

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

**Tuesday, April 18, 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, and Plant Operator Dave Evans,. Public – 1 in person, Virtual - 0

**Agenda Additions, Changes, Deletions – None**

**Citizen Comments and Correspondence – None**

**Next Meeting Discussion** – the next Utility Board Meeting is scheduled for Tuesday, May 16, 2023 at 9:30a.m. Plant Operator Dave Evans will be on vacation but will have his report submitted.

**Approval of the Minutes:** Regular Meeting Minutes March 21, 2023

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

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

**10<sup>th</sup> Street Stormwater Project Update** – Engineer Jason Shepler informed the board members he would be sending a documentation package to City Administrator Dave Turner for bidding the remaining injection well work for the 2<sup>nd</sup> phase of the Stormwater project. There are a total of five injection wells to be installed: one each on 9<sup>th</sup> and 10<sup>th</sup> Streets, and three on 11<sup>th</sup> Street. After review, the bid package will be put on DemandStar. Another documentation package will be sent to Mr. Turner for review which will be for the completion of 9<sup>th</sup> and 10<sup>th</sup> Street swales and right-of-way work, which will finish those two streets. The last component of the Stormwater project will be the 11<sup>th</sup> and 12<sup>th</sup> Street swale and right of way work. This last set will not be sent out for bid yet. Mr. Turner explained the Stewardship grant funding will be used for the injection well project. The Stormwater grant of \$2.6M will be used for the 9<sup>th</sup> and 10<sup>th</sup> Streets swale and right-of-way work. If there is any remaining grant money it will be applied to the 11<sup>th</sup> and 12<sup>th</sup> Street swale and right-of-way work, which will result in the completion of the project. Mr. Shepler explained that most likely the grant funding will be exhausted upon completion of the remaining injection wells and right-of-way work on 9<sup>th</sup> and 10<sup>th</sup> Streets. Board member Fahs inquired when the cost allotment and street maps would be uploaded to the city website for residents. Mr. Turner stated the work must first go out to bid then a contract must be awarded before the in-house task of uploading documents and contacting residents with information is scheduled.

**Grant Sourcing for Sewer Treatment Plant Upgrades** – Board member Fernandes inquired about grant funding for capital projects at the sewer plant. Mr. Turner stated he has researched it and there may be some grants available in the next grant cycle which will be in September. Mr. Fernandes requested this topic be added to all future monthly agendas for discussion. Chairperson Appell was asked if she agreed with this request, which she replied to in the affirmative. There will not be any grant money to apply for until September, but the topic will be added to the agenda each month for an update. Mr. Turner stated the next funding phase would be for mitigation and hardening.

**Static Screen Replacement Update** – Engineer Jason Shepler stated he has been in contact with the contractor who informed him the materials are expected to ship in June or July. The Screen is being fabricated and will be shipped to the site. The digester platform documentation package will go out to bid soon.

**Utility Clerk Report** – Twelve property transfers were processed with \$2,300.00 collected in transfer fees. Sixteen property inquiries resulted in \$240.00 collected in inquiry fees. The January quarterly billing is 98% collected as of March 31st. The April quarterly wastewater billing has been generated and sent to all residents. Currently, 443 properties have submitted the sewer lateral inspections. The submission rate is 46% of the total number of properties required to schedule inspections. The April sewer invoice included a reminder there will be a fine assessed if inspections have not been submitted by June 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. Manhole inspections have been completed and all are in good condition.

Mr. Evans submitted a proposal from Hach for the annual service agreement in the amount of \$4,259.08.

**Motion** – Moved by Bud Fernandes and seconded by Bill Fahs to approve the Hach Service Agreement for \$4,259.08.

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

Mr. Evans submitted a proposal from 3<sup>rd</sup> Generation Plumbing to repair the 'y' pipe section on the city side of the sewer line in front of 761 10<sup>th</sup> Street. The proposal is for \$2,790.00.

**Motion** – Moved by Bill Fahs and seconded by Dan Gleason to approve the 3<sup>rd</sup> Generation plumbing proposal in the amount of \$2,790.00.

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

Chairperson Appell commended Mr. Evans for his hard work keeping the system running.

Mr. Fernandes asked Mr. Evans how many gallons were produced by the RO system and commented that the recent newspaper article had the incorrect gallonage figure for the year. Mr. Turner stated he had provided feedback to the article writer.

