

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

**Tuesday, March 16, 2021 – 9:45 a.m.  
Marble Hall**

**Call to Order, Roll Call:**

The regular meeting of the Utility Board was called to order at 9:45 a.m. by Board Chairman John Dalton.  
*Answering to roll call was:* John Dalton, Mike Alexander, and Freddie Foster.  
*Excused:* Toni Appell 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 – 4

**Oath of Office** – The Oath was administered to James Ha, the newest member of the Utility Board.

**Candidate to Fill Remaining Vacant Seat** - Board Chairman John Dalton stated the Utility Board had one remaining vacant seat, due to the unfortunate recent passing of Steve Flood. Mr. Foster stated he contacted Anthony Fernandes, who had originally responded to the past email blast sent out seeking candidates to fill the seat vacated by Tom Harding. Mr. Fernandes is interested in joining the Utility Board.

**Motion** – Moved by Freddie Foster and seconded by Board Chair John Dalton to recommend Mr. Fernandes to the City Commission for appointment to the Utility Board.

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

**Next Meeting Discussion** – the next Utility Board Meeting is scheduled for Tuesday, April 20, 2021 at 9:30 am.

**Approval of the Minutes:** Regular Meeting Minutes February 16, 2021

**Motion** – Moved by Freddie Foster and seconded by Mike Alexander to approve the Minutes of February 16, 2021.

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

**Utility Clerk Report –**

For the month of February there were 9 property transfers completed with a total of \$1,800.00 collected in transfer fees. There were no sewer connection fees collected in February.

One residential account has not paid the quarterly sewer invoices for three consecutive quarters. A property lien has been filed on that property. Ten residential properties have not paid the January quarterly sewer bill, and all have been contacted. All commercial accounts are paid for February.

A Wastewater Certificate of Deposit with Centennial Bank in the amount of \$200,000.00 matured on March 6<sup>th</sup>. Four Certificates of Deposit in the amount of \$50,000.00 each were opened at Iberia Bank for one year with an interest rate of 0.30%.

Payment number five in the amount of \$136,376.49 was made on the FDEP loan on March 12<sup>th</sup>.

Residential sewer lateral inspection notifications will be included in the April quarterly sewer billing invoices. The Building Department has asked this notification be mailed out with the quarterly sewer bills.

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

Mr. Evans presented a quote from Hach Company in the amount of \$3,715.00 to renew the annual service contract, which is a maintenance item and included in the Utility Board budget. In addition Mr. Evans obtained two proposals for two pumps to be purchased and reimbursed with the approved FDEP grant funding. The Utility Board will recommend approval of those two proposals to the City commission at the next scheduled Commission

meeting.

**Motion** – Moved by Chair John Dalton and seconded by Freddie Foster to approve payment of the Hach invoice in the amount of \$3,715.00.

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

**Beautification Committee Request for Purchase of 40 Buttonwoods –**

Mr. Burke, Chairman of the Beautification Committee, submitted an estimate to the Utility Clerk from Gonzalez Landscaping for the purchase and planting of 40 buttonwoods. The area to receive the new plants is the L-shaped hedge area which covers about 200 feet on 8<sup>th</sup> Street and tennis court area. This area is very overgrown with invasive plants and rather unsightly, so the landscaping company suggested clearing out and replacing with new buttonwoods.

Mike Guarino, Public Works Supervisor, stated the Public Works staff will remove the existing invasive plants and prepare the area for new plants. Mr. Guarino estimates the work will take his department 3 weeks to complete. Once the area has been prepared, Gonzalez Landscaping will begin planting the new buttonwoods.

**Motion** – Moved by Chair John Dalton and seconded by Mike Alexander to approve the purchase and planting of 40 buttonwoods by Gonzalez Landscaping in the amount of \$7,200.00.

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

The Utility Clerk has requested the invoice be corrected to reflect buttonwoods rather than areca palms.

**Chairs Report –**

**Treasurer's Report:**

Mr. Foster provided a review of February financial items. Mr. Foster stated both Wastewater and Stormwater budgets are in good shape.

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

**Waste Water/Sewer Warrant #0221:** was approved in the amount of \$56,581.99

**Stormwater Warrant #0221:** was approved in the amount of \$25,818.91

**Any Other Business:**

Jason Shepler provided the board members an updated review set of 10<sup>th</sup> Street drawings and also a copy of the draft application for grant funding for this Stormwater project. Addition items which would enhance the application would be Stormwater environmental education on the City website and also environmental signage around the area on 10<sup>th</sup> Street. There are two funding dates scheduled by the State for April and August. The State accepts applications once in the spring and again in the fall. Mr. Shepler expects to be ready to submit the grant application for April. He informed the board members if State funding was either not available or not at an adequate amount, or if the State had questions regarding the submitted application, the grant application could be resubmitted in August. Mr. Shepler is in contact with the State and will let the Board know if more information would be required. Mr. Dalton will call an emergency meeting if further conversation would be needed.

