

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

**Tuesday, September 21, 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 were* John Dalton, Mike Alexander, Bud Fernandes, and Freddie Foster.
Excused: James Ha and Lin Walsh

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, October 19, 2021 at 9:30 am.

Approval of the Minutes: Regular Meeting Minutes August 17, 2021

Motion – Moved by Freddie Foster and seconded by Board Chairman John Dalton to approve the Minutes of August 17, 2021.

On the Motion: Roll Call Vote. Unanimous Approval.

Stewardship Grant Funding-

City Administrator Dave Turner stated the paperwork has been filed, funding has been approved and the city is waiting for the stormwater project to start.

10th Street Stormwater Grant Application Update –

Engineer Jason Shepler stated the SWAG grant application has been filed. Once the city is advised of any funds awarded, the bid proposal package can be put together for advertising. Mr. Shepler will have the draft bid package ready to send to the board members for the next monthly meeting.

Utility Clerk Hyland asked if a bid package would be assembled and advertised for sludge hauling. Board members had expressed an interest in obtaining bids for sludge hauling during recent budget discussions. Mr. Foster offered to work with Mr. Turner and Mr. Dalton to get the bid package addressed.

Utility Clerk Report –

For the month of August there were 16 property transfers completed with a total of \$2,700.00 collected in transfer fees. There were no sewer connection fees collected for the month. A total of 18 property inquiries were processed resulting in a total of \$270.00 collected in inquiry fees.

The property at 160 10th Street remains in a delinquent status. There were 37 residential accounts who have not paid the July quarterly invoice, as of August 31st. All have been contacted.

The 3rd grant reimbursement request in the amount of \$11,029.00 was submitted to the State, and payment has been received. Available grant funding is now at \$67,771.40, and future submissions will now be for sewer line replacement costs.

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

Mr. Evans presented 3 separate estimates received from 3rd Generation for the 4th Street areas which require lateral replacements. Mr. Evans stated the 6" sewer lateral lines are swelling shut and will lead to blockages in those areas. While reviewing the estimates Mr. Dalton stated in the past, sand rather than 57 rock, was used. Each estimate is

\$11,450.00, so the total will exceed the \$25,000.00 limit. Board members agreed this work must go out to bid. A call was made to Dirk Smits, City attorney, to confirm the work will require a bidding process. Using Demand Star to advertise the bid could be used if work is required to be done soon. Mr. Foster stated a scope of work is required. In addition, future sewer lateral work can use this scope of work, which will save time.

Motion – Moved by Freddie Foster and seconded by Bud Fernandes to approve having the engineer handle the bid spec package.

On the Motion: Roll Call Vote. Unanimous Approval.

Mr. Shepler will submit a proposal for his services at the next monthly meeting.

Mr. Evans also presented an estimate from Ed Sims Development in the amount of \$18,750.00 for spalling work at the plant. Once completed, the plant will be ready for painting, which is included in the budget.

Motion – Moved by Mike Alexander and seconded by Bud Fernandes to approve the estimate from Ed Sims Development in the amount of \$18,750.00.

On the Motion: Roll Call Vote. Unanimous Approval.

Mr. Evans will contact the contractor to schedule the work.

Chairs Report – none

Treasurer's Report:

Mr. Foster presented the Treasurer's report for the month of August.

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

Wastewater/Sewer Warrant #0821: was approved in the amount of \$86,443.36

Stormwater Warrant: #0821: was approved in the amount of \$10,476.28.

Any Other Business: Mr. Turner asked the board members if they wanted to add a new fee for the period of time the wastewater service is not being used by properties who are in the process of a rebuild. Mr. Alexander stated the decision was made after Hurricane Irma where properties can continue to pay the quarterly sewer bill, or they could discontinue paying the sewer bill and pay \$5,625.00 per each property to reconnect to the sewer line. The sewer plant must still be maintained.

Mr. Turner suggested the board members begin thinking about a bid package for the sewer plant painting project. Mr. Foster recommended inspecting the plant after spalling work has been completed, before working on a painting bid package.

Mr. Fernandes asked Mr. Turner to explain the reason for the water quality report sent to Utility Board members. Mr. Fernandes thanked Mr. Turner for sharing the report.

The meeting adjourned at 10:45am.

