

**SOUTH CENTRAL REGIONAL
WASTEWATER TREATMENT AND DISPOSAL BOARD
FY 2019-2020
RE-SCHEDULED QUARTERLY ANNUAL BOARD MEETING
FEBRUARY 24, 2020 - 6:06 P.M.
MEETING MINUTES**



1. ROLL CALL

The Board Meeting of South Central Regional Wastewater Treatment and Disposal Board Meeting held on February 24, 2020 was called to order by Commissioner Christina Romelus at 6:06 p.m.

Roll Call was performed and the following Commissioners were present:

City of Boynton Beach

Mayor Steven Grant
Commissioner Christina Romelus

City of Delray Beach

Vice-Mayor Shirley Johnson
Deputy Vice-Mayor Commissioner
Bill Bathurst

A quorum was present.

Absent from the meeting were Vice-Mayor Justin Katz, Commissioners Mack McCray and Commissioner Ty Penserga from the City of Boynton Beach; and Mayor Shelly Petrolia, Commissioner Adam Frankel along with Commissioner Ryan Boylston from the City of Delray Beach.

Also present was Board Attorney Mr. Brad Biggs, Plant Manager Mr. Doug Levine and Board Operating Committee Member Colin Groff; others present in the room included Lisa Atzmon, Executive Assistant, Simone Attipoe, Administrative Assistant, Andrew Hogan from PCL Construction, and John Koroshec and Albert Muniz from Hazen & Sawyer.

2. APPROVAL OF MINUTES

A. Approval of the October 28, 2019 Quarterly Annual Board Meeting Minutes.

MOTION TO APPROVE THE MINUTES OF OCTOBER 28, 2019 BOARD MEETING WAS MADE BY MAYOR STEVEN GRANT; MOTION WAS SECONDED BY DEPUTY VICE-MAYOR COMMISSIONER BILL BATHURST. MOTION CARRIED 4-0.

3. COMMENTS AND INQUIRIES ON AGENDA AND NON-AGENDA ITEMS FROM THE PUBLIC:

- A. Chairperson's response to prior public comments and inquiries.
- B. From the public

THERE WERE NO COMMENTS OR INQUIRIES FROM THE PUBLIC.

4. AGENDA APPROVAL

MOTION TO APPROVE THE AGENDA WITH ITEM 6E ADDED AS MODIFIED WAS MADE BY MAYOR STEVEN GRANT; MOTION WAS SECONDED BY DEPUTY VICE-MAYOR COMMISSIONER BILL BATHURST. MOTION CARRIED 4-0.

5. CONSENT AGENDA

- A. Accept written report of purchase orders under \$25,000 written October 1, 2019 through December 31, 2019.
- B. Accept written report of purchase orders over \$25,000 written October 1, 2019 through December 31, 2019.
- C. Accept the written report for purchase card transactions September 16, 2019 through December 15, 2019.
- D. Approval to increase the amount put toward the contribution by the District for the employee's health insurance policy by 3%.

MOTION TO APPROVE THE CONSENT AGENDA WAS MADE BY DEPUTY VICE-MAYOR COMMISSIONER BILL BATHURST; MOTION WAS SECONDED BY MAYOR STEVEN GRANT. MOTION CARRIED 4-0.

6. AWARD OF BIDS AND CONTRACTS OVER \$25,000:

- A. Approve Task Order Number 2020-01 by Hazen and Sawyer, P.C. to provide engineering services related to the oversight of the bidding, partial detailed observation, and assistance during operations testing during construction of the second injection well which was authorized as a portion of the bond funds procured pursuant to Resolution Number 02-2018. Hazen and Sawyer P.C. services are being utilized pursuant to the Board's General Engineering Services contract which was extended in April 2019 allowing for the Board to use Hazen and Sawyer P.C. services related to an injection well project. Cost shall not exceed \$490,000.

MOTION TO APPROVE ITEM 6A WAS MADE BY MAYOR STEVEN GRANT; MOTION WAS SECONDED BY VICE-MAYOR SHIRLEY JOHNSON. MOTION CARRIED 4-0.

- B. Approval of the purchase for two (2) additional, new polymer systems to provide for redundancy and as replacements for failing units. These systems are used for the thickening and for dewatering sludge. Purchases of these items are based on a comparison study and unit cost. Cost shall not exceed \$50,000 for the purchase of the new polymer systems; thus, two have been purchased to replace failing units, one for use in dewatering, and one to provide for the needed redundancy for the other units.

MOTION TO APPROVE ITEM 6B WAS MADE BY MAYOR STEVEN GRANT; MOTION WAS SECONDED BY DEPUTY VICE-MAYOR COMMISSIONER BILL BATHURST. MOTION CARRIED 4-0.