**Commissioner Harding's Report on Sewer Rate Analysis** – Mr. Fernandes asked Mr. Turner to explain the report. Mr. Turner stated Commissioner Harding went through an analysis of sewer rates. Mr. Fernandes questioned the total amount that would be collected and commented that the 11% increase would not cover much of the list of capital items list. The Utility budget expenses for the current year will be over the amount projected, leaving the budget in the negative. Mr. Turner has a meeting with Commissioner Harding this afternoon, so he will mention this during his conversation.

**Treasurer's Report:** Mr. Fernandes presented the Treasurer's report for the month of March. Mr. Fernandes pointed out some of the monthly expenses were higher than budgeted. Mr. Fahs questioned why the Wastewater report is in excellent condition if expenses are over budget. Mr. Fernandes responded it was related to paying money out and waiting for grant reimbursement. Mr. Fahs then questioned the Stormwater budget and the Stormwater project for 11<sup>th</sup> and 12<sup>th</sup> Streets. Mr. Turner explained work will continue if there is grant money available and the Utility budget allows. Mr. Turner reminded the board members there is a lot of work in the right-of-way on those two streets.

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

**Wastewater/Sewer Warrant #0323:** was approved in the amount of \$223,777.56.

**Stormwater Warrant: #0323:** was approved in the amount of \$217,047.50.

**Any Other Business:** None.

**The meeting adjourned at 10:11 a.m.**

**The next meeting will be on Tuesday, May 16, 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

March 2023

### Plant Update:

1. Call Outs: No Call outs in March
2. March 9<sup>th</sup> Supernate 39,882 gallons out of digester
3. March 20<sup>th</sup> Begin Covid sampling.
4. March 22<sup>nd</sup> Replace ballast on bulb # 2 UV B.
5. March 22<sup>nd</sup> Clean rags out of P-37 waste pump and replace broken fitting on discharge line for seal water.
6. T/N annual average to date is 1.32 Mg/L. Annual limit 3.0 Mg/L.
7. Total gallons Hauled 54,000 gallons. Removals by G-tech pump truck at 25 cents per gallon. G-tech did not haul anything for almost 2 weeks due to truck in shop.
8. Bubble test cassette # 46, 44, 66 & 65
9. Wash Cassette B-1, B-2, C-1 & C-2

### R.O. Update:

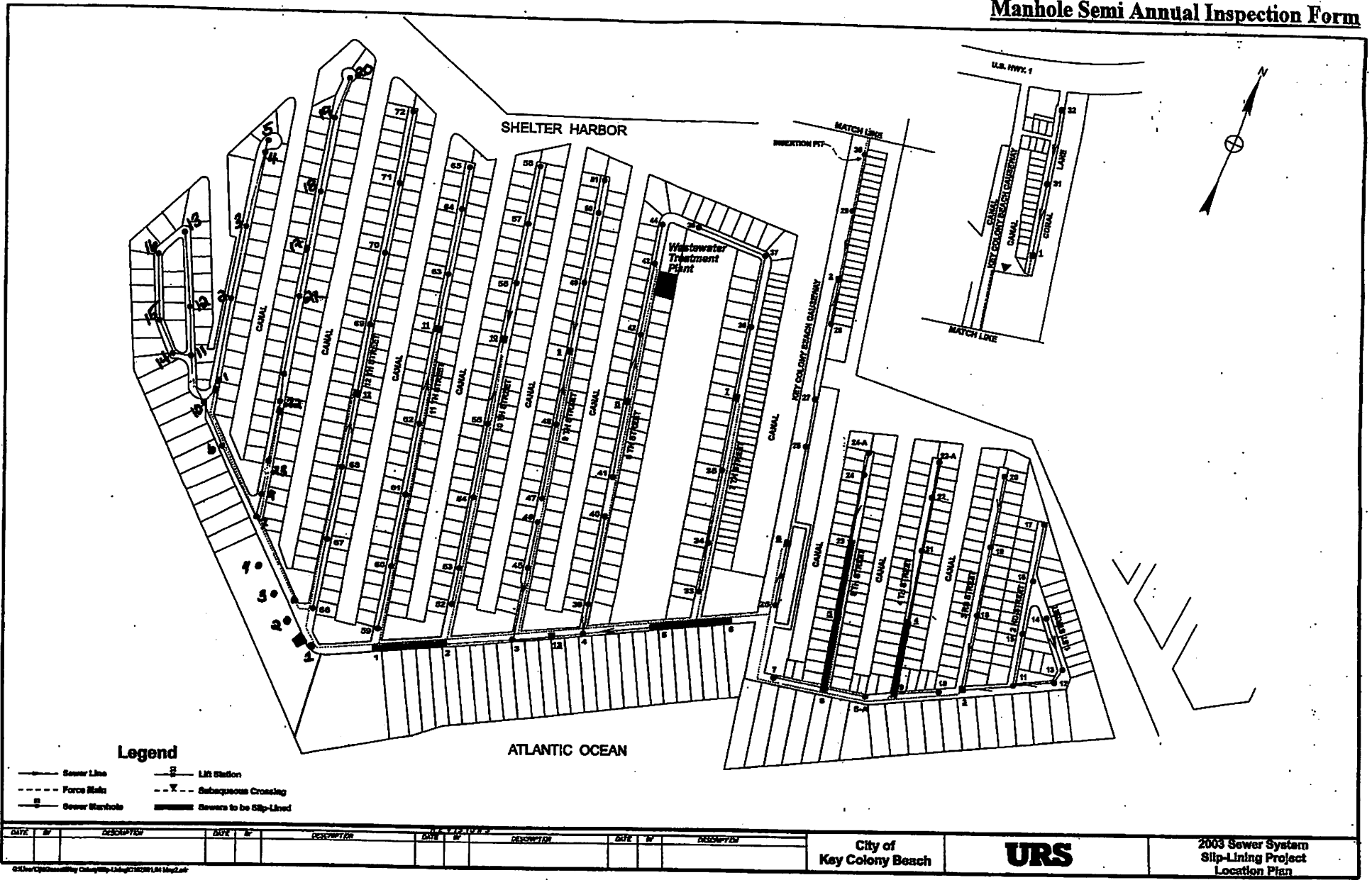
1. Maintenance Budget for Re-Use (attached)

