

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

**Tuesday, August 18, 2020 – 9:30 a.m.  
Virtual Meeting via Zoom**

**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 and Lin Walsh.

*Excused:* Steve Flood and Mike Alexander

Also Present: Jason Shepler of Mittauer and Associates, City Administrator Chris Moonis, Utility Clerk Pat Hyland, Plant Operator Dave Evans and Public Works Supervisor Mike Guarino. Public – 01

**Retention Pond Discussion**

Engineer Jason Shepler has completed the bid package which is being reviewed by City Administrator Moonis. Mr. Moonis expects the bid package to be ready to be sent out for advertisement by tomorrow, Wednesday, August 19<sup>th</sup>. Contractors will have a 20-day deadline from the date of publishing to provide bids.

**Next Meeting Discussion** – the next Utility Board Meeting is scheduled for Tuesday, September 15, 2020 at 9:30 am.

**Approval of the Minutes:** Regular Meeting July 21, 2020

**Motion** – Moved by Tom Harding and seconded by Tom DiFransisco to approve the Minutes of July 21, 2020.

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

**Utility Clerk Report –**

For the month of July there were a total of 6 property transfers with a total of \$1000.00 collected in transfer fees. As of August 14<sup>th</sup>, 10 residential accounts have not paid the April quarterly sewer bill. A total of 44 residential accounts have not paid the July quarterly sewer bill. All customers have been contacted.

One commercial account is delinquent for two previous months, but should be paid in full by week's end.

Two 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 978, which when added to the number of condo units of 487, will increase total residential units to 1,465.

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

City Administrator Moonis made contact with 3<sup>rd</sup> Generation Plumbing and negotiated an agreement to pay 50% of the change order for \$3,875.00.

**Motion** – Moved by Tom Harding and seconded by Board Chair John Dalton to approve payment of \$1,937.00 to 3<sup>rd</sup> Generation Plumbing. This figure is the agreed percentage amount negotiated by both the contractor and the Utility Board.

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

Plant Operator Dave Evans obtained a written 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 also stated the tank would have to be drained and cleaned prior to welding, as was done in the past.

**Motion** – Moved by Tom Harding and seconded by Chair John Dalton to approve the quote of \$3,500.00 to Matlock's Welding & Fabrication.

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

## **Chairs Report**

### **A. 2021 Utility Board Budget Approval**

Board Treasurer Tom Harding provided the Board members with the amended budget and explained the approved change from the previous meeting had been made. Mr. DiFransisco asked if both the Sewer and Stormwater budgets had been amended for the City Administrator's salary. Mr. Harding explained only the Sewer budget was changed.

**Motion** – Proposed by Tom Harding and seconded by Lin Walsh to approve the 2020-2021 Utility Board budget.

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

**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 #0720:** was approved in the amount of \$56,213.71

**Stormwater Warrant #0720:** was approved in the amount of \$700.00

**Any Other Business** – Tom DiFransisco asked Mr. Moonis if someone on the city staff had been assigned to Wastewater/Stormwater and to attend the monthly Utility Board meetings. Mr. Moonis introduced Mike Guarino, the Public Works Supervisor. Mr. Guarino gave a brief history of his career, as well as some of the sewer and storm water tasks he has undertaken thus far for the City.

Mr. DiFransisco suggested the South Florida Water Management District (SFWMD) be contacted prior to advertising the Bid for the retention pond work. The Bid can be advertised with an addendum added afterwards, should SFWMD add a requirement.

Mr. DiFransisco asked Jason Shepler to explain the measurements collected recently at the injection wells at the retention pond as compared to the injection well on 12<sup>th</sup> Street. Tom Harding has been collecting requested measurements this week and providing to Mr. Shepler. Mr. Harding stated the water in the injection well at the pond is going up and down with the tide, while the 12<sup>th</sup> street well remains stable. Mr. Shepler suggested testing for salinity at the injection well for the retention pond. Mr. Shepler also suggested the possibility of lowering the swale which feeds the northeast injection well in order to increase the volume to the well.

