

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

**Tuesday, October 20, 2020 – 9:30 a.m.
Marble Hall**

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, Tom Harding and Mike Alexander.
Excused: Steve Flood, Tom DiFransisco and Lin Walsh

Also Present: Jason Shepler of Mittauer and Associates, Utility Clerk Pat Hyland and Public Works Supervisor Mike Guarino. Public – 0

Retention Pond Discussion

A. Review and Approve Draft Bidding Documentation – Mittauer Engineer Jason Shepler provided a review of the standard bidding documentation. The work to be done will include removal of topsoil material and grass. Minor edits were suggested for such things as the dates of the documents, as well as the type of equipment which should be used and the method of removal of material so the area is not re-compacted. Mr. Shepler will add language to address these suggestions.

Motion – Moved by Tom Harding and seconded by Mike Alexander to approve the bid documentation with the edits discussed.

On the Motion: Roll Call Vote. Unanimous Approval.

The final bid documentation once completed by Mr. Shepler, will be presented to the City Commission for approval and the legal bid advertisement will follow, after approval is received from the City Commission. Mike Guarino, City Public Works Supervisor, volunteered to provide a list of plantings which would be considered once the retention pond area has returned to a functioning condition.

B. Certificates of Deposit – Financial Institution – Board Chair John Dalton provided a recap and background of his meetings with Keys Federal Credit Union and Iberia Bank. Initially, the Board and City Commission approved 2 CD's for \$100,000.00 for 12 months at 0.76%. The Credit Union had requested various documentation requirements from the City Clerk who stated the bank representative of that financial institution was not clear or knowledgeable as to what the early withdrawal penalty would be, where requested documents were to be sent, as well as the location of where the accounts were to be opened. Since the Utility Board already has established accounts with Iberia Bank, it was suggested the Board contact that bank to see if the interest rate would be matched, which would make the entire transaction much easier and more expedient. Mr. Dalton supplied email correspondence from Iberia Bank who has offered to match the 0.76% interest rate received from KFCU. Mr. Dalton recommended opening 4 CD's for \$50,000.00 each for 12 months at 0.76% with Iberia Bank. If the Board were to need funds, it would be easier to close out a CD of a lesser amount in order to cover any unforeseen required funding.

Motion – Moved by Chair John Dalton and seconded by Tom Harding to approve opening 4 CD's at \$50,000.00 each for a period of 12 months at a rate of .076% at Iberia Bank.

On the Motion: Roll Call Vote. Unanimous Approval.

Next Meeting Discussion – the next Utility Board Meeting is scheduled for Tuesday, November 17, 2020 at 9:30 am.

Approval of the Minutes: Regular Meeting September 15, 2020

Motion – Moved by Chair John Dalton and seconded by Tom Harding to approve the Minutes of September 15, 2020.

On the Motion: Roll Call Vote. Unanimous Approval.

Utility Clerk Report –

For the month of September there were a total of 15 property transfers with a total of \$2,900.00 collected in transfer fees.

As of October 14th, 1 residential accounts has not paid the April or July quarterly sewer bill. A letter of intent to line has been mailed out to the customer. Board member Mike Alexander volunteered to make contact to ensure the resident is physically healthy and understands the status of his sewer account, in an effort to encourage payment.

A total of 3 residential accounts have not paid the July quarterly sewer bill. All customers have been contacted.

One commercial account has not paid the September monthly invoice. Contact has been made with both the commercial account holder as well as the commercial property owner.

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 982, which when added to the number of condo units of 487, will increase total residential units to 1,469.

The Utility Clerk will be on vacation the week of November 2nd.

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

Dave Evans is on vacation for two weeks and will return on November 2nd.

Chairs Report – no items were discussed

Treasurer's Report: included as part of the Minutes

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

Waste Water/Sewer Warrant #0920: was approved in the amount of \$247,250.93

Stormwater Warrant #0920: was approved in the amount of \$8,060.00

Any Other Business –

The Utility Clerk was asked by Tom DiFransisco to relay his suggestion to the Board and City Commission to request a Utility Board's attendance at Commission meetings when items related to the Board are to be discussed. In the past the City Administrator and City Clerk asked for a Board member to be present during Commission meetings where items were to be presented and discussed. This did not happen at a recent Commission meeting.

