

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

**Tuesday, March 21, 2023 – 9:30a.m.
Key Colony Inn Banquet Room**

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, Mittauer & Associates Engineer Jason Shepler, Utility Clerk Pat Hyland, Public Works Supervisor Mike Guarino and Plant Operator Dave Evans,. Public – 2 in person, Virtual - 5

Next Meeting Discussion – the next Utility Board Meeting is scheduled for Tuesday, April 18, 2023 at 9:30a.m.

Approval of the Minutes: Regular Meeting Minutes February 21, 2023

Motion – Moved by Dan Gleason and seconded by Bud Fernandes to approve the Minutes of February 21, 2023.

On the Motion: Roll Call Vote. Unanimous Approval.

Citizen Comments and Correspondence – none

City Administrator Dave Turner asked Chairperson Appell if he could add 2 items to the agenda. Chairperson Appell and the other board members agreed to add the items to the agenda under **Other Business**.

10th Street Stormwater Project Update – City Administrator Dave Turner provided an update of the current phase of the project on 10th Street. The contractor is pouring concrete today for the 2 remaining driveway aprons. The collection box has been set. Mr. Turner will be discussing the next phase (Phase 2B) of the project regarding list of design intents with engineer Jason Shepler. Upon completion of the updated information within the next week or so, a revised cost allotment spreadsheet with corresponding map will be uploaded to the city website for the next phase of the 10th Street project. Correspondence will be sent out to all property owners located in the Phase 2B area of 10th Street. Homeowners will be asked for their selection of an open or closed swale and type of driveway apron. Mr. Turner stated a workshop will be scheduled in the next couple of months for property owners on 11th Street and 12th Street. Mr. Turner informed the board during the development of 11th Street it was originally set up as a model for the city, which explains the curbs and sidewalks on that street. Property owners will decide if they wish to keep that design or want the front of the property to look like the other streets in the city.

Static Screen Replacement Update – Engineer Jason Shepler stated the formal Notice to Proceed has been issued to Reynolds Construction. The contractor has processed the shop drawing, which was reviewed and approved, and the static screen has been ordered. Once the equipment is delivered the contractor has 21 days to install. Associated with this project, Dave Evans identified pitting on some of the aluminum structure while completing repairs in the digester and aerator mixer. One approach is to coat the aluminum, and another is to use 316 stainless steel. All agreed stainless steel would be the better choice. Reynolds will have a crane on site for the static screen replacement, so it would make sense to use the crane to complete the additional work. Reynolds was contacted to provide costs for each option. The additional work of platform and stairs

is necessary as it is a safety issue and considered a priority.

Motion – Moved by Dan Gleason and seconded by Bill Fahs to upgrade the materials from aluminum to 316 stainless steel at a cost of \$37,817.00.

On the Motion: Roll Call Vote. Unanimous Approval.

Mr. Turner will bring this recommendation to the next City Commission meeting for approval.

Marathon City Wastewater Settlement - Mr. Fernandes discussed the recently published article concerning the Marathon city wastewater settlement. The suit has been settled. Marathon was sued for discharging into shallow wells. Marathon must now have a study conducted to address the situation and move toward putting in deeper injection wells. Mr. Turner stated Key Colony Beach is ahead of the curve compared to other cities. The R/O system reduces the volume passing through, which Marathon does not have as part of their wastewater plant. Mr. Turner stated the city is looking for grants and will also look for money for capital items which would include deep injection wells, and Key Colony Beach is proactive.

Utility Clerk Report – Two property transfers were processed with \$400.00 collected in transfer fees. Twenty property inquiries resulted in \$255.00 collected in inquiry fees. The January quarterly billing is 96% collected as of February 28th. The Stewardship grant reimbursed the city for the first injection well on 10th Street in the amount of \$60,000.00. In addition, The Swag grant reimbursed the city for other Stormwater work on 10th Street in the amount of \$190,800.00. Additional reimbursement requests will be submitted to complete the first phase of the Stormwater work on 10th Street.

