015.

- D. ADDITIONS AND/OR DELETIONS TO AGENDA**
- E. ACCEPTANCE AND/OR CORRECTION TO MINUTES OF MEETING HELD
OCTOBER 16, 2014. (ITEM E)**

PUBLIC COMMENT

MOTION TO ACCEPT MINUTES OF MEETING HELD OCTOBER 16, 2014

- E.1 ACCEPTANCE AND/OR CORRECTION TO CORRECTED MINUTES OF
EMERGENCY MEETING HELD NOVEMBER 24, 2014. (ITEM E.1)**

PUBLIC COMMENT

**MOTION TO ACCEPT THE CORRECTED MINUTES OF EMERGENCY MEETING HELD
NOVEMBER 24, 2014**

E.2 CONSIDER ITEMS FROM THE NOVEMBER 24, 2014 MEETING

BOARD DISCUSSION REQUIRED

E.2.a MOTION TO CONTINUE WITH THE INVESTIGATION BY THE STATE ATTORNEY'S OFFICE. THIS MOTION WAS APPROVED 6-0 AT THE NOVEMBER 24, 2014 EMERGENCY MEETING.

PUBLIC COMMENT

BOARD DISCUSSION REQUIRED

E.2.b MOTION TO APPOINT COLIN GROFF AS INTERIM EXECUTIVE DIRECTOR, EFFECTIVE AS OF NOVEMBER 24, 2014. THIS MOTION WAS APPROVED 6-0 AT THE NOVEMBER 24, 2014 EMERGENCY MEETING.

PUBLIC COMMENT

BOARD DISCUSSION REQUIRED

E.2.c AUTHORIZE THE CHAIRMAN TO ENTER INTO ENGAGEMENT LETTERS WITH LITIGATION COUNSEL AS RECOMMENDED BY THE BOARD ATTORNEY FOR ANY ITEMS RELATED TO THE DENNIS COATES' MATTER AS WELL AS POSSIBLE LITIGATION WITH FLORIDA SPECTRUM. THIS MOTION WAS APPROVED 6-0 AT THE NOVEMBER 24, 2014 EMERGENCY MEETING.

PUBLIC COMMENT

BOARD DISCUSSION REQUIRED

E.2.d MOTION GRANTING STAFF THE AUTHORITY TO DO WHAT IS NECESSARY TO PROTECT THE BOARD'S ASSETS, I.E., REMOVING DENNIS COATES FROM BANK ACCOUNTS, CHANGING PASSWORDS, ETC. THIS MOTION WAS APPROVED 6-0 AT THE NOVEMBER 24, 2014 EMERGENCY MEETING.

PUBLIC COMMENT

F. AUTHORIZATION TO HOLD MONTHLY MEETINGS BOARD FOR THE NEXT THREE MONTHS, FEBRUARY 19, 2015, MARCH 19, 2015 AND OUR REGULARLY SCHEDULED BOARD MEETING ON APRIL 16, 2015.

PUBLIC COMMENT

MOTION TO APPROVE THE HOLDING OF THE TWO ADDITIONAL MEETINGS IN THE NEXT TWO MONTHS.

G. REPORT OF OFFICERS, COMMITTEES AND EXECUTIVE DIRECTOR

1. CURRENT FINANCIAL STATEMENTS (through October 31, 2014)

a. Balance Sheet (ITEM G1a)

Current Financial Position

| | |
|----------------------------------|--------------|
| Cash on Hand | \$ 1,644,621 |
| Accounts Receivable from Cities | \$ 715,653 |
| Repair and Replacement Cash | \$ 1,780,502 |
| Repair and Replacement Committed | \$ 273,662 |
| Repair and Replacement Available | \$ 1,462,499 |

b. Budget Variance & Cash Projection (ITEM G1b)

| PLANT O&M | | | | | |
|--|-----------------|------------------|------------------------|-----------------|------------------|
| Revenues | | | Expenditures | | |
| Item | Budgeted | Projected | Item | Budgeted | Projected |
| User Charges | \$6,271,493 | \$ 6,384,871 | Personnel | \$ 1,777,038 | \$ 1,746,984 |
| | | | Services | \$ 1,675,300 | \$ 1,680,486 |
| | | | O&M | \$ 1,900,225 | \$ 1,984,051 |
| | | | Chemicals and Supplies | \$ 681,900 | \$ 676,688 |
| *Projected revenues versus projected expenses credit of \$ 299,289 | | | | | |

| RECLAIM O&M | | | | | |
|---|-----------------|------------------|------------------------|-----------------|------------------|
| Revenues | | | Expenditures | | |
| Item | Budgeted | Projected | Item | Budgeted | Projected |
| User Charges | \$ 1,115,884 | \$ 1,136,960 | Personnel | \$ 267,184 | \$ 263,060 |
| | | | Services | \$ 55,000 | \$ 53,283 |
| | | | O&M | \$ 486,000 | \$ 487,458 |
| | | | Chemicals and Supplies | \$ 297,700 | \$ 292,752 |
| *Projected revenues versus projected expenses credit of \$ 31,241 | | | | | |

c. List of Purchase Orders processed and approved from December 4, 2014 through January 6, 2015 as required by Procurement Policy. (ITEM G1c)