- C. Approval of PO 16048 for the procurement of two VFDs (Variable Frequency Drives), a line reactor, and a PLC (Programmable Logic Controller) as discussed during the October 28, 2019 Board meeting for the upgrade of SCR's #1 thickening centrifuge. The PO is over \$25,000 due to the lowest quotes being awarded to the company that has been selected to do the programming for the upgrade resulting in a PO not to exceed \$50,000.

MOTION TO APPROVE ITEM 6C WAS MADE BY MAYOR STEVEN GRANT; MOTION WAS SECONDED BY DEPUTY VICE-MAYOR COMMISSIONER BILL BATHURST. MOTION CARRIED 4-0.

- D. Approval of Work Order Number 2020-002 for Hazen and Sawyer to function as the owner's representative on a limited, as-needed basis to help assist during the Design-Build Capital Improvement Project. Work order is not to exceed \$60,568 over the next twelve (12) months.

MOTION TO APPROVE ITEM 6D WAS MADE BY MAYOR STEVEN GRANT; MOTION WAS SECONDED BY DEPUTY VICE-MAYOR COMMISSIONER BILL BATHURST. MOTION CARRIED 4-0.

- E. Approve piggyback contract with Brenntag Mid-South, Inc. utilizing terms and pricing of the City of Boynton bid agreement for the supply of Sodium Hydroxide (Liquid Caustic Soda) of \$574/Dry Ton. This contract has been extended from March 2020 to March 2021.

MOTION TO APPROVE THE ADDITION TO AGENDA ITEM 6E WAS MADE BY VICE-MAYOR SHIRLEY JOHNSON; MOTION WAS SECONDED BY DEPUTY VICE-MAYOR COMMISSIONER BILL BATHURST. MOTION CARRIED 4-0.

7. OPERATING COMMITTEE'S REPORT – [FOR INFORMATION AND CONSENSUS PURPOSES ONLY]

A. Plant Manager's Report

Plant Manager related the following: The District was meeting its projections on flow in spite of some odor complaints which have gone down since October. The clarifiers clean out project was done. Some items in the budget had been higher due to the ongoing construction resulting in more solids being sent out to keep levels at the plant low. This also results in the use of more chemicals which are additional expenses. The budget surplus is approximately one million at this time, but that will decrease as the year continues. He discussed some capital projects concerning spending and outstanding commitments. There had been only two change orders related to repair of damages to the aeration basin and to repair of the clarifier. The north basin project has been operating since November and the south basin is halfway done with expected completion in the middle of March. A Plant should be fully online and then we will start going over to B in the beginning of April and start working on that. The Plant is making good progress.”

Colin Groff added that the first part of Plant A is online and exceeding our expectations that we had for the efficiencies. That is the purpose of the project, to make the Plant more efficient. Replacing what we have to replace, it is definitely a huge improvement in the Plant. The plans are actually coming true.

Plant Manager Levine added to his initial comments with the following: There was an emergency repair last week. Fortunately, the Plant was able to get everything back together with only being down a day and one half. Two new blowers already are online and they run at about fifty to seventy percent less than our original blowers which should create some savings because of those purchases. The Plant passed DEP inspection; there is no more administrator order on the Plant. That is gone. That had been hanging over the District for quite a few years. Also, the District received its draft audit and there were no comments and no findings. It appeared to be a clean audit.”

Mayor Steven Grant asked, “Is it official right now or does it still need to be written into the audit?”

Plant Manager Doug Levine answered that it would be official in April when the Board approves the audit at the board meeting. The Plant also had pretreatment inspection and the results concluded no issues. Therefore, all of the Plant's inspections were passed and our audit was passed too. He credited both Lisa and Simone with having done a lot to help along with Milena and Operations since it helps to ensure that the Plant stays within parameters.

Vice-Mayor Johnson asked, “Is Doug taking vacation?”

Mr. Levine replied that he had taken some vacation time.”

Vice-Mayor Shirley inquired as to the impact of the shutdown of the reclaim water in Delray Beach for the Plant and was assured that the Plant was not suffering any impacts with the excess going out for irrigation or down the injection well.

8. LEGAL BUSINESS

9. NEW BUSINESS

- A. Board approval of Resolution No. R01-2020 regarding modification to the Board's procurement policies regarding the following:
- a. To change the sealed bids requirement from \$25,000 to \$35,000;
 - b. To change the maximum allowable procurement authorization by the Plant Manager without further approval from \$25,000 to \$35,000; and
 - c. To modify the construction procurement limit for authorization by the Plant Manager from \$25,000 to \$75,000.

Attorney Brad Biggs read the resolution aloud.

