

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

**Tuesday, February 16, 2021 – 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, Mike Alexander, Freddie Foster and Toni Appell.
Excused: Steve Flood and Lin Walsh

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

Retention Pond Improvement Update –

Public Works Supervisor Mike Guarino stated Design Center had satisfactorily completed the work at the retention pond. The two injection wells are scheduled to be cleaned within the next week by a contractor from Tavernier.

Review Stormwater Drainage Problem at Clara and Sadowski Intersection –

Board member Mike Alexander reported he had spoken with Building Official Gerard Roussin regarding the history of the Stormwater issue at the intersection of Clara and Sadowski. The State has been contacted and is in the process of redesigning intersections on US 1. It will be two or three years before the Clara/Sadowski intersection will be addressed, and the drainage problem will be corrected at that time. The rainwater will continue to accumulate during heavy rain events, as it has in the past, until the State schedules and completes the redesign. Public Works will attempt to clean the drains and coordinate the cleaning to coincide with the drain cleaning on US 1 done by the State. Ideally, coordination of drain cleaning twice each year may alleviate some of the drainage problem.

FDEP Wastewater Grant –

Treasurer Freddie Foster reminded the Board of the approved Wastewater grant funding which must be used by 2022. Plant Operator Dave Evans was granted approval to begin obtaining estimates for the equipment to be purchased with the funds.

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

Approval of the Minutes: Emergency Meeting Minutes December 15, 2020
 Regular Meeting Minutes January 19, 2021
 Pre-Construction Meeting Minutes January 27, 2021

The Minutes of December 15th, January 19th and January 27th were approved by acclamation.

Utility Clerk Report –

For the month of January there were 15 property transfers completed with a total of \$2,550.00 collected in transfer fees. There was one sewer connection fee in the amount of \$5,625.00 collected for the month of January.

One residential account has not paid the quarterly sewer invoices for three consecutive quarters. A property lien has been filed on that property. One residential account has not paid the October or January quarterly sewer bills, and the property owner has been contacted. The January quarterly residential billing is 94% collected as of February 11th. All commercial accounts are paid for January.

Two new Certificates of Occupancy have been issued for 340 5th Street and 700 12th Street. These two new

properties will be added to the April quarterly billing cycle. These additions will increase the residential accounts to 986, and when added to the 487 condo units will increase the total number of residential units to 1473.

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

Mr. Evans stated a resident on 10th Street reported the lift station lid is uneven and causing a problem. A replacement lid has been ordered. Mr. Evans presented a proposal from Ed Sims Development to install the replacement lift station lid and surrounding concrete and to ensure the area is smoothed out and even. The proposal amount is \$3,750.00 and is a regular budgeted expense which would fall under the system repairs category of the budget.

Motion – Moved by Board Chair John Dalton and seconded by Freddie Foster to approve the proposal received from Ed Sims Development in the amount of \$3,750.00.

On the Motion: Roll Call Vote. Unanimous Approval.

Chairs Report –

Utility Board Vacancy

Board Chair John Dalton informed the Board members there is a vacancy on the Board due to the recent resignation of Mr. DiFransico. Mr. Dalton asked Toni Appell if she might be interested in becoming a regular member, but Ms. Appell declined and prefers to remain an alternate member. The Board members think that Lin Walsh also prefers to remain an alternate member, as well. Mr. Dalton suggested the other members seek out someone who would be interested, as he had not heard back from the other individuals who had previously expressed an interest in joining the Board. Mr. Foster offered to contact the previous individuals again to inquire whether they may still be interested. If those gentlemen are not available, the Utility Clerk will send out an email blast to residents. Mr. Smits, the City's Attorney, reminded the Board members the City Commission appoints individuals to Boards and Committees. Mr. Alexander stated the Utility Board follows the City's code and recommends someone to be considered for approval and appointment by the City Commission.

Treasurer's Report:

A Wastewater Certificate of Deposit in the amount of \$200,000.00 is scheduled to mature on March 6th. Mr. Foster recommended opening 4 Certificates of Deposit for \$50,000.00 each, at the highest prevailing rate offered by one of the local banks. Mr. Foster stated both Wastewater and Stormwater funds are in excellent condition for the 4th month of the fiscal year.

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

Waste Water/Sewer Warrant #0121: was approved in the amount of \$56,562.68

Stormwater Warrant #0121: was approved in the amount of \$32,148.36

Any Other Business:

The meeting adjourned at 9:55am.

