

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

**Tuesday, January 18, 2022 – 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 Freddie Foster. *Answering to roll call were* Mike Alexander, James Ha, Bud Fernandes, and Lin Walsh.

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 – 1

Next Meeting Discussion – the next Utility Board Meeting is scheduled for Tuesday, February 15, 2022 at 9:30 am.

Approval of the Minutes: Regular Meeting Minutes December 21, 2021

Motion – Moved by Board Chair Freddie Foster and seconded by Bud Fernandes to approve the Minutes of December 21, 2021.

On the Motion: Roll Call Vote. Unanimous Approval.

Sewer Lateral Replacement Bid Award –

City Administrator Dave Turner stated three bids were received and considered: 3rd Generation Plumbing \$41,820.00, Keys Contracting Services \$28,050.00 and Key Honey Contracting \$19,550.00. Mr. Turner recommended approving the lowest bid received and all board members agreed Key Honey Contracting should be awarded the contract.

Motion – Moved by Board Chair Freddie Foster and seconded by Mike Alexander to approve the bid of \$19,550.00 submitted by Key Honey Contracting LLC.

On the Motion: Roll Call Vote. Unanimous Approval.

Mr. Evans asked if a permit will be issued for the work and who would be inspecting the work. Mr. Turner stated a permit will be issued, and the Building Department will be inspecting the project.

During the discussion Mr. Foster suggested a ‘general services agreement’ be developed and put out to bid. This would be used for any type of emergency which required work to be done immediately. Mr. Turner and Mr. Foster will develop the agreement.

SWAG Funding Update - Mr. Shepler expects the FDEP will award funding shortly with all paperwork completed and accepted by March. The FDEP is in the process of scoring all submitted applications. There is a possibility of receiving as much as \$212,000.00 for this project.

Sludge Hauling Discussion – Mr. Foster has written a draft spec which has been reviewed by Dave Evans and Dave Turner. Mr. Turner stated the wording of the project is being worked on and once completed will be submitted to DemandStar for bidding.

Vendor Aggregate Dollar Limit of \$25,000.00 – The vendor limit is in place to ensure no one vendor is shown favoritism over others. Mr. Turner verified that three bids must be received for projects of \$25,000.00 or more. The vendor dollar limit of \$25,000.00 per year does not apply for work which has been put out for bid.

RMPK Funding – Wastewater Grant Program – Mr. Turner stated RMPK Funding is the grant writer the city uses for multiple facets within the city. This company data mines grant programs for possible available grant funding. Any items, upgrades or hardening needed at the sewer plant may be reimbursed through grant funding. Mr. Turner will be given a list which he will submit to RMPK Funding, who will investigate available grants which may be appropriate for the needs of the sewer plant. Mr. Foster and Mr. Turner will schedule a conference call with Ryan of RMPK Funding to discuss what might be reimbursable via a grant, and the cost for his services.

Utility Clerk Report –

For the month of December there were ten property transfers completed with a total of \$1,700.00 collected in transfer fees. There was one sewer connection fee of \$5,625.00 collected for the month. Eight property inquiries were processed resulting in a total of \$105.00 collected in inquiry fees. Five residential accounts and two commercial accounts are delinquent and have all been assessed a late fee and contacted again. The January quarterly billing was generated and sent out in December. All accounts on autopay now receive invoices via email, which is a cost savings of \$237.00 per quarter.

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

Mr. Evans obtained three estimates for the replacement of an air conditioning unit with a mini split system in the ISAM building. Submitted estimates were received from Artic Temp for \$3,980.00, Florida Keys Air Conditioning for \$4,800.00 and Houston Air for \$5,314.00. Mr. Turner recommended approving the Artic Temp estimate for \$3,980.00.

Motion – Moved by Bud Fernandes and seconded by James Ha to approve the Artic Temp estimate in the amount of \$3,980.00.

On the Motion: Roll Call Vote. Unanimous Approval.

Mr. Foster recommended future replacement of air conditioning equipment should also include coating of the condenser, which will extend the life of the equipment.

Chairs Report –

Mr. Foster stated he has continued to watch the retention pond drainage. The area will continue to be monitored through April. The area continues to draw various birds and is enjoyable for birdwatching enthusiasts.

Treasurer's Report:

Mr. Foster and Mr. Fernandes presented the Treasurer's report for the month of December.

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

Wastewater/Sewer Warrant #1221: was approved in the amount of \$59,970.39

Stormwater Warrant: #1221: none

Lin Walsh questioned when the Wastewater CD's are scheduled to mature. The Utility Clerk will look up the maturity date for the four Wastewater CD's and relay that information to the board members by the end of the day.

