

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

Tuesday, May 19, 2015 - 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 Chair Jim Teague. *Answering to roll call was:* Chair Jim Teague, Steve Flood, Eric Larsson, and Tom Conley. *Excused:* Bob Licause *Also Present:* Plant Manager, Dave Evans and Utility Clerk, Melanie T. Rider
Public: 3

Approval of Minutes: Minutes from Regular Meeting April 21, 2015.

Motion – Moved by Eric Larsson, seconded by Steve Flood, to approve the minutes of the regular meeting.

On the Motion: Roll Call Vote. Unanimous Approval.

Chairs Comments & Organization Decisions:

The newly appointed Chair, Jim Teague, stated that he respects the Utility Board and what they have done, and how hard they have worked in the past. He stated that the Utility Board has a lot of major challenges to come; the plant repairs and upgrades, the salt intrusion on city laterals, meeting the new AWT standards, and the force main. He is looking for members who are willing to put in the time and effort it is going to take to do things, and do them right. There is a 163 page Master Plan that needs to be understood by all members. Mr. Teague stated that he has some experience but, needs to learn a lot himself and will expect the same from any member. He wants them to be in full understanding of the plant as it is now, as well as, to learn about the new and upcoming options/changes to come. He would also like members to be available for some extra meetings as needed. He intends to keep the meetings on Tuesdays at 9:30am. He made it clear that he does not want to make the decisions alone; he wants the board, and each of the members to be equally educated, engaged and to have their individual opinions heard and discussed. He is also going to be presenting to the Commission not only, the majority recommendation of the Board but also, the minority points as well. He explained to the Board that his background is in a commercial transport vehicle washing company. He shared that he has knowledge and experience in water valves, pumps, controls, and some of the engineering. He also said he has experience with reusing water, not waste water exactly, but reusing water for commercial washing purposes. He believes he has enough background to understand what the engineers are trying to portray but, still intends on going into this with the intention of having to learn it all from scratch. He then asked each board members present if they would like to express how they feel and/or where they stand going forward. Everyone agreed to stay on and do the work that is expected. Steve Flood was asked if he intended to stay and he stated that his intentions were to stay but, everything has been up in the air for so long he wasn't sure where he stood. Jim stated he can understand his frustrations, apologized and said he would like Steve to remain on the Board as he has lots of knowledge and experience and that will be an asset to the Board moving forward. Steve agreed to stay on the Board.

Utility Clerk Report: Melanie stated that she had spoken to the City Clerk and the Chair of the Board Jim Teague about adding a Utility Clerk Report to the agenda and all were in agreement. This will be a monthly statement of administrative happenings in the office to update the Board, and get their opinion and or advice on how to handle certain items. Also, it will serve as a way to update the Board on where the clerk is making progress, and what she has been working on. The Board was all in agreement that this is a good idea.

Melanie started her report by explaining that she created a general ledger account number on the books for the R/O irrigation electric expense to show what the city irrigation system is costing for electricity

on a monthly basis.

Next, she explained to the Board that it is time to seriously start discussing the budget. She advised them that the budget workshop dates have been set for June 15th and July 14th. The next Utility Board meeting is June 16th which means as it stands, we will not have an approved budget ready for the first budget workshop. Melanie requested guidance from Chair Jim Teague and the Board regarding how to go forward in order to be prepared. It was discussed that a special meeting might be needed, if the Utility Board is chosen to be in attendance for the first budget workshop. It was also suggested that Chair Jim Teague speak to the Mayor and explain the time situation, and possibly get the Board scheduled for the second workshop in July. Melanie stated that she will prepare a preliminary budget from the six month figures, as she has in the past, then meet with the Treasurer and Chair and make any necessary changes, addition or deletions. Then it will be ready to bring to the Board to go over line by line and be approved, if possible.

Then, Melanie went on to tell the Board that Michael Winkler, the storage tank inspector from the Department of Environmental Protection, was at the plant on April 28th doing his annual inspection for the registration of the tank. He stopped by City Hall to see her to obtain a copy of the renewed insurance policy and get her signature. She stated that he made a point of telling her that we “passed with flying colors, and the City is lucky to have Dave, as he does a great job and has a very well kept plant”.

The City received lots of calls regarding storm drains not draining properly. The US Water truck was broken down for a while, but the City Public Works Department and US Water have completed flushing out the entire storm drain system and we should have no further complaints.

Melanie stated that she has made lots of phone calls, emails and sent past due statements on Stormwater invoices outstanding. She stated that she collected a significant amount of unpaid balances just by calling and emailing people. She will continue to try and collect more contact information as there was never any collected previously. This will make things a lot easier not only for collection purposes but, also for the possibility of emailing invoices in the future.