The next meeting will be on Tuesday, March 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

January 2021

Plant Update:

1. Call Outs: Call outs No Call outs for January
2. January 7th SAM waste valve failing to open. Remove and clean valve reinstall valve and test. Working in auto.
3. January 11th Custom pump pull # 1 mixer pump to replace seal. Found shaft bad unable to remove impeller. They took pump back to shop with them. Will get new shaft.
4. January 22nd Calibrated all ORP meters.
5. January 27th superannuate 28,152 gallon out of digester.
6. January 28th Custom pump install # 1 mixer pump. Test running OK. # 1 mixer pump running.
7. T/N annual average to date is 1.65 Mg/l. Annual limit 3.0 Mg/l
8. Total gallons Hauled 48,300 gallons. Removal by G-tech pump truck at 17 cents per gallon
9. Bubble test cassette # 68, 45, 64 & 46
10. Wash Cassette A-1, A-2, B-1 & B-2

R.O. Update:

1. Maintenance Budget for Re-Use (attached)

Collection system:

1. January 29th Vista Del Soul lift station full. Trace issue to bad phase monitor. Replace phase monitor.

MAINTENANCE BUDGET FOR RE-USE						
Month of January 2021				Budgeted	Actual	Actual
				Cost per Year	Cost/Month	Cost/year
RO Power Cost KWH X 0.777200				\$5,000	\$422.80	\$1,612.80
Irrigation Pumps Power Cost KWH X 0.777200					\$38.94	\$133.95
Chemicals RO System Include Anti-scalent				\$16,000	\$0.00	\$257.30
Extra Testing for DEP TSS, FECAL,				\$9,000	\$742.00	\$3,005.50
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	\$333.32
Reserves				\$8,000	\$666.66	\$2,666.64
		Hours	Cost \$			
R.O. Power meter		5440.078	\$422.80	\$0.08		
Irr pump Power Mete		500.985	\$38.94	\$0.08		
Monthly Total			\$461.74			
Gallons Produced				\$60,000	\$1,953.73	\$8,009.51 Total for year
Cost per Gallon				\$5,000		
	Month	Total/year	Total to date			
Gallons	695,000	2,445,000	77,311,770			
Cost / Gal	\$0.002811	\$0.003276				
Cost /Thousand Gal	\$2.81	\$3.28				

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

RO Electric
11/30/2020
2/1/2021 5440.078
5440.078

Irrg Electric
12/31/2020
2/1/2021 500.985
500.985

Key Colony Beach Utility Board Treasurer's Report – January 31, 2021

Wastewater

January 31, 2021 financial summary

- ✓ In December, 15 property transfers resulting in \$2,700.00 in transfer fees paid and 1 residential in the rears for 2 quarters, \$390.00 and 19 residential accounts have not paid the October quarter bill.
- ✓ A grant for \$139,869.80 was approved by State, the funds are now available to use. Next step, obtain estimates/bids for the equipment needed. The grant must be used by December 2022.
- ✓ CD maturing March 06, 2021, recommend reinvesting at highest CD rate available, suggest the CD be broken up in \$50,000.00 increments.
- ✓ Wastewater Warrant #0121 requested approval for \$56,562.68
- ✓ Overall, the 4th month of the 2021 fiscal year budget, Wastewater funds were found in excellent condition.

Storm Water

- ✓ During the Key Colony Beach City Utility Board Meeting, Commissioner Kathryn McCullough informed the board that there has been an issue with stormwater at Sadowski & Clara, possible runoff from US 1, the board was asked to investigate resolving the issue. It was noted that this was not an issue until the stormwater was re-directed from the canal. The board informed the commissioner that before any funds were expended, we would first explore a resolution from the state. Note: speaking with Tom, it appears that the cleaning of the state and Key Colony Beach drains needs to be coordinated and done ~ every 6 months to avoid in-rush from US 1.
- ✓ A contract for \$24,000.00 was approved for maintenance of the Retention Pond. Pre-construction meeting was held on January 27th at 2:00 and construction complete February 4, 2021.
- ✓ Two contracts were approved this month for storm water improvements along the southern half 10th Street.
 - A \$15,500.00 contract to obtain Regulatory Permitting/Grant Funding Application Preparation and a \$19,500.00 contract to develop Engineering Design for drainage improvements; Gravity injection wells and drainage collection system.
- ✓ Storm Water Warrant #0121 requested approval for \$32,148.36
- ✓ Overall, the 4th month of the 2021 fiscal year budget, Storm Water funds were found in excellent condition.

Treasurer's Report compiled by Freddie Foster