Any Other Business: None

The meeting adjourned at 10:15am.

The next meeting will be on Tuesday, February 15, 2022 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

December 2021

Plant Update:

1. Call Outs: No call outs for December
2. December 7th Remove Crispin valve on top of digester and clear. Noted pivot pins and clamps missing. Ordered rebuild kit for valve.
3. December 17th Replace UV bulb and ribbon on UVT meter. Meter not working repair UV bulb base. Calibrate UVT meter working.
4. December 22nd Superannuate 25,000 gallon out of digester
5. T/N annual average to date is 1.64 Mg/l. Annual limit 3.0 Mg/l
6. Total gallons Hauled 42,500 gallons. Removal by G-tech pump truck at 21 cents per gallon. Up hauling to 4 loads per week.
7. Bubble test cassette # 66 & 65
8. Wash Cassette A-1 & A-2

R.O. Update:

1. Maintenance Budget for Re-Use (attached)
2. December 23rd Wash R.O. differential pressure down from 55 to 17 dp.

Collection system:

1. December 15th 14th street lift station high power usage. Pull and inspect #2 pump Impeller and wear ring ok. Remove rags from mount. Pull #1 pump replace impeller and wear ring. Power usage back to normal.
2. December 22nd High water light on W. Ocean lift station. Pulling high amps. Pull pump remove rag from impeller and replace impeller and wear ring.
3. December 23rd 3rd Generation replace manhole ring and cover on man hole # 72.

MAINTENANCE BUDGET FOR RE-USE						
Month of December 2021			Budgeted	Actual	Actual	
			Cost per Year	Cost/Month	Cost/year	
RO Power Cost KWH X 0.777200			\$6,500	\$641.83	\$1,839.40	
Irrigation Pumps Power Cost KWH X 0.777200				\$59.90	\$174.30	
Chemicals RO System Intude Anti-scalant			\$9,000	\$3,339.00	\$3,689.00	Chemical to wash RO
Extra Testing for DEP TSS, FECAL			\$9,900	\$795.00	\$2,385.00	
Main & Repairs to system including pre filter cartridges.			\$11,900	\$150.22	\$510.44	
Consulting			\$13,000	\$1,645.00	\$1,645.00	Labor to wash RO
Insurance RO system/building			\$1,700	\$141.66	\$424.98	
Reserves			\$8,000	\$666.66	\$1,999.98	
	Hours	Cost \$				
R.O. Power meter	8258.293	\$641.83	\$0.08			
Irrig pump Power Mete	770.774	\$59.90	\$0.08			
Monthly Total		\$701.74				
Gallons Produced			\$60,000	\$7,439.28	\$12,688.10	Total for year
Cost per Gallon			\$5,000			
	Month	Total/year	Total to date			
Gallons	1,122,000	3,196,000	90,192,770			
Cost / Gal	\$0.006630	\$0.003684				
Cost /Thousand Gal	\$6.63	\$3.96				

Anti Scalent \$175.00 per bucket
Pre Filters \$150.22 Per set
\$10.73 each X 14 per set.

Pre Filters \$160.30 Per set
\$11.45 each X 14 per set.

RO Electric
12/1/2021
12/31/2021 8258.293
8258.293

Irrg Electric
12/1/2021
12/31/2021 770.774
770.774

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

Wastewater

December 31, 2022, financial summary

- ✓ In December, 10 property transfers resulting in \$1,700.00 in transfer fees paid, and 5 residential accounts have not paid the October quarter bill.
- ✓ The grant for \$139,869.80 remains open with remaining \$33,941.40 to be used for sewer piping repairs on 4th street and Air Compressor work.
- ✓ Air Compressor installation work, request approval for \$6,385.50.
- ✓ Bids received for wastewater piping repairs on 4th street received, request award of \$19,550.00 to Keys Honey Contracting LLC.
- ✓ Received invoices from Julio Buzzi, Auditor, request approval of \$6,800.00.
- ✓ Wastewater Warrant #1221, requested approval for \$59,970.39.
- ✓ Overall, the 3rd month of the Wastewater 2022 fiscal year budget was found in excellent condition.

Note, received \$60,000 payment from the city for the RO system/once a year payment.

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
- ✓ Overall, the 3rd month of the Stormwater 2022 fiscal year budget was found in excellent condition.

Treasurer's Report compiled by Bud Fernandes