

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

**Tuesday, July 21, 2020 – 9:30 a.m. @ City Hall**

**Call to Order, Roll Call:**

The regular meeting of the Utility Board was called to order at 9:40 a.m. by Board Chairman John Dalton.  
*Answering to roll call was:* John Dalton, Tom Harding, Tom DiFransisco and Mike Alexander.  
*Excused:* Steve Flood and Lin Walsh

Also Present: Jason Shepler of Mittauer and Associates, Utility Clerk Pat Hyland and Plant Operator Dave Evans.  
Public – 0

**Retention Pond Discussion**

Board Chair John Dalton started the discussion by providing a brief review of the history of what has been previously discussed.

City Administrator Chris Moonis reminded the board members the Mayor and City Commission would like the Utility Board to move forward with their recommendation, and in addition obtain an engineering design of what the area should like at completion, to accompany the work to be done.

Mittauer Engineer Jason Shepler restated the original design was to have the pond bottom dug to the level of two and a half feet. The system was designed with an injection well and must maintain a six inch first flush. Currently, the first flush is not being filtered so it remains in the pond, resulting in the treatment system not functioning as it should. In addition, king tides will continue to affect the pond area now and in the future.

Mr. Moonis requested Engineer Shepler put the bid package together so the work can be advertised with a twenty day notification deadline. The bid package should be ready by July 31<sup>st</sup>. A Utility Board special meeting can be scheduled for a timeframe between August 24<sup>th</sup> and the City Commission meeting on August 27<sup>th</sup>, to review the bids and make a recommendation to go before the Commission on August 27<sup>th</sup>.

Tom DiFransisco reminded the board members the plan is to remove the material at the retention pond and watch the results, then have Engineer Shepler provide an engineering design.

Mr. DiFransisco provided a 'White Paper' which he drafted to be reviewed by board members and provide this document to the City Commission. This document provides the history of the retention pond and the current condition of the area and steps to be taken to return the area to a functioning state. The document was reviewed by the board members who agreed with the information contained in the document.

Tom Harding stated the required maintenance of the injection well was previously scheduled, but the work was not done, due to the quarantining of city staff as a result of COVID-19 exposure. The injection well at the retention pond has not been functioning properly, and is among those to be cleaned. This work has been rescheduled to be done on July 27<sup>th</sup>. Mr. DiFransisco reminded the board members the information regarding the elevation of spillover will be required by Engineer Shepler for his report. Mr. Shepler will email Mr. Moonis with the exact information needed and he requested measurements and pictures should be taken by the Public Works staff, who will oversee Clean Grounds performing the maintenance of the injection wells.

**Motion** – Moved by Tom DiFransisco and seconded by Chair John Dalton to provide the White Paper document to the City Commission at the next scheduled Commission meeting. The document will be updated with information gathered from injection well cleaning on July 27<sup>th</sup>.

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

Both Tom DiFransisco and Mike Alexander will attend the City Commission meeting to explain the document.

**Next Meeting Discussion** – the next Utility Board Meeting is scheduled for Tuesday, August 18, 2020 at 9:30 am. The Utility Clerk will advise the board members if the next meeting will be held virtually since Marble Hall will be in use for the Primary Election. If the Governor extends the use of virtual meetings, which is set to expire August 1<sup>st</sup>, virtual meetings will continue to be allowed.

**Approval of the Minutes:** Regular Meeting June 16, 2020

**Motion** – Moved by Tom Harding and seconded by Chair John Dalton to approve the Minutes of June 16, 2020.

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

#### **Utility Clerk Report –**

For the month of June there were a total of 2 property transfers with a total of \$400.00 collected in transfer fees. The property at 341 2<sup>nd</sup> Street has been sold and all delinquent sewer fees have been collected.

Utility Clerk Pat Hyland reported as of July 15<sup>th</sup>, 39 residential accounts have not paid the April quarterly sewer bill. In addition, 4 commercial accounts are in a delinquent status. An email reminder notification will be sent out to all delinquent residential and commercial accounts prior to the Utility Clerk leaving for vacation next week.

A total of 3 new residential properties have received Certificates of Occupancy and will be added to the October billing cycle. The number of single family/duplex units will increase to 976, which when added to the number of condo units of 487, will increase total residential units to 1,463.