**The meeting adjourned at 10:05am.**

**The next meeting will be on Tuesday, September 15, 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

July 2020

### Plant Update:

1. Call Outs: July 21<sup>st</sup> 11:30 PM Side two shut down. FV-3568-2 failed. Lock open and restart plant.
2. July 3<sup>rd</sup> take apart and clean out debris from waste pump P-37. Clean out solenoid valve for seal water.
3. July 16<sup>th</sup> Repair leak in Alum feed system
4. July 16<sup>th</sup> FV-3560-1 failed take apart and test actuator and valve seem ok. Replace solenoid valve working in auto.
5. July 17<sup>th</sup> Water filling vacuum pumps. Take apart Crispin valve side one. Clean and adjust stopper.
6. July 20<sup>th</sup> All Keys Diesel repair exhaust leak on generator. All work complete.
7. July 20<sup>th</sup> UV A faulting and not running. Temp sensor out of range. Contact Aquionics and checked connections were ok. New Temp sensor will be sent under warranty.
8. July 27<sup>th</sup> Install new Temp sensor UV A. UV working again.
9. July 27<sup>th</sup> Replace 6-inch butterfly valve FV-3560-1 and new solenoid valve FV-3568-2. All valves working in auto.
10. T/N annual average to date is 1.63 Mg/l. Annual limit 3.0 Mg/l
11. Total gallons Hauled 31,500 gallons. Removal by G-tech pump truck at 17 cents per gallon
12. Bubble test cassette # 45, 64, 46 44
13. Wash Cassette D-1, D-2, A-1 & A-2

### R.O. Update:

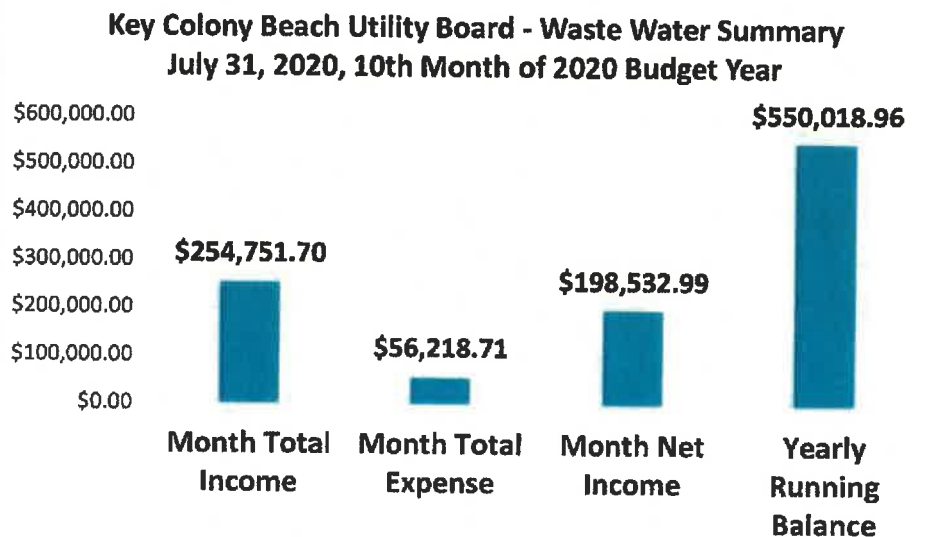
1. Maintenance Budget for Re-Use (attached)

### Collection system:

1. July 22<sup>nd</sup> High flow to causeway south lift station. Check salinity north side 15.4 ppt Causeway North @ 16.8 coral lane @ 8.1 Manhole # 29 @ 13.0 ppt.
2. July 23<sup>rd</sup> Arlington Electric install new pole, conduit and control panel @ Causeway North lift station.
3. July 24<sup>th</sup> Called out to 9<sup>th</sup> street lift station @ 8:30 PM. Station full motor contactor tripped out. Found bad connection at bottom of motor contactor. Repair connection station pumping down if auto.

## Key Colony Beach Utility Board Treasurer's Report – August 18, 2020

- ✓ July 31, 2020 financial summary
  - 10th month of 2020 fiscal year budget, Wastewater funds remain in excellent condition.
    - Total income lower than budgeted projection by 4.4%, continue to monitor vs. budgeted amounts on regular basis
      - Improvement in commercial income for July, but overall lower than budgeted amount by 22%
      - Residential income lower than budgeted amount by 3.6%
    - Wastewater Warrant includes the following highlights:
      - Insurance payments
  - Monthly tracking file has been updated with July 2020 actual results, with summary plot below.
  - Storm Water funds are in excellent condition, with no concerns.
    - One stormwater CD is maturing Sept 05, 2020, suggest to re-invest for one year at the highest competitive bank rate
  - 2020/2021 Utility Board Budget updated with City Administrator portion of salary for \$25,000 added to Salaries per Meeting direction on July 21, 2020
  - Recommendation to approve Wastewater Warrant #0720 for \$56,213.71
  - Recommendation to approve Storm Water Warrant #0720 for \$700.00



Financial data provided by Pat Hyland

Treasurer's Report compiled by Tom Harding