

CITY OF KEY COLONY BEACH UTILITY BOARD REGULAR MEETING MINUTES

**Tuesday, May 19, 2020 – 9:30 a.m.
Virtual Meeting**

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, Tom DiFransisco, Mike Alexander and Lin Walsh.
Excused: Steve Flood

Also Present: Jason Shepler of Mittauer and Associates, Building Official Gerard Roussin, Utility Clerk Pat Hyland and Plant Operator Dave Evans. Public – 4

UV Replacement Project Completed

Jason Shepler of Mittauer and Associates confirmed the project was completed and all required certifications have been filed with DEP.

Retention Pond Discussions

Engineer Jason Shepler reviewed his March 16, 2020 letter summation with the Board members. Mr. Shepler answered many questions and there was an extensive discussion between Jason and all Board members as to available options to improve the area. Tidal elevations are coming up to or above, the pond floor. The purpose of the retention pond is for functionality, not aesthetics. It must be functional, first. All members agreed the pond was much more functional prior to Hurricane Irma. The area is an approved debris removal site and was used after Irma. Jason Shepler explained that this system was set up to be dry. The pond is designed to return to a dry condition within 72 hours after the end of a rain event. Discussion included ideas such as: adding an additional injection well, adjusting the level of the retention pond, digging out the retention pond down to the marl level, or digging out to a lesser depth to remove compacted area and cover with stone. After much discussion, incremental steps will be taken and then monitor for functional improvement. The three main complaints of area homeowners were dust, odor and aesthetics of the area. Once the problem is solved, then the board members will focus on the aesthetics of the retention pond area/perimeter.

Motion – Moved by Mike Alexander and seconded by Tom Harding to remove 2 to 3 inches of topsoil and replace with a stone medium to the permitted level of 2.5 feet.

On the Motion: Roll Call Vote. Lin Walsh – yes, Mike Alexander – yes, Tom DiFransisco – yes, Tom Harding – yes, John Dalton – no. 4-1 vote, motion passed.

Jason Shepler added that this would be considered a maintenance project, so there would be no change to the permit. The size of stone/rock to be used will be evaluated. Tom Harding asked Mr. Shepler if a quote package would be necessary, and Jason stated it would not be needed.

Mayor DeNeale's Request to Reduce July Quarterly Sewer Invoice by 50%

It was explained that during the last City Commission meeting, Mayor DeNeale made this request in an effort to assist all property owners during these difficult economic times resulting from the COVID-19 pandemic. Tom DiFransisco stated his understanding from the Commission meeting was Mayor DeNeale thought it would be easier to reduce the sewer assessment rather than attempting to reduce taxes. Tom Harding provided his Treasurer's report which provided the background, current status of wastewater income and the negative effect any discount would have on the wastewater budget by year's end. In addition, since there is a monthly allocation for the State loan payment, the State expects expenses be paid to support the plant and waste recovery system and remain in a positive position. The Utility Clerk stated 3 residential accounts had not yet paid the January quarter, and a total of

71 accounts remained unpaid for the April quarter. One customer with two properties has removed both accounts from autopay. There was discussion regarding a suggestion of an alternative option to not assess late fees for financial hardship cases, related to the July billing.

Motion – Moved by Tom Harding and seconded by Lin Walsh to not approve Mayor DeNeale's request to reduce the July Sewer payment by 50%, but to approve no assessment of late fees for the July quarter.

On the Motion: Roll Call Vote. Unanimous Approval

There was discussion about what could be done to help a Commercial customer also experiencing loss of revenue as a result of COVID-19. This customer has not paid April or May invoices and has a balance of approximately \$2,500.00. Commercial accounts are meter billed on a monthly basis.

Motion – Moved by Tom Harding and seconded by John Dalton to waive late fees for 6 months. The City Administrator will work with the Commercial customer to develop a reasonable payment plan and bring back to the next Utility Board meeting.

On the Motion: Roll Call Vote. Unanimous Approval

Next Meeting Discussion – the next Utility Board Meeting is scheduled for Tuesday, June 16, 2020 at 9:30 am.

