

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

**Tuesday, April 19, 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, and Bud Fernandes.

Excused: James Ha and Lin Walsh

Also Present: City Administrator Dave Turner, Jason Shepler of Mittauer & Associates, Utility Clerk Pat Hyland, Plant Operator Dave Evans, and Public Works Supervisor Mike Guarino. Public – 1

Next Meeting Discussion – the next Utility Board Meeting is scheduled for Tuesday, May 17, 2022 at 9:30 am. Plant Operator Dave Evans will be on vacation during that time. His monthly reports will be submitted and included for the meeting.

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

Motion – Moved by Board Chair Freddie Foster and seconded by Mike Alexander to approve the Minutes of March 15, 2022.

On the Motion: Roll Call Vote. Unanimous Approval.

Sewer Lateral Work on 4th Street – Work Progress

Work is underway with two of the three areas completed. The third area will be finished next week, and resurfacing will then be scheduled to complete the project. A water line was cut but was repaired by the contractor.

10th Street Stormwater Project – Request for Bids Has Been Published

The Bid Request has been published. The Bid opening date is Tuesday, May 3rd at 2pm in Marble Hall.

Sludge Hauling – Request for Bids Has Been Published

The Bid Request has been published. The Bid opening date is Tuesday, May 17th at 9:35am in Marble Hall.

Five-Year Renewal of FDEP Operating Permit –

All wastewater treatment facilities are required to renew the FDEP Operating Permit every five years. The permit will expire on April 16, 2023. The FDEP requires permit renewal be submitted six months prior to the expiration date, which will be October 16, 2022. Jason Shepler of Mittauer & Associates will submit a proposal for engineering services at the May Utility Board meeting.

Motion – Moved by Board Chair Freddie Foster and seconded by Mike Alexander to request an Engineering Services Proposal from Mittauer & Associates for the renewal of the five-year FDEP Operating Permit.

On the Motion: Roll Call Vote. Unanimous Approval.

City Administrator Dave Turner questioned Mr. Shepler about the drying fields and whether the two areas no longer used can be eliminated. Mr. Shepler commented that item could be included in the permit renewal.

Capital Improvements for Sewer Plant Request for Engineering Proposal –

As requested, Plant Operator Dave Evans submitted a list of capital work at the sewer plant which will need to be scheduled now or at some point in the future. Mr. Foster stated the list of work should be prioritized and addressed accordingly. Mr. Turner stated if the Board wanted to apply for a grant which would cover 50% of the cost, the list and all grant application paperwork would have to be completed and submitted to the state by July 15th 2022. The grant funding requires a 50 percent match and is only for upgrades to the plant. Maintenance would not be covered by grant funding. Mr. Shepler stated part of the 5-year permit renewal previously discussed would require a site visit to the plant, during which he could also perform an engineering inspection to prioritize the capital work improvements. Mr. Foster asked Mr. Shepler to schedule a visit and coordinate with Mr. Evans, as this grant submission deadline is quickly approaching.

Stormwater Grate on West Ocean Drive –

City Administrator Dave Turner asked Mike Guarino to explain this problem. Mr. Guarino informed the Utility Board of a stormwater drain collapsed with a grate on top on East Ocean Drive which is in bad condition and is a safety issue. Mr. Guarino will check with Building Official Gerard Roussin for any drawings.

Motion – Moved by Board Chair Freddie Foster and seconded by Bud Fernandes to proceed with obtaining quotes to replace the Stormwater grate on East Ocean Drive.

On the Motion: Roll Call Vote. Unanimous Approval.

Stormwater Assessment FY 2022-23

Mr. Turner stated the annual Stormwater Assessment must be discussed and determined if a rate increase is needed. The Stormwater Assessment is on the property tax bill, therefore if a change is needed, notification must be sent the County who will notify the residents and meetings advertised and scheduled. Mr. Turner stated the current rates are sufficient to handle Stormwater cleaning and maintenance. The current annual residential rate is \$65.00, and the annual commercial rate is \$130.00. Mr. Turner stated the assessment must be set prior to the beginning of the budgeting process. The current year budget has sufficient funds for maintenance for all the storm drains. This is to comply with CRS requirements the Building Official requested during the last year's budgeting workshops.

Motion – Moved by Bud Fernandes and seconded by Mike Alexander to keep the Stormwater Assessments the same for the FY 2022-23.

