

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

**Tuesday, August 16, 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.

Answering to roll call were Bud Fernandes, Toni Appell, and Bill Fahs.

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

Oath of Office – Oath was administered to new member Greg Burke.

Nominations for Chairperson and Vice Chairperson -

Motion – Moved by Bud Fernandes and seconded by Bill Fahs to nominate Toni Appell as Chairperson.

On the Motion: Roll Call Vote. Unanimous Approval.

Motion – Moved by Board Chair Toni Appell and seconded by Bud Fernandes to nominate Greg Burke as Vice Chairperson.

On the Motion: Roll Call Vote. Unanimous Approval.

Next Meeting Discussion – the next Utility Board Meeting is scheduled for Tuesday, September 20, 2022 at 9:30 am. Mr. Burke will not be available to attend the meeting.

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

Motion – Moved by Bill Fahs and seconded by Bud Fernandes to approve the Minutes of July 19, 2022.

On the Motion: Roll Call Vote. Unanimous Approval.

Raftelis Consulting for Wastewater Rate Assessment – City Administrator Dave Turner asked the Board to consider having a rate consultant look at the city sewer rates and do an assessment to determine whether the plant expenses may require an increase to sewer rates. The plant is getting older and there are capital items which will require attention/replacement in the not-too-distant-future. In addition, there are approximately 600 vacation rentals, which increases the costs involved in running the plant. The current quarterly residential rate of \$180.00 has been in place since 2013. Mr. Turner asked for a head nod from the Board members to ask Raftelis Consulting to submit a proposal for their services. Board members all agreed to have Mr. Turner request a proposal for those services.

Review and Approve 2022-2023 Utility Budget – Mr. Turner reviewed the budget with the board members. The largest increase in expenses this year has been sludge hauling, an expense category which has been increased in the 2022-23 budget. Other expenses such as electricity, insurance, etc. are increasing each year as well. Plant Operator Dave Evans raised a question about not having anything entered in the category of capital expenses in the coming year, as there are items which will require replacement sooner, rather than later. Engineer Jason Shepler will be developing a priority list of capital needs during his engineering work on the permit renewal for the sewer plant. Mr. Shepler will submit a report for the next meeting. Mr. Turner explained such expenses can be covered, if necessary, by using reserves with prior Commission approval. The Board discussed four items which will need to be addressed in the short term. A list of capital work for the sewer plant was distributed at the April Utility Board meeting. A copy will be redistributed to the current Board members.

Another item discussed was the floating sewer line visible in the waterway between Coral Drive and Sadowski Causeway. The line should be secured and moved under the water. Public Works had previously put something over it as a temporary solution, but a more permanent solution will be necessary to secure the line.

The city has applied for grant funding to raise the control panels for the lift stations. Mr. Turner will keep the board members informed of the outcome of the grant submission.

Motion – Moved by Bill Fahs and seconded by Greg Burke to recommend approval of the 2022-2023 Utility Board budget.

On the Motion: Roll Call Vote. Unanimous Approval

Mr. Turner will bring the recommended budget to the City Commission for approval.

Utility Clerk Report –

For the month of July there were eleven property transfers completed with a total of \$2,000.00 collected in transfer fees. There were no sewer connection fees collected. A total of thirteen property inquiries were processed resulting in \$195.00 collected in inquiry fees. The April quarterly billing is collected, with only one unpaid account. The first disbursement on the Stewardship grant has been received with payment of \$4,000.00 for engineering services for the 10th Street Stormwater project. A total of thirty-six property owners in the 10th Street project area have been contacted and information has been recorded regarding swales and driveways. The information has been tabulated and sent to both the contractor and engineer. The July quarterly billing is 92% collected.

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

Mr. Evans provided his monthly update on the plant, RO system and collection system. Sludge hauling has been reduced to twice per week.

Treasurer's Report:

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

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

Wastewater/Sewer Warrant #0722: was approved in the amount of \$72,723.52

Stormwater Warrant: #0722: was approved in the amount of \$2,750.00

Other Business: Mr. Turner informed the board members the contractor is finishing up the annual cleaning of all Stormwater basins and lines this week.

The meeting adjourned at 10:40am.

The next meeting will be on Tuesday, September 20, 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

July 2022

Plant Update:

1. Call Outs: July No Call Out
2. July 20th Replace galvanized 1-inch piping for vacuum priming on EQ and mixer pumps # 1,2 & 3. Replaced with SS 1-inch piping.
3. July 29th Superannuate 54,740 gallons out of digester.
4. T/N annual average to date is 1.41 Mg/L. Annual limit 3.0 Mg/l
5. Total gallons Hauled 48,500 gallons. Removals by G-tech pump truck at 25 cents per gallon.
6. Bubble test cassette # 64 & 46
7. Wash Cassette D-2 & A-1

R.O. Update:

1. Maintenance Budget for Re-Use (attached)
2. July 5th & 6th wash R.O. membrane's with high and low pH cleaner.

Collection system:

1. July 11th High water light on at West Ocean lift station. Pull pump and remove rag from volute. Reinstall pump lift station pumped down.
2. July 13th High power usage at 11th street lift station. Pull pump, replace impeller, and wear ring.

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
7/1/2022
8/1/2022 8297.731
8297.731

Irrg Electric
7/1/2022
8/1/2022 717.237
717.237

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

July 31, 2022 financial summary

Waste water

- **Wastewater income for June was \$251,397.91.**
- **As of July 31 there was \$26,143.76 to collect.**
- **Sludge Hauling remains over budget for the seventh month in succession.**
- **Wastewater Warrant # 0722 requested approval for \$72,723.52.**
- **Overall, the 10th month of the fiscal year budget was found in excellent condition.**

Storm Water

- **The stewardship grant has \$396,000 remaining, as we received a \$4000.00 reimbursement. Swag grant for \$212,000 won't be used until swale work has started on 10th street.**
- **Storm Water Warrant 0722 requested approval for \$2750.00.**
- **Overall, the 10th month of the storm water 2022 fiscal year budget was found in excellent condition.**

Treasurer's Report prepared by Bud Fernandes