Mike Guarino reviewed the Stormwater ordinance, Chapter 15 and discussed minor additions and edits which he will supply to Tom Harding. Mr. Harding will then pass this information to Engineer Jason Shepler to update the language in the ordinance. The ordinance currently lists the City Administrator as the person who is in charge of resources, updates and issues related to Stormwater. Suggestions were discussed regarding the language in the ordinance as it pertains to a City Administrator, the role of the Utility board and issues with swales throughout the City which are being filled in by existing as well as new property owners.

The meeting adjourned at 10:25am.

The next meeting will be on Tuesday, November 17, 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

September 2020

Plant Update:

1. Call Outs: September 2nd 5:30 PM ISAM pump # 2 VFD fault. Reset VFD fault cleared. September 12th 10:45 AM FV-3560-2 failed. Valve not working in auto. Lock open valve and restart train 2.
2. September 9th Hach perform visit # 1 of service contract. Calibrate DO and ORP meter change seals and calibrate Nitrox meter.
3. September 9th Replace solenoid on alum feed flush for side 2.
4. September 9th Monthly test of ATS on generator completed. HMI screen for plant and irrigation pumps frozen will not reset. Fault on computer. Contact CC Controls to send programmer down to reprogram CPU. Unable to run R.O. put reuse pump in hand.
5. September 10th CC Controls on sight. Reprogram CPU for pumps, CPU now working. Start R.O.
6. September 24th Mixer pump #1 seal blowing out oil. Notify manufacture will replace the seal again.
7. T/N annual average to date is 1.55 Mg/l. Annual limit 3.0 Mg/l
8. Total gallons Hauled 30,000 gallons. Removal by G-tech pump truck at 17 cents per gallon
9. Bubble test cassette # 68, 45, 64, 46 & 44
10. Wash Cassette D-1, D-2, A-1, A-2 & B-1

R.O. Update:

1. Maintenance Budget for Re-Use (attached)
2. September 14th empty and dry out bottom of effluent holding tank for welder.
3. September 15th Welder removed epoxy patch to weld plate on wall and an active leak developed in effluent holding tank. Use grout to seal leak so welder can patch.
4. September 23rd and 24th Wash R.O. membranes in High and low pH solution.

Collection system:

1. September 2nd Use lateral camera to locate lateral at 350 5th street for new connection.
2. September 16th Vista Del Soul pumps will not shut off in auto. Test floats found lead and lag float bad. Install new lead and new lag float. Station working in auto.
3. September 17th Salinity checks on all lift station see report. Note due to heavy rain salt was diluted. Will recheck when not so much rain
4. September 29th Completed manhole inspection. No manhole covers need replaced at this time.

MAINTENANCE BUDGET FOR RE-USE

Month of September 2020

				Budgeted	Actual	Actual	
				Cost per Year	Cost/Month	Cost/year	
RO Power Cost	KWH X 0.777200			\$5,000	\$628.09	\$6,493.45	
Irrigation Pumps Power Cost	KWH X 0.777200				\$49.85	\$578.92	
Chemicals RO System	Include Anti-scalent			\$16,000	\$3,375.00	\$8,239.00	wash R.O
Extra Testing for DEP	TSS, FECAL,			\$9,000	\$795.00	\$9,275.00	
Contingency				\$0	\$0.00	\$0.00	
Main & Repairs to system	including pre filter cartridges.			\$5,600	\$150.22	\$46,252.28	
Consulting				\$15,000	\$1,645.00	\$4,935.00	wash R.O
Insurance RO system/building				\$1,400	\$83.33	\$999.96	
Reserves				\$8,000	\$666.66	\$7,999.92	
	Hours	Cost \$					
R.O. Power meter	8081.383	\$628.09	\$0.08				
Irrig pump Power Mete	641.437	\$49.85	\$0.08				
Monthly Total		\$677.94					
Gallons Produced				\$60,000	\$7,393.15	\$84,773.53	Total for year
Cost per Gallon				\$5,000			
	Month	Total/year	Total to date				
Gallons	1,035,000	11,107,000	74,886,770				
Cost / Gal	\$0.007143	\$0.007632					
Cost /Thousand Gal	\$7.14	\$7.63					

