

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

**Tuesday, March 15, 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 Freddie Foster, Mike Alexander, James Ha and Bud Fernandes and Lin Walsh

Also Present: City Administrator Dave Turner, Jason Shepler of Mittauer & Associates, Utility Clerk Pat Hyland, Plant Operator Dave Evans, Building Official Gerard Roussin and Public Works Supervisor Mike Guarino. Public – 2 virtual

Sewer Lateral Preconstruction Meeting

Fred Tingberg of Key Honey Contracting LLC introduced himself and his team who will be responsible for the sewer lateral replacements on 4th Street. The scope of work will take place at three locations in the right of way on 4th Street: 241/251 4th Street, 271/291 4th Street and 351/371 4th Street. Mr. Tingberg assured the Board members there would be no work done on private properties, only in the right of way. Traffic cones will be used for safety and there will be minimal disruption. Work is scheduled to start March 28th and completed by April 19th. Hours of work will be 8:00am to 5:00pm Monday through Friday.

Board Chairman Freddie Foster asked the Utility Clerk to mail notices to owners at the three locations, so residents are informed prior to the start of construction.

Next Meeting Discussion – the next Utility Board Meeting is scheduled for Tuesday, April 19, 2022 at 9:30 am.

Approval of the Minutes: Regular Meeting Minutes February 15, 2022

The Minutes of the February 15, 2022 were accepted as written.

10th Street Stormwater Project –

City Administrator Dave Turner stated Mr. Shepler is preparing the bid package which will be ready shortly. Mr. Turner requested a clause be added to the bid document stating any previous negative experience the city had with a contractor would be a reason to not award that contractor in future bid submissions to the city.

Sludge Hauling Bid Advertisement–

Mr. Turner informed the Board the Request for Bids will be published on DemandStar on April 1st. The deadline for prospective bidders to submit questions is May 10th. Answers to any received inquiries from prospective bidders will be May 11th. The Bid Opening will be scheduled for May 17th at 9:35am at the May monthly Utility Board meeting. The Bids will be reviewed, and a recommendation will be made to the City Commission for approval at the May 26th Commission meeting.

Wastewater Certificates of Deposit Maturity Date 3/9/22 –

Four wastewater CD's in the amount of \$50,000.00 each matured on March 9th. The total proceeds of \$200,600.64 were deposited back into the wastewater money market account.

Utility Clerk Report –

For the month of February there were four property transfers completed with a total of \$700.00 collected in transfer fees. There were no sewer connection fees collected for the month. A total of twenty-five property inquiries were processed resulting in \$365.00 collected in inquiry fees. The January quarterly wastewater billing is 96% collected. Two commercial accounts are delinquent for the February monthly billing and have been notified.

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

Mr. Evans submitted the annual service renewal quote from Hach in the amount of \$4,114.00 for approval.

Motion – Moved by Board Chair Freddie Foster and seconded by James Ha to approve the Hach annual service quote in the amount of \$4,114.00

On the Motion: Roll Call Vote. Unanimous Approval.

Mr. Evans submitted two proposals for lift station cleaning: Clean Grounds in the amount of \$4,500.00 and Mitchell Septic Tank LLC in the amount of \$6,000.00. Mr. Evans was asked if he sought a 3rd estimate. Mr. Evans stated he had but the contractor did not reply to his request.

Motion – Moved by Board Chair Freddie Foster and seconded by James Ha to approve the Clean Grounds proposal in the amount of \$4,500.00 subject Mr. Turner checking with the city attorney regarding not receiving a 3rd estimate.

On the Motion: Roll Call Vote. Unanimous Approval.

Chairs Report –

Mr. Foster asked when a workshop will be scheduled for residents on the south end of 10th Street. Mr. Turner stated once the Stormwater contract has been awarded, a workshop will be scheduled so residents can ask questions, meet the contractor, and learn options available regarding replacement of driveway materials in the right of way. Residents with brick paver driveways or other special materials will be required to pay the contractor, or another contractor of their choice to have their driveway area located in the right of way restored. Those properties with asphalt or concrete will have the area restored at no cost.

Mr. Shepler will review both Stormwater grant agreements this week to ensure there are no special requirements before he completes the bid package.

Treasurer's Report:

Mr. Fernandes presented the Treasurer's report for the month of February.

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

Wastewater/Sewer Warrant #0222: was approved in the amount of \$66,499.67

Stormwater Warrant: #0122: none

Other Business:

Mr. Foster requested an item be placed on next month's agenda to discuss rehabbing the sewer plant. Mr. Foster and Mr. Shepler walked through the plant recently and noted there are things to be rehabbed. Plant Operator Mr. Evans has a list he will bring to the next meeting so the Board can discuss.

