

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

**Tuesday, July 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 9:35 a.m. by Board Chairman John Dalton. *Answering to roll call were* John Dalton, Freddie Foster, James Ha, Bud Fernandes and Lin Walsh.
Excused: Mike Alexander

Also Present: City Administrator Dave Turner, Utility Clerk Pat Hyland, Plant Operator Dave Evans and Public Works Supervisor Mike Guarino. Public – 0

Next Meeting Discussion – the next Utility Board Meeting is scheduled for Tuesday, August 17, 2021 at 9:30 am.

Approval of the Minutes: Regular Meeting Minutes June 15, 2021

Motion – Moved by Freddie Foster and seconded by Board Chair John Dalton to approve the Minutes of June 15, 2021.

On the Motion: Roll Call Vote. Unanimous Approval.

Stewardship Grant Funding-

City Administrator Dave Turner stated Monroe County received \$20 million dollars in Stewardship Grant funding from the State, with Key Colony Beach scheduled to receive \$400,000 for Stormwater. Mr. Turner requested the Utility Board inform him of the scope of the project where the funds will be applied. The city must submit a report to the State no later than the second week of August to accept funding and advise which Stormwater project will be completed with the funding. Mr. Turner asked the Board members to discuss this topic at today's meeting or during the Budget discussions.

10th Street Stormwater Grant Application Update – Mr. Shepler stated there still has been no submittal date for the SWAG funding. Permits have been submitted for the 10th Street Stormwater project, which will be approved. Mr. Foster questioned Mr. Shepler if the Stewardship funding would interfere with the SWAG funding request. By using the Stewardship funding the city should receive more points regarding the approval of SWAG funding. Chairman Dalton suggested the Stewardship grant funds should be applied to the retention pond. Mr. Turner and other board members stated the retention pond seems to be working as it should be at this time, with water draining at a good pace within the 72-hour requirement. The pond will be continued to be monitored throughout the rainy season. No complaints have been received from the public. Mr. Turner stated the Stewardship funding may be used as matching funds for the SWAG funding. Mr. Fernandes suggested the SWAG funding request should be submitted now. Mr. Shepler sees no harm in submitting the SWAG funding now.

Utility Clerk Report –

For the month of June there were 24 property transfers completed with a total of \$4,300.00 collected in transfer fees. There were 2 sewer connection fees collected in June for a total of \$11,250.00 for the month. There was a total of 22 property inquiries received from realtors, closing agents and title companies. A fee of \$30.00 will be required soon; with \$15.00 credited to the Building Department and \$15.00 credited to the Utility Department to recoup the cost for staff to respond to each inquiry.

One residential account has not paid the quarterly sewer invoices for several quarters. A property lien has been filed on that property. There are 5 residents who have not paid the April quarterly sewer bill, and all residents have

been contacted. There are no delinquent commercial accounts. The first grant reimbursement request in the amount of \$45,881.41 has been sent to the State for payment. After payment, has been received, the remaining amount of the grant will be \$93,988.40. The next reimbursement request will be sent in July.

A landscaping invoice from Gonzalez Brothers Landscaping in the amount of \$1,800.00 has been submitted, will be paid from city funds. Mr. Turner requested additional buttonwoods be planted to fill in space along the fence line, with the cost to be paid from city rather than sewer funds. The invoice will be given to the accountant to pay from general funds.

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

Mr. Evans presented a proposal in the amount of \$13,850.00 from 3rd Generation Plumbing for the required replacement of original cast iron sewer piping on Sadowski Causeway bridge.

Motion – Moved by Freddie Foster and seconded by Bud Fernandes to approve the 3rd Generation Plumbing proposal in the amount of \$13,850.00.

On the Motion: Roll Call Vote. Unanimous Approval.

Mr. Foster asked if there are other suppliers who could provide sludge hauling. The cost per gallon has increased from 17 cents per gallon to 20 cents per gallon. Mr. Evans recommended going out to bid for 500,000 gallons of sludge per year. Mr. Evans confirmed sludge hauling is one of the largest expenses of the plant. Usage is up because of an increase of so many people returning/renting in Key Colony Beach after Covid quarantine. Mr. Foster will speak with Mr. Dalton and Mr. Turner regarding proceeding with going out to bid. Mr. Evans suggesting bidding for sludge hauling and emergency service, so if there is a problem the contractor would handle emergencies. Board members suggested going out for a multi-year contract, with an option to renew.

Stormwater Drains –

Mike Guarino explained to the Board members Gerard Roussin is working on the CRS (Community Rating System) which determines the percentage discount on residential flood insurance. Key Colony Beach currently has a 15% discount. Mr. Roussin is working on increasing the discount percentage to 20%. One way would be to have all 152 stormwater drains throughout the city cleaned on an annual basis. Currently, only 30 drains are cleaned each year, depending on which are most in need. The cost to jet or clean all 152 annually would be approximately \$38,000. Public Works staff would be inspecting the drains weekly, and monthly in-house cleaning of any visible and easily removable material. Since the budget for next year is now being discussed and reviewed, the annual cost is being requested to be added in the budget for Stormwater. Mr. Roussin was contacted to provide better data and more information and arrived to supply the board with answers to their questions. In addition, Mr. Roussin stated the City Commission will be looking to pass a resolution requiring all city Stormwater drains to be cleaned on an annual basis. Mr. Foster will include the \$38,000 as a line item in the draft Stormwater budget.