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

RO Electric
8/31/2020
10/1/2020 8081.383
8081.383

Irrg Electric
8/31/2020
10/1/2020 641.437
641.437

CITY OF KEY COLONY BEACH

SALINITY TEST

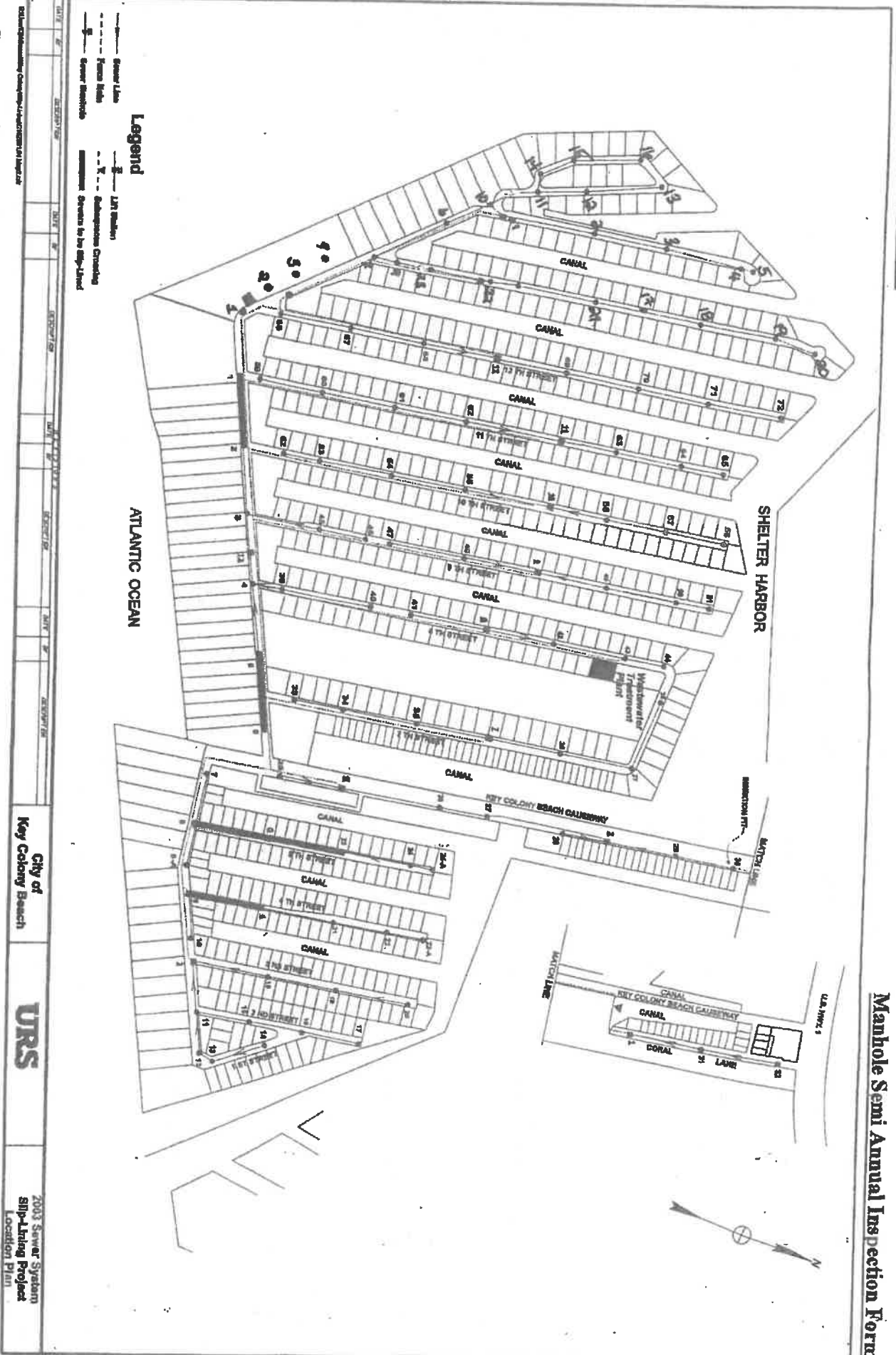
September 17, 2020

9-inch rain on 9/13/20 salt diluted

TIDE +2.8

start time 11:00:00 AM end time 2:00:00 PM

LIFT STATION	INVERT S	flow	INVERT N.	flow	
CORAL LANE	W	No flow	10.3 ppt	Med	MH # 31 2.8 ppt
CAUSEWAY NORTH	14.0 ppt	low	17.3 ppt	med	
CAUSEWAY SOUTH	0.9 ppt	low	18.5 ppt	high	
3rd Street	East 3.2 ppt	med	4.8 ppt	med	
4th Street	0.8 PPT	med	0.4 PPT	med	
5th Street	0.5 ppt	high	1.2 ppt	low	
7th Street	1.05 ppt	low	2.9 ppt	med	
8th Street	2.05 ppt	low	0.6 ppt	low	
West Ocean Dr.	West 2.4 PPT	med	East 1.2 PPT	high	
9th Street	2.75 ppt	low	0.8 PPT	med	MH # 48 0.3
10th Street	13.0 ppt	high	No Flow		MH # 55 10.8 MH # 54 15.4 MH # 53 11.6 MH # 52 terminal no flow
11th Street	6.95 ppt	med	5.4 ppt	med	
12th Street	1.1 ppt	med	0.3 ppt	high	
13th Street	0.5 PPT	no flow check in lift station			
14th Street	0.5 PPT	no flow check in lift station			
Vista Del Sol	no flow		West 0.5	low	



Comments/Issues to be Addressed:
 No manholes covers need repair at this time.

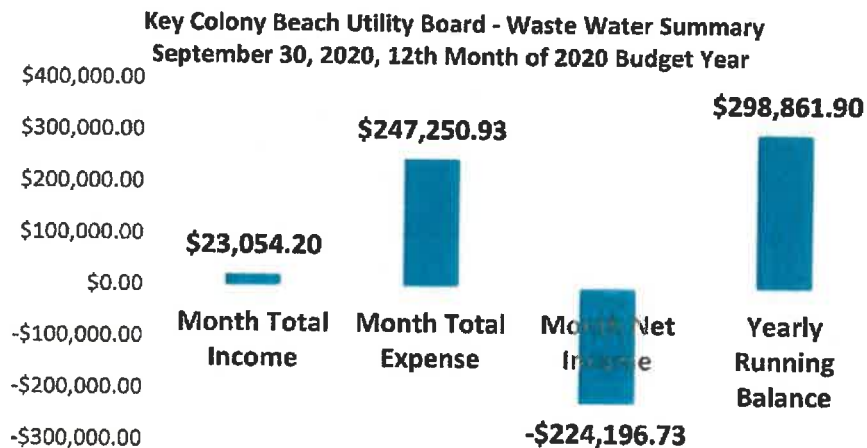
Date of Inspection: September 2020

Sign: David L Evans

Date: 9/29/20

Key Colony Beach Utility Board Treasurer's Report – October 20, 2020