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

Mr. Evans provided his monthly update on the plant, RO system and collection system. The lift station on 9th Street has now has a new motor, new pump, and new parts so the station should now function reliably. The one resident on 9th Street is on a wait list for the sewer lateral inspection. The city will wait until the result is submitted before moving forward with scheduling repair of fitting located 6 feet from the clean out on the city-side of the lateral.

Mr. Evans answered questions related to the R/O system. The system is designed to make 45% of the entire flow. The R/O runs 5 days a week and does not run on the weekends as it would require extra staffing.

CDC Wastewater Sampling Program

Mr. Evans reported on the CDC Wastewater Sampling program. Commissioner Harding asked Mr. Evans to perform 2 composite samplings of influent and ship out samples for Covid analysis. Key Colony Beach was asked to participate in this pilot program by Dr. Carla Fry of the Monroe County Health Department. The city will be involved in this program for the next 5 months.

Mr. Turner stated this item was one of the two he added to the agenda under Other Business. The cost to have US Water do this sampling is \$119.35 per sampling. An estimate was submitted for \$198.52 for 1.5 hours of labor. Total cost for the 5 months would be approximately \$4,760.00. Currently there is no reimbursement for this cost.

Motion – Moved by Bill Fahs and seconded by Dan Gleason to approve participating in the pilot program for 5 months.

On the Motion: Roll Call Vote. Unanimous Approval.

Commissioner Harding's Report on Sewer Rate Analysis – Mr. Turner reported rather than paying for a rate study Commissioner Harding would work on a rate analysis. The analysis is still being worked on and commercial accounts will be reviewed as well. No rate increase has been done in over 10 years. An increase of 10% in the quarterly residential rate may be \$20.00 per quarter, so the residential bill may be \$200.00 per quarter. The commercial rate is still being analyzed. Mr. Fernandes and Mr. Turner discussed the increase. Mr. Fernandes asked if a surcharge, rather than a rate increase might be considered. Mr. Turner thought it was a good point, which he will discuss with Commissioner Harding. The surcharge could be applied to the capital item to be replaced. Commercial billing is by meter reading and billed by gallonage used. Some

board members mentioned vacation rentals, and larger homes with more bathrooms using more gallons. Currently a flat rate keeps things simple. One member compared it to the school tax portion on the property tax bill; property owners without children still must pay that tax.

Treasurer's Report: Mr. Fernandes presented the Treasurer's report for the month of February. Mr. Fernandes pointed out some of the monthly expenses were higher than budgeted. The Treasurer's Report was accepted as written with a minor correction under the third Stormwater grant to include 9th Street.

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

Wastewater/Sewer Warrant #0223: was approved in the amount of \$87,610.07.

Stormwater Warrant: #0223: was approved in the amount of \$159,690.75.

Any Other Business: Mr. Turner brought an estimate for US Water to clean the cassettes on a weekly basis. Currently a public works employee performs this cleaning. Former mayor Jerry Ellis changed the cleaning of the cassettes from US Water to public works. Mr. Turner said it takes approximately 4 hours for the city employee to handle this task. Mr. Turner stated unskilled city employees should not be working in the plant as US Water is the contractor responsible for the plant. An estimate from US Water to clean the cassettes was received. Labor of 2 hours for a total cost of \$150.00 per cassette. Currently the Utility Department is paying the city \$120.00 each time the cassette is cleaned. Mr. Turner stated having US Water handle the cassette cleaning would free up the public works employee to do other city-related work.

Motion – Moved by Bud Fernandes and seconded by Bill Fahs to approve paying US Water to clean the cassettes.

On the Motion: Roll Call Vote. Unanimous Approval.

Mr. Fahs asked if anyone wanted to discuss pages in the agenda packet pertaining to the Stormwater project on 11th Street. Mr. Turner responded the pages were for informational purposes to show the board members where the city is at this point in time in the project. Mr. Turner said a workshop with the property owners will be scheduled to discuss the sidewalk and curbs. Mr. Turner would like the residents to make the decision of whether they want to keep the sidewalk and curbs.

