

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

**Tuesday, February 21, 2023 – 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

Also Present: City Administrator Dave Turner, Utility Clerk Pat Hyland, Public Works Supervisor Mike Guarino, Plant Operator Dave Evans, and City Attorney Dirk Smits. Public – 2

Next Meeting Discussion – the next Utility Board Meeting is scheduled for Tuesday, March 21, 2023 at 9:30am.

Approval of the Minutes: Regular Meeting Minutes January 17, 2023

Motion – Moved by Bud Fernandes and seconded by Bill Fahs to approve the Minutes of January 17, 2023.

On the Motion: Roll Call Vote. Unanimous Approval.

10th Street Stormwater Project Update –

The first phase is almost completed. Board member Fahs asked about the bid package and how the paver driveways will be handled in the next phase. Mr. Turner stated someone would have to check the areas to see if the existing piping can be used. Mr. Turner stated that issue would be determined when the bid package is put out. City Administrator Dave Turner stated the City Commission has directed him to look into hiring a project manager for the second phase of the project. Hourly rates will need to be decided for a project manager.

Two Certificate of Deposit Mature March 6, 2023 – The Wastewater CD in the amount of \$400,000.00 and the Stormwater CD in the amount of \$100,000.00 will both mature on March 6th. Both CD's were invested for four years. Board members discussed future funding requirements for Stormwater and Wastewater. Both the City Administrator and Utility Clerk suggested keeping the funds fluid as there will be capital Wastewater expenses for the plant as well as Stormwater expenses for the upcoming final phase of the Stormwater project. Mr. Turner suggested waiting until the end of the year when some of the capital work has been completed to revisit the discussion of reinvesting funds in a CD.

Motion – Moved by Bud Fernandes and seconded by Dan Gleason to not reinvest any funds at this time.

On the Motion: Roll Call Vote. Unanimous Approval.

The proceeds of each CD (principal plus interest) will be deposited to the money market accounts.

Sewer Line Inspection Progress Report - Utility Clerk Hyland gave an update as to how many residential properties have submitted the inspection reports. Currently only 35% of residents have submitted an inspection report. Many residents are on a waiting list with plumbers to get the inspections completed. Those properties who have failed the inspection are not able to get repairs scheduled as plumbers are attempting to complete all of the inspections prior to scheduling repairs. Board members discussed the original timeframe for the inspections and for scheduling the repairs. The city ordinance states a fine of \$50.00 will be imposed for failure to submit an inspection prior to June 30, 2023. The fine increases to \$200.00 per month after the second month of noncompliance. After discussion, the Board agreed to requesting plumbers submit their property wait list information to the Utility Clerk, so those who have contacted a plumber and are waiting will not be subjected to a fine after June 30th, 2023. Those homeowners who have failed the inspection must have a plumber apply for a permit prior to June 30, 2023. The contractor will have one year to make the repairs and submit a 'passed' inspection report. Mr. Turner stated a letter could be sent out to residents to outline the deadlines and fines to encourage homeowners to comply with the requirements.

Utility Clerk Report –

The Utility Clerk discussed a sporadic problem which only occurs with 381 9th Street when the lift station goes out. More investigation is needed to determine what may be causing the problem. The resident has not had the sewer lateral inspection completed yet. The city sewer line will be inspected to make sure that portion of the sewer line does not have any blockages or other problems.

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 January. Mr. Fernandes pointed out some of the monthly expenses were higher than budgeted. Chairperson Appell questioned expenses for consulting and electric. Consulting expenses will be reimbursed from grant funding. Discussion continued concerning solar power for the sewer plant. Mr. Turner will discuss further with engineer Jason Shepler to investigate if this would be feasible and possible grant funding might be available.

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

Wastewater/Sewer Warrant #0123: was approved in the amount of \$89,970.28.

Stormwater Warrant: #0123: was approved in the amount of \$308,318.75.

Any Other Business

Board members discussed what the next steps are to move forward with the next phase of the Stormwater project. Mr. Turner will meet with Jason Shepler to gather additional information for the bid package and stated it would likely be about three months before work would proceed.

The meeting adjourned at 10:15 a.m.

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

Key Colony Beach Utility Board Treasurer's Report -January 31, 2023

January 2023 financial summary

Waste water

- Wastewater income for January was \$254,608.97.
- Electricity was over budget \$2981.48 and is \$14007.82 over budget year to date.
- Consulting was over budget \$1400 and is \$2948. over budget year to date.
- Wastewater Warrant # 0123 requested approval for \$89,970.28
- We have a wastewater CD for \$400,000 plus interest maturing on March 6th, 2023. This wastewater CD had a balance of \$443,357.19 as of 9/30.
- Overall, the 4th month of the sewer fiscal year budget was found in excellent condition.

Storm Water

- Storm water income for January was \$1200.
- Consulting was over budget \$29,000 and is \$71,250 over budget year to date.
- Storm Water Warrant #0123 request approval for \$308,318.75
- 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 has 2.6 million available. These funds are allocated for completing storm water system on 10th st. Balance remaining allocated for 11th st and 12th st.
- We have a stormwater CD for \$100,000 plus interest maturing on March 6th, 2023. The stormwater CD had a balance of \$110,848.18 as of 9/30.
- Overall, the 4th month of the storm water fiscal year budget was found in excellent condition.

Treasurer's Report prepared by Bud Fernandes

OPERATOR REPORT

January 2023

Plant Update:

1. Call Outs: January 30, 2023, 1:24 AM call out plant normal. Acknowledged alarm. Found R.O. running in morning. Must have reset after power blip at 1:24 AM.
2. January 6th superannuate 32,848 gallons out of digester.
3. January 11th Pats Pump & Blower remove # 2 blower for oil leaking around shaft.
4. January 12th Replace light fixture and switch on generator pad.
5. January 17th A.C. in MCC D not cooling. Fl, Keys A.C. on sight. Add freon to A.C. and checked for leaks.
6. January 19th Drying bed pump not working. Trace issue to bad wire from MCC A to junction box at old blower building. Use existing wire to pull new wire with. Reconnect wires pump working in auto.
7. January 30th Engineer on sight. Took measurements of screen and discussed power setting on mixer pump. Will try lower speed on mixer pump 45 Hz from 57 Hz.
8. T/N annual average to date is 1.37 Mg/L. Annual limit 3.0 Mg/L.
9. Total gallons Hauled 63,000 gallons. Removals by G-tech pump truck at 25 cents per gallon.
10. Bubble test cassette # 65,67 & 43
11. Wash Cassette C-1, C-2 & D-1

R.O. Update:

1. Maintenance Budget for Re-Use (attached)
2. January 10th & 11th Wash R.O. membranes and clean R.O. Pressure returned to normal.

Collection system:

1. January 4th 3rd Generation sealed leak at manhole # 53 on 10th street.
2. January 25th Replace contacts in # 2 motor contactor on 13th street lift station. Vista Del Sole pump #1 contactor not working in hand or auto. Found bad neutral connection repaired pump working in auto. Replace alarm light bulb on 11th street lift station.

Pre Filters \$231.42 Per set
\$16.53 each X 14 per set.
Anti Scalent \$192.00 per bucket

RO Electric
1/1/2023
2/1/2023 8585.025
8585.025

Irrg Electric
1/1/2023
2/1/2023 622.798
622.798