

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

Tuesday, June 16, 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, John DeNeale, Steve Flood, Eric Larsson, Mike Alexander and Tom Conley. *Excused:* N/A, *Also Present:* Plant Manager, Dave Evans and Utility Clerk, Melanie T. Rider
Public: 0

Approval of Minutes: Minutes from Regular Meeting May 19, 2015

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

On the Motion: Roll Call Vote. Unanimous Approval.

Discussion: Steve Flood mentioned he thought that he had made a motion to move forward with an option regarding Coral Lane. The Clerk checked the tape and there was a discussion about making a motion but, it was decided no motion was needed.

Chairs Comments & Organization Decisions: Chair Jim Teague stated that he really has not much to say except that the board has a lot of information to get through today.

Utility Clerk Report: Melanie explained that she is working on getting some reserve numbers together for John DeNeale, Treasurer. She is working on moving forward with emailing invoices, and ACH recurring payments as option for the customers. She stated she is getting a remote deposit machine for her desk to process checks. She has been in touch with GSG regarding adding Storm Water Bills to Ad Valorem Tax bills. GSG is working on a proposal. Melanie purchased new filing cabinets and has the much needed space to organize everything by street address. She also receive the folding machine and is about to put it to the test for the upcoming sewer invoicing. .

Motion – Moved by John DeNeale, seconded by Steve Flood, to recommend to the City Commission to move forward with adding the Storm Water Invoices to the Ad Valorem tax bill with the County.

On the Motion: Roll Call Vote. Unanimous Approval.

Treasurers Report- John DeNeale, spoke regarding the financials, he had a few minor questions that he settled prior to the meeting with Melanie. Expensing reserves was briefly discussed/explained to the Board. John explained that he will present his spreadsheet quarterly after the quarterly income is received. John also would like a “CD Policy” for Melanie to be able to just purchase a CD on a ladder process each time.

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

Motion – Moved by John DeNeale, seconded by Steve Flood, to approve all financial reports.

On the Motion: Roll Call Vote. Unanimous Approval.

Waste Water/Sewer Warrant #0515: was approved in the amount of \$61,261.36

Stormwater Warrant #0515: was approved in the amount of \$15,600.00 pending notification to City Commission that G/L # 538-046 is now over budget.

Discussion: It was brought up that the Utility Board has no idea whether or not these invoices are able to be approved or not because they have never seen contracts. Melanie advised the Board that it has been brought to the attention of the Commission in the past. Jim stated he would get with the Mayor and make sure that all Stormwater correspondence, contracts, proposals, etc. be directed to the Utility Board for discussion and approval before sent to the Commission.

Old Business-

- A. Coral Lane Force Main Repair Update & Discussion:** Jim explained that he had a meeting in the mayor's office with the Mayor, City Clerk, City Attorney Tom Wright, Dave, and Ed Borysiewicz. Dave & Ed dug out old plans and prints and found out that the City already has new pipe to the edge of the water on both sides of the repair. The consensus was the simple fix would be to replace the existing pipe. 3rd Generation has been called for an estimate and Ed Borysiewicz is looking to get more. After much discussion regarding kinds of pipe and the different options the Board is unanimous on moving forward with replacing the existing pipe as is. However, they still have not decided on what type of pipe to use. They decided to table the discussion until next month and try to get together some estimates/proposals on this one option, for the two different types of pipe.
- B. WWTP Master Plan Update:** The Utility Board questioned whether or not the Master Plan has been approved or not, and it was stated that it has not. The Chemical Testing is getting installed and a meeting will be set with Mittauer after we have some readings from the tests.
- C. Sludge Hauling:** Following up on the continued hauling of liquid sludge. No issues to date. No odor complaints as of yet. Not much rain yet this season and there is still a steady wind.

New Business-

- A. 521 11th Street-** Melanie explained that Ed Borysiewicz gave these pictures to here and asked that I give it to the Utility Board. Mr. Hilke approached him and requested that the City replace his driveway because when the utility work was done, he claims that the driveway was damaged. The Utility Board looked over the pictures and after a brief discussion decided to recommend that the City Commission deny his request.
- B. FY 2015-2016 Budget Discussion & Approval-** Utility Board went line by line on the Utility Fund & the Storm Water Fund Budgets. After a detailed discussion of each item on the budget it was decided that Melanie would amend the budget as discussed and the Board would meet back with a more finalized budget sometime prior to the 1st Budget Workshop to simply approve the changes that they requested at today's meeting.

Any Other Business: N/A

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

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

The meeting adjourned at 1:10 pm.

The next meeting will be on Tuesday July 20th, 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.***