

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

**Tuesday, September 15, 2020 – 9:30 a.m.  
Marble Hall and Virtual Meeting via Zoom**

**Call to Order, Roll Call:**

The regular meeting of the Utility Board was called to order at 9:30 a.m. by Board Chairman John Dalton. *Answering to roll call was:* John Dalton, Steve Flood, Tom Harding, Tom DiFransisco, Mike Alexander and Lin Walsh.

Also Present: Jason Shepler of Mittauer and Associates, City Administrator Chris Moonis, Utility Clerk Pat Hyland, Plant Operator Dave Evans and Public Works Supervisor Mike Guarino. Public – 01

**Retention Pond Discussion**

- A. Summary of Retention Pond Modification** – Mittauer Engineer Jason Shepler provided the Board members with a summary of recent data relative to the retention pond discussions as well as South Florida Water Management District (SFWMD) meeting discussion pertaining to regulatory options for modifying the pond. Mr. Shepler also discussed the tidal elevations in the pond area. Mr. Shepler also provided engineering budget numbers if modification to the pond becomes necessary. Board members agreed to move forward with the decision previously approved by the Board.
- B. Bid Advertisement Status** – City Administrator Moonis informed the Board members he reviewed the bid package and a bid advertisement has been placed in the Citizen newspaper. The advertisement states the bid opening is scheduled for Monday, October 12<sup>th</sup> at 2pm. Mr. Moonis informed the Board contractors should be requesting bid documents this week.
- C. Special Meeting Date to Review Bids** - No date was set to review bids. Board Chairman John Dalton stated an emergency meeting can be scheduled to review the bids prior to providing a recommendation to the City Commission.

**Next Meeting Discussion** – the next Utility Board Meeting is scheduled for Tuesday, October 20, 2020 at 9:30 am.

**Approval of the Minutes:** Regular Meeting August 18, 2020

**Motion** – Moved by Tom Harding and seconded by Board Chair John Dalton to approve the Minutes of August 18, 2020.

**On the Motion:** Roll Call Vote. Unanimous Approval.

**Utility Clerk Report –**

For the month of August there were a total of 16 property transfers with a total of \$3,000.00 collected in transfer fees.

As of September 10<sup>th</sup>, 3 residential accounts have not paid the April quarterly sewer bill. A total of 21 residential accounts have not paid the July quarterly sewer bill. All customers have been contacted.

All commercial accounts are current, with no delinquencies.

One new residential property has received a Certificate of Occupancy and will be added to the October billing cycle. The number of single family/duplex units will increase to 979, which when added to the number of condo units of 487, will increase total residential units to 1,466.

The Stormwater CD matured on 9/5/2020. Due to extremely low interest rates, Mr. Moonis requested the CD be

closed, therefore a check for the total amount of principal plus interest was issued for \$206,646.84. Local financial institutions were contacted for CD interest rates for 6 month and 12 month terms. After discussing the various rates, Board members agreed to open two CD's for \$100,000.00 each at different local banks.

**Motion** – Moved by Tom Harding and seconded by Chair John Dalton to open a CD for \$100,000.00 for a term of 12 months with a rate of .76% at Keys Federal Credit Union, pending inquiry regarding membership requirements. Another CD for \$100,000.00 will be opened at the BB&T Investment Department for 36 months with a rate of 1.85%.

**On the Motion:** Roll Call Vote. Unanimous Approval.

Mr. Moonis will contact Keys Federal Credit Union to confirm the Credit Union allows a municipality to apply for membership. Mr. Moonis will also contact BB&T to inquire further regarding the procedure required to open a 36 month CD with the Investment Department, which is an affiliate of BB&T.

**Operator's Report:** Included as part of the Minutes.

Dave Evans was called to return to the plant for an issue which required his attention, and left the meeting at 10:15am.

**Chairs Report** – no items were discussed

**Treasurer's Report:** included as part of the Minutes

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

**Waste Water/Sewer Warrant #0820:** was approved in the amount of \$68,034.93

**Stormwater Warrant #0820:** was approved in the amount of \$6,372.00

**Any Other Business** – Board member Tom DiFransisco asked the Public Works Supervisor, Mike Guarino to provide a plan for after the work at the retention pond is completed by the contractor. Mr. DiFransisco also asked Mr. Guarino to review the Stormwater ordinance, Chapter 15 for revisions. The Utility Board is not mentioned in this ordinance. Board members mentioned other items which should be included in this ordinance. Board member Tom Harding will provide information to Mr. Guarino to assist with this request.

