

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

**Tuesday, October 18, 2022 – 9:30 a.m.
City Hall Annex**

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.

Greg Burke arrived after Roll Call was taken.

Also Present: Jason Shepler of Mittauer & Associates, Utility Clerk Pat Hyland, Public Works Supervisor Mike Guarino and Plant Operator Dave Evans. Public – 0

Next Meeting Discussion – the next Utility Board Meeting is scheduled for Wednesday November 16, 2022 at 1:00pm.

The Board members decided to move next month's meeting to Wednesday, as they want to be sure Dave Evans will be able to attend. Mr. Evans will be on vacation through Tuesday, November 15th.

Approval of the Minutes: Regular Meeting Minutes September 20, 2022

Motion – Moved by Bill Fahs and seconded by Bud Fernandes to approve the Minutes of September 20, 2022.

On the Motion: Roll Call Vote. Unanimous Approval.

Vulcan Proposal for Static Screen Replacement – Reynolds Construction supplied a proposal with two options, one to purchase and install the screen, and the other for installation only of the screen. Bud Fernandes asked a few questions about the screen, which Dave Evans and Jason Shepler answered. Jason Shepler answered questions regarding the bid specs and preparation.

Motion – Moved by Bud Fernandes and seconded by Bill Fahs to put the Screen Replacement out for bid as a price proposal to do the entire job with all conditions specified, and a deduction line if the city opts to purchase the screen directly from manufacturer.

On the Motion: Roll Call Vote. Unanimous Approval.

Raftelis Agreement Proposal for Wastewater Rate Study

Chairperson Appell declared a conflict of interest and recused herself from discussion of this topic. Vice Chair Greg Burke commented he thought the proposal amount was high. He requested the Utility Clerk download the 2022 Raftelis Florida Water and Wastewater Rate Study and send to all Board members. He suggested the members can review the study before discussing any further. The other members agreed. The Utility Clerk asked the Board if they would like a representative from Raftelis to attend next month's meeting to address any questions. The board would prefer to first review the 2022 Study and revisit next month.

Utility Clerk Report –

For the month of September there were 11 property transfers completed with a total of \$2,100.00 collected in transfer fees. There were no sewer connection fees collected. A total of 6 property inquiries were processed resulting in \$90.00 collected in inquiry fees. The July quarterly billing is 99% collected with only 2 properties unpaid as of September 30th. The grant quarterly reports were completed and filed with the FDEP. The semi-annual loan payment in the amount of \$136,376.49 was transmitted to the state. The October quarterly billing was generated and sent out.

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

Mr. Evans provided his monthly update on the plant, RO system and collection system.

Treasurer's Report:

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

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

Wastewater/Sewer Warrant #0922: was approved in the amount of \$247,511.98

Stormwater Warrant: None

Other Business: Chairperson Appell asked Mr. Guarino if he had any Public Works report for the Board. Mike stated his department cleaned up after the storm and made sure storm drains were clear.

The meeting adjourned at 10:04am.

The next meeting will be on Wednesday, November 16, 2022 at 1:00pm.

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. ***