

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

**Tuesday, January 19, 2021 – 2:00 p.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 DiFransisco and Mike Alexander.
Excused: Steve Flood and Lin Walsh

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

Oath of Office – The Oath of Office was administered to newly appointed Board members Freddie Foster and Toni Appell.

Selection of Officers – Board Chair John Dalton nominated Freddie Foster and Mike Alexander seconded the nomination for Mr. Foster to fill the open position of Board Treasurer. There were no other nominations. Mr. Foster was named the Treasurer by unanimous acclamation. Chair John Dalton asked Mr. Foster to attend one City Commission meeting each month to provide updates on behalf of the Utility Board.

Protocol for Making Recommendations to the City Commission

Board member Lin Walsh asked to have this item added to the agenda so this topic could be discussed and explained. Commissioner Kathryn McCullough was in the audience and provided an explanation to the new Board members and a reminder of the policy to the other Board members. As long as an expense item has been included in the Utility Budget, it may be approved by the Utility Board, and does not require Commission approval. If it has not been included in the budget, the expense must go before the City Commission for approval. Any project/work over \$25,000.00 must go out to bid. The Commission would like a Utility Board member to attend at least one Commission meeting each month to keep the Commissioners informed of any large expenditures, scheduled sewer or Stormwater projects or any other items which should be brought before the Commission for their review or approval.

Stormwater Drainage Problem at Clara and Sadowski Intersection

Commissioner McCullough asked to speak about the Stormwater ponding at the intersection of Clara and Sadowski. The Board members discussed recent maintenance Public Works has done in an effort to correct the problem. During severe rain events the area holds rain water, but the area drains within the recommended 72 hours. Any further remediation would have to be done by the FDOT. Mr. Alexander offered to speak with Building Official Gerard Roussin to review the maps for Stormwater pipes in the area. Commissioner McCullough offered to contact the State if Chairman John Dalton would provide her with the specifications. Mike Guarino will take pictures of the area during/after the next rain event.

Development Agreement for KCB Marina

Utility Clerk Hyland explained this item was added to the agenda as it was discussed at a previous City Commission meeting. It was suggested the Utility Board receive a copy of the proposed agreement for their review. All agreed it was too early to get involved with discussions.

Next Meeting Discussion – the next Utility Board Meeting is scheduled for Tuesday, February 16, 2021 at 9:30 am.

Approval of the Minutes: Emergency Meeting Minutes December 9, 2020

Motion – Moved by Mike Alexander and seconded by Tom DiFransico to approve the Emergency Meeting Minutes of December 9th, 2020.

On the Motion: Roll Call Vote. Unanimous Approval.

Approval of the Minutes: Regular Meeting Minutes December 15, 2020

Motion – Moved by Mike Alexander and seconded by Tom DiFransico to approve the Minutes of December 15th, 2020.

Chair John Dalton discussed a conversation he had with Mayor Sutton regarding the two Mittauer proposals which were approved by the Utility Board at the previous meeting. The Mayor was questioning why he received the paperwork to sign without the Commission seeing the proposals. Mr. Dalton told the Mayor the Utility Board had not approved it. Utility Clerk Hyland stated the Stormwater budget did have funds allotted for the work to be done, and therefore the Board had approved it. The proposals had not been seen by the Commission, as no Board member went to the Commission meeting with the approved proposals.

On the Motion: Roll Call Vote. Unanimous Approval.

Approval of the Minutes: Emergency Meeting Minutes December 15, 2020

Chair John Dalton gave the Board members his recollection of recent history of the Retention Pond bid and Utility Board approval of the revised bid. Mr. Dalton wants to be sure that this contracted work will solve the problem at the pond. Utility Clerk Hyland stated the contract has been signed by both the City and the contractor. Further discussion ensued as to what is to be done by the contractor, and any concerns, etc. would be discussed at the preconstruction meeting, which has not yet been scheduled. Engineer Jason Shepler stated an award letter has been sent to the contractor and the contract documents have been signed and returned. He stated the next step is to schedule the preconstruction meeting and at that time the Notice to Proceed is issued to the contractor. Utility Clerk Hyland stated the Minutes are a summary of what was discussed at the meeting.