Chairperson Appell will be attending a solar energy workshop at the Marathon city hall on March 28th.

The meeting adjourned at 10:45 a.m.

The next meeting will be on Tuesday, April 18, 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

February 2023

Plant Update:

1. Call Outs: February 3rd 9 PM Plant shut down. Power to computer going on and off. Trace problem to UPS. Bypass UPS and restart plant. Plant in production levels normal.
February 5th 10:30 AM Membrane pressure high. Pressure is normal clear alarm plant in production.
February 11th 11 PM Call out SAM tank level low. Found levels normal. Reset alarm plant in production.
February 21st 5 PM Power outage. Call out reset VFD and restart UV. Plant running on generator. 5:30 PM power restored. Generator shut off.
2. February 2nd Custom pump completed installation of suction elbows on pump # 2 & 3. Replaced the Seal on pump # 1. We are running the # 1 pump at 75% speed as recommended by pump manufacture.
3. February 8th Replace pressure meter PIT-3523-1.
4. February 14th Replace alarm floats for high and low alarms in SAM tank.
5. February 16th Replace seal water fitting on P-37 waste pump.
6. February 21st Pats pumps on sight to install # 2 MBR blower. Replaced front seal.
7. February 22nd Remove old UPS and install new brackets to hang new UPS from Install new UPS.
8. T/N annual average to date is 1.40 Mg/L. Annual limit 3.0 Mg/L.
9. Total gallons Hauled 72,000 gallons. Removals by G-tech pump truck at 25 cents per gallon.
10. Bubble test cassette # 68,45 & 64
11. Wash Cassette D-2, A-1 & A-2

R.O. Update:

1. Maintenance Budget for Re-Use (attached)

Collection system:

1. February 8th 6:45 PM call out due to back up at 381 9th street. Reset motor contactor on 9th street lift station.
2. February 9th Replace motor contactor and relay at 9th street lift station.
3. February 24th Found 9th street lift station full. Pump pulling high amps. Pull pump had rag in it. Bearings going out on pump ser # 1550095. Install new pump ser # 2110306. No issue reported from 381 9th street.
4. February 28th TV lateral at 381 9th street from clean out at property line to main line across street. Smooth wall pipe from clean out to main line. Noted separated fitting 6 feet from the clean out. This would be on city side of property line.

		RO Electric		Irrg Electric	
		2/1/2023		2/1/2023	
		3/1/2023	7343.835	3/1/2023	579.444
Pre Filters	\$231.42 Per set		7343.835		579.444
	\$16.53 each X 14 per set.				
Anti Scalent	\$192.00 per bucket				

Key Colony Beach Utility Board Treasurer's Report -February 28th, 2023

February 2023 financial summary

Waste water

- Wastewater income for February was \$25,653.68
- Electricity was over budget \$1340.25 and is \$15,347.87 over budget year to date.
- Plant Maint & Repairs was over budget \$18,231.45 (installation of two elbows previously approved) and is \$29,389.87 over budget year to date.
- RO Consulting was over budget \$456.52 but is under budget year to date.
- Medical Coverage is over budget \$221.13 and is \$540.31 over budget year to date.
- Administrative consulting is over budget \$382 and is \$3330 over budget year to date.
- Wastewater Warrant # 0223 requested approval for \$87,610.00
- Overall, the 5th month of the sewer fiscal year budget was found in excellent condition.

Storm Water

- Storm water income for February was \$5951.
- Storm Water Warrant #0223 request approval for \$159,690.75.
- The stewardship grant has \$336,000 remaining allocated for injection wells.
- Swag grant balance is \$21,200. (10% retainage)
- Third grant has 2.6 million available. (Will be submitting a quarterly reimbursement request by 3/31). These funds are allocated for completing storm water system on 10th st. Balance remaining is allocated for 9th, 11th st and 12th st.
- Overall, the 5th month of the storm water fiscal year budget was found in excellent condition.