

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

**Tuesday, April 20, 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, Freddie Foster, James Ha, Anthony Fernandes and Lin Walsh.

Excused: Toni Appell and Mike Alexander

Also Present: Mayor Ron Sutton, City Administrator Dave Turner, Jason Shepler of Mittauer and Associates, Utility Clerk Pat Hyland, Plant Operator Dave Evans and Public Works Supervisor Mike Guarino. Public – 3

Oath of Office – The Oath was administered to Anthony Fernandes, the newest member of the Utility Board.

Nominations for Vice Chairman - Board Chairman John Dalton nominated Freddie Foster as Vice Chairman. There being no other nominations, Mr. Foster was named Vice Chairman by unanimous acclamation.

Next Meeting Discussion – the next Utility Board Meeting is scheduled for Tuesday, May 18, 2021 at 9:30 am.

Approval of the Minutes: Regular Meeting Minutes March 16, 2021

Motion – Moved by Freddie Foster and seconded by Chair John Dalton to approve the Minutes of March 16, 2021.

On the Motion: Roll Call Vote. Unanimous Approval.

10th Street Stormwater Grant Application Update – Jason Shepler provided a progress update on his work thus far with the grant application. The application will be a request for as much as possible to cover the \$1.2 Million dollar project. Mr. Shepler informed the board members the FDEP does not typically fund projects over \$1 million dollars in construction costs. The city would have to provide a match for the remaining funds, or it was suggested a phased approach to the project with each phase consisting of a maximum construction cost of approximately \$500,000.00. Since grant funds are only for construction costs, the city could include as part of the match the costs for design, permitting and public education regarding Non- Point Source pollution.

Grant applications are rated on a point system; the more points an application receives, the better the chances are of receiving funding. Providing Stormwater educational materials to the public either by informational signage displayed within the city, information available on the city website or an insert included in the quarterly sewer billing would be a definite way to add points to the application. If possible, Mr. Shepler suggested also looking for addition funding from SFWMD, but the timing would have to be in sync with the DEP funding. Mayor Sutton stated SFWMD (South Florida Water Management District) funding is closed, so no additional funding is available this year.

The consensus among the Board members is to submit the application in August for the Fall cycle. Jason stated generally there is more money available for funding in the Fall cycle, as it would be for the beginning of a new fiscal year. In order to complete the application, there are some decisions to be made by the Utility Board on some details. Mr. Foster and Mr. Fernandes suggested scheduling a workshop to further discuss the required information for the submission of the grant. Residents in the affected area of 10th Street will be encouraged to attend to learn of their options regarding whether they want a swale in front of their property or would prefer to pay for another option. Submitting the grant in August will allow time to schedule a workshop to make decisions regarding a possible phased funding submission to secure the maximum amount of funding, offering Stormwater educational materials to residents of Key Colony Beach, and learning the number of residents who want to pay for an upgraded option to the basic swale system in front of individual properties.

Motion – Moved by John Dalton and seconded by Anthony Fernandes to wait until August to submit the grant application and to schedule a workshop in order to address specific details necessary to complete the application.

On the Motion: Roll Call Vote. Unanimous Approval.

Utility Clerk Report –

For the month of March there were 12 property transfers completed with a total of \$2,100.00 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. One residential property has not paid the January quarterly sewer bill, and the resident has been contacted. All commercial accounts are paid for March.

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

Residential sewer lateral inspection requirement notifications were included in the April quarterly sewer billing invoices.

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

Mr. Evans stated the semi-annual manhole inspection has been completed and all manholes are in good shape at this time. Mr. Evans obtained an estimate from 3rd Generation Plumbing in the amount of \$9,500.00. A leak was recently detected in the area of Circle K and upon inspection it was determined the sewer lateral required replacement. This estimate is to excavate and expose the sewer lateral from clean out at Circle K to the manhole access at Coral Lane. The lateral will be replaced, and the roadway will be restored to its original condition. Mr. Evans attempted to obtain another estimate from All Keys Contracting, but that company declined to provide an estimate.

Motion – Moved by Vice Chair Freddie Foster and seconded by Anthony Fernandes to approve the 3rd Generation Plumbing estimate in the amount of \$9,500.00.

On the Motion: Roll Call Vote. Unanimous Approval.

Status of 40 Buttonwoods to be Planted –

Mike Guarino, Public Works Supervisor, stated Mr. Burke is out of town, so the project is not yet completed. Mr. Guarino will have an update at the next Utility Board meeting.

Chairs Report – Mr. Dalton stated the retention pond is being monitored at this time.

Treasurer's Report:

Mr. Foster provided a review of March financials. Mr. Foster stated both Wastewater and Stormwater budgets are in good shape. One item of note is the increase in sludge removal costs, which should be taken into consideration at budget time.