Chairs Report –

Treasurer's Report:

Mr. Foster presented the Treasurer's for the month of June.

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

Wastewater/Sewer Warrant #0621: was approved in the amount of \$91,152.83

Stormwater Warrant: 0621: was approved in the amount of \$8,301.49.

Utility Board Budget 2021-2022 Discussion -

Treasurer Freddie Foster presented the draft budget for discussion by the Board members. Mr. Foster explained a few line items will be adjusted per today's discussions. Mr. Turner suggested something the Board members should think about while discussing the budget, which is adding a rental expense for the utility clerk's office space in City Hall. Mr. Turner explained the city is paying the electric, water, Internet, insurance, etc. on City Hall. He suggested a monthly rent of \$500.00 added under the administrative office operating expense portion of the sewer budget.

After board discussion it was agreed to update the sewer budget to reflect an annual rental expense of \$6000.00. The Stewardship grant funding of \$400,000 should be included in the Stormwater budget. Mr. Foster will make those changes on the draft budget.

Motion – Moved by Bud Fernandes and seconded by Lin Walsh to approve the Treasurer’s report as amended.

On the Motion: Roll Call Vote. Unanimous Approval.

Mr. Foster will provide the updated draft budget to the Utility Clerk. The Board members thanked Mr. Foster for his work on the budget.

Any Other Business:

Bud Fernandes has received correspondence with photos from Keith Robertson regarding a PVC drainpipe on 3rd Street. According to the letter, the broken pipe is causing erosion. Mr. Roussin stated the pipe is a city-owned emergency outflow line which is only open during emergency preparations of an approaching tropical storm or hurricane. Mr. Roussin stated the previous owner was advised the pipe may have been broken at the time of a new pool installation. Mr. Roussin will forward this information to Mr. Robertson. Since there is nothing going through the pipe, and the outfalls have not been opened, there is no reason for erosion. Tidal fall going in and out may be responsible for any possible erosion. Mr. Roussin will investigate to see if a flapper may be installed on the pipe.

The meeting adjourned at 11:12am.

The next meeting will be on Tuesday, August 17, 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

June 2021

Plant Update:

1. Call Outs: June 16th low vacuum alarm on ISAM mixer pump. Clear alarm. Vacuum system working.
2. June 3rd superannuate 21,000 gallons out of digester.
3. June 18th FEKC installing new power line on 8th street. Plant generator running for 4 hours till power was restored.
4. June 23rd UV A not meeting dose. Shut down and clean crystals. UV A running. Getting high temp alarms on both UV? Temp is ok possible bad sensor. Working with manufacture to resolve issue.
5. June 24th front gate came off rails. Reset front gate. Notify public works will replace rails on gate.
6. June 28th Annual service on diesel tank completed.
7. T/N annual average to date is 1.69 Mg/l. Annual limit 3.0 Mg/l
8. Total gallons Hauled 66,000 gallons. Removal by G-tech pump truck at 21 cents per gallon
9. Bubble test cassette # 45 & 64
10. Wash Cassette B-2 & C-1

R.O. Update:

1. Maintenance Budget for Re-Use (attached)
2. June 21st turbidity meter lamp out. Replace light bulb.

Collection system:

1. June 14th lift station on 5th street out alarm light on. FKEC ran new wire and miss wired power to lift station. FKEC re-wired station working and pumping down.
2. June 24th Public Works replaced support pole on 13th street lift station control panel.
3. June 25th 13th street lift station high power usage. Pull pump # 1 ser # 9550866 and replace wear ring and impeller. Pump now pumping well.
4. June 25th 3rd Generation completed lateral replacement on 4th street.

Key Colony Beach Utility Board Treasurer's Report – June 30, 2021

Wastewater

June 30, 2021, financial summary

- ✓ In June, 24 property transfers resulting in \$4,300.00 in transfer fees paid and 1 residential in arrears for 5 quarters, \$1,140.00 and 5 residential accounts have not paid the April quarter bill.
- ✓ Two sewer connection fees were collected in June for a total of \$11,250.00
- ✓ The grant for \$139,869.80 remains open, we have now received additional bid for the balance of the grant:
 - Two air compressors including installation, \$13,728.83
 - One 4" volute submersible pump with motor, \$11,029.00
 - Xylem water solution 6 pumps (previously reported), \$45,881.40
 - Spent to date \$101,466.23
 - Remaining to date \$38,403.57
- ✓ Wastewater Warrant #0621, requested approval for \$91,152.83. Note, sludge hauling cost continue to run higher than the same period last year, because of hauling price increase, need to consider bidding/searching for lower cost!
- ✓ Overall, the 9th month of the Wastewater 2021 fiscal year budget was found in excellent condition.

Storm Water

- ✓ Mittauer & Associates Inc. continue to work on state grant(s) for stormwater work on 10th street, we currently have ~ \$680,000.00 in funds available. Note at the May 18th utility board meeting, a vote was taken to separate the 10th storm water project into two, south side first, north side second. This was done because the amount of funding available would not cover the cost in its entirety. Even if the current funds available plus grant money was enough for the scope of work, the cost must be paid for with stormwater funds first, then reimbursed via grant money.
- ✓ Stormwater Warrant #0621, requested approval for \$8,301.49
- ✓ Overall, the 9th month of the Stormwater 2021 fiscal year budget was found in excellent condition.

Treasurer's Report compiled by Freddie Foster