

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

**Tuesday, July 19, 2016 – 9:30 a.m. @ City Hall**

**Call to Order, Roll Call:**

The regular meeting of the Utility Board was called to order at 9:35 a.m. by Chair of the Board John Dalton. *Answering to roll call was:* John Dalton, Lin Walsh, Mike Alexander, Ray Andro and Tom DiFrancisco. Absent, Steve Flood (excused).

*Also Present:* Mayor, Jerry Ellis, Plant Manager, Dave Evans, Building Official, Edward Borysiewicz and Utility Clerk, Blanca E. Kulig.

**Approval of Minutes:** Minutes from Regular Meeting of May 17, 2016

**Motion** – Moved by John Dalton, seconded by Mike Alexander, to approve the minutes of the regular meeting.

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

**Approval of Minutes:** Minutes from the Budget Meeting of June 16, 2016

**Motion** – Moved by John Dalton, seconded by Mike Alexander, to approve the minutes of the regular meeting.

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

**Utility Clerk Report:** Mayor Jerry Ellis requested permission from Chair John Dalton that item A on the agenda is moved up to Utility Clerk Report. Chair John Dalton approved the request.

Mayor Ellis updated the Utility Board on the bidding process for the sewer plant project. Jason from Mittauer reports there will be between 4 to 5 bidders on the project. All bids will be due to City Hall on July 21, 2016 at 2:00 pm. Two modifications were made, the project completion date was extended by six months and no permitting fees will be charged.

The Utility Board budget was revised after DEP review (see attached budget). The items revised are highlighted in orange on the budget. The line items that were reduced were miscellaneous income, electricity, telephone, systems operator, supplies & chemicals, system, plant maintenance/repairs and sludge hauling. Mayor Ellis explained using Public Works employees to lower some of these costs. Contingency expense and consulting were eliminated. Reserves were lowered for lateral and membrane. There are currently adequate reserves for these items. The revised budget will be submitted to DEP.

**Motion** – Moved by Lin Walsh, seconded by Mike Alexander, to approve the revisions done to the 2016-2017 Utility Board Budget for submittal to the DEP for the FRS loan.

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

**Operators Report-** is included as part of the minutes and is available.

## **Chairs Report:**

- A. **Budget Update** - see Utility Clerk Report
- B. **Clean causeway south main line** – Shenandoah cleaned and TV'd the line. A break in the line was found. Once verified the City will contact 3<sup>rd</sup> Generation to repair.
- C. **Concrete cap on top of tank-** Item will be tabled until we receive the bid package.
- D. **9<sup>th</sup> Street / 3<sup>rd</sup> Generation repairs update** – a leak resulting from a repair done by 3<sup>rd</sup> Generation Plumbing was found at 200 9<sup>th</sup> Street by Dave Evans. 3<sup>rd</sup> Generation was contacted and we awaiting a time and date for repair.
- E. **Smoke testing results** – all repairs have been completed except for 3 properties that City Clerk, Kathryn McCullough sent letters to advising the property owners that they are responsible for the repairs. A copy of the test results is attached.

**Financial Reports:** The June 2016 Financial Reports for the Utilities are ready and available.

**Waste Water/Sewer Warrant #0516:** was approved in the amount of \$58,016.87

**Waste Water/Sewer Warrant #0616:** was approved in the amount of \$123,338.68

**Stormwater Warrant #0616:** was approved in the amount of \$903.08

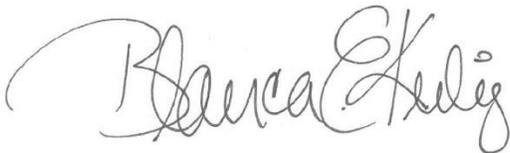
**Any Other Business/Members Comments:** Lin Walsh has stepped down as Utility Board Treasurer. However, she will stay on as an alternate member of the board. She feels a treasurer needs to be someone who has more time to be at meetings and be able to come in and review financials at least twice a month with the Utility Clerk. Board members will put the word out and see if they know anyone who would be interested.

**These minutes are unofficial and have not been formally approved by the Utility Board as of yet. The approval will be at the next schedule Utility Board meeting.**

**The meeting adjourned at 10:30am.**

**The next meeting will be on Tuesday, August 16<sup>th</sup> at 9:30AM**

Respectfully Submitted by:



Blanca E. Kulig, 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.\*\*\*