- ✓ September 30, 2020 financial summary
 - 12th month of the 2020 fiscal year budget, Wastewater funds remain in excellent condition.
 - Total income from fees resulted in 1.6% lower income than projected in the budget
 - Total expenses (Operating/General/Administrative) resulted in lower expenses than projected by 7.7%
 - Total capital expenses exceeded the planned budget by 40%. (UV system update, funded by State of Florida grant).
 - Overall, the Wastewater Plant was within the budget, with a rollover amount of \$298,861.90 for ending the 2020 fiscal year budget.
 - State of Florida Loan semi-annual payment was completed in September 2020. Open balance as of September 15, 2020 is \$4,601,129.73.
 - Wastewater monthly tracking file has been updated with September 2020 actual results, with summary plot below.
 - Storm Water funds are in excellent condition, with no concerns.
 - Total income exceeded budgeted income by 0.7%
 - Total expenses exceeded budgeted expenses by 30% (due to consulting costs).
 - Overall, the Stormwater was within the budget, with a rollover amount of \$63,634.00.
 - Recommendation to approve Wastewater Warrant #0920 for \$247,250.93
 - Recommendation to approve Storm Water Warrant #0920 for \$8,060.00



Financial data provided by Pat Hyland

Treasurer's Report compiled by Tom Harding