

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

**Tuesday, December 20, 2022 – 9:30a.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, Bill Fahs, and Dan Gleason

*Excused:* Greg Burke

Also Present: City Administrator Dave Turner, Utility Clerk Pat Hyland, Public Works Supervisor Mike Guarino and Plant Operator Dave Evans. Public – 4

**Oath of Office – Administered to all Board members present.**

**Selection of Officers –** Toni Appell was nominated for Chairperson. There being no other nominations for Chairperson, Ms. Appell was selected by unanimous acclamation. Dan Gleason was nominated for Vice Chairperson. There being no other nominations for that position, Mr. Gleason was selected by unanimous acclamation. Anthony Fernandes was nominated for Treasurer, with no other nominations made he was selected by unanimous acclamation.

**Next Meeting Discussion –** the next Utility Board Meeting is scheduled for Tuesday, January 17, 2023 at 9:30am.

**Approval of the Minutes:** Regular Meeting Minutes November 16, 2022

**Motion –** Moved by Bill Fahs and seconded by Bud Fernandes to approve the Minutes of November 16, 2022.

**On the Motion:** Roll Call Vote. Unanimous Approval.

**Vulcan Screen Replacement Bid opening Results**

Chairperson Appell recused herself from discussion and vote. Mr. Turner informed the Board the bid opening was held on November 21<sup>st</sup>. Reynolds Construction was the sole bidder with a total bid of \$141,950.00. Included in the bid is the Odor Control System Allowance amount of \$15,000.00. Board members asked questions and discussed particulars of the work to be done and contract. Plant Operator Dave Evans stated this contractor has been used before and has a very good work history and reputation for quality work. Mr. Turner reminded the Board members their motion to recommend approval would be brought to the City Commission for final approval.

**Motion –** Moved by Dan Gleason and seconded by Bud Fernandes to recommend approval of Reynolds Construction bid in the amount of \$141,950.00.

**On the Motion:** Roll Call Vote. Bud Fernandes: yes, Dan Gleason: yes, Bill Fahs: yes

Mr. Turner will bring the recommendation to the next City Commission meeting scheduled for January 26, 2023.

**Change Order for Haack Excavating to Include Next Stormwater Phase –** Mr. Turner updated the Board members on the progress of the 10<sup>th</sup> Street Stormwater work thus far. The first injection well will be installed by the end of the day. Swale work is about completed on the west side of 10<sup>th</sup> Street. The east side swale work will begin after the Holidays. Chairperson Appell stated the project is looking great. The contractor cleans the street at the end of each day, as he has a water truck on site. Board members agreed the work is going along very well. Mr. Turner stated the next phase will be starting soon, which will cover the remainder of the properties between 320 through 551 10<sup>th</sup> Street. A second injection well will be installed in that section as well. Mr. Turner will speak with Mr. Haack regarding continuing the work on 10<sup>th</sup> Street at the same rates. Mr. Fernandes asked if a resident workshop would be held for the property owners who will be affected by the next phase of the project. Mr. Turner said a date will be scheduled and property owners would receive notification ahead of time.

**Utility Clerk Report –**

The Stewardship funding for the Stormwater project will cover the installation of the first injection well. Confirmation was received from the DEP for unused funds to be carried over and applied to the second injection well and other work outside of swale work. In addition to the Stewardship funding, the SWAG grant for \$212,000.00 will be applied to the swale work. The Stormwater grant for \$2.6M will be applied to the completion of Phase B, which covers the remainder of 10<sup>th</sup> Street southern portion, southern portion of 9<sup>th</sup> street, all of 11th Street and swale work on 12<sup>th</sup> Street.

Notification of stormwater work for the 2<sup>nd</sup> portion of 10<sup>th</sup> Street ( 320 through 551 10<sup>th</sup> Street) will be sent to property owners

this week.

For the month of November there were 4 property transfers completed with a total of \$600.00 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 October quarterly billing is 96% collected as of November 30<sup>th</sup>.

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

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

Mr. Evans reported the stand and ladder access to the mixer is corroding. He recommended adding this item on the capital project list as a high priority. Replacement cost may be approximately \$30,000.00. It was discussed and decided this is a safety issue and should be considered an emergency, therefore specs would be needed.

**Motion – Moved by Bud Fernandes and seconded by Bill Fahs to request Mittauer Engineering to prepare the engineering specs for this work.**

**On the Motion: Roll Call Vote. Unanimous Approval**

Mr. Evans was asked if he had been able to obtain a quote from Haack Excavating for the repair work of manhole #53 on 10<sup>th</sup> Street. Mr. Evans has not heard back from that contractor, but submitted a quote received from 3<sup>rd</sup> Generation Plumbing in the amount of \$4,750.00 to do the work. Mr. Evans was instructed to contact 3<sup>rd</sup> Generation to schedule the work if the other contractor failed to respond by the end of the week.

**Treasurer's Report:**

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

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

**Wastewater/Sewer Warrant #1122:** was approved in the amount of \$78,394.45

**Stormwater Warrant: #1122:** was approved in the amount of \$26,700.00

**The meeting adjourned at 10:15 a.m.**

**The next meeting will be on Tuesday, January 17, 2023 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

November 2022

### Plant Update:

1. Call Outs: November. No Call Outs
2. November 1st Install new mixer motor and air filter housing in digester.
3. NOTED stand and ladder access to mixer is corroding. Recommend put replacement on capital project list. High priority.
4. November 16<sup>th</sup> Install new reuse water sign on all reuse hose bib at plant. Paint Reuse irrigation pump piping purple.
5. T/N annual average to date is 1.28 Mg/L. Annual limit 3.0 Mg/l
6. Total gallons Hauled 0 gallons. Removals by G-tech pump truck at 25 cents per gallon.
7. Bubble test cassette # 64 & 46
8. Wash Cassette A1 & A-2

### R.O. Update:

1. Maintenance Budget for Re-Use (attached)

### Collection system:

1. November 7<sup>th</sup> 10<sup>th</sup> street lift station full. Pull pump remove rag and replace impeller and wear ring. Replace phase monitor in control panel. Lift station pumping down in auto.
2. November 29<sup>th</sup> Pull # 1 pump and install new pump Ser # 2110246. Replace 20-amp pump breaker for # 2 pump.
3. November 4<sup>th</sup> 11 street lift station lid broken. Looks like concrete truck ran it over. New lid ordered and installed.



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.  
Anti Scalent \$192.00 per bucket

160.3

RO Electric  
10/31/2022  
12/1/2022 9947.898  
9947.898

Irrg Electric  
10/31/2022  
12/1/2022 699.483  
699.483

## Key Colony Beach Utility Board Treasurer's Report - November 30, 2022

### November 30, 2022 financial summary

#### Waste water

- Wastewater income for November was \$39,282.54
- Electricity was over budget \$2732.19. Is \$5262.93 over budget year to date.
- Plant maintenance and repairs was over budget \$10,353.64. Is \$15,717.39 over budget year to date.
- Supplies and chemicals was over budget \$5453.13. Is over budget \$2934.18 year to date.
- Accounting was over budget \$4400.
- Wastewater Warrant # 1122 requested approval for \$79,394.45
- Overall, the second month of the sewer fiscal year budget was found in excellent condition.

#### Storm Water

- Storm water income for November was \$2874.
- Storm Water Warrant #1122 request approval for \$26,700.
- 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 9<sup>th</sup>, 10th st. All of 11th st and swale for 12th st.
- Overall, the 2nd month of the storm water fiscal year budget was found in excellent condition.