Approval of the Minutes: Regular Meeting February 18, 2020

Motion – Moved by Chair John Dalton and seconded by Tom DiFransisco to approve the Minutes of February 18, 2020.

On the Motion: Roll Call Vote. Unanimous Approval.

Utility Clerk Report – The Clerk provided a summary of the previous three months, as the Board has not held a meeting since February.

For the months of February through April, there were a total of 35 property transfers with a total of \$6,300.00 collected in transfer fees. There were no wastewater connection fees collected. Reynold's Construction was paid a total of \$348,967.51 for the UV project. All funds were reimbursed through grant funding. The amount of grant funding available is now \$19,869.98.

The property at 1000 West Ocean Drive is no longer delinquent and all amounts due have been paid, therefore the property lien was released. There are 10 delinquent accounts with unpaid January invoices. All customers have been contacted.

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

Plant Operator Dave Evans explained there was a change order from 3rd Generation for additional work they would need to perform at the 324 11th street project. Dave explained to the contractor the change order would have to be approved before the work started. The contractor apparently underbid the job, and realized the error the day the work began. The project was completed and the change order was included with the final bill. The total originally approved by the Board was \$8,280.00. The final bill including the change order is \$12,155.00, an additional amount of \$3,875.00. The Utility Clerk informed 3rd Generation the amount paid would be the amount quoted, as the change order had not been approved. A check was mailed for \$8,280.00.

Motion – Moved by Chair John Dalton and seconded by Lin Walsh to authorize the City Administrator to meet with Mr. Massaro of 3rd Generation to attempt to mediate the situation and to discuss the extra amount requested, and offer to meet in the middle. In addition, any future change order must be submitted for approval prior to the start of work.

On the Motion: Roll Call Vote. Unanimous Approval.

Mr. Evans also discussed a \$3,900.00 quote received from 3rd Generation for a diver to inspect the underwater force main at the Sadowski Causeway Bridge. This is the pipe that has been exposed since mangroves were cleaned up by a contractor. Mr. Dalton stated that in his opinion the amount of the quote was too high for just an inspection. Mr. Evans suggested Mr. Moonis add this to his discussion with Mr. Massaro of 3rd Generation, and to inquire about a lesser amount. Mr. Moonis will bring the result of his conversation back to the next meeting.

Mr. Evans explained the Harn R/O quote of \$13,125.00 is for replacing with ALL stainless steel piping. Mr. Moonis suggested this should go before the Commission for approval, since the first Harn R/O invoice for other stainless steel work was approved by the Commission. This invoice would be in addition to the first Harn invoice.

Motion – Moved by Tom Harding and seconded by Chair John Dalton to recommend the Harn invoice in the amount of \$13,125.00 be sent to the Commission for approval.

On the Motion: Roll Call Vote. Unanimous Approval.

Chairs Report

A. Genesis Storage Tank Inspection Report

John Dalton explained he was to be present when this inspection took place, but due to a miscommunication, he was not. After the Board discussed the inspection report recommendations, Tom Harding suggested Mr. Evans obtain quotes for the recommended repairs and bring back to the next meeting. Mr. Evans will contact a welder for a quote to repair the patches. Mr. Harding said the report indicated the tank has many years of life expectancy. Plant Operator Evans did not believe the recommendation of demolishing the secondary chamber was needed at this time, as it would be require removing the lid to access the area.

B. Painting Specification for Wastewater Facility Painting Project

Tom Harding provided the background for this topic. Sherwin Williams provided paint specifications for painting of the plant, which can be used bidding purposes. John Dalton suggested this project be delayed for the time being. Tom Harding agreed it should be revisited in the next budget year of 2021. City Administrator Moonis suggested obtaining bids for budgeting purposes for 2021.

Motion – Moved by Chair John Dalton and seconded by Tom Harding to recommend delaying the sewer plant painting until 2021, but to advertise for bids now for 2021 budgeting purposes.

On the Motion: Roll Call Vote. Unanimous Approval.

C. HACH Service Agreement Renewal

The Utility Clerk stated this is an annual renewal which the Board approves each year.

