

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

Tuesday, June 16, 2020 – 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, Tom DiFransisco, Mike Alexander and Lin Walsh.
Excused: Steve Flood

Also Present: Jason Shepler of Mittauer and Associates, Utility Clerk Pat Hyland and Plant Operator Dave Evans.
Public – 1

Retention Pond Discussions

Board Chair John Dalton started the discussion by stating there were some thoughts regarding the previous meeting's vote pertaining to this topic. There has been community input after the last Board meeting regarding the aesthetics of the area if stone or gravel is to be placed on top.

Since Mr. Dalton did not vote in favor on that motion, another board member would need to make a motion to recall the original vote. Board member DiFransisco explained his position and informed board members he is having second thoughts on his vote at the last meeting. He explained his new position and he now disagrees with adding a stone medium, which he no longer thinks is a good idea. A lengthy discussion among the Board members followed regarding previous board conversations about the history of the retention pond, injection wells, addressing treatment of the pond, first flush not being filtered, etc.

Jason Shepler reiterated the Stormwater plan originally has 7th Street and 8th Street with the retention pond. He restated the City is free to modify the system, as long as the treatment volume is addressed. The system must maintain a 6 inch first flush. Currently, the first flush is not being filtered so it remains in the pond.

Tom Harding stated the addition of gravel/rock would assist in filtration and also address the aesthetics of the area. He also continued that afterward, trees could be planted around the perimeter which would block the residents' view of the stone, an addition which they find aesthetically displeasing.

Tom DiFransisco suggested the City Administrator, Jason Shepler and a Board member meet with a representative from South Florida Water Management District (SFWMD) to seek any recommendations or gain additional insight into addressing the issue.

Mr. Moonis reminded the Board members of steps taken thus far, the previous meeting's vote and the recommendation by the Board to the City Commission. The Commission would like to see forward motion on doing something to address the retention pond. Mr. Moonis said there are many residents in the neighboring area of the retention pond, as well as other City residents, who are requesting action be taken.

Resident Greg Burke addressed the Board and provided his recollection of the condition of the pond area before and after Hurricane Irma. Mr. Burke and Mr. Moonis spoke about what was done to the retention area post Irma to improve the appearance.

There was more discussion pertaining to the 13 feet of marl which is under the surface material. Mr. Shepler reminded the Board members the geotechnical boring tests showed the marl is a non-conductive material.

Mike Alexander suggested Greg Burke, who is Chair of the Beautification Committee, investigate what might grow in the retention area without any material covering the marl. Mr. Alexander also suggested Mr. Moonis speak with Ed Sims, the local contractor who assisted the City with post-Irma cleanup and for his recollection of the retention pond used as a debris area.

Motion – Moved by Tom DiFransisco and seconded by John Dalton to **retract** the previous motion to dig up 2 to 3 inches of top soil 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 – no, John Dalton – yes. 4-1 vote, motion passed.

Mr. Moonis will inform the City Commission of the Utility Board's recall of the original motion. Engineer Jason Shepler was directed to discontinue working on anything he is currently doing to prepare a bid package.

Motion – Moved by Lin Walsh and seconded by John Dalton to remove all compacted material and wait a period of time to see how the area will function.

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

Mr. Moonis and Mr. Shepler will contact the South Florida Water Management District (SFWMD) and request an onsite visit by their representative to discuss the district's possible ideas of what is and what is not allowed under the current permit, as well as request recommendations to solve the problem. Mr. Shepler can provide the SFWMD with his reports done so far.

Sewer Plant Painting – Status of Contractor Search/Bid Request

Chair John Dalton reminded the members voted to put off the painting until 2021. Utility Clerk Pat Hyland stated at the last meeting part of the motion to delay the painting to 2021 was to advertise for bids now for 2021 budgeting purposes. No follow up has been done to that point. Mr. Harding and Mr. Dalton agreed it was not necessary to get painting figures for the budget, therefore no bid will be advertised.

Next Meeting Discussion – the next Utility Board Meeting is scheduled for Tuesday, July 21, 2020 at 9:30 am.

Approval of the Minutes: Regular Meeting May 19, 2020

Motion – Moved by Chair John Dalton and seconded by Tom Harding to approve the Minutes of May 19, 2020.

On the Motion: Roll Call Vote. Unanimous Approval.

Utility Clerk Report –

For the month of May there were a total of 8 property transfers with a total of \$1,400.00 collected in transfer fees. The property at 341 2nd Street has been foreclosed on by the bank. The former property owner vacated the premises several months ago. A certified letter will be mailed to the bank with a request for payment of the outstanding balance of \$390.00.

Collection of the April quarterly residential sewer payments has been slow, due to the outbreak of Covid-19. There are 56 residential accounts who have not paid the April quarterly Sewer fee. There are 4 commercial accounts in a delinquent status.