Melanie shared with the Board that there had had some discrepancies in the reported meter reading for the Cabana Club pool credit in the past, before she was employed. She decided it would be best if she went there and read the meter in person to better familiarize her with how the numbers are read. She took pictures of the meter and confirmed that she had been doing it correctly and there was no issue. The pictures have been added to the Cabana Club file.

Keys Roofing was contracted to repair the roof on the Blower Building. Melanie stated that there has been no sign of them at the plant. She stated that they pulled a permit with Ed Borysiewicz in the Building Department and she issued the deposit check. She asked Ed if he had heard from them Keys Roofing stated that they were behind due to the rain but, they would be out next week. That was two weeks ago. Melanie stated she would follow up with them again.

Melanie was directed at the last Utility Board meeting to look into what we will be needed to add stormwater to the ad valorem tax bill with the county. She spoke to Denise Henriquez who sent her some information to look over. She also gave her the number of a company that the county used to transfer the data between the City and the County. Melanie stated that she has been continuously working on getting a solid estimate from both parties and she will continue to research what the City would have to do to make this a possibility. Melanie told the Utility Board that in order to have this ready as a possibility the Board would need to put the budget funds in this upcoming budget as the City would have to start the Public Notification about 9 months prior to the first billing cycle. It was stated that she will get more details and revisit the topic at the next meeting.

Financial Reports: The April 2015 Financial Reports for the Utilities are ready and available.

Discussion: John DeNeale, spoke regarding a spreadsheet he had prepared. The spreadsheet was an accounting snap shot of what he believed to be in the Utility Budget for reserves, as well as, available for use on the plant upgrades to come. He recommended that the Utility Board increase their savings to operate reserves to six months as opposed to the existing three month back up. A motion was made to increase the savings to six months at \$436,000.00. Then after discussions regarding the actual figure the motion was withdrawn because the board agreed that it should be looked at more closely and more info/figures should be

gathered prior to the decision. It was also stated that Melanie add a general ledger expense subaccount/number of Capital Plant Expense called AWT Master Plan

Operators Report- is included as part of the minutes and is available. The Power Report is attached.

Chairs Report-

A. Coral Lane Project (Options 1, 2 & 3):

The board discussed, at great length, each option that was presented by Mittauer & Associates, Inc. to repair the underwater force main at Coral Lane. They discussed the added option presented by Steve Flood at the last Utility Board Meeting, as well. The board brought the new Chair up to speed on their opinions and the pros and cons of each choice. It was mentioned that Tom Wright was supposed to be looking into the easements and Melanie was asked to follow up with him. She was also asked to find out from the engineer how long permitting would take with the DEP. After a detailed discussion, it was decided that since Mittauer is still working on price estimates for each option the Board choose to table the discussion until next month's meeting, when they have more information.

B. R/O Project Update & Discussion:

Melanie stated that she received notification that the check valve was complete and operational, and Dave agreed. According to him, the R/O project is complete. Melanie stated that she has not yet received the final payment application from Overholt but, will present it when she does.

C. WWTP Master Plan Update: Chair Jim Teague requested that Melanie supply hard copies of the Master Plan Draft supplied by Mittauer via email to all Utility Board members. All members have been asked to read it over prior to the next meeting and have questions/comments available to discuss. He also requested that Melanie provide the members that were not in attendance at the Special Joint Meeting, a copy of the Power Point Presentation provided by Jason Shepler at the meeting. There was some discussion as to whether or not the Utility Board was to be handling the Master Plan, or if the Commission was dealing with it directly. It was decided that the Board should find out where they stand and what their responsibility is exactly.

D. Liquid Sludge Hauling: Melanie report that she created two spreadsheets to document the sludge hauling. One for liquid and one for cake sludge. She went over the spreadsheet with the Board and future budgetary issues were discussed.

New Business: Chair Jim Teague brought up the subject of the City lateral system. He asked the board what the City had been doing if anything to fix the laterals. Steve Flood stated that it never stops, it is ongoing. He mentioned City of Marathon as an example; they Have a brand new system and are already having salt intrusion. Dave agreed and added that salt is an ongoing problem and is monitored at the plant. Jim Teague asked if there is a set plan of what needs to be done. Steve stated that when the salt is high we investigate the manhole and try and locate the area and document it. Dave said that if the Board is looking to replace a line the he would recommend 11th Street South and 10th Street South.

Waste Water/Sewer Warrant #0415: was approved in the amount of \$190,342.08

Stormwater Warrant #0415: N/A

Any Other Business: N/A

These minutes are unofficial and have not been formally approved by the Utility Board.

The approval will be at the next schedule Utility Board meeting.

The meeting adjourned at 12:16 pm.

The next meeting will be on Tuesday June 16, 2015 at 9:30AM

Respectfully Submitted by:



Melanie T. Rider, 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.***