Mr. Fernandes asked about the park fountain and the status of testing and treatment. Mr. Turner stated the Public Works staff test the fountain daily and treat.

Mr. Turner informed the Board members Key Colony Beach has 2.6 million dollars requested for Stormwater which is before the Governor. In addition, there is \$400,000.00 in Stewardship funding the City may be in line to receive. If awarded, the Stormwater work for remaining streets could be finished.

The meeting adjourned at 10:30am.

The next meeting will be on Tuesday, April 19, 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

February 2022

Plant Update:

1. Call Outs: No call outs for February
2. February, 2nd # 2 ABS pump for plant lift station tripping breaker. Pull pump nothing in it. Bad pump. Replace # 2 pump with spare pump ser # 45158. Will order another spare pump.
3. February 9th Remove Crispin valve on top of digester and rebuild. New pins connectors and clips. Reinstall valve.
4. February 15th Aquionics performs 2nd year service on both UV units. Recommend have intensity meter rebuild. Reading low.
5. February 17th Replace air regulator valve for compressors. Set to 120 PSI.
6. February 23rd Superannuate 14,000 gallons out of digester.
7. T/N annual average to date is 1.59 Mg/l. Annual limit 3.0 Mg/l
8. Total gallons Hauled 64,500 gallons. Removals by G-tech pump truck at 21 cents per gallon.
9. Bubble test cassette # 68 & 45
10. Wash Cassette C-1 & C-2

R.O. Update:

1. Maintenance Budget for Re-Use (attached)
2. February 1st Replace diaphragm on anti scalent chemical pump as per annual service.

Collection system:

1. February 28th High water alarm on at Coral Lane lift station. Pump works in hand. Replace on float. Station working in auto.

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
2/1/2022
3/1/2022 8525.331
8525.331

Irrg Electric
2/1/2022
3/1/2022 912.562
912.562

MAINTENANCE BUDGET FOR RE-USE				Budgeted	Actual	Actual
Month of February 2022				Cost per Year	Cost/Month	Cost/year
RO Power Cost KWH X 0.777200				\$8,500	\$682.59	\$3,154.40
Irrigation Pumps Power Cost KWH X 0.777200					\$70.92	\$314.10
Chemicals RO System Intlude Anti-scalent				\$9,000	\$175.00	\$4,039.00
Extra Testing for DEP TSS, FECAL				\$9,900	\$742.00	\$3,922.00
Main & Repairs to system including pre filter cartridges.				\$11,900	\$1,099.30	\$1,769.96
Consulting				\$13,000	\$0.00	\$1,645.00
Insurance RO system/building				\$1,700	\$141.66	\$708.30
Reserves				\$8,000	\$666.66	\$3,333.30
	Hours	Cost \$				
R.O. Power meter	8525.331	\$682.59	\$0.08			
Irrig pump Power Mete	912.562	\$70.92	\$0.08			
Monthly Total		\$733.51				
Gallons Produced				\$60,000	\$3,558.13	\$18,876.06
Cost per Gallon				\$5,000		
	Month	Total/year	Total to date			
Gallons	1,248,000	6,623,000	82,619,770			
Cost / Gal	\$0.002851	\$0.003357				
Cost /Thousand Gal	\$2.85	\$3.36				

Key Colony Beach Utility Board Treasurer's Report - February 28, 2022

February 28, 2022 financial summary

- In February 4 Property transfers resulting in \$700.00 in transfer fees paid. 25 property inquiries resulting in \$360.00. 2 Commercial delinquent accounts. February quarterly billing is 96% as of 2/28/22.
- The grant for \$139,869.00 remains open with remaining \$19,550 allocated to Keys Honey Contractors for sewer piping repairs on 4th st.
- Sludge Hauling is over budget (\$1350) in February for the second month in succession, although still under budget (\$7215) year to date.
- Wastewater Warrant # 0222 requested approval for \$66,499.67
- Overall, the 5th month of the fiscal year budget was found in excellent condition.

Storm Water

- Mittauer & Associates have secured a grant for \$212,000.00 for storm water work on 10th st, this is in addition to the \$400,000.00 already secured by the city.
- Overall, the 5th month of the storm water 2022 fiscal year budget was found in excellent condition.
- Four CD's from Iberia bank matured and where transferred into storm water checking account. \$50,075.64 each for a total of \$200,302.56.

Treasurer's Report prepared by Bud Fernandes