QUESTIONS

PUBLIC COMMENT

MOTION TO ACCEPT CURRENT FINANCIAL STATEMENTS

2. EXECUTIVE DIRECTOR'S REPORT

a. Operational Report

1) Plant Metrics (Compliance Report)

First Quarter Report

The Plant average flow for the fiscal year is 17.28 MGD. Of this flow, Delray's flow was 7.13 MGD accounting for 41% and Boynton Beach's flow was 10.15 MGD accounting for 59%.

2) Odor Control Update

(October 31, 2014 through December 31, 2014)

We received six (6) odor complaints all from the Pines of Delray North.

3) Reuse Metrics

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

Our average TSS was 0.53 mg/L, CBOD was 1.25 mg/L, and Turbidity was 1.20 NTU well under the limits required by FDEP Operating Permit.

The Plant average reclaim flow for the fiscal year is 16.95 MGD. Of this flow, Delray's flow was 1.83 MGD and Boynton Beach's flow was 0.73 MGD, five contracted golf courses totaled 3.03 MGD, South Central Regional's irrigation totaled 0.33, and deep injection well totaled 11.03 MGD.

4) Biosolids Metrics

Total Biosolids produced were 5,735.33 wet tons at 23.94% solids

b. Policy Discussions

1) Existing Policies (ITEM G2b1)

2) New Policies

Statement of Surplus Material Policy (ITEM G2b2)

c. On-Going Engineering Services (ITEM G2c1)

1) Annual Outfall Progress Report

The Annual Outfall Report for the Cities of Boynton Beach and Delray Beach was completed by Mathews Consulting and submitted to FDEP on December 18, 2014.

PUBLIC COMMENT

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. **Lab Services.**
3. **Annual Audit**
4. **Former Executive Director Information**

QUESTIONS

PUBLIC COMMENT

MOTION TO ACCEPT BOARD ATTORNEY'S REPORT

PUBLIC COMMENT ON CONSENT AGENDA ITEMS

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 \$ 23,425.00 from October 31, 2014 through December 31, 2014. (Required for expenditures between \$10,000 and \$25,000)

a. *Chlorine Generator No. 2 Acrylic Tube Replacement: **\$11,280.00**
Line Item: S-535807-304, Equipment Number: 054-11002*

b. *Blower Motor No. 3 Rebuild: \$ 15,287.00
Note: Item was approved at October 2014 Board Meeting for \$14,442.00
Actual Amount to be approved on this date: **\$845.00**
Line Item: S-535807-298, Equipment Number: 023-11003*

c. *Chlorine Generator No. 1 Acrylic Tube Replacement: **\$ 11,300.00**
Line Item: S-535807-309, Equipment Number: 054-11001*

d. *GrayRobinson Invoice for legal services rendered on the case concerning Dennis Coates' termination. Not to exceed \$24,900.00 (Actual Invoice Amount \$19,961.00) **(Item H1d)***

- e. *Authorization to extend the term of the contract with Advanced Environmental Laboratories, Inc. for laboratory services from January 16, 2015 through March 15, 2015. Original contract term was September 15, 2010 through September 14, 2014. Additional extension was granted at the October 16, 2014 Board meeting extending from September 15, 2014 through January 15, 2015. (ITEM H1e)*
- f. *Authorize, but not require the Interim Executive Director to enter into Laboratory Services Agreement with Pace Analytical Services, Inc. in the amount of \$24,676.50 subject to all provisions of the Contract Documents and the site visit meeting all requirements (ITEM H1f)*
- g. ***Proposed Engineering Services - Proposed Engineering Services to be provided by Hazen and Sawyer, P.C. as set forth below in Agenda Items H2g1 through H1g7 inclusive.***

1) **Additional Compensation for Additional Engineering Services on the Plant "B" Secondary Clarifier Rehabilitation**
 (ITEM H1g1)

Scope: *These additional engineering services were requested by the former Executive Director and are divided into three separate tasks as follows:*

| | | |
|--------------------------------------|---|---------------------|
| Task 1 | Administrative Building Exterior Architectural Improvements | \$ 5,150.00 |
| Task 2 | Secondary Clarifier Launder Bracket Support Anchoring | \$ 4,000.00 |
| Task 3 | Surface Preparation and Repair of Clarifier Bridges | \$ 7,450.00 |
| CONTRACT VALUE: NOT TO EXCEED | | \$ 16,600.00 |