The next meeting will be on Tuesday, October 19, 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

August 2021

Plant Update:

1. Call Outs: No call outs for August.
2. August 3rd A.C.I. installed new air compressors and dryer.
3. August 3rd FV-3568-2 & 1 replaced the solenoid valves.
4. August 11th Replace bad ballast # 3 on UV B. Order spare ballast.
5. August 12th 3rd Generation Plumbing replaced the 4-inch cast iron force main on Causeway bridge.
6. August 17th Calibrate UVT meter. Replaced intensity meter on UV A.
7. August 18th water line to top of MBR broken. Repair 2-inch and 1-inch water lines to top of MBR
8. August 23rd Costume Pump replaced seal and bearing on # 1 mixer pump.
9. August 25th Install new flow through unit for Nitrox meter.
10. August 26th Power was out at 1 AM. Generator ran. No alarms.
11. August 27th Superannuate 36,754 gallon out of digester.
12. August 27th Replace solenoid valve on FV-3560-1
13. T/N annual average to date is 1.79 Mg/l. Annual limit 3.0 Mg/l
14. Total gallons Hauled 41,500 gallons. Removal by G-tech pump truck at 21 cents per gallon
15. Bubble test cassette # 66, 65 & 67
16. Wash Cassette D-2, A-1 & A-2

R.O. Update:

1. Maintenance Budget for Re-Use (attached)
2. August 5th Replace bad coupling on R.O. pre filter.

Collection system:

1. August 12th 3rd Generation replaced 4-inch cast iron force main on Causeway Bridge.
2. August 23rd TV manhole 44 on 8th street. No clean out for 701 8th street.
3. August 26th Alarm light on causeway north lift station. No auto. Replace on float station pumping down in auto.

MAINTENANCE BUDGET FOR RE-USE

Month of August 2021

				Budgeted	Actual	Actual	
				Cost per Year	Cost/Month	Cost/year	
RO Power Cost KWH X 0.777200				\$5,000	\$619.83	\$6,332.95	
Irrigation Pumps Power Cost KWH X 0.777200					\$52.78	\$566.90	
Chemicals RO System Include Anti-scalant				\$16,000	\$128.65	\$2,417.85	
Extra Testing for DEP TSS, FECAL,				\$9,000	\$848.00	\$8,888.50	
Contingency				\$0	\$0.00	\$0.00	
Main & Repairs to system including pre filter cartridges.				\$5,600	\$440.44	\$2,081.74	pre filter coupling repair & pre filters
Consulting				\$15,000	\$0.00	\$4,550.00	
Insurance RO system/building				\$1,400	\$83.33	\$916.63	
Reserves				\$8,000	\$666.66	\$7,333.26	
	Hours	Cost \$					
R.O. Power meter	7972.582	\$619.63	\$0.08				
Irrig pump Power Meter	679.117	\$52.78	\$0.08				
Monthly Total		\$872.41					
Gallons Produced				\$60,000	\$2,839.49	\$33,087.83	Total for year
Cost per Gallon				\$5,000			
	Month	Total/year	Total to date				
Gallons	1,129,000	11,057,000	85,923,770				
Cost / Gal	\$0.002515	\$0.002992					
Cost/Thousand Gal	\$2.52	\$2.99					

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

RO Electric
8/2/2021
8/21/2021 7972.582
7972.582

Irrg Electric
8/2/2021
8/31/2021 679.117
679.117

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

Wastewater

August 31, 2021, financial summary

Note: Transfers for the utility department have not been posted for the month of August, these costs should be posted in the September report.

- ✓ In August, 16 property transfers resulting in \$2,700.00 in transfer fees paid and 1 residential in arrears for 5 quarters, \$1,140.00 and 37 residential accounts have not paid the July quarter bill.
- ✓ Sewer repairs on City owned sewer pipe on Sadowski bridge ~ \$13,850.00 complete, this will be submitted for grant reimbursement.
- ✓ The grant for \$139,869.80 remains open with additional equipment purchases and sewer piping repairs on 4th street to be completed soon.
- ✓ Wastewater Warrant #0821, requested approval for \$86,443.36.
- ✓ Overall, the 11th month of the Wastewater 2021 fiscal year budget was found in excellent condition.

Storm Water

- ✓ Mittauer & Associates Inc. continue to work with the city on obtaining bids for stormwater work on 10th street, we currently have ~ \$680,000.00 in funds available and \$400,000.00 grant money, cost per phase ~ \$600.00.00
- ✓ Mittauer & Associates permitting & grant work 10th street, \$3,000.00
- ✓ Stormwater drain(s) cleaning "yearly" \$7,000.00
- ✓ Stormwater Warrant #0821, requested approval for \$10,476.28
- ✓ Overall, the 11th month of the Stormwater 2021 fiscal year budget was found in excellent condition.

Treasurer's Report compiled by Freddie Foster