Motion – Moved by John Dalton and seconded by Tom Harding to recommend approval of the renewal of the HACH annual service agreement in the amount of \$3,635.00.

On the Motion: Roll Call Vote. Unanimous Approval

D. Review of Comprehensive Plan – Implementation – Tom Harding reviewed the final item of implementation. Mr. Harding reviewed the 5-year plan for Capital improvements and the estimated costs projected each year. Once finalized with the suggested edits, Mr. Harding will forward to Executive Assistant Saara Staten.

Treasurer's Report: included as part of the Minutes

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

Tom Harding reviewed the previous three months of Treasurer's reports.

Waste Water/Sewer Warrant #0220: was approved in the amount of \$123,961.36

Waste Water/Sewer Warrant #0320: was approved in the amount of \$257,984.96

Waste Water/Sewer Warrant #0420: was approved in the amount of \$66,733.46

Stormwater Warrant #0220: was approved in the amount of \$844.68

Stormwater Warrant #0320: was approved in the amount of \$2,625.00

Stormwater Warrant #0420: was approved in the amount of \$1,210.00

Any Other Business – Tom DiFransisco asked about SRF loan requirements and if a reduction of 50% of sewer payment income would affect those requirements. Tom Harding stated it would, as the monthly allocation for the State loan payment requirements would be negatively affected.

John Dalton asked if there was any recourse with the State, since the retention pond was used for debris removal. As a result, that area is no longer functioning as it should and will require remediation. Mr. Dalton wondered if the State could be approached for any possible reimbursement. Mr. Moonis will look into it and see if anything can be done.

The meeting adjourned at 12:56pm.

The next meeting will be on Tuesday, June 16, 2020 at 9:30am

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. ***

OPERATOR REPORT

February 2020

Plant Update:

1. Call Outs for
2. February 3rd SAM DO probe not working. Call tech support with Hach determined probe needs to be returned. Remove probe and return to Hach. Probe could not be repaired and was replaced under warranty. New probe arrived but does not work notify Hach
3. February 10th Use TV camera to TV storm drain at Clara Blvd and Causeway.
4. February 11th All Keys Diesel performs annual service on generator. Recommend repair to exhaust and replacement of Radiator. Requested cost estimate for repairs.
5. February 13th Annual Fire extinguisher inspection completed. Order 1 new extinguisher for ISAM building.
6. February 13th Tom and Scott from Custom pumps on sight to inspect mixer pump # 1. Last repair indicated bad shaft. Scott thinks it is ok now. He will notify engineer.
7. February 24th Drain effluent holding tank and go in tank to measure opening and provide pictures for tank inspectors.
8. February 26th Sherman Williams on sight to review panting specs.
9. February 27th Hach on sight for service visit on Nitrax meter and ORP probe. Nitrax meter bad send back for repair. ORP probe calibrated ok. Also calibrated DO probes in MBR.
10. T/N annual average to date is 1.60 Mg/l. Annual limit 3.0 Mg/l
11. Total gallons Hauled 54,000 gallons. Removal by G-tech pump truck at 17 cents per gallon
12. Bubble test cassette # 65, 67, 43 & 68
13. Wash Cassette A-1, A-2, B-1 & B-2

R.O. Update:

1. Maintenance Budget for Re-Use (attached)

Collection system:

1. February 5th W. Ocean lift station full. Pull pump motor bad. Install spare Flyght pump lift station pumping down. 7th street lift station full. Pull pump also bad motor. Replace pump with last of the spare pumps in shed. Lift station pumping down. Order 2 more spare lift station pumps.
2. February 17th 4th street lifts station alarm light on. Pull pump remove rag and replace impeller.
3. February 19th 4th street lift station alarm light on. No amps on middle leg. Replace motor contactor and relay.
4. February 27th 3rd Generation completed repairs to collection system on W. Ocean, 8th and 11th streets. 3rd Generation is requesting additional money for 11 street job. See attached invoice.

