

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

**Wednesday, November 16, 2022 – 1:00 p.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, Greg Burke, and Bill Fahs.

Greg Burke arrived after Roll Call was taken.

Also Present: City Administrator Dave Turner, Utility Clerk Pat Hyland, Public Works Supervisor Mike Guarino and Plant Operator Dave Evans. Public – 3

Next Meeting Discussion – the next Utility Board Meeting is scheduled for Tuesday, December 20, 2022 at 9:30am. Vice Chair Greg Burke stated he will not be in attendance.

Approval of the Minutes: Regular Meeting Minutes October 18, 2022

Motion – Moved by Bill Fahs and seconded by Bud Fernandes to approve the Minutes of October 18, 2022.

On the Motion: Roll Call Vote. Unanimous Approval.

Vulcan Static Screen Replacement – Bid Opening Date

Mr. Turner informed the Board the Request for Bids has been uploaded to DemandStar. The deadline for bid submissions is Monday, November 21st at 11:00am. The bid opening is scheduled for 11:00 am. The bid results will be brought to the December 20th Utility Board meeting for a vote. The Board's recommendation will be brought to the January 19th City Commission meeting. Board members discussed the option to purchase the Static Screen and have the contractor install or have the contractor purchase the Static Screen and install. The bid was published with both options. It was decided due to possible warranty issues, etc. the contractor should purchase and install the Screen.

Motion – Moved by Bud Fernandes and seconded by Greg Burke to amend the Bid Notice to read contractor will supply and install the Screen..

On the Motion: Roll Call Vote. Unanimous Approval.

Mr. Turner will upload this addendum to DemandStar.

Raftelis Agreement Proposal for Wastewater Rate Study

Mr. Turner suggested the Board may want to request a representative from Raftelis Financial Consultants attend a future Utility Board meeting to explain the rate study procedure and answer any questions from the board. There is no cost for Raftelis to make a presentation. Mr. Turner reminded the board they are not obligated to hire Raftelis but suggested it would be a good idea to learn what goes into a rate study to determine if rates need to be updated. Since all board members will attend the January meeting, it was decided to have a representative make a representative at that meeting.

Motion – Moved by Bill Fahs and seconded by Bud Fernandes to have a Raftelis representative attend the January 17th Utility Board meeting.

On the Motion: Roll Call Vote. Unanimous Approval.

Mr. Turner will contact the company to plan for that visit.

Utility Clerk Report –

For the month of October there were 7 property transfers completed with a total of \$1,200.00 collected in transfer fees. There were no sewer connection fees collected. A total of 5 property inquiries were processed resulting in \$75.00 collected in inquiry fees. The July quarterly billing is collected with only 1 property unpaid as of October 31st. The October billing is 92% collected as of October 31st. The Clerk performed an audit of wastewater accounts and found 2 properties which were issued a Certificate of Occupancy in 2015 but were never added to the wastewater billing roll. A total of \$10,400.00 has been collected from the customer for all unbilled wastewater fees between 2015 through 2022.

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

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

During the scheduled inspection of the manhole covers in the city, Mr. Evans found a salinity leak in a manhole #53 on 10th Street. Mr. Evans will obtain a quote from 3rd Generation Plumbing for the repair. In addition, Mike Haack Excavating who

is the contractor doing the Stormwater work on 10th Street, will be contacted for a quote as well. Both quotes will be presented at the next Utility Board meeting in December.

Mr. Fernandes requested the list of 10 Capital Repair Items be reviewed to determine the status and prioritize each item. Dave Evans previously submitted the list for capital work for the sewer plant. Mr. Turner stated he has applied for a grant to cover the cost to have all 11 control panels for lift stations raised (item #10). Item #7 for the Vulcan Static Screen is out for bid at this time. Item #8 should also be addressed at the same time since it is related to the screen replacement. Mr. Evans will request a proposal from GTech to clean the tank. The baffle should be replaced at that time as well. The board members discussed with Mr. Evans the priority ranking of the remaining items. Items 1, 2 and 9 were ranked as low priority. Items 4 and 5 were ranked as medium priority, and items 3, 6 and 8 were ranked as high priority.

Treasurer's Report:

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

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

Wastewater/Sewer Warrant #1022: was approved in the amount of \$79,297.57

Stormwater Warrant: #1022: was approved in the amount of \$3,982.63

Other Business: Utility Clerk Hyland introduced resident Dan Gleason who expressed interest in becoming a member of the Utility Board. Mr. Gleason has been a resident of Key Colony Beach for 3 years. Both Commissioner Ramsay-Vickrey and City Administrator Turner stated Mr. Gleason would be a good candidate for the Board.

Motion: Moved by Bud Fernandes and seconded by Greg Burke to recommend appointment of Dan Gleason to the Utility board.

On the Motion: Roll Call Vote. Unanimous Approval.

Mr. Turner will bring this recommendation to the City Commission at tomorrow's meeting.

Resident Tom DiFransico commented about the condition of the retention pond. It was explained that the pond area has water in it due to recent rains, as well as the king tides being experienced at this time. The retention pond has passed all percolation testing requirements. Mr. Turner stated he applied for a forestry grant which if awarded would be used to place trees and other plantings around the area to improve the view.