**The meeting adjourned at 10:44am.**

**The next meeting will be on Tuesday, October 20, 2020 at 9:30am**

Respectfully Submitted by:

*Pat Hyland*

Pat Hyland, 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 2020

### Plant Update:

1. Call Outs: August 17<sup>th</sup> 1:30 AM. SAM tank low. Adjust low level float and set point.
2. August 11<sup>th</sup> Leigh service remove gelatin valve and install new spill bucket on fuel tank for generator.
3. August 18<sup>th</sup> Alum flush water for side 2 struck on. Take apart found solenoid bad. Order new solenoids.
4. August 19<sup>th</sup> Annual calibration of turbidity meters completed.
5. August 25<sup>th</sup> ISAM lift station pump # 1 not pumping. Pull out found bad impeller. Replace impeller, wear plate and cutters. Pump back in and working.
6. T/N annual average to date is 1.60 Mg/l. Annual limit 3.0 Mg/l
7. Total gallons Hauled 38,500 gallons. Removal by G-tech pump truck at 17 cents per gallon
8. Bubble test cassette # 66, 65, 67 & 43
9. Wash Cassette B-1, B-2, C-1 & C-2

### R.O. Update:

1. Maintenance Budget for Re-Use (attached)
2. August 12<sup>th</sup> Harn replace SS pipe on R.O. one spool is too short. Will supply small piece to complete replacement of all SS pipe.

### Collection system:

1. August 4<sup>th</sup> Replace contacts in motor starter at Vista Del sol and 13<sup>th</sup> street lift stations. Replace alternator at Vista Del sol lift station.
2. August 14<sup>th</sup> Causeway South lift station alarm light on. Pump tripping out. Replace capacitor kit. Pull pump nothing in it. Pump has dead short. Install spare rebuilt pump does not work. Install new pump Ser # 10613762. Lift station pumping down. Send rebuilt pump back for warranty repair. Order new spare pump. Pump not shutting off in auto. Replace both on and off floats. Working in auto.
3. August 20<sup>th</sup> Superior electric replace pole and meter can at west ocean lift station. Raise control panel on new pole.
4. August 21<sup>st</sup> 11<sup>th</sup> street lift station alarm on. Pull pump and remove rag from pump. Station pumping down.
5. August 26<sup>th</sup> 10<sup>th</sup> street station has a high power usage. Pull pump replace impeller.

Anti Scalent \$128.65 per bucket  
Pre Filters \$150.22 Per set  
\$10.73 each X 14 per set.

RO Electric  
7/31/2020  
8/31/2020 7393.165  
7393.165

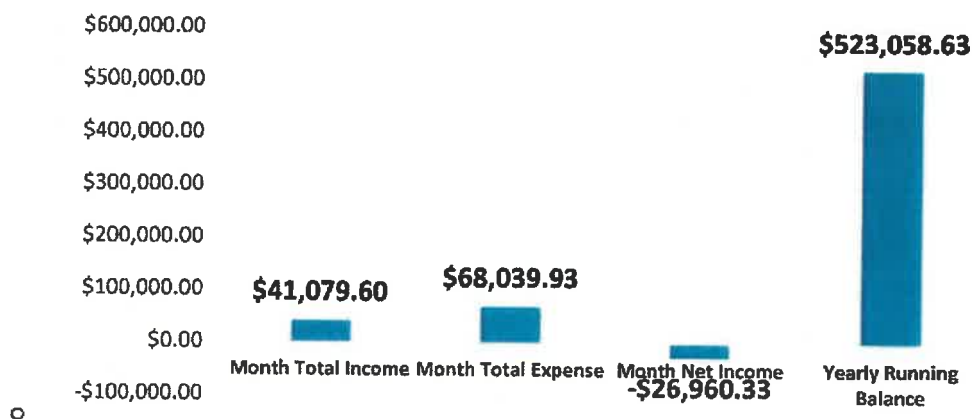
Irrg Electric  
7/31/2020  
8/31/2020 671.659  
671.659



**Key Colony Beach Utility Board Treasurer's Report – September 15, 2020**

- ✓ August 31, 2020 financial summary
  - 11th month of the 2020 fiscal year budget, Wastewater funds remain in excellent condition.
    - Total income lower than budgeted income by 2.6%. Expected to end the fiscal year with lower income than projected with the budget.
      - Improvement in commercial income again for August, but overall year to date, lower than planned budgeted amount by 16%
  - Monthly tracking file has been updated with August 2020 actual results, with summary plot below.
  - Storm Water funds are in excellent condition, with no concerns.
    - Note for August 2020, Stormwater catch basin cleaning was completed as maintenance.
  - 2021 Utility Board fiscal year budget was approved by the City Commission on Thursday September 03, 2020.
  - Recommendation to approve Wastewater Warrant #0820 for \$68,034.93
  - Recommendation to approve Storm Water Warrant #0820 for \$6,372.00

**Key Colony Beach Utility Board - Waste Water Summary  
August 31, 2020, 11th Month of 2020 Budget Year**



Financial data provided by Pat Hyland

Treasurer's Report compiled by Tom Harding