MAINTENANCE BUDGET FOR RE-USE						
Month of February 2020				Budgeted	Actual	Actual
				Cost per Year	Cost/Month	Cost/year
RO Power Cost	KWH X 0.777200			\$5,000	\$545.46	\$2,505.54
Irrigation Pumps Power Cost	KWH X 0.777200				\$49.54	\$220.40
Chemicals RO System Include Anti-scalant				\$16,000	\$0.00	\$385.85
Extra Testing for DEP TSS, FECAL				\$9,000	\$742.00	\$3,710.00
Contingency				\$0	\$0.00	\$0.00
Main & Repairs to system including pre filter cartridges.				\$5,800	\$420.00	\$1,883.18
Consulting				\$15,000	\$0.00	\$1,645.00
Insurance RO system/building				\$1,400	\$83.33	\$416.65
Reserves				\$8,000	\$668.68	\$3,333.30
	Hours	Cost \$				
R.O. Power meter	7018.23	\$545.46	\$0.08			
Irrig pump Power Mete	637.415	\$49.54	\$0.08			
Monthly Total		\$595.00		\$60,000	\$2,506.99	\$14,080.00
Gallons Produced				\$5,000		
Cost per Gallon						
	Month	Total/year	Total to date			
Gallons	959,000	4,035,000	57,814,770			
Cost / Gal	\$0.002614	\$0.003489				
Cost /Thousand Gal	\$2.61	\$3.49				

Anti Scalent \$128.65 per bucket
Pre Filters \$150.22 Per set
\$10.73 each X 14 per set.

RO Electric
1/31/2020
3/2/2020 7018.23
7018.23

Irrg Electric
1/31/2020
3/2/2020 637.415
637.415

OPERATOR REPORT

March 2020

Plant Update:

1. Call Outs: No call outs for March.
2. March 2nd Pump out and clean out effluent holding tank for inspection.
3. March 3rd Geness on sight and completed effluent holding tank inspection. Start R.O. and begin filling effluent storage tank.
4. March 10th # 2 reuse pump leaking water out seal. Replace seal pump pouring water out. Remove pump and send back to factory rep for repair or replacement.
5. March 10th Insurance man on sight with building official to review tanks and pumps for insurance.
6. March 12th Superannuate digester to drying bed # 3. Leak in decant line. Removed 23,460 gallons of water from digester.
7. March 12th Nitrox meter arrived and installed. Meter is working.
8. March 13th Reynolds on sight dig up and repair decant line.
9. March 27th Plant lift station high usage. Replace check valve on # 2 pump.
10. March 31st Water loss from polishing tank. Install 2-inch isolation valve going to MBR leak stopped. Leak is in reuse line going to MBR.
11. T/N annual average to date is 1.64 Mg/l. Annual limit 3.0 Mg/l
12. Total gallons Hauled 54,500 gallons. Removal by G-tech pump truck at 17 cents per gallon
13. Bubble test cassette # 45, 64, 46, 44 & 66
14. Wash Cassette C-1, C-2, D-1, D-2 & A-1

R.O. Update:

1. Maintenance Budget for Re-Use (attached)

Collection system:

1. March 23rd Coral Lane lift station alarm light on. No auto control pump station down in hand. Replace off float station working in auto.
2. March 26th Completed manhole inspection. See attached report. All manholes ok at this time.

MAINTENANCE BUDGET FOR RE-USE									
Month of March 2020									
				Budgeted	Actual	Actual			
				Cost per Year	Cost/Month	Cost/year			
RO Power Cost KWH X 0.777200				\$5,000	\$613.10	\$3,118.64			
Irrigation Pumps Power Cost KWH X 0.777200					\$54.90	\$275.30			
Chemicals RO System Include Anti-scalent				\$18,000	\$257.30	\$643.25			
Extra Testing for DEP TSS, FECAL,				\$9,000	\$848.00	\$4,558.00			
Contingency				\$0	\$0.00	\$0.00			
Main & Repairs to system including pre filter cartridges.				\$5,600	\$390.22	\$2,853.38	Eff holding tank emptied and cleaned		
Consulting				\$15,000	\$0.00	\$1,645.00			
Insurance RO system/building				\$1,400	\$83.33	\$499.98			
Reserves				\$8,000	\$666.66	\$3,999.98			
		Hours	Cost \$						
R.O. Power meter		7888.596	\$613.10	\$0.08					
Irr pump Power Meter		708.443	\$54.90	\$0.08					
Monthly Total			\$668.01						
Gallons Produced					\$80,000	\$3,513.52	\$17,593.51	Total for year	
Cost per Gallon					\$5,000				
		Month	Total/year	Total to date					
Gallons		1,089,000	5,104,000	58,883,770					
Cost / Gal		\$0.003287	\$0.003447						
Cost /Thousand Gal		\$3.29	\$3.45						

Anti Scalent \$128.65 per bucket
Pre Filters \$150.22 Per set
\$10.73 each X 14 per set.

