

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

**Tuesday, August 20, 2019 – 9:30 a.m. @ City Hall**

**Call to Order, Roll Call:**

The regular meeting of the Utility Board was called to order at 9:30 a.m. by Board Chairman John Dalton. *Answering to roll call was:* John Dalton, Tom Harding, and Tom DiFransico.

*Excused:* Steve Flood, Mike Alexander and Lin Walsh

Also Present: City Administrator Chris Moonis, Jason Shepler of Mittauer and Associates, Josh Vondersaar, Reynolds Construction District Manager, Building Official Gerard Roussin, Utility Clerk Pat Hyland and Plant Manager Dave Evans. Public – 0

**UV Replacement Pre-Construction:** Jason Shepler, of Mittauer and Associates, introduced Josh Vondersaar, the District Manager for Reynolds Construction to the Utility Board members. Mr. Shepler provided contract sets and construction sets for the project. The substantial completion date will be January 17, 2020 and the final completion date will be February 16, 2020. A pre-construction video will be done before mobilization by the contractor. Mr. Vondersaar indicated that 100% of this project is dependent on the delivery of the equipment, which will take 12 to 16 weeks. Mobilization will begin in approximately 3 months. The hoist and UV procurement will be done first. Once the equipment has arrived, there will be three weeks of work. The hoist will take 3 to 4 days, and the UV equipment work will take two weeks. There is a sole source vendor, who has been very responsive with the contractor. Mr. Vondersaar hopes to finish this project by the end of the year.

**11<sup>th</sup> Street Stormwater Update** – The engineering proposal will be on the City Commission agenda for August 22<sup>nd</sup>. Tom Harding inquired whether Mittauer has drawings for all the injection wells which have been completed. Gerard Roussin, Building Official will investigate whether his office may have drawings. Mr. Harding has investigated the history of the City Stormwater project and has been in contact with SFWMD and the DEP. Mr. Harding believes the City has completed its commitment for Stormwater improvements which is required by cities throughout the State by 2020. Mr. Harding explained the DEP is more inclined to provide grant funding for continuous improvements above the original required improvements. Mr. Harding received 3 large emailed files of 250 pages pertaining to our Stormwater, which the Utility Clerk will forward to all Board members for their information and review.

**Reclaimed Water Study** – The engineering proposal was approved by the City Commission at the August 8<sup>th</sup> meeting. Mr. Shepler will have a working draft for the next Board meeting. Mr. Shepler expects it will be 3 months before the Board would be able to apply for possible grant funding from the DEP.

Tom DiFransico mentioned that a city resident may have some information to share with the Board concerning his personal experience outside the US treating Stormwater for reuse. The Utility Clerk was asked to contact the resident for this information and forward to Board members.

**Next Meeting Discussion** – the next Utility Board Meeting is scheduled for Tuesday, September 17, 2019 at 9:30 am.

**Approval of the Minutes:** Regular Meeting, July 16, 2019

**Motion** – Moved by Board Chair John Dalton and seconded by Tom Harding to approve Minutes of July 16, 2019.

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

There was conversation regarding the distinction between contracts and maintenance items which can be approved by the Board, and those items which require Commission approval. The approval process regarding budgeted vs. non-budgeted expenses was discussed in detail.

**Utility Clerk Report** – Eight property transfers were processed in July, with a total of \$1,400.00 collected in transfer fees. There were no wastewater connection fees collected for the month. Certified letters have been mailed to the

property owners who are delinquent three quarters or less. The Utility Clerk will be attending a State Revolving Fund workshop in Key Largo on Friday, August 23<sup>rd</sup>.

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

Dave Evans presented two proposals from I.D.B Custom Builders. One proposal in the amount of \$9,500.00 is for cleaning, treating and painting of the Mechanical Building and Square Tank. The second proposal is from the same contractor in the amount of \$23,850.00 for cleaning, treating and painting of the 3 round tanks and adjoining stairs. The budget for next year has an amount of \$30,000.00 for painting. The Board members decided to table this work until after the UV Replacement project has been completed.

Dave reported the smoke testing on 10<sup>th</sup> and 11<sup>th</sup> Streets was completed. Building Official Gerard Roussin contacted three property owners to explain the results and plumbing repair work required for each property. Dave asked the Board members if they wanted him to proceed with sewer line smoke testing for the rest of Key Colony Beach. He estimates it will take 2 to 2.5 days per street and should be done at this time, as this testing was last completed in 2016. The testing should be done every 3 to 5 years. No testing has been done since Hurricane Irma. The work would fall under System Maintenance of the sewer system in the budget.

**Motion** – Moved by Tom DiFransico and seconded by Chair John Dalton to approve Dave Evans' recommendation to complete the smoke testing for the remainder of Key Colony Beach.

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

Dave Evans plans to complete the smoke testing during the month of September. A sign will be placed at the end of the street on the day of the testing. A notice will be posted in the Post Office and City Hall. The notice will also be added on the City website and will be email blasted. Smoke should come out vents of the home, but it is possible the smoke may appear inside a residence which would indicate there is a plumbing problem in the home. This test identifies any leaks in sewer lines with the City sewer system as well as inside homes.

#### **Chairs Report:**

##### **A. Sludge Box Classified Ad**

Chair John Dalton advised the Board members that he is investigating advertising options for the sale of the sludge box.

**Treasurer's Report:** included as part of the Minutes

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

**Waste Water/Sewer Warrant #0719:** was approved in the amount of \$213,136.67

**Stormwater Warrant #0719:** was approved in the amount of \$5,107.46

Dave Evans suggested the Zenon invoice of \$10,250.00 should be coded to Plant Capital, rather than System Capital. The Board agreed and directed the Utility Clerk to make that correction.

Mr. Harding reminded the Board members the insurance appraisal has been received by Beshears & Associates. This will be on next month's agenda to be discussed. Mr. Harding asked fellow Board members how often the Stormwater catch basins should be cleaned. The State suggests this maintenance be scheduled once per year. If this maintenance is scheduled twice per year, the budget will allow for it, but if additional costs are incurred during the year that particular expense will go over budget.

**Any Other Business** – Conversation continued from the previous meeting regarding the Utility department allocating additional funds to the general fund. Mr. Moonis explained that the Utility accounts are considered enterprise funds, of which a percentage of expenses should be allocated and transferred to the general fund. The Utility department does transfer funds on a monthly basis, but discussion began recently regarding increasing that allotted amount for time-related expenses for work performed by City staff.

**The meeting adjourned at 12:15pm.**

**The next meeting will be on Tuesday, September 17, 2019 at 9:30am**

Respectfully Submitted by:



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. \*\*\*