

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

**Tuesday, November 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 Vice Chairman Freddie Foster. *Answering to roll call were* Mike Alexander, James Ha, Bud Fernandes, and Lin Walsh.
Excused: John Dalton

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

Next Meeting Discussion – the next Utility Board Meeting is scheduled for Tuesday, December 21, 2021 at 9:30 am.

Approval of the Minutes: Regular Meeting Minutes October 19, 2021

Motion – Moved by Mike Alexander and seconded by Lin Walsh to approve the Minutes of October 19, 2021.

On the Motion: Roll Call Vote. Unanimous Approval.

Sewer Lateral Replacement Specifications –

Engineer Jason Shepler gave a summary of the sewer lateral replacement standards and specifications. Mr. Shepler addressed the question regarding using concrete raised by Mr. Fernandes. Mr. Turner will have the work put out for bid online with DemandStar by the end of the week. Mr. Turner reminded the board members this package can be used for all future sewer lateral replacements.

Mr. Foster will check with the Building Official to learn how many other laterals in the city will require replacement.

Motion – Moved by Freddie Foster and seconded by Bud Fernandes to approve the sewer lateral specifications and advertise the bid online for the sewer lateral work on 4th Street.

On the Motion: Roll Call Vote. Unanimous Approval.

SWAG Funding Update - Mr. Shepler responded to correspondence received from Ms. Forinash of the FDEP. He provided the additional information requested. When asked by the board if he knew a date when funding would be awarded, Mr. Shepler stated he would contact Ms. Forinash for an estimate of when that might occur.

Utility Clerk Report –

For the month of October there were ten property transfers completed with a total of \$1,600.00 collected in transfer fees. There were two sewer connection fees collected for the month which totaled \$11,250.00. A total of ten property inquiries were processed resulting in a total of \$210.00 collected in inquiry fees.

The property at 160 10th Street has been sold at auction. The new owner has been provided with the outstanding amount due for wastewater fees. The October quarterly billing has been sent out. As of October 31st the October billing is 89% collected. Beginning with the January 2022 billing all autopay notices will be emailed, saving approximately \$232.00 each quarter in postage fees. Four stormwater CDs in the amount of \$50,000.00 each matured on October 23rd. The proceeds plus interest were deposited back to the checking account and will be available for the 10th Street stormwater project.

Utility Board Members One-Year Term – The board members were reminded the current term is set to expire. All in attendance stated they wished to remain on the board for another term. This information will be given to the City Commissioners for the December Organizational meeting.

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

The spalling repair work has been completed by the contractor.

- A. Custom Pump & Controls, Inc. Proposal – This is for the replacement of the suction elbow for the KSB mixer pumps. The proposal includes two material options:

- 1) Suction elbow – 304 stainless steel material \$5,490.00
- 2) Suction elbow – carbon steel with epoxy coating \$3,977.00

Installation cost \$3,540.00

Board members discussed with Mr. Evans the two options offered and all agreed the carbon steel with epoxy coating would be the better choice.

Motion – Moved by Freddie Foster and seconded by Bud Fernandes to approve the Custom Pump & Controls, Inc. Proposal for a suction elbow - carbon steel with epoxy coating option plus installation cost and to keep the old part as a spare.

On the Motion: Roll Call Vote. Unanimous Approval.

Mr. Foster questioned the monthly sludge hauling expense for October compared to previous months, which the Utility clerk will review and report back to Mr. Foster.

Chairs Report – none

Mr. Foster questioned whether anyone has been checking the area with all the recent rain. Mr. Turner has been visually checking and said the area is draining and has been handling a significant amount, due to the rains and king tides. Mike Guarino, Public Works Supervisor, performs visual inspections and records rainfall totals in the rain gauge at the pond. Once the rainy season is over and the king tides have subsided the board will discuss what steps will be taken for the area.

Mr. Foster stated an engineering report regarding the analysis of the integrity of the sewer buildings and tanks would be something the board should think about for the future of the sewer plant. All agreed the plant is an expensive operation which must continue to function no matter what future weather event affects the city. Mr. Turner said infrastructure grant funding may be available for this project. Mr. Foster will do a walk-through of the plant with Plant Operator Dave Evans to inspect all buildings, tanks, etc.

This topic will be added as an agenda item for the next Utility Board meeting in December.

Treasurer's Report:

Mr. Foster presented the Treasurer's report for the month of October, which was approved by the Board.

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

Wastewater/Sewer Warrant #1021: was approved in the amount of \$52,884.14

Stormwater Warrant: #1021: none

Any Other Business: Mr. Turner asked the Board if a bid was still requested for sludge hauling. He will speak with his counterpart in Marathon and inquire about their bid procedure for sludge hauling.

Mr. Fernandes mentioned the catch basins are attracting mosquitoes, due to the recent heavy rains. Mr. Turner will contact the Florida Keys Mosquito Control to have this addressed.

The meeting adjourned at 10:30am.

The next meeting will be on Tuesday, December 21, 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. ***