A total of 4 new residential properties have received Certificates of Occupancy and will be added to the July billing cycle. The number of single family/duplex units will increase to 973 which, when added to the number of condo units of 487, will increase total residential units to 1,460.

Tom Harding added there has been no collection of sewer connection fees. The current budget anticipates an amount of \$67,500.00 in income for 2020. This figure was based on last year's collection amount, and assumed additional connection fees would be collected on new building permits in the current year. Utility Clerk Hyland stated most of the connection fees were paid last year, when vacant lot owners applied for building permits. Pertaining to the current budget, Mr. Harding advised the current income is lower than the budgeted projection due to the lack of connection fee income as well as the unpaid residential and commercial quarterly/monthly invoices for April/May.

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

The invoice for 3rd Generation Plumbing has not yet been paid. Mr. Moonis will contact 3rd Generation Plumbing again to negotiate the unpaid change order for \$3,875.00, previously discussed at the last Utility Board meeting. Plant Operator Dave Evans obtained an estimate from Arlington Electric for electrical work at 11 Sadowski Causeway. The work will include installation of a new control panel to replace the original panel damaged during paving. The panel would be raised above flood level and a new conduit would be put in from the control panel to the tank. A new wooden power pole will be installed and relocated a foot or two over to the property line, rather than at its current location.

Motion – Moved by Tom Harding and seconded by Lin Walsh to approve the Arlington Electric South estimate in the amount of \$4,266.62.

On the Motion: Roll Call Vote. Unanimous Approval.

Mr. Evans obtained an estimate from Leigh Service & Repair for providing the annual certifications required by FDEP for the Guillotine valve and sensors, and Pneumercator fuel monitoring system.

Motion – Moved by Tom Harding and seconded by Chair John Dalton to approve the estimate from Leigh Service & Repair for the amount of \$560.00.

On the Motion: Roll Call Vote. Unanimous Approval.

Chairs Report

A. Initial 2021 Utility Board Ideas for Discussion and Feedback from the Board

Board Treasurer Tom Harding provided the Board members with an outline of the 2021 Budget dates and discussion topics for the Board. Members reviewed Mr. Harding's projections. Mr. DiFransisco inquired if there were funds in contingency. He also raised a question pertaining to past Board discussions introduced by Mr. Moonis regarding the City possibly requesting additional reimbursement from the Utility Department for expenses not already being paid (i.e. monthly portion of Utility clerk's office in the monthly rental expense of the trailer, City Administrator's time spent on Utility-related discussions/phone calls, City staff's time for assisting in occasional Utility-related tasks). Mr. Harding inquired whether Mr. Moonis had plans of incorporating those types of items in the upcoming City budget. That has not yet been discussed. Mr. Harding has not made any allowance in the Utility Budget as final discussions or decisions have been brought back.

The proposed Utility budget will be presented to the Board members and will be discussed and approved at the next monthly Utility Board meeting in July.

Treasurer's Report: included as part of the Minutes

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

Waste Water/Sewer Warrant #0520: was approved in the amount of \$93,523.33

Stormwater Warrant #0520: was approved in the amount of \$750.00

Any Other Business –

The meeting adjourned at 11:40am.

The next meeting will be on Tuesday, July 21, 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

May 2020

Plant Update:

1. Call Outs: Call outs for May. 5/3/20 No reuse pumps due to HMI screen for reuse, irrigation and RO feed pump not on. Found UPS off. Turn on getting low battery warning. By pass UPS and order new battery all pumps running in auto. 5/24/20 Power blip caused UV B to go into alarm. Found UV running and reset alarm. 5/25/20 2:40 AM FV-3560-2 failed. Train two shut down. Valve not responding in auto. Manually open valve and start train 2.
2. May 5th Install new back up HMI on MBR plant. Works but no UV screen. Contact Suez and have UV program installed on new HMI. Leave new screen running plant and put old screen in stock as back up.
3. May 6th, UVT meter showing lamp failure. Found wire broken to circuit board. Notify Aquionics will ship new lamp circuit board under warranty.
4. May 14th Heavy rain over 6 inch and still raining. W.Ocean drive under water. All lift station pumping but have high water level lights on. Plant handles flow with no problem. Surge tank holding at 9.3 feet.
5. May 19th Install rebuilt reuse pump # 2.
6. May 20th Install new UPS battery in UPS for plant pump HMI and computer.
7. May 27th FV-3560-2 not working in auto. Found bad solenoid valve and replaced. Valve working in auto.
8. T/N annual average to date is 1.60 Mg/l. Annual limit 3.0 Mg/l
9. Total gallons Hauled 55,500 gallons. Removal by G-tech pump truck at 17 cents per gallon _
10. Bubble test cassette # 45, 64, 46 & 44
11. Wash Cassette C-2, D-1, D-2 & A-1

R.O. Update:

1. Maintenance Budget for Re-Use (attached)
2. May 5th Replace all 0-100 PSI gauges on R.O. total of 6 new gauges.

Collection system:

1. May 18th Pull pump at 11 street remove rag from pump and replace impeller.
2. May 21st Repair alarm lights on Causeway South. West Ocean, 9th, 10th and Vista Del Sol lift stations.
3. May 21st Two spare lift station pumps arrived.
4. May 27, Causeway south lift station not working. Found bad wire from control box to lift station. Pull all new power wires from control box to lift station. Station working in auto.