RO Electric
3/2/2020
4/1/2020 7888.596
7888.596

Irrg Electric
3/2/2020
4/1/2020 706.443
706.443

OPERATOR REPORT

April 2020

Plant Update:

1. Call Outs: No call outs for April.
2. April 2nd Leak in reuse line draining polishing tank. City workers dig up around stairs to MBR and find leak at compression coupling and union. Remove and replace with solid pipe. Still leaking. Next day bypass lines under stairs. Still leaking somewhere. Install 2-inch isolation valves to isolate north side from south side. North side ok. Dig up next to polishing tank and found broken 2-inch elbow.
3. April 3rd Health Department inspector on sight to inspect Diesel fuel tank. Pass inspection noted need to have over fill valve inspected and repair rusted area on fuel spill containment.
4. April 9th UV B tripping out. Contact tech support and found glitch in program. Corrected UV O.K.
5. April 16th Wall unit A/C in lab not working. Purchase new A/C and install
6. April 16th Superannuate digester removed 23,850 gallons.
7. T/N annual average to date is 1.70 Mg/l. Annual limit 3.0 Mg/l
8. Total gallons Hauled 59,500 gallons. Removal by G-tech pump truck at 17 cents per gallon
9. Bubble test cassette # 65, 67, 43 & 68
10. Wash Cassette A-2, B-1, B-2 & C-1

R.O. Update:

1. Maintenance Budget for Re-Use (attached)
2. April 21st Wash R.O. membranes.

Collection system:

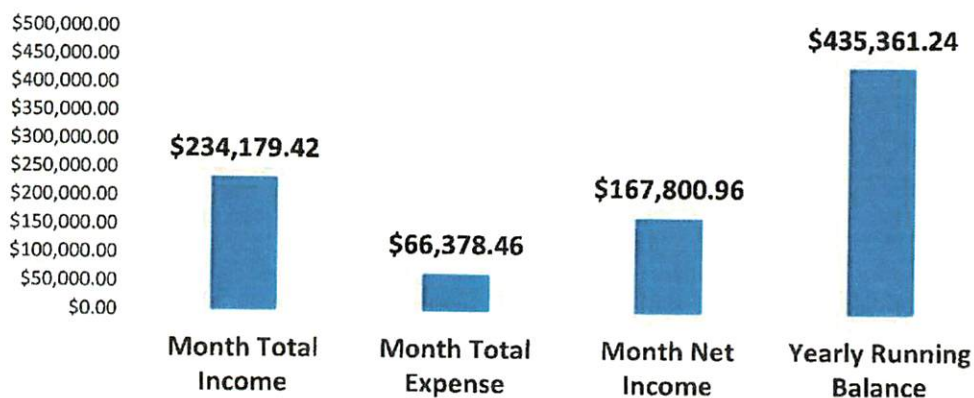
1. April 2nd Install new alarm light on 4th street lift station.
2. April 23rd Locate lateral for Rhodes plumbing on corner of West Ocean and 11 streets. Lateral does not extend to property line. Only to edge of road. Rhodes digs up road and extend lateral. Patched road.
3. April 27th Alarm light on 11 street lift station. Pump pulling high amps. Pull pump and remove rag.
4. April 29th Alarm light on 4th street lift station. No auto control. Replace on float station working in auto.