On the Motion: Roll Call Vote. Unanimous Approval

Utility Clerk Report –

For the month of March there were nineteen property transfers completed with a total of \$3,500.00 collected in transfer fees. There were no sewer connection fees collected for the month. A total eighteen property inquiries were processed resulting in \$270.00 collected in inquiry fees. There were fifteen residential accounts assessed a late fee for the unpaid January quarterly billing. Two commercial accounts were delinquent for the March monthly billing and have been assessed a late fee. The seventh payment on the wastewater loan was made in March for \$136,367.49.

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

Mr. Evans informed the Utility Board of a manhole cover/ring #5 located on West Ocean Drive which is a safety concern and should be replaced as soon as possible. Board members agreed and asked that this item be included in the request for quotes for the Stormwater grate.

Mr. Evans recommended the cleaning of all lift stations should be scheduled.

Mr. Evans provided correspondence from Jason Shepler pertaining to the Vulcan screens, which will be evaluated under the 5-year permit renewal.

Chairs Report –

Mr. Foster continues to check the retention pond area, with no changes noted. There has not been an appreciable amount of rain recently.

Sewer lateral work on 4th Street seems to be almost finished.

Mr. Foster stated the wastewater grant will have unused funds and asked the Utility Clerk to contact the grant manager to inquire if manhole cover replacements could be included in the grant funding reimbursement.

Treasurer's Report:

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

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

Wastewater/Sewer Warrant #0322: was approved in the amount of \$208,701.27

Stormwater Warrant: #0322: none

Other Business: None

The meeting adjourned at 10:20am.

The next meeting will be on Tuesday, May 17, 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

March 2022

Plant Update:

1. Call Outs: No call outs for March.
2. March 1st replace 3-inch male cam lock on digester.
3. March 10th superannuate 30,500 gallons out of digester.
4. March 28th MHS conducted annual inspection on Jib crane. No issue with crane.
5. T/N annual average to date is 1.67 Mg/l. Annual limit 3.0 Mg/l
6. Total gallons Hauled 92,500 gallons. Removals by G-tech pump truck at 21 cents per gallon.
7. Bubble test cassette # 64, 46 & 44
8. Wash Cassette D-1, D-2 & A-1

R.O. Update:

1. Maintenance Budget for Re-Use (attached)

Collection system:

1. March 1st 7th street lift station high water light on. No auto control. Replace phase monitor. Station working in auto.
2. March 7th 7th street lift station stuck on. Clean grease off of floats. Station working in auto.
3. March 11th 12th street lift station stuck on. Replace off float. Station working in auto. Noted need new wire from control box to lift station.
4. March 22nd Run 6 new float wires from control box to lift station at 12th street. Install new on float.
5. March 31st Completed manhole inspection. Recommend replacing ring and cover on man hole # 5.

Anti Scalent \$175.00 per bucket
Pre Filters \$160.30 Per set
\$10.73 each X 14 per set.

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

RO Electric
3/1/2022
4/1/2022 9461.531
9461.531

Irrg Electric
3/1/2022
4/1/2022 838.588
838.588

Key Colony Beach Utility Board Treasurer's Report - March 31, 2022

March 31, 2022 financial summary

- **In March 19 Property transfers resulting in \$3,500.00 in transfer fees paid. 18 property inquiries resulting in \$270.00-. 15 delinquent residential accounts 2 delinquent commercial accounts. January quarterly billing is 98% collected as of 3/31/22.**
- **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 (\$9120) in March for the third month in succession, over budget (\$1905) year to date. Dave has had an additional pick up due to it being the height of the tourist season. Things should slow down after the middle of April.**
- **There were 3 payroll days in March, which is the reason payroll is higher than budgeted.**
- **Payment #7 in the amount of \$136,376.49 was made on the Wastewater Loan.**
- **Wastewater Warrant # 0322 requested approval for \$208,701.27**
- **Overall, the 6th month of the fiscal year budget was found in excellent condition.**

Storm Water

- **We have secured a grant for \$212,000.00 allocated for storm water work on 10th st, this is in addition to the \$400,000.00 already secured by the city.**
- **Overall, the 6th month of the storm water 2022 fiscal year budget was found in excellent condition.**

Treasurer's Report prepared by Bud Fernandes