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

The invoice for 3<sup>rd</sup> Generation Plumbing has not yet been paid. Mr. Moonis has made contact with 3<sup>rd</sup> Generation Plumbing to negotiate the unpaid change order for \$3,875.00, and is awaiting a reply.

Plant Operator Dave Evans obtained a verbal quote of \$3,500.00 from Matlock Welding to weld the steel plate over the bad spots in the RO holding tank. This repair work was recommended during the tank inspection recently performed by Genesis. Mr. Evans was asked to submit a written quote from Matlock Welding at the next Utility Board meeting. Mr. Evans also stated the tank would have to be drained and cleaned prior to welding. This cost is estimated at \$1000.00.

Mr. Evans provided a quote from Leigh Service & Repair for \$1,750.00 for repairs needed to the diesel tank. These repairs were identified during the recent annual certifications.

**Motion** – Moved by Tom Harding and seconded by Mike Alexander to approve the Leigh Service & Repair estimate in the amount of \$1,750.00.

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

Mr. Evans obtained 3 estimates from Aquionics UV Diversified for a 1 and 5 year year warranty replacement parts, another for year 2 and 4, and the remaining estimate for year 3.

**Motion** – Moved by Tom Harding and seconded by Chair John Dalton to approve year one only estimate from Aquionics UV Diversified in the amount of \$7,859.60.

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

#### **Chairs Report**

##### **A. 2021 Utility Board Budget for Discussion and Approval**

Board Treasurer Tom Harding provided the Board members with an explanation of the 2021 Budget. Administrator Moonis asked to address the cost of his time and the time of the City Clerk, spent on Utility-related activities. Mr. Moonis requested the Board take this into consideration and agree to reimburse the City for 20% of his base salary for his time spent relating to Wastewater and Stormwater issues. There are tasks performed by the City Administrator such as attending monthly Utility Board meetings, placing phone calls related to the sewer plant, reviewing and approving Utility invoices, etc. as well as the financial reports the City Clerk must include in the monthly reports to the Commission. The 20% request would cover work provided by both the City Administrator and the City Clerk, on behalf of the Utility Board. The 20% would amount to \$25,000.00 in the 2021 Budget.

Mr. Moonis is looking for support from the Utility Board prior to taking his recommendation to the City Commission. This percentage would come out of the reserve fund of the Utility Board. The Board members agreed

that this request would be on a reviewed annual basis, and not be in perpetuity. Mr. DiFransisco asked about the cost of public works employees who perform work for the sewer work. This minimal amount of work includes washing cassettes as well as performing landscaping work around the plant. It is less expensive to use a public works employee rather than the increased cost for US Water to perform those same tasks.

**Motion** – Proposed by Tom Harding and seconded by Chair John Dalton to approve 20% of the City Administrator's base salary to be reviewed yearly during the budget process for that percentage.

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

Mr. Harding will update the budget and provide to the Utility Clerk.

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

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

**Waste Water/Sewer Warrant #0620:** was approved in the amount of \$46,610.91

**Stormwater Warrant #0620:** was approved in the amount of \$471.85

**Any Other Business** – Tom DiFransisco suggested someone on the city staff be assigned to Wastewater/Stormwater and to attend the monthly Utility Board meetings. Mr. Moonis agreed will discuss with Building Official Roussin about this and bring back an answer to the next meeting.

