

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

**Tuesday, June 20 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:* Dan Gleason, Toni Appell, Bill Fahs.

*Excused:* Bud Fernandes

Also Present: City Administrator Dave Turner, Utility Clerk Pat Hyland, Plant Operator Dave Evans.

Public – 1, Virtual – 1

Chairperson Appell stated she would not be able to vote on two of the three bid items on the agenda as she had a conflict of interest. Mr. Fernandes was not in attendance; therefore, the board did not have the necessary number of board members to vote on the two Stormwater projects on the agenda. These items will be placed on the July agenda. In addition, the bid discussion for the Wastewater Aerobic Digester Platform will also be deferred until July, as Mittauer Engineer Jason Shepler was not in attendance and had not yet reviewed the bids to make a recommendation.

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

**Citizen Comments and Correspondence –**

Randy Thomas of Aquawaste Repairs addressed the board regarding the bids received for the Stormwater Injection Wells for 9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> Streets. His company submitted one of the two bids received. Mr. Thomas questioned how the other bidder would be able to submit a much lower bid than his. Mr. Thomas was informed that Mr. Shepler would be able to answer his questions regarding the project, which would take place at the next monthly Utility Board meeting to be held in July. Mr. Thomas left his business card with each of the board members.

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

**Approval of the Minutes:** Regular Meeting Minutes May 16, 2023

**Motion** – Moved by Bill Fahs and seconded by Dan Gleason to approve the Minutes of May 16, 2023.

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

**Phase 2B Stormwater Project Bids** – Discussion and voting deferred until next monthly meeting in July, 2023.

**Grant Sourcing for Sewer Treatment Plant Upgrades** – No new grants have been found since the previous meeting. The next grant cycle will start in September.

**Aerobic Digester Platform Replacement Bids Received** – Discussion and voting deferred until next monthly meeting in July, 2023.

**Utility Clerk Report** – Seventeen property transfers were processed with \$3,000.00 collected in transfer fees. Eight property inquiries resulted in \$120.00 collected in inquiry fees. The January quarterly billing is 100% collected as of May 31st. The April quarterly billing is 97% collected as of May 31st. One new property was issued a Certificate of Occupancy by the Building Department and will be added to the July quarterly billing cycle. As of May 31st, 559 sewer lateral inspections have been received, which is approximately 58% of the total residences required to complete the inspection. Two local plumbers are adding residents to a wait list. A final reminder email blast has been sent out and posted to the city's website.

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

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

Mr. Evans presented a quote from Xylem for a mixer in the amount of \$21,727.00. In addition, Mr. Evans also presented a quote from Xylem in the amount of \$11,338.00 for a recirculation pump. Both pieces of equipment are to replace the spares which were put into service in May. Another quote in the amount of \$2,800.00 was presented from TFF Industrial maintenance and Service for a probe which is a piece of Hach equipment for the SAM tank, and also for 4 service calls throughout the year. This equipment is currently not under a maintenance or service agreement.

**Motion** – Moved by Dan Gleason and seconded by Bill Fahs to recommend approval of all three estimates which will be reviewed by legal before going before the City Commission to be approved.

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

**Wastewater Plant Capital Needs Summary** – Chairperson Appell stated since Mittauer Engineer Jason Shepler was not in attendance this item will be placed on July's agenda.

**Treasurer's Report:** Mr. Gleason presented the Treasurer's report for the month of May, in the absence of Mr. Fernandes.

The City Administrator stated there may be excess funds remaining from the Stormwater funding which he is looking to direct those funds toward the retention pond area. These funds will not be enough to apply toward the 11<sup>th</sup> and 12<sup>th</sup> Street swale work. Mr. Turner will continue to look for funding to complete those two streets in the future.

Board member Fahs asked if solar panels might be able to be installed over the retention pond area. This could reduce the cost of electricity for the plant. Mr. Turner will be meeting with Mr. Shepler on Monday and will discuss this suggestion by Mr. Fahs.

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

**Wastewater/Sewer Warrant #0523:** was approved in the amount of \$99,074.35.

**Stormwater Warrant: #0523:** was approved in the amount of \$20,450.00.

**Any Other Business:** None.

**The meeting was adjourned at 10:05 a.m.**

**The next meeting will be on Tuesday, July 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. \*\*\*