

CITY OF KEY COLONY BEACH UTILITY BOARD REGULAR MEETING MINUTES

Tuesday, September 17, 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 Mike Alexander.

Excused: Steve Flood, Tom DiFransico 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, Mayor John DeNeale, Utility Clerk Pat Hyland and Plant Manager Dave Evans. Public – 0

Due to availability, some of the items under Chairs Report were moved around to accommodate Mayor DeNeale's schedule and Mr. Moonis's schedule.

Chairs Report:

A. Vacation Rental Wastewater Fees

Chair John Dalton introduced Mayor John DeNeale who asked to speak on this topic. Over 30% of the housing in Key Colony Beach is comprised of vacation rentals. There should be an impact on the wastewater system for the increase of people for the 3 to 4 months of the year where there are more than the usual number of people in the city. The city does not currently capture for any impact on the wastewater system for the increase during 'season'. The sewer fee is a flat fee. The Mayor suggested the Utility Board investigate what the impact may be, whether the vacation rental owners should pay more. Tom Harding mentioned that other cities pay by meter volume through FKAA, which would be non-discriminatory compared to charging more for all vacation rental properties. Chris Moonis suggested the Utility Board may want to have a rate analysis done before any decision is made. The cost for such an analysis would possibly be \$15,000.00 to \$20,000.00. Mike Alexander stated meeting with FKAA to gather information would be a good starting point.

UV Replacement Project Update: Jason provided a brief overview of what has been happening. Shop drawings are being circulated. Reynolds Construction recommends replacing a cracked flange and PVC piping. The board members were shown a drawing to give a visual representation of the valve, flange and piping. This is not something that would have been known during the bidding procedure or when the initial drawings were done. Dave Evans said rusted bolts were responsible for the cracked flange. Dave and Josh Vondersaar discussed the work and man hours required. Dave said the work would have to be done in one day. The cost of labor and materials would be around \$6,900. A change order will be required, for the additional cost of this unexpected work.

Motion – Moved by Chair John Dalton and seconded by Mike Alexander to approve up to \$7,000.00 for a change order for replacement of the PCO #01 UV reactor influent pipe.

On the Motion: Roll Call Vote. Unanimous Approval.

Dave questioned where equipment will be stored. Josh requested storing the UV reactors in the pump room or some other space that would accommodate it. Dave agreed that there would be space

available. The actual installation would take place the first week of December. Tom Harding questioned what the pay application schedule will be. The first payment request was received on September 10th. Jason Shepler expects the next payment request will be in October.

Chairs Report:

B. Wastewater Insurance Policies

City Administrator Chris Moonis explained that due to the recently completed insurance appraisal, the insurance premiums for the sewer plant will increase 58%. This large increase in cost is due to the increase in coverage, which the city did not have previously. Tom Harding prepared a spreadsheet of the insurance policies, which was included in the agenda packet received by each board member. Municipal buildings must be insured, and cannot be self-insured. Chris Moonis will investigate if the city can self-insure for any percentage of the coverage. Flood insurance is required. The insurance policies renew in October. Discussion continued regarding what the right amount of coverage is required and/or needed for each building of the sewer plant. Chris Moonis will speak with Brown & Brown as well as with the FEMA insurance consultant, and relay that information back to the Utility Board as soon as possible.

11th Street Stormwater Update

Jason Shepler will have the drawings sent next week. Board members discussed injection wells and swales. The injection wells will work as well as the swales will allow. Mike Alexander brought up the subject of who is financially responsible for the driveway, pipe, and pavers (if existing). An explanation was provided by Ed Borysiewicz, who was on the phone with Chris Moonis.

Reclaimed Water Study –

Jason Shepler provided a study for the reclaimed water and went through it with the Board members. He will have more information and details at the next meeting. More investigation is needed regarding getting RO water to the distant areas such as the 1st Street Park, Sunset Park and for the area at the entrance to Key Colony Beach. Jason covered other issues to be considered including storage capacity, current supply-demand relationship and supplemental water supply. Chair John Dalton questioned what the FKAA is charging to maintain the above three areas, versus what this project will cost the city to maintain.

Next Meeting Discussion – the next Utility Board Meeting is scheduled for Tuesday, October 15, 2019 at 9:30 am.

Approval of the Minutes: Regular Meeting, August 20, 2019

Motion – Moved by Tom Harding and seconded by Chair John Dalton to approve Minutes of August 20, 2019.