**The meeting adjourned at 11:08am.**

**The next meeting will be on Tuesday, August 18, 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

June 2020

### Plant Update:

1. Call Outs: No Call out for June
2. June 2<sup>nd</sup> Reuse pump # 2 leaking out of seal. Turn on # 1 pump. Notify supplier for warranty repair.
3. June 4<sup>th</sup> All Keys Diesel on sight. Remove old radiator from generator. Wrong radiator told it will take 7 to 10 days to get correct radiator. Generator out of service.
4. June 9<sup>th</sup> New part for UV detector arrived and installed. UV detector working.
5. June 10<sup>th</sup> Service rep repaired reuse pump # 2. New seal installed. Pump working
6. June 19<sup>th</sup> Leigh service and Repair inc perform annual service on over fill valve and sensors.
7. June 23<sup>rd</sup> Superannuate digester. Removed 50,000 gallons from digester.
8. June 26<sup>th</sup> All Keys Diesel installs new radiator and air cooler on generator. Run generator without load. Generator is in auto. Exhaust leak still needs repaired.
9. T/N annual average to date is 1.70 Mg/l. Annual limit 3.0 Mg/l
10. Total gallons Hauled 51,300 gallons. Removal by G-tech pump truck at 17 cents per gallon
11. Bubble test cassette # 66, 65, 67, 43 & 68
12. Wash Cassette A-2, B-1, B-2, C-1 & C-2

### R.O. Update:

1. Maintenance Budget for Re-Use (attached)
2. June 11<sup>th</sup> Matlock welding on sight. Estimate cost to weld ¼-inch steel plate over bad spots in effluent holding tank is \$3500. Estimate cost to drain tank and vacuum floor for welder to work tank must be dry. Cost estimated at \$1000 for labor and pump truck.

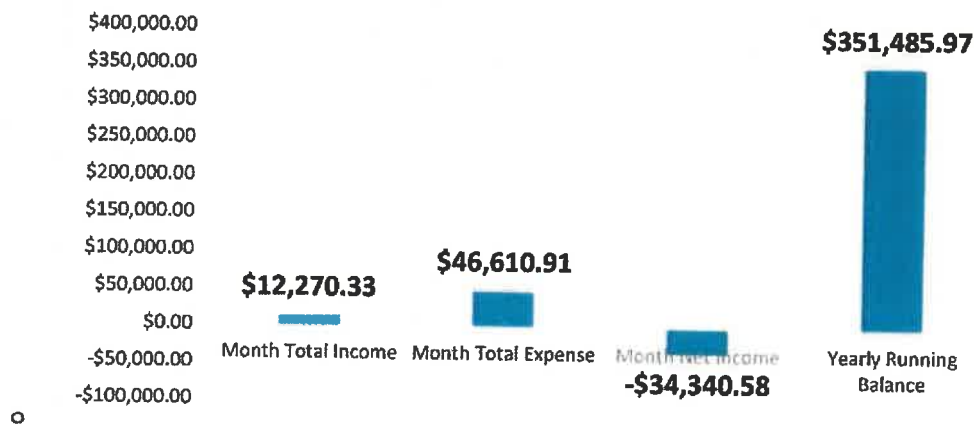
### Collection system:

1. June 2<sup>nd</sup> New controller/monitor for TV camera arrived. TV Vista del Sol subdivision due to increase flow to lift station. Found leak 103 feet from manhole # 4 at house # 1265 Cory Drive. Noted on leaks to repair list.
2. June 8<sup>th</sup> Clean Grounds clean all lift stations. Replace broken float on 11 street and Clear air bound pumps on Causeway South and Coral lane stations.
3. June 22<sup>nd</sup> Alarm on 12<sup>th</sup> street station. Pull pump and remove rag from impeller. Station pumping down. Pump serial # 1240403

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

- ✓ June 30, 2020 financial summary
  - 9th month of 2020 fiscal year budget, Wastewater funds remain in excellent condition.
    - Total income lower than budgeted projection by 3.4%, continue to monitor vs. budgeted amounts on regular basis
      - Commercial income lower than budgeted amount by 25%
      - Residential income lower than budgeted amount by 1.9%
      - No sewer connection fees to date
    - Total expenses lower than budgeted amount by 12.5%
  - Monthly tracking file has been updated with June 2020 actual results, with summary plot below.
  - Storm Water funds are in excellent condition, with no concerns.
    - Total income above budgeted income for the year
    - One stormwater CD is maturing Sept 05, 2020, suggest to re-invest for one year at the highest competitive bank rate
  - Recommendation to approve Wastewater Warrant #0620 for \$46,610.91
  - Recommendation to approve Storm Water Warrant #0620 for \$471.85

### **Key Colony Beach Utility Board - Waste Water Summary June 30, 2020, 9th Month of 2020 Budget Year**



Financial data provided by Pat Hyland

Treasurer's Report compiled by Tom Harding