

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

**Tuesday, December 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 Vice Chairman Freddie Foster. *Answering to roll call were* Freddie Foster, Mike Alexander, James Ha, Bud Fernandes, and Lin Walsh.

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

Oath of Office – The Oath of Office was administered to all Board members in attendance.

Selection of Officers – Board member Lin Walsh nominated Freddie Foster for Board Chairman, and Jim Ha seconded the nomination. There being no other nominations for Chairman, Mr. Foster was selected by unanimous acclamation. Mr. Foster nominated Jim Ha for Vice Chairman, and Mike Alexander seconded the nomination. There being no other nominations for Vice Chairman, Mr. Ha was selected by unanimous acclamation. Mr. Foster nominated Bud Fernandes as Secretary/Treasurer and Lin Walsh seconded the nomination. There were no other nominations therefore Mr. Fernandes was named Secretary/Treasurer by unanimous acclamation.

Next Meeting Discussion – the next Utility Board Meeting is scheduled for Tuesday, January 18, 2022 at 9:30 am.

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

Motion – Moved by Bud Fernandes and seconded by Freddie Foster to approve the Minutes of November 16, 2021.

On the Motion: Roll Call Vote. Unanimous Approval.

Sewer Lateral Replacement Bid Published –

City Administrator Dave Turner stated the bid submission due date is January 4th at 4:00pm, through DemandStar. Mr. Turner recommended three people should review the opening of the bids to ensure bids include correct, specs and information. The bids must be reviewed between January 4th and January 6th, with the physical awarding of the bid by 10:00am on January 6th, through DemandStar.

SWAG Funding Update - Mr. Shepler has been in communication with his contact in the FDEP and was informed the SWAG funding will not cover the cost of an injection well. The funding would cover the right of way swales. There is a possible funding amount of approximately \$167,000.00, with notification sometime in January. Once the State announces the funding notifications, the project can be prepared for bid publication on DemandStar.

Sludge Hauling Discussion – Plant Operator Dave Evans recommended bids should be based on 500,000 gallons per year plus 24/7 emergency service with a 1- or 2-hour response time. Mr. Turner stated a bid spec should be put together and published on DemandStar. Mr. Foster volunteered to put together a spec to be advertised. He will send to both Mr. Turner and Mr. Evans to review prior to online submission to DemandStar.

Discussion of Engineering Analysis of Plant Buildings -

Concerning the future structural rehabilitation of the treatment plant, Mr. Shepler stated funding agencies would look at the demographics of the area. Mr. Shepler suggested during Mr. Turner's upcoming visit to Tallahassee, he may want to discuss any potential future appropriations of funding and legislation at the State level. Mr. Turner will reach out to the funding consultant to see if there are any funding opportunities available for this type of request. At this point in time Mr. Shepler does not think an engineering analysis site visit would be beneficial.

Utility Clerk Report –

For the month of November there were nine property transfers completed with a total of \$1,700.00 collected in transfer fees. There were no sewer connection fees collected for the month. Thirteen property inquiries were processed resulting in a total of \$190.00 collected in inquiry fees.

The new property owner at 160 10th Street has paid all outstanding wastewater fees. As of November 30th, the October quarterly billing is 96% collected.

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

A. Aquionics Service Estimate – Board members discussed with Mr. Evans the estimate from Aquionics in the amount of \$9,307.33 which is for the second year of preventative maintenance on the UV units and includes parts and service. This expense was included in the annual budget.

Motion – Moved by Freddie Foster and seconded by Mike Alexander to approve the Aquionics estimate in the amount of \$9,307.33.

On the Motion: Roll Call Vote. Unanimous Approval.

Mr. Evans presented an estimate from 3rd Generation Plumbing in the amount of \$3,200.00 for replacement of a manhole ring and lid on 12th Street. This is a safety issue and should be scheduled for replacement immediately.

Motion – Moved by Freddie Foster and seconded by Jim Ha to approve the 3rd Generation Plumbing estimate in the amount of \$3,200.00 for replacement of manhole ring and lid.

On the Motion: Roll Call Vote. Unanimous Approval.

Mr. Evans will have the work scheduled this week.

Mr. Turner reminded the Board members of the limit of \$25,000.00 aggregate per vendor. Dave will contact the city attorney so this topic can be further discussed at the next Utility Board meeting.

Chairs Report –

Mr. Foster stated he has been watching the retention pond drainage with the recent heavy rains, full moon, and king tides. Mr. Turner has also been checking the pond area. The area will continue to be monitored through April. Board members mentioned the area is attracting various birds and is enjoyable for birdwatching enthusiasts.

Treasurer's Report:

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

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

Wastewater/Sewer Warrant #1121: was approved in the amount of \$78,526.24

Stormwater Warrant: #1121: none

Any Other Business: None

The meeting adjourned at 10:25am.

The next meeting will be on Tuesday, January 18, 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

November 2021

Plant Update:

1. Call Outs: No call outs for November
2. November 3rd weekly test of generator new batteries are dead. Notify All Key Diesel they took batteries to NAPA to be tested. Batteries test ok. Batteries reinstalled and reprogram battery tender. Batteries are holding charge.
3. November 8th Install repaired Nitrox meter.
4. T/N annual average to date is 1.70 Mg/l. Annual limit 3.0 Mg/l
5. Total gallons Hauled 44,000 gallons. 5 weeks. Removal by G-tech pump truck at 21 cents per gallon
6. Bubble test cassette # 44 & 46
7. Wash Cassette D-1 & D-2

R.O. Update:

1. Maintenance Budget for Re-Use (attached)
2. November 2nd Pre Filter housing auto lift out. Take apart filter and repair lifting tube.

Collection system:

1. November 18th and 19th 3 inch of rain. High water lights on Causeway South, West Ocean, 7th, 10th 11th & 12th streets. All lift station pumping.

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

Wastewater

November 30, 2021, financial summary

- ✓ In November, 9 property transfers resulting in \$1,700.00 in transfer fees paid and 1 residential in arrears for 6 quarters, \$1,350.00 and 25 residential accounts have not paid the October quarter bill.
- ✓ The grant for \$139,869.80 remains open with remaining to be used for sewer piping repairs on 4th street.
- ✓ Wastewater Warrant #1121, requested approval for \$78,526.24.
- ✓ Mittauer & Associates Inc. has completed the bid package development for city owned sewer work, request approval for \$2,500.00. Bid package out to solicit perspective contractors.
- ✓ Ed Simms development work for the wastewater treatment plant "spalling" work has been completed, request approval of \$18,750.00.
- ✓ Overall, the 2nd month of the Wastewater 2022 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
- ✓ Overall, the 2nd month of the Stormwater 2022 fiscal year budget was found in excellent condition.

Treasurer's Report compiled by Freddie Foster