On the Motion: Roll Call Vote. Unanimous Approval.

Utility Clerk Report –Ten property transfers were processed in August, with a total of \$2,000.00 collected in transfer fees. There was one wastewater connection fee collected for the month for \$5,625.00. Certified letters have been mailed to three property owners who are delinquent two quarters. Liens have been recorded on three properties delinquent for three quarters with unpaid accounts of \$600.00 each. Notification of scheduled sewer line smoke testing in September has

been posted to the City website and email blasted.

FEMA reimbursement of \$12,000 for lift stations has been received.

Board members discussed late fees, rental properties that are delinquent and the revocation of rental licenses and when the timing that should happen. Mike Alexander will draft a proposal to change the ordinance addressing rental license revocation if sewer utility is not being paid. Board members discussed adding formal wording to the ordinance to address late fees, liens and rental license suspension,

Late fees, liens and rental licensing will all be revisited at the next Utility Board meeting.

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

Marathon Electric was contacted again regarding finishing the control box on 5th Street.

Chairs Report

C. Review of Stormwater Requirements

Tom Harding provided a report of the DEP Stormwater requirements. Julie Espy, Program Administrator for Water Quality Assessment Program has indicated that the City has met all the requirements the DEP has for Key Colony Beach. Chris Moonis will provide a copy of the Comp Plan for the Utility Board for their review, and provide an update of completed items. Tom Harding will review the Comp Plan and provide feedback to Mr. Moonis.

Treasurer's Report: included as part of the Minutes

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

Waste Water/Sewer Warrant #0819: was approved in the amount of \$88,577.84

Stormwater Warrant #0819: was approved in the amount of \$5,250.00

Any Other Business –

The meeting adjourned at 11:45am.

The next meeting will be on Tuesday, October 15, 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. ***

OPERATOR REPORT

August 2019

Plant Update:

1. Call Outs No Call outs in August
2. August 19th Nitrax meter not reading and has bad seal warning. Remove meter and contact Hach. Send meter back to Hach for repair.
3. August 28th Remove and replace broken 12-inch flange on discharge pipe from polishing tank to bore hole.
4. T/N annual average to date is 1.69 Mg/l. Annual limit 3.0 Mg/l
5. Total gallons Hauled 35,200 gallons. Removal by G-tech pump truck at 17 cents per gallon
6. Bubble test cassette # 67, 43, 68 & 45
7. Wash Cassette D-1, D-2, A-1 & A-2

R.O. Update:

1. Maintenance Budget for Re-Use (attached)

Collection system:

1. August 1st Enviro Waste install liner on W. Ocean to seal leak
2. August 6th 3rd Generation completed repairs on system. Note 800 11 street homeowner lateral is 3-inch cast iron and seems to cross neighbor's property.
3. August 6th Enviro Waste grout causeway north lift station
4. August 7th Replace check valve in W. Ocean lift station.
5. August 7th Enviro Waste grout causeway south lift station.
6. August 8th Enviro Waste seal leak at manhole # 39 an additional leak.
7. August 12th Blockage at 270 4th street. Blockage was grout. Plumber cleared blockage and home owner had bathrooms cleaned. Enviro Waste paid both plumber and cleaning invoices.
8. August 13th Check with lateral camera all laterals that were grouted. Found 451 5th street blocked and 77 coral lane partly blocked. Notify Enviro Waste will clear grout from laterals. Unable to locate clean out at 401/411 8th street.
9. August 14th Conduct smoke testing on 10th & 11th street. Found missing clean out caps at 140 and 301 11th street and smoke coming out of grass at 200 11th street. Notify building department.
10. August 16th 3rd street lift station full. No alarm light on. Blown fuse in control panel. Replace fuse pump running. Replace light bulb for alarm light.