Key Colony Beach Utility Board Treasurer's Report – May 19, 2020

✓ April 30, 2020 financial summary

- 7th month of 2020 fiscal year budget, Wastewater funds remain in excellent condition.
 - Expected lower income from lower Commercial Sewer Service fees due to COVID-19 business reduction for the next few months, will continue to monitor overall income vs. budget
 - Projection to have rollover funds to next budget year based on the status.
 - Wastewater Warrant includes:
 - Payment for Blower Building insurance (\$6,421.00), highlights we still need to align insurance estimated value with recent appraisal value.
 - Wastewater plant paint specification was received from Sherwin Williams for requesting quotes about repainting the current building structures. Included in the specifications is for concrete and cinder block wall surfaces to meet a ten-year warranty. Suggest requesting quotes for repainting and repair one building location for concrete spalling (MBR Control Building).
- Monthly tracking file has been updated with April 2020 actual results, with summary plot below.
- Storm Water funds are in excellent condition, with no concerns.
 - CD#80032661 matured, March 06, 2020
 - Reinvested with Horizon Bank, at 1.75% interest rate for 6 months. CD#5535 matures 09/05/20
- Recommendation to approve Wastewater Warrant #0420 for \$66,733.46
- Recommendation to approve Storm Water Warrant #0420 for \$1,210.00

Key Colony Beach Utility Board - Waste Water Summary April 30, 2020, 7th Month of 2020 Budget Year



Financial data provided by Pat Hyland

Treasurer's Report compiled by Tom Harding

Key Colony Beach Utility Board Treasurer's Report – April 21, 2020

✓ March 31, 2020 financial summary

- 6th month of 2020 fiscal year budget, Wastewater funds remain in excellent condition.
 - Wastewater actual income is now better aligned with planned budgeted amount at 6th months of exposure, within 1% of planned budget
 - Currently projected to have funds to rollover into 2021 based on expected income and expenses for the remaining of this budget year
 - Wastewater Warrant includes:
 - Semi-annual payment to the State loan
 - An additional FEMA reimbursement for lift stations
 - Final payment to Reynolds Construction for UV project
 - Wastewater plant paint specification was received from Sherwin Williams for requesting quotes in reference to repainting the current building structures. Included in the specifications is for concrete and cinder block wall surfaces to meet a ten-year warranty. Suggest requesting quotes for repainting and repair one building for concrete spalling (MBR Control Building).
 - State of Florida Grant status - after final payment for the UV Project, projected to have \$17,448.38 funds remaining of the open grant.
- Monthly tracking file has been updated with March 2020 actual results, with summary plot below.
- Storm Water funds are in excellent condition, with no concerns.
 - CD#80032661 matured, March 06, 2020
 - Reinvested with Horizon Bank, at 1.75% interest rate for 6 months. CD#5535 matures 09/05/20
- Recommendation to approve Wastewater Warrant #0320 for \$257,984.96
- Recommendation to approve Storm Water Warrant #0320 for \$2,625.00

Key Colony Beach Utility Board - Waste Water Summary
March 31, 2020, 6th Month of 2020 Budget Year



○ Financial data provided by Pat Hyland

Treasurer's Report compiled by Tom Harding

Key Colony Beach Utility Board

Treasurer's Report – March 20, 2020

- ✓ February 29, 2020 financial summary
 - 5th month of 2020 fiscal year budget, Wastewater funds remain in excellent condition.
 - Sewer service income is tracking closer to planned budgeted amount with reviewing February income increases
 - Wastewater plant paint specification received from Sherwin Williams for requesting quotes for repainting building structures. Included in the specifications for concrete and cinder block wall surfaces to meet a ten-year warranty.
 - Monthly tracking file has been updated with February 2020 actual results, with summary plot below.
 - Storm Water funds are in excellent condition, with no concerns.
 - CD#80032661 matured, March 06, 2020
 - Propose reinvest at highest CD return rate from Marathon local bank branches for \$200,000.00, duration of 1 year.
 - Recommendation to approve Wastewater Warrant #0220 for \$123,961.36
 - Recommendation to approve Storm Water Warrant #0220 for \$844.68

Key Colony Beach Utility Board - Waste Water Summary
February 29, 2020, 5th Month of 2020 Budget Year



Financial data provided by Pat Hyland

Treasurer's Report compiled by Tom Harding