

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

**Tuesday, May 17, 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 Treasurer Bud Fernandes.

Answering to roll call were Mike Alexander, Bill Fahs, and Bud Fernandes.

Also Present: City Administrator Dave Turner, Jason Shepler of Mittauer & Associates, Utility Clerk Pat Hyland, Public Works Supervisor Mike Guarino. City Clerk Sylvia Gransee, City Attorney Dirk Smits, Commissioner Ron Sutton, Commissioner Beth Ramsay-Vickrey, and Commissioner Tom Harding. Public – 5

Oath of Office – Board member Bill Fahs was appointed to the Utility Board by the City Commission on May 12, 2022. Oath was administered to Mr. Fahs.

Sludge Hauling Bid Opening – Treasurer Fernandes opened the sealed bids received via DemanStar. It was announced only one acceptable bid submitted by GTech Contracting Services was received. Bids received from Nationwide Plumbing, Greentech Group and Revinu Inc. were incomplete, and no bid documentation was submitted. The Board members discussed the bid of \$122,750.00 received from GTech Construction Group and asked questions of the vendor, who was in the audience. City Administrator Dave Turner reminded the Board there was no previous contract for the sludge hauling service. The annual expense for sludge hauling is a large part of the budget for the Wastewater plant and must go out to bid as a contracted service. GTech is the current vendor providing the sludge hauling service for the plant.

Motion – Moved by Mike Alexander and seconded by Bud Fernandes to accept the bid received from GTech Contracting Services in the annual amount of \$122,750.00.

On the Motion: Roll Call Vote. Unanimous Approval.

The recommendation for approval by the Commission will be presented at the next City Commission meeting scheduled for May 26, 2022

Next Meeting Discussion – the next Utility Board Meeting is scheduled for Tuesday, June 21, 2022 at 9:30 am.

Approval of the Minutes: Regular Meeting Minutes April 19, 2022

Motion – Moved by Mike Alexander and seconded by Bud Fernandes to approve the Minutes of April 19, 2022.

On the Motion: Roll Call Vote. Unanimous Approval.

10th Street Stormwater Project – Recommend Contractor to Commission

Two bids were received on May 3, 2022. The Board reviewed the bids received from Charley Toppino & Sons and Mike Haack Excavating Inc. Each bid has a lump sum base bid amount for an open swale, an additive alternate no. 1 amount, and an additive alternate no. 2 amount. The additive amounts with unit prices, were requested if property owners want to close the swale in front of the homes, in addition to owners who have brick paver driveways which will require restoration.. The bid from Toppino has a base bid total of \$897,025.00, Additive Alternate No. 1 in the amount of \$131,310.00, Additive Alternate No. 2 in the amount of \$88,400.00 for a total bid amount of \$1,116,735.00. The bid from Haack has a base bid total of \$603,500.00, Additive Alternate No. 1 in the amount of \$76,300.00, Additive Alternate No. 2 in the amount of \$19,760.00 for a total bid of \$699,560.00. Engineer Jason Shepler reviewed each bid received and provided the Board with a letter of recommendation for Mike Haack Excavating Inc., as the low bidder. Commissioner Ron Sutton stated Toppino has well drilling equipment and could do the drilling but questioned if Haack had well drilling equipment or if he would sub out that work. Mr. Turner contacted Mr. Haack who responded that he would sub out the well drilling and does about 40 of these each year. Commissioner Sutton provided background of past experience with a contractor who did not have the correct equipment which caused a delay and much unhappiness from property owners due to the delay of the project. Commissioner Sutton does not want the city to encounter a similar problem now or in the future. Mr. Sutton thanked Mr. Haack for answering his question. Board member Fahs questioned if the City confirms all contractors hired ensure their workers have been property trained in the use of all equipment and have proper certifications. Mr. Turner stated the Pre-Construction meeting would cover those questions pertaining to training and certifications.

Motion – Moved by Mike Alexander and seconded by Bill Fahs to accept the bid received from Mike Haach Excavating Inc. in the amount of \$699,560.00

On the Motion: Roll Call Vote. Unanimous Approval.

The recommendation for approval by the Commission will be presented at the next City Commission meeting scheduled for May 26, 2022

Sewer Lateral Work on 4th Street –

The sewer lateral work has been completed and the contractor has been paid.

Engineering Services Proposal for FDEP Permit Renewal

The five-year renewal of the FDEP Operating Permit will require engineering services and was discussed at the last monthly meeting. Mittauer & Associates submitted a proposal for these services. Engineer Jason Shepler provided explanations of costs included in the proposal.

Motion – Moved by Bud Fernandes and seconded by Mike Alexander to approve the proposal received from Mittauer & Associates to provide engineering services to renew the FDEP Operating Permit.

On the Motion: Roll Call Vote. Unanimous Approval.

In response to a question raised by Bud Fernandes regarding the elimination of two of the drying fields, Mr. Shepler stated that would be included in the permit renewal.

The recommendation for approval of this proposal by the Commission will be presented at the next City Commission meeting scheduled for May 26, 2022

Stormwater Grate and Sewer Manhole Covers – 3rd Generation Plumbing

Plant operator Dave Evans obtained an estimate for these two items, which were discussed at last month's meeting. An estimate of \$1,650.00 was received for the stormwater grate replacement work, and an estimate of \$2,900.00 was received for the replacement of two manhole covers/rings. The sewer manhole/ring cost will be submitted for reimbursement under the wastewater grant, which has a June 30th deadline.

Motion – Moved by Mike Alexander and seconded by Bud Fernandes to approve the stormwater grate estimate for \$1,650.00 and the wastewater manhole cover/ring estimate of \$2,900.00.

On the Motion: Roll Call Vote. Unanimous Approval.

Utility Clerk Report –

For the month of April there were sixteen property transfers completed with a total of \$2,600.00 collected in transfer fees. There were no sewer connection fees collected for the month. A total of twenty property inquiries were processed resulting in \$300.00 collected in inquiry fees. There were five residential accounts assessed a late fee for the unpaid January quarterly billing. Causeway Pizza has not paid the monthly sewer bills for three consecutive months. There has been no response to numerous emails to Mr. Cook. The property owner responded and stated he has been receiving inquiries from vendors who are looking to be paid for goods and services. The business is occasionally open weekends and is listed for sale. Commissioner Tom Harding who was previously on the Utility Board, provided background on the lien process. There would be attorney fees to prepare and record the lien. Mr. Harding suggested the Board may want to ask the City's attorney to send a demand letter to both the business owner and property owner to cite the code section and future action. Dirk Smits, the City's attorney reviewed Chapter 14 Section 14-7.2 and reminded the Board members a lien could be filed against the property for unpaid sewer invoices plus administrative and late fees. In addition, the Board may recommend to the City Commission the disconnection of sewer service, with contractor costs added to the lien amount. The Board asked Mr. Smits to draft a letter of warning to Tim Cook and to the owner of the property outlining the procedure to be followed in the event the sewer account is not paid.

The April quarterly billing was generated and sent out.

As of April 30th, only 106 residential properties out of a total of 993 properties have submitted a completed sewer lateral inspection, which has a deadline of June 30, 2023. Board members again stressed residents should contact a plumber and have their property added to the list to be inspected.

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

Plant Operator Dave Evans is on vacation. Mr. Fernandes read the Operator's report.

Chairs Report – none

Treasurer's Report:

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

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

Wastewater/Sewer Warrant #0422: was approved in the amount of \$65,933.53

Stormwater Warrant: #0422: was approved in the amount of \$2,000.00

Other Business: None

The meeting adjourned at 10:33am.

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