2) **General SCADA Development and Maintenance Services**
 (ITEM H1g2)

Scope: *Proposal to provide the facility with SCADA development and maintenance services to complete specific tasks on an as-needed-basis as identified and determined by the facility's staff. These services will be provided on a not-to-exceed purchase order amount as determined by the Board.*

Contract Value: Hourly Rates Not to Exceed \$10,000.00

3) **General Wastewater Treatment Facility Process Control Facility**
(ITEM H1g3)

Scope: Proposal to provide the facility with process control assistance on an as-needed-basis as determined by the facility's staff. The purpose is to provide South Central staff with wastewater process control. These services will be based on a time and material basis with a not-to-exceed purchase order amount as determined by the Board.

Contract Value: Hourly Rates Not to Exceed \$15,000.00

4) **Power Transformer Replacement Engineering Services**
(ITEM H1g4)

Scope: Proposal to provide engineering services associated with the replacement of two power transformers at the reclaimed water facility. South Central staff will install the replacement transformers which are being supplied as a result of a previously issued purchase order.

LUMP SUM CONTRACT VALUE: \$ 4,336.00

5) **High Efficiency Blowers Evaluation Technical Memorandum**
(ITEM H1g5)

Scope: Proposal to provide engineering services for the investigation into the feasibility of replacing the existing multi-stage blowers with new high efficiency blowers in an effort to reduce operation costs for the process air demands of wastewater treatment.

**CONTRACT VALUE: HOURLY RATES NOT TO EXCEED
\$18,162.00**

6) **Existing Emergency Generator Emissions Reduction Upgrades**
(ITEM H1g6)

Scope: Proposal to provide design, prepare contract documents (drawings and specifications), bidding and construction phase engineering services to equip the two existing diesel engine driven generators within the generator room of the Blower Building with emission reduction equipment to comply with the emission limitations of RICE-NESHAP 40 CFR to maintain existing Commercial/Industrial Load Control (CILC) agreements with FPL and the discounted cost for power resulting from the agreements. Hazen and Sawyer have already been paid a total of \$15,15.00 for services i.e. the preparation of Contract Documents for bidding purposes. H&S are requesting an additional **\$35,662.00** to finalize the Contract Documents and provide the necessary bidding, permitting and construction oversight services to complete the project. Bringing the total cost of this project to \$50,812.00.

7) **Effluent Pump Drive Replacement Engineering Services**
 (ITEM H1g7)

Scope: Proposal to provide engineering services to provide for the replacement of the three existing effluent pump Variable Frequency Drives (VFD) and the installation of effluent flow equalization pump station electrical power feed cable. This project will be provided in two tasks:

| | | |
|------------------------|--|--------------------------------------|
| Task 1 | Effluent Pump Drive Pre-Purchase Documents | \$ 15,862.00 LUMP SUM |
| Task 2 | Drive Installation Construction Administration | \$ 24,108.00 NOT TO EXCEED |
| CONTRACT VALUE: | | \$ 39,970.00 |

PUBLIC COMMENT

MOTION TO APPROVE CONSENT AGENDA

. ITEMS REMOVED FROM CONSENT AGENDA FOR DISCUSSION

I. UNFINISHED BUSINESS

1. RESIGNATION OF BOARD ATTORNEY (ITEM I1)

J. NEW BUSINESS

1. DISCUSSION AND MOTION TO RETAIN SERVICES FOR A BOARD ATTORNEY

a. Authorization to form Board Attorney Selection Committee

Committee to consist of one member from each City Commission along with the Board Chairman and Executive Director. Propose to advertise through a Request for Qualifications and short list proposals for full Board review and selection.

PUBLIC COMMENT

b. Authorization to Appoint a Board Attorney

Authorize the Board Chairman to approve a Board Attorney based on recommendations from each City Attorney and other Board members after an interview process. The appointment would be returned to the full Board for consent.

PUBLIC COMMENT

c. Authorization to Appoint an Interim Board Attorney

Authorize the Board Chairman to appoint an interim Board Attorney to provide legal guidance during the search for a permanent Board Attorney.

PUBLIC COMMENT

2. DISCUSSION AND MOTION TO RETAIN SERVICES FOR A PENSION ATTORNEY

- a. Authorize the Interim Executive Director to negotiate a contract with rates and fees with the current Pension Attorney GrayRobinson.
- b. Authorization to form a Pension Attorney Selection Committee.

Committee to consist of one member from each City Commission along with the Board Chairman and Executive Director. Propose to advertise through a Request for Qualifications and short list proposals for full Board review and selection.

PUBLIC COMMENT

3. ANY OTHER NEW BUSINESS THAT REQUIRES DISCUSSION AND ACTION BY THE BOARD

K. PUBLIC AUDIENCE

L. ADJOURNMENT