Mr. Turner informed the Board Toppino will be drilling the injection well on 10th Street, starting Monday, November 21st. The swale work by Haack Excavating will be starting next week, as well.

The meeting adjourned at 1:56pm.

The next meeting will be on Tuesday, December 20, 2022 at 9:30 a.m..

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

October 2022

Plant Update:

1. Call Outs: October. No Call Outs
2. October 4th MHS on sight preform bi-annual service on jib crane.
3. October 4th Air compressor high run time. Found air leak at solenoid for FV-3560-1. Replace solenoid compressor run time back to normal.
4. October 7th Remove 4-inch valve from bottom of digester to pump out sludge. 10/26/22 digester emptied reinstall valve and discontinue sludge hauling till further notice.
5. October 12th Hach on sight perform service visit # 1 of 2. Calibrated DO, ORP and Nitrox meters. SC1000 serviced no issue.
6. October 13th Pats Pumps installed repaired blower #2 for MBR. Also installed vented plugs on all blowers.
7. October 19th Drain for dip tank clogged. Cut open and remove obstruction. Drain working.
8. T/N annual average to date is 1.31 Mg/L. Annual limit 3.0 Mg/l
9. Total gallons Hauled 67,500 gallons. Removals by G-tech pump truck at 25 cents per gallon. Digester is empty.
10. Bubble test cassette # 68 & 45
11. Wash Cassette D-1 & D-2

R.O. Update:

1. Maintenance Budget for Re-Use (attached)
2. October 13th Cooling fan for HP pump out. Shut off R.O. and order new fan express delivery for next day.
3. October 14th Cooling fan installed on HP pump start up R.O.
4. October 21st Coupling leaking on discharge of pre filter. Take apart adjust piping and reinstall clamp. R.O. is running.

Collection system:

1. October 13th Manhole inspection completed. All manholes OK at this time. See attached report. Also conducted salinity testing on 7th, 10th, 11th, and 12th street. Found big leak at manhole #53 around invert on 10th street.

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

Pre Filters \$231.42 Per set
\$16.53 each X 14 per set.

RO Electric
9/30/2022
10/31/2022

7566.8
7566.8

Irrg Electric
9/30/2022
10/31/2022

608.242
608.242

160.3

CITY OF KEY COLONY BEACH									
SALINITY TEST									
October 12, 2022									
start time	11:00 AM	end time	3:00 PM						
LIFT STATION	INVERT S.	flow	INVERT N.	flow					
CORAL LANE									
CAUSEWAY NORTH									
CAUSEWAY SOUTH									
3rd Street									
4th Street									
5th Street									
7th Street	1.8 ppt	M	3.9 ppt	M	MH# 34 0.8 ppt	MH# 36 4.1 ppt			
					MH# 35 1.3 ppt	MH # 37 9.2 ppt			
8th Street									
					MH # 39 5.8 ppt this mh gose to W Ocean L/S				
West Ocean Dr. MH#40 4.0 ppt leak in manhole MH# 40a 3.3 ppt									
9th Street									
10th Street	10.2 PPT	H	11.2 PPT	L	MH#56 22.2 PPT	MH#57 24.9	MH#54 28100	Big leak at manhole # 53	
					MH#53 13.6 PPT	MH # 54 13.5 ppt	MH # 55 10.2 ppt		
11th Street									
	9.3 PPT	M	8.7 PPT	L	MH#60 2.9 PPT	MH#81 11.2 PPT	MH # 62 10.6 ppt		
					MH# 63.2 ppt	MH# 64 23.7 ppt			
12th Street									
	3.0 PPT	M	0.5 PPT	M	MH # 66 0.8 PPT	MH # 67 3.0 PPT	MH # 68 3.0 PPT		
					MH # 69 0.8 PPT	MH # 70 1.2 PPT	MH # 71 no flow		
13th Street									
NO salinity on Coury noted									
14th Street									
NO salinity on Coury noted									
Vista Del Sol									
FLOW	L= LOW		Low tide 4:17 AM						
	M= MEDIUM		High tide 10:17 AM						
	H= HEAVY		Low tide 5:17 PM						

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

October 31, 2022 financial summary

Waste water

- **Wastewater income for October was \$242,395.23**
- **Sludge hauling was over budget \$4824.62**
- **Plant maintenance and repairs was over budget \$5363.75**
- **Wastewater Warrant # 1022 requested approval for \$79,297.57**
- **Overall, the first month of the sewer fiscal year budget was found in excellent condition.**

Storm Water

- **Storm water income for October was \$0**
- **Storm Water Warrant #1022 request approval for \$3982.63**
- **The stewardship grant has \$396,000 remaining allocated for injection wells.**
- **Swag grant for \$212,000 will be used for the swale work on 10th street.**
- **Third grant still has 2.6 million available. Allocated for completing storm water system on 10th st. All of 11th st and 12th st.**
- **Overall, the 1st month of the storm water fiscal year budget was found in excellent condition.**

Treasurer's Report prepared by Bud Fernandes