Mike Guarino stated the two injection wells at the retention pond have been cleaned and checked. Both were found in good condition.

**The meeting adjourned at 10:15am.**

**The next meeting will be on Tuesday, April 20, 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

February 2021

### Plant Update:

1. Call Outs: Call outs No Call outs for February
2. February 17<sup>th</sup> vacuum pumps filling with water. Shut down plant and remove Crispin valve on side one. Found float was sticking. Take apart and clean and grease control rods. Vacuum pumps dry.
3. February 25<sup>th</sup> Annual service on fire extinguisher completed.
4. February 25<sup>th</sup> Annual service on generator completed.
5. T/N annual average to date is 1.65 Mg/l. Annual limit 3.0 Mg/l
6. Total gallons Hauled 56,000 gallons. Removal by G-tech pump truck at 17 cents per gallon
7. Bubble test cassette # 44, 66, 65, & 67
8. Wash Cassette C-1, C-2, D-1 & D-2

### R.O. Update:

1. Maintenance Budget for Re-Use (attached)
2. February 9<sup>th</sup> install new flow meter gauge to turbidity meter on R.O.

### Collection system:

1. February 4<sup>th</sup> Repair hinge on 10<sup>th</sup> street lift station lid.
2. February 18<sup>th</sup> TV house lateral at 160 5<sup>th</sup> street at request of city.
3. Public works repaired hinge on 12<sup>th</sup> street lift station lid.

MAINTENANCE BUDGET FOR RE-USE				
Month of February 2021				
	Budgeted	Actual	Actual	
	Cost per Year	Cost/Month	Cost/year	
RO Power Cost KWH X 0.777200	\$5,000	\$462.03	\$2,074.83	
Irrigation Pumps Power Cost KWH X 0.777200		\$43.35	\$177.30	
Chemicals RO System Include Anti-scalant	\$16,000	\$128.65	\$385.95	
Extra Testing for DEP TSS, FECAL	\$9,000	\$742.00	\$3,747.50	
Contingency	\$0	\$0.00	\$0.00	
Main & Repairs to system including pre filter cartridges.	\$5,600	\$160.22	\$150.22	
Consulting	\$15,000	\$0.00	\$0.00	
Insurance RO system/building	\$1,400	\$83.33	\$416.65	
Reserves	\$8,000	\$666.66	\$3,333.30	
R.O. Power meter	Hours	Cost \$		
	5944.761	\$462.03	\$0.08	
Img pump Power Mett	557.715	\$43.35	\$0.08	
Monthly Total		\$505.37		
Gallons Produced			\$60,000	
Cost per Gallon			\$2,276.23	\$10,285.75 Total for year
			\$5,000	
	Month	Total/year	Total to date	
Gallons	737,000	3,182,000	78,048,770	
Cost / Gal	\$0.003089	\$0.003232		
Cost /Thousand Gal	\$3.09	\$3.23		

**Key Colony Beach Utility Board Treasurer's Report – February 28, 2021**

***Wastewater***

**February 28, 2021 financial summary**

- ✓ In February, 9 property transfers resulting in \$1,800.00 in transfer fees paid and 1 residential account in arrears 3 quarters, and 13 residential accounts have not paid the January quarter bill. Billing quarters are January, April, July and October.
- ✓ Currently working on bids for equipment using the \$139,869.80 grant.
- ✓ At the February 25 meeting, it was recommended to and approved by the City commission re-invest the Wastewater \$200,000.00 CD that will mature on March 06, 2021, the CD's were purchased in \$50,000.00 increments.
- ✓ Recommend Wastewater Warrant #0221 for \$56,581.99 be approved.
- ✓ Overall, the 5th month of the 2021 fiscal year budget, Wastewater funds were found in excellent condition.

***Storm Water***

- ✓ A contract for \$24,000.00 for maintenance of the Retention Pond has been paid.
- ✓ Outstanding contracts for improvements along the southern half 10<sup>th</sup> Street.
  - A \$15,500.00 contract to obtain Regulatory Permitting/Grant Funding Application Preparation
  - A \$19,500.00 contract to develop Engineering Design for drainage improvements; Gravity injection wells and drainage collection system.
- ✓ Storm Water Warrant #0221 requested approval for \$25,818.91
- ✓ Overall, the 5th month of the 2021 fiscal year budget, Storm Water funds were found in excellent condition.

Treasurer's Report compiled by Freddie Foster