

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

**Tuesday, November 17, 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, Tom DiFransisco, Mike Alexander and Lin Walsh. *Excused:* Steve Flood,

Also Present: Jason Shepler and Mike Tibble of Mittauer and Associates, Utility Clerk Pat Hyland, Plant Operator Dave Evans and Public Works Supervisor Mike Guarino. Public – 2

Retention Pond

The Bid opening date is December 3rd at 2:00pm. The Utility Board Special Meeting date will be Friday, December 4th at 10:30am where the bids will be reviewed by the Board members. The members will approve a bid and present a recommendation to the City Commission at the next scheduled Commission meeting on Thursday, December 10th.

Board member Tom DiFransisco questioned Mike Guarino about water being pumped out of the retention pond. Vice Mayor Sutton requested pumping excess water from the pond in an effort to remove rainwater accumulating from recent rain events. Mr. Guarino will coordinate with a contractor to inspect the injection well to confirm it is functioning properly.

Chairman John Dalton will contact resident Janie Byland to confirm receipt of her email to board members.

10th Street Stormwater Injection Well/Swale /Review

Board member Tom Harding stated he requested this item be added to the agenda. During a recent City Commission meeting on October 22nd, two residents from 10th Street addressed the Commission concerning Stormwater ponding in front of their homes. Resident Kirk Diehl of 171 10th Street and John Ambrosio of 161 10th Street explained rainwater continues to travel down the street and ponds in front of the area where their homes are located. There is local area street flooding of rainwater on 10th Street. Board member Tom Harding provided a Stormwater project information sheet to all Board members as a reminder of where the project is at this point in time, as it pertains to 10th Street. To date, one-half of 10th Street remains to be completed and is included in the Stormwater plan of getting 2 injection wells and swales on the South side. Mr. Harding and Jason Shepler of Mittauer Engineering confirmed that engineering drawings are 30% completed. The remaining drawings are estimated to cost \$20,000.00. Mr. Harding stated the 2021 budget has a line item to continue Stormwater projects with a total amount of \$240,000.00. The previous estimate received approximately a year and a half ago to complete the 10th Street Stormwater project was about \$850,000.00. In order to receive grant funding, the project must be 'shovel ready'. Mr. Harding stated it should be included in the proposal that the City is 'in process' The Board members agreed the next step is to have the engineer complete the engineered drawings. Tom Harding reminded the Board the State accepts and reviews grant funding proposals twice each year. The next review will be in the spring, so the Utility Board may have everything required in order to submit a proposal at that time. Board members discussed the possibility of having the grant proposal completed by Engineer Jason Shepler. Engineer Mike Tibble stated the original 10th Street project most likely was not completed as the project had restrictions and requirements due to it being a CDBG project and was income-based, therefore the City did not qualify for grant funding.

Motion – Moved by Lin Walsh and seconded by Tom DiFransisco to approve requesting a proposal from Mittauer & Associates to complete the engineered drawings for 10th Street.

On the Motion: Roll Call Vote. Unanimous Approval.

Engineer Jason Shepler will have a proposal completed and ready to review for the next Utility Board meeting in December. Mr. Tibble stated the engineering work will take a month or two to complete.

FDEP Grant Opportunities

Nonpoint Source – Tom Harding asked Jason Shepler to provide a quote for preparing a grant application.

State Water Quality Assistance (Shovel-ready construction projects) – Tom Harding stated this grant is for debris cleanup of canals. Mr. Harding recommended Public Works Supervisor Mike Guarino check with the Building and Police Departments for any dredging not completed or derelict vessels to be removed.

Open Seat on Utility Board as of December 2020

Chairman John Dalton and Board members congratulated Tom Harding on his bid to seek a seat on the City Commission. Board members discussed with Lin Walsh about her becoming a regular Board member, rather than an Alternate member.

Motion – Moved by Chair John Dalton and seconded by Mike Alexander to nominate Line Walsh as a regular member on the Board.

On the Motion: Roll Call Vote. Lin Walsh abstained. Motion passed.

Discussion continued regarding a Board volunteer to take the position of Treasurer. No members are interested in becoming the Treasurer. Utility Clerk Hyland stated the City Commission will require the Utility Board nominate and vote on a fellow member to become the Treasurer. Discussion included asking City Administration to take on the Treasurer's responsibility, asking the City Commission for suggestions, hiring an assistant to the Utility Clerk to take on Treasurer's tasks, or hiring someone from outside to serve as Treasurer. Board members asked John Dalton to speak with Mayor DeNeale about the situation. An email blast could be sent out to residents asking for interested candidates. Chairman Dalton will inform the Utility Clerk when an email blast is to be sent. Tom Harding mentioned he had a candidate who is interested and has provided a letter to the Board from Mr. Foster, who he said was also interested in taking on the position of Treasurer.

Next Meeting Discussion – the next Utility Board Meeting is scheduled for Tuesday, December 15, 2020 at 9:30 am.

Approval of the Minutes: Regular Meeting October 20, 2020

Motion – Moved by Tom Harding and seconded by Chair John Dalton to approve the Minutes of October 20, 2020.

On the Motion: Roll Call Vote. Unanimous Approval.

Utility Clerk Report –

For the month of October there were a total of 11 property transfers with a total of \$2,200.00 collected in transfer fees. There was one sewer connection fee of \$5,625.00 collected for the property at 540 4th Street. The October quarterly sewer invoices were mailed out and an ACH enrollment form was included with each bill to encourage residents to sign up for auto payment. There are currently 304 accounts enrolled in auto payment. A total of 56 new enrollment forms have been received to date for inclusion in the January billing cycle.

As of November 13th, 2 residential accounts have not paid the April or July quarterly sewer bills. Contact has been made with the residents.

The July residential billing is 91% collected as of November 13th.

All commercial accounts are paid up to date.

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

Chairs Report – no items were discussed

Treasurer's Report: included as part of the Minutes

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

Waste Water/Sewer Warrant #1020: was approved in the amount of \$63,174.62

Stormwater Warrant #1020: was approved in the amount of \$142.60

Any Other Business – none

The meeting adjourned at 10:55am.

The next meeting will be on Tuesday, December 15, 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. ***