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

Wastewater/Sewer Warrant #0321: was approved in the amount of \$201,668.53.

Stormwater Warrant: None

Any Other Business:

Mr. Foster reminded the board a workshop would be scheduled to discuss the 10th Street Stormwater work and perhaps the meeting date would be determined at the next Utility Board meeting in May. City Administrator Turner stated once all the information has been gathered from Mr. Shepler, the City Clerk and Utility Clerk would work on putting the workshop schedule together and publish the agenda and date of the workshop.

The meeting adjourned at 10:50am.

The next meeting will be on Tuesday, May 18, 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

March 2021

Plant Update:

1. Call Outs: Call outs No Call outs for March
2. March 1st Install new air hose on blower for digester.
3. March 4th Turbidity meter # 1 low light alarm. Rebuild turbidity meter # 1. New photo cell cable and bulb.
4. March 11th All Keys diesel annual PM Service. Noted water heater for generator needs to be replaced.
5. March 29th Hach performed 2nd service visit. Nitrox meter good. Recommend replace ORP meter.
6. T/N annual average to date is 1.64 Mg/l. Annual limit 3.0 Mg/l
7. Total gallons Hauled 56,000 gallons. Removal by G-tech pump truck at 21 cents per gallon
8. Bubble test cassette # 43, 68, 45, 64 & 46
9. Wash Cassette A-1, A-2, B-1, B-2 & C-1

R.O. Update:

1. Maintenance Budget for Re-Use (attached)
2. March 30th & 31st wash R.O. membranes with High then Low pH solutions.

Collection system:

1. March 10th Replace lid on lift station at 10th street lift station.
2. March 23rd TV lateral at circle K store, due to bellies in pipe unable to see if leaking. Conduct hydrostatic test and found lateral leaking. Contacted 3rd generation and All Keys Contracting to provide cost for replacement.
3. March 19th Completed manhole inspections. No issue at this time. See attached report.

MAINTENANCE BUDGET FOR RE-USE						
Month of March 2021				Budgeted	Actual	Actual
				Cost per Year	Cost/Month	Cost/year
RO Power Cost KWH X 0.777200				\$5,000	\$726.87	\$2,801.70
Irrigation Pumps Power Cost KWH X 0.777200					\$62.36	\$239.66
Chemicals RO System Intlude Anti-scalent				\$16,000	\$128.65	\$514.60
Extra Testing for DEP TSS, FECAL,				\$9,000	\$848.00	\$4,595.50
Contingency				\$0	\$0.00	\$0.00
Main & Repairs to system including pre filter cartridges.				\$5,600	\$150.22	\$300.44
Consulting				\$15,000	\$2,905.00	\$2,905.00
Insurance RO system/building				\$1,400	\$83.33	\$499.98
Reserves				\$8,000	\$666.66	\$3,999.96
	Hours	Cost \$				
R.O. Power meter	9352.475	\$726.87	\$0.08			
Ing pump Power Mete	802.337	\$62.36	\$0.08			
Monthly Total		\$789.23				
Gallons Produced				\$60,000	\$5,571.09	\$15,856.84
Cost per Gallon				\$5,000		
	Month	Total/year	Total to date			
Gallons	1,324,000	4,506,000	79,372,770			
Cost / Gal	\$0.004208	\$0.003519				
Cost /Thousand Gal	\$4.21	\$3.52				

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

RO Electric
3/1/2021
3/31/2021 9352.475
9352.475

Irrg Electric
3/1/2021
3/31/2021 802.337
802.337

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

Wastewater

March 31, 2021 financial summary

- ✓ In March, 12 property transfers resulting in \$2,100.00 in transfer fees paid and 1 residential in arrears for 3 quarters for a total of \$720.00 and 1 residential account has not paid the January quarter bill.
- ✓ A grant for \$139,869.80 was approved by State, the grant has been approved. Next step, obtain estimates/bids for the equipment needed. The grant must be used by December 2022, to date:
 - Approved the purchase of one propeller submersible pump for \$15,188.00
 - Approved the purchase of six volute submersible pump for \$45,881.40
- ✓ Wastewater Warrant #0321 requested approval for \$201,668.53, included in this warrant is:
 - Loan payment (twice a year) of \$119,617.83, principal and \$16,758.66, interest
 - Payment of \$3,750.00 maintenance/repair to Ed Simms development
- ✓ Note: There was an increase in Sludge hauling in the month of March, total was \$16,265.00 ~ \$7,000.00 over the last few months.
- ✓ Overall, the 4th month of the 2021 fiscal year budget, Wastewater funds were found in excellent condition.

Storm Water

- ✓ No update this month. wells and drainage collection system.

Treasurer's Report compiled by Freddie Foster