### Collection system:

1. March 9<sup>th</sup> 11<sup>th</sup> street station alarm light on. Pull pump and remove rag from impeller. Impeller and wear ring OK. Put pump back in and station pumped down and is working in auto.  
March 31<sup>st</sup> 14<sup>th</sup> street lift station replace on float. Station working in auto.  
March 31<sup>st</sup> Completed manhole inspection. All manhole OK at this time See attached report.



		RO Electric		Irrg Electric	
		3/1/2023		3/1/2023	
		3/31/2023	8833.885	3/31/2023	670.681
Pre Filters	\$231.42 Per set		8833.885		670.681
	\$16.53 each X 14 per set.				
Anti Scalent	\$192.00 per bucket				



**Legend**  
 — Sewer Line  
 - - - Force Main  
 ○ Sewer Manhole  
 □ LIT Station  
 - X - Subaqueous Crossing  
 ■ Sewers to be Slip-Lined

DATE	BY	DESCRIPTION	DATE	BY	DESCRIPTION	DATE	BY	DESCRIPTION

City of Key Colony Beach

**URS**

2003 Sewer System Slip-Lining Project Location Plan

Comments/Issues to be Addressed:  
 No issue with manhole at this time.

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Date of Inspection: March 2023 Sign: David L Evans Date: March 31, 2023

## Key Colony Beach Utility Board Treasurer's Report - March 31st, 2023

### March 2023 financial summary

#### Waste water

- Wastewater income for March was \$17,046.70
- Wastewater CD matured in March and proceeds of \$449,866.68 were deposited back to Wastewater money market account.
- Electricity was over budget \$2912.87 and is \$18,260.74 over budget year to date.
- Supplies and chemicals was over budget \$4903.52 and is \$7944.90 over budget year to date.
- Salaries was over budget \$2064.69.
- Wastewater Warrant # 0323 requested approval for \$223,777.56 which includes loan payment #9 to FDEP for \$136,376.49.
- Overall, the 6th month of the sewer fiscal year budget was found in excellent condition.

#### Storm Water

- Stormwater income for March was \$6313.
- Stormwater CD matured in March and proceeds of \$112,475.69 were deposited back to Stormwater money market account.
- Stormwater Warrant #0323 request approval for \$217,047.50
- 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 st, 11th st and 12th st.
- Overall, the 6th month of the storm water fiscal year budget was found in excellent condition.