Chair John Dalton requested to table approving the Minutes and he will speak with the City attorney regarding the contract. Utility Clerk Hyland stated the Minutes accurately reflect what was on the voice recorder and if there are no comments or corrections as to what is in the Minutes, no changes will be made.

A copy of the contract will be sent to the new Board members, and sent again to the other Board members.

Utility Clerk Report –

For the month of December there were a total of 15 property transfers with a total of \$2,700.00 collected in transfer fees. There were no sewer connection fees collected for the month of December.

One residential account has not paid the July or October quarterly sewer bills. There are a total of 19 residential accounts who have not paid the October quarterly invoice. All customers have been contacted.

All commercial accounts are paid up to date. A wastewater grant of approximately \$139,000.00 was in jeopardy of being lost, but the City's lobbyist has been able to get the forms sent to Executive Assistant Saara Staten to be completed and submitted to the FDEP for approval. Former City Administrator Moonis had not responded to any of the communications regarding the grant.

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

Chairs Report – no items were discussed

Treasurer's Report: None

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

Waste Water/Sewer Warrant #1220: was approved in the amount of \$63,450.91

Stormwater Warrant #1220: was approved in the amount of \$770.00

Any Other Business:

Commissioner McCullough asked the Board to offer future meetings via Zoom, as was done in the past. Chair John Dalton agreed to have meetings offered via Zoom. The Utility Clerk will include the link on all future meeting agendas.

The meeting adjourned at 3:35 pm.

The next meeting will be on Tuesday, February 16, 2021 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

December 2020

Plant Update:

1. Call Outs: Call outs No Call outs for December
2. December 8th FV-3568-2 showing failed but is not. Found bad micro switch on auto valve transmitter. Replace auto valve transmitter. Valve showing correct now.
3. December 9th Replace solenoid valve on FV-3568-2
4. December 16th superannuate 31,280 gallon out of digester.
5. T/N annual average to date is 1.62 Mg/l. Annual limit 3.0 Mg/l
6. Total gallons Hauled 45,500 gallons. Removal by G-tech pump truck at 17 cents per gallon
7. Bubble test cassette # 44, 66, 65, 67 & 43
8. Wash Cassette B-2, C-1, C-2, D-1 & D-2

R.O. Update:

1. Maintenance Budget for Re-Use (attached)

Collection system:

1. December 21st Clean Grounds cleaned all lift stations. Had to pull pumps on causeway to clear vapor lock.
2. December 28th 11th street station full. Pull pump and remove rag and replace impeller and wear ring

MAINTENANCE BUDGET FOR RE-USE						
Month of December 2020				Budgeted	Actual	Actual
				Cost per Year	Cost/Month	Cost/year
RO Power Cost	KWH X 0.777200			\$5,000	\$493.51	\$1,190.00
Irrigation Pumps Power Cost	KWH X 0.777200				\$45.68	\$95.01
Chemicals RO System	Inlude Anti-scalent			\$16,000	\$128.65	\$257.30
Extra Testing for DEP	TSS, FECAL,			\$9,000	\$927.50	\$2,263.50
Contingency				\$0	\$0.00	\$0.00
Main & Repairs to system	including pre filter cartridges.			\$5,600	\$0.00	\$0.00
Consulting				\$15,000	\$0.00	\$0.00
Insurance RO system/building				\$1,400	\$83.33	\$249.99
Reserves				\$8,000	\$666.66	\$1,999.98
	Hours	Cost \$				
R.O. Power meter	6349.868	\$493.51	\$0.08			
Irrg pump Power Mete	587.707	\$45.68	\$0.08			
Monthly Total		\$539.19		\$60,000	\$2,345.33	\$6,055.78
Gallons Produced				\$5,000		
Cost per Gallon						
	Month	Total/year	Total to date			
Gallons	926,000	1,750,000	76,616,770			
Cost / Gal	\$0.002533	\$0.003460				
Cost /Thousand Gal	\$2.53	\$3.46				

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

RO Electric
11/30/2020
12/31/2020 6349.868
6349.868

Irrg Electric
11/30/2020
12/31/2020 587.707
587.707