A Resolution of the South Central Regional Wastewater Treatment and Disposal Board providing for an amendment of the "STATEMENT OF PROCUREMENT POLICY" approved January 21, 2010, and as provided in exhibit "A"; providing an effective date; and for other purposes.

Commissioner Christina Romelus asked if there were any discussion.

Mayor Steven Grant asked if this is allowed by law.

Attorney Brad Biggs answered yes.

Colin Groff said "It matches the two cities. The cities have changed theirs and now the Board is changing theirs."

MOTION TO APPROVE ITEM 9A WAS MADE BY MAYOR STEVEN GRANT; MOTION WAS SECONDED BY VICE-MAYOR SHIRLEY JOHNSON. MOTION CARRIED 4-0.

- B. Board approval of Resolution No. R02-2020 regarding modification to the Board's capitalization policy.

Attorney Brad Biggs read the resolution aloud.

A Resolution of the South Central Regional Wastewater Treatment and Disposal Board providing for the adoption and approval of the "CAPITAL ASSET POLICY" as provided in exhibit "A"; providing an effective date; and for other purposes.

Brad Biggs explained that the District did not have a Capital Asset Policy. But now it would have one if this policy would be adopted through this resolution as proposed by Milena.

MOTION TO APPROVE ITEM 9B WAS MADE BY DEPUTY VICE-MAYOR COMMISSIONER BILL BATHURST; MOTION WAS SECONDED BY MAYOR STEVEN GRANT. MOTION CARRIED 4-0.

- C. Approve purchase of dewatering centrifuge for a cost not to exceed \$400,000 from Alfa Laval, Inc. The plant currently uses Alfa Laval centrifuges as the standard dewatering equipment. The company has offered the SCRWTDB two options including a completely rebuilt centrifuge which includes an extra rotating assembly and a demonstration unit that was used for pilot testing at several plants. A new centrifuge will cost \$700,000. Staff recommends purchasing one of the two options after a full review of the equipment and requests approval for the Chair to approve the PO after staff's review for one of the options.

Brad Biggs asked Colin Groff to explain the item's intent and timing.

Colin Groff answered that in the capital plan a second centrifuge was being added. A new one is \$700,000. He had researched and Alfa Laval has two that could be purchased. One is new and the other one is a used one that has been completely rebuilt and barely used. Both are very good deals for the Plant. This situation is strange. Usually we have already seen them before asking for approval. What is being asked for is a not-to-exceed purchase amount of four hundred thousand, which is in the budget. We would like to get the approval to buy one or the other before we make our decision to avoid an emergency meeting. In answering questions about the cost and total cost of the two options, he responded to Chairperson Romelus that the demo unit by itself is almost \$400,000 and the used one with the extra parts is about the same which would give us two for the price of one. Only one centrifuge is being purchased and there would be a warranty under either option. In response to Commissioner Bathurst, Mr. Groff noted that the rebuilt reports would be examined prior to purchasing and shipping would be included on both options. He also added that this agenda item was proposed because it would allow the unit to be ordered prior to the next meeting which is necessary to protect the Plant operations.

MOTION TO APPROVE ITEM 9C WAS MADE BY DEPUTY VICE-MAYOR COMMISSIONER BILL BATHURST; MOTION WAS SECONDED BY MAYOR STEVEN GRANT. MOTION CARRIED 4-0.

10. FUTURE AGENDA ITEMS

- A. Election of Officers pursuant to Article IV. at Section 4.7 of the By-Laws at the April 27, 2020 board meeting.

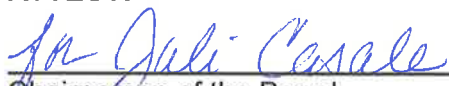
Mayor Steven Grant also requested that research be done regarding providing small amounts to the board members for attending the meeting and the Chairperson requested that this pay matter be researched as to how it will be budgeted and noticed if the Board decides to do this. Attorney Biggs indicated that he would review this matter and report at the next meeting.

11. ADJOURNMENT

MOTION TO ADJOURN WAS MADE BY MAYOR STEVEN GRANT; MOTION WAS SECONDED BY VICE-MAYOR SHIRLEY JOHNSON. MOTION CARRIED 4-0.

MEETING WAS ADJOURNED AT 6:34 P.M.

ATTEST:


Chairperson of the Board

Commissioner Christina Romelus

Commissioner



The undersigned is the Plant Manager of South Central Regional Wastewater Treatment and Disposal Board and information provided herein are the Minutes of the Re-Scheduled Quarterly Annual Board Meeting held on February 24, 2020. The minutes were formally approved and adopted by the South Central Regional Board on July, 27, 2020.



Doug Levine
Plant Manager
South Central Regional
Wastewater Treatment and Disposal Board