MAINTENANCE BUDGET FOR RE-USE
Month of May 2020

				Budgeted Cost per Year	Actual Cost/Month	Actual Cost/year	
RO Power Cost KWH X 0.777200				\$5,000	\$394.40	\$4,722.70	
Irrigation Pumps Power Cost KWH X 0.777200					\$40.53	\$366.15	
Chemicals RO System Include Anti-scalant				\$16,000	\$0.00	\$4,478.05	
Extra Testing for DEP TSS, FECAL,				\$9,000	\$689.00	\$8,042.00	
Contingency				\$0	\$0.00	\$0.00	
Main & Repairs to system including pre filter cartridges.				\$5,600	\$638.62	\$3,642.22	
Consulting				\$15,000	\$0.00	\$3,290.00	6 New 0-100 PSI gauges
Insurance RO system/building				\$1,400	\$83.33	\$666.64	
Reserves				\$8,000	\$666.66	\$5,333.28	
	Hours	Cost \$					
R.O. Power meter	5074.591	\$394.40	\$0.08				
Irng pump Power Mete	521.516	\$40.53	\$0.08				
Monthly Total		\$434.93					
Gallons Produced				\$60,000	\$2,512.54	\$27,941.04	Total for year
Cost per Gallon				\$5,000			
	Month	Total/year	Total to date				
Gallons	748,000	6,898,000	60,677,770				
Cost / Gal	\$0.003359	\$0.004051					
Cost /Thousand Gal	\$3.36	\$4.05					

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

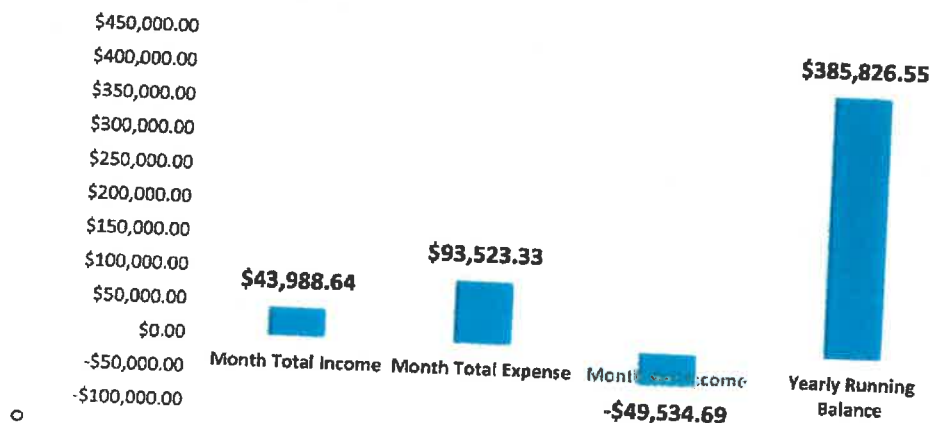
RO Electric
5/1/2020
6/1/2020 5074.591
5074.591

Irrg Electric
5/1/2020
6/1/2020 521.516
521.516

Key Colony Beach Utility Board Treasurer's Report – June 16, 2020

- ✓ May 31, 2020 financial summary
 - 8th month of 2020 fiscal year budget, Wastewater funds remain in excellent condition.
 - Total income lower than budgeted projection by 3.5%, continue to monitor vs. budgeted amounts on regular basis
 - Lower commercial income fees due to commercial usage reduction, income lower than budgeted amount by 19%
 - Residential income lower than budgeted amount by 3%
 - Wastewater Warrant financial summary includes the following highlights:
 - Final reimbursement received from the State of Florida grant for the UV system
 - Monthly tracking file has been updated with May 2020 actual results, with summary plot below.
 - Storm Water funds are in excellent condition, with no concerns.
 - Total income at 97.6% of planned budget with 4 months remaining for the current budget year
 - Recommendation to approve Wastewater Warrant #0520 for \$93,523.33
 - Recommendation to approve Storm Water Warrant #0520 for \$750.00

Key Colony Beach Utility Board - Waste Water Summary
May 31, 2020, 8th Month of 2020 Budget Year



Financial data provided by Pat Hyland

Treasurer's Report compiled by Tom Harding