

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

**Tuesday, May 16, 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

Also Present: City Administrator Dave Turner, Mittauer & Associates Engineer Jason Shepler and Utility Clerk Pat Hyland. 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, June 20, 2023 at 9:30a.m.

Approval of the Minutes: Regular Meeting Minutes April 18, 2023

Motion – Moved by Bud Fernandes and seconded by Bill Fahs to approve the Minutes of April 18, 2023.

On the Motion: Roll Call Vote. Unanimous Approval.

Phase 2B Stormwater Project Bids Advertised – Engineer Jason Shepler updated the board members regarding the advertised bids for the Stormwater project. The project has been split into three components. The bid package for the 5 remaining injection wells has a bid opening date of June 13th at 1:30pm. The bid package for the 9th and 10th Street right-of-way project has a bid opening date of June 13th at 2:00pm. The 3rd component is for the remaining right-of-way work on 11th and 12th Streets. Once the first two bids have been reviewed and a contract awarded, the board members will reassess what remaining current funding is available for the final component of the project.

Grant Sourcing for Sewer Treatment Plant Upgrades – Board member Fernandes inquired about grant funding for capital projects at the sewer plant. Mr. Fernandes has requested this item be added to the monthly agenda. Mr. Turner stated a grant for Resilient Florida should be available for application in July with a due date in early September. Lift station control elevation will fit in this category, so once the grant application becomes available in July, a funding request will be submitted. Mr. Turner stated no funding for plant work is available at this time.

Static Screen Replacement Update – Engineer Jason Shepler stated he has been in contact with the contractor who informed him that the delivery of the static screen equipment is expected to be received in September. The aerobic digester platform bid package has been advertised with a bid opening date of June 16th at 1:00pm.

Utility Clerk Report – Eleven property transfers were processed with \$2,100.00 collected in transfer fees. Twenty-one property inquiries resulted in \$285.00 collected in inquiry fees. The January quarterly billing is 99% collected as of April 30th. The April quarterly wastewater billing has been generated and sent to all residents. Two new properties were issued a Certificate of Occupancy by the Building Department and were added to the quarterly billing cycle. As of April 30th, 459 sewer lateral inspections have been received, which is approximately 50% of the total residences required to complete the inspection. Those residents not on a wait list with a licensed plumber by 6/30/23 will be assessed a monthly fine of \$50.00 for July and August. The fine increases to \$200.00 starting in September. Another email blast reminder will be sent out.

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

Mr. Evans is on vacation. His reports were submitted on the plant, RO system and collection system.

An annual contract renewal from Veolia (Zenon) was received for approval from the Board. The amount of the contract is \$10,674.00. The contract is for Insight, used to record permit parameters, and for 24/7 service with Veolia. The contract is the same as the previous one. This expense is a budgeted item, which Mr. Evans recommends approving.

Motion – Moved by Bill Fahs and seconded by Bud Fernandes to approve the Veolia contract for \$10,674.00.

On the Motion: Roll Call Vote. Unanimous Approval.

Treasurer's Report: Mr. Fernandes presented the Treasurer's report for the month of April. Mr. Fernandes pointed out monthly expenses which were higher than budgeted.

*****Board member Dan Gleason arrived at 9:59am.*****

Board member Fahs stated his concern about the wastewater budget and the expense for Florida Keys Electric Co-op category and how the overage will be made up. Mr. Turner reminded the board Florida Keys Electric raised rates during the current budget period. Mr. Turner stated there is no way to make up for that expense overage. Mr. Fahs mentioned solar power. Mr. Turner asked the board where the panels could be placed. Mr. Fernandes questioned the proposed 11% rate increase suggested by Commissioner Harding. Mr. Fernandes has not yet met with Commissioner Harding to go over the numbers. He plans to do so and will report back at the June Utility Board meeting. Mr. Fernandes suggested a surcharge might be imposed to cover the expense of a particular capital item. Mr. Turner reminded the board members there are a lot of hard decisions which they must make to address the needs of the sewer plant. The plant is aging and requires expensive repairs. Mr. Turner also reminded the board members they can make any recommendation they approve as a board to the City Commission, who will make the final decision. The Commission would give Mr. Turner direction, and he would take action. Mr. Turner stated if the board votes to do a sewer surcharge, then they can make that recommendation to the Commission for approval. Mr. Fernandes would like Mr. Evans to give the Board the next most important capital item to be replaced and ask Mr. Shepler for his 'guesstimate' of the cost. This item will be on next month's Utility Board meeting for discussion of a possible surcharge to cover the capital item expense. Mr. Turner agreed that it is time to move forward with addressing the list of important capital items needed for the plant. No sewer rate increase has been implemented in many years, and it is time to start addressing the needs of the plant.

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

Wastewater/Sewer Warrant #0423: was amended with a minor correction to the Treasurer's report. The warrant was approved in the amount of \$68,203.82.

Stormwater Warrant: #0423: was approved in the amount of \$9,750.00.

Any Other Business: None.

The meeting was adjourned at 10:18 a.m.

The next meeting will be on Tuesday, June 20, 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. ***