MAINTENANCE BUDGET FOR RE-USE
Month of August 2019

RO Power Cost KWH X 0.777200
 Irrigation Pumps Power Cost KWH X 0.777200
 Chemicals RO System Include Anti-scalant
 Extra Testing for DEP TSS, FECAL,
 Contingency
 Main & Repairs to system including pre filter cartridges.
 Consulting
 Insurance RO system/building
 Reserves

Budgeted	Actual	Actual
Cost per Year	Cost/Month	Cost/year
\$5,000	\$574.89	\$6,158.19
	\$60.22	\$574.38
\$18,000	\$128.65	\$6,394.85
\$8,000	\$795.00	\$7,533.00
\$0	\$0.00	\$0.00
\$5,600	\$1,744.11	\$2,934.58
\$15,000		\$3,175.00
\$1,400	\$83.33	\$916.63
\$8,000	\$666.66	\$7,333.26

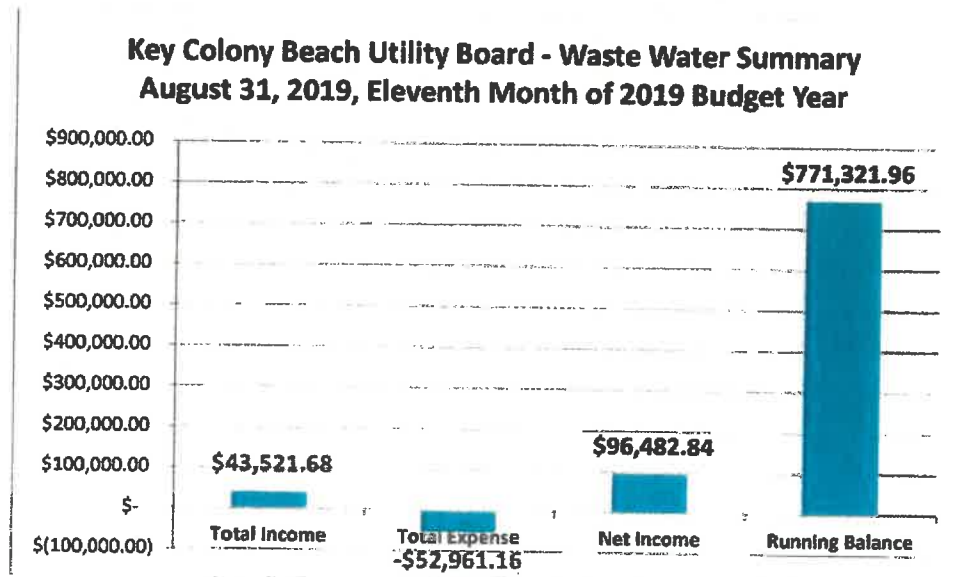
	Hours	Cost \$	
R.O. Power meter	7396.9	\$574.89	\$0.08
Irr pump Power Mete	774.772	\$60.22	\$0.08
Monthly Total		\$635.10	
Gallons Produced			
Cost per Gallon			
Month		Total/year	Total to date
Gallons	1,298,600	10,775,600	53,024,770
Cost / Gal	\$0.003121	\$0.003250	
Cost /Thousand Gal	\$3.12	\$3.25	

\$60,000	\$4,052.85	\$35,020.99	Total for year
\$5,000			

Key Colony Beach Utility Board

Treasurer's Report – September 17, 2019

- ✓ August 31, 2019 financial summary
 - Wastewater funds remain in excellent condition for the 11th month of the 2019 budget year.
 - We continue with a strong positive cash flow
 - Reimbursement received in August for the final request from the State Revolving Fund for the Wastewater plant upgrade.
 - Continue to project excess funds will be available at end of this budget year, including the expected income and expenses for the one remaining budget month.
 - Monthly tracking file has been updated with August 2019 actual results. Summary plot below.
 - Storm Water funds are in excellent condition, with no concerns.
 - Summary of SFWMD and DEP funding opportunities
 - SFWMD Alternative Water Supply funding, Sept 12, 2019 meeting Agenda shows KCB RO expansion project not approved for support funding in draft copy.
 - State Revolving Loan program for Clean Water and Drinking Water Initiatives, training class attended August 23, 2019
 - 1 year to approve funding after planning document provided, low interest loans, requires professional asset management services to be completed and paid for by the requestor
 - Grant program for Nonpoint Source (includes EPA 319 and SWAG options), training class attended August 23, 2019
 - 2 years to approve, allowing 3 years to execute the project, projects that are “shovel ready”, would need estimated load nutrient load reductions/location map/site plan/design complete, match funding program with 40% City funds
 - Examples: Stormwater, Low Impact Development (7th/8th street park), Bioswales
 - Recommendation to approve Waste Water Warrant #0819 for \$88,577.84
 - Recommendation to approve Storm Water Warrant #0819 for \$5,250.00



Financial data provided by Pat Hyland

Treasurer's Report compiled by Tom Harding