

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

Tuesday, November 17, 2015 – 11:00 a.m. @ City Hall

Call to Order, Roll Call:

The regular meeting of the Utility Board was called to order at 11:00a.m. by Chair of the Board John Dalton. *Answering to roll call was:* John Dalton, Lin Walsh, Mike Alexander, Steve Flood and Tom Conley *Excused:* N/A *Also Present:* Plant Manager, Dave Evans, Utility Clerk, Melanie T. Rider, and City Attorney Tom Wright

Melanie stated that the City Attorney Tom Wright is here to speak to the Board about the Sunshine Law and she requested that the Board allow him to speak first so, he wouldn't have to stay for the rest of the meeting. The Board agreed. Tom Wright stated that he had been asked by the Mayor to visit each of the voluntary boards and explain to them the Sunshine Law and how crucial it is. He stated that it is the responsibility of each board member to know the rules and abide by them. He stated that they may not speak to any other fellow board member regarding any business of the board. If they want to discuss topics of this nature they are to talk to the clerk or the Mayor and if they would like to address the Board they shall only do so at a public meeting setting. Tom stressed that this includes emails and text and telephone conversations. He shared that if the rules are broken they could face action from being called up to Tallahassee for hearings all the way up to serious fines. The state of Florida does not take these things lightly. The board had a few questions that Tom answered and then it was recommended by the Utility Board that after the annual organizational meeting the City Attorney hold a group "ethics" or Sunshine Law clinic for all members to serve on city boards. This would be so that any new members could be taught and the veteran members would be reminded of the importance of the law and obeying it.

Introduction of New Board Members: Melanie announced that the City Commission had appointed John Dalton as the Chair of the Board and introduced him to the Board members. Then she stated the John had recommended to the City Commission that Lin Walsh be appointed as the Treasurer of the Board. Ms. Walsh agreed. Melanie stated that John is willing and available and has been very eager to learn the ropes. She also stated that Lin Walsh has a background in finance and will be an asset to the team.

Approval of Minutes: Minutes from Regular Meeting 10/13/2015

Motion – Moved by Tom Conley, seconded by Mike Alexander, to approve the minutes of the regular meeting.

On the Motion: Roll Call Vote. Unanimous Approval.

Utility Clerk Report: is included as part of the minutes and is available upon request.

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

Chairs Report:

- A. Master Plan Update & Discussion-** Melanie provided an update to the board with what had happened since they last met. The Mayor ordered the dewatering containment box. He also spoke to Jeff of Ryder Construction and they will be installing the slabs that the polymer unit and the containment box will sit on. The permit has been applied for with DEP by Jason Shepler of

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Mittauer engineering. Melanie stated that the existing revolving loan has been paid off and the documentation for the new revolving loan, to finance the master plan, has all been submitted to the DEP this morning. Vice Chair Steve Flood expressed his concern on the weight of the containment box. He is concerned that if a bridge is impaired for any reason that there might be weight restrictions implicated, and we will be unable to get the box emptied. Chair John Dalton stated that if that happened everyone in the Keys is in the same situation. Dave also stated that that is what the digester is for. We would just have to fill the digester more than usual to accommodate.

- B. Coral Lan Force Main Repair Update & Discussion-** The project is close to completion. 3rd Generation has a little bit more to clean up on the residential side of Coral Lane. Other than that the project went smoothly. Once they are done cleaning up the street Ed will do the final inspection and Melanie will release the funds held.
- C. Collections System Repairs (9th Street):** Melanie stated that they are done with Phase I of the 3 phase project. They will continue right on with Phase II. Steve Flood mentioned that the Board might want to think about tv'ing what has already been done to make sure there was no settlement of the pipe and to insure proper pitch of the pipe after the asphalt was compacted. The Board agreed to look in to getting estimates for a contractor with a longer camera to come down and tv it, as the City only has a 100ft camera and we have 300 ft. complete so far and another 300 to go.

Motion – Moved by Vice Chair Steve Flood, seconded by Lin Walsh, to get estimates to have a contractor TV camera the pipe after 3rd Generation Plumbing is done with the projects and before final payment is released.

On the Motion: Roll Call Vote. Unanimous Approval.

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

Waste Water/Sewer Warrant #1015: was approved in the amount of \$109,347.51

Stormwater Warrant #1015: N/A

Any Other Business/Members Comments: 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 schedule Utility Board meeting.

The meeting adjourned at 12: am.

The next meeting will be on Tuesday December 15th, 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.***

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- B. **Coral Lan Force Main Repair Update & Discussion-** The project is close to completion. 3rd Generation has a little bit more to clean up on the residential side of Coral Lane. Other than that the project went smoothly. Once they are done cleaning up the street Ed will do the final inspection and Melanie will release the funds held.
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*** 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.***

Mittauer engineering. Melanie stated that the existing revolving loan has been paid off and the documentation for the new revolving loan, to finance the master plan, has all been submitted to the DEP this morning. Vice Chair Steve Flood expressed his concern on the weight of the containment box. He is concerned that if a bridge is impaired for any reason that there might be weight restrictions implicated, and we will be unable to get the box emptied. Chair John Dalton stated that if that happened everyone in the Keys is in the same situation. Dave also stated that that is what the digester is for. We would just have to fill the digester more than usual to accommodate.

- B. **Coral Lan Force Main Repair Update & Discussion-** The project is close to completion. 3rd Generation has a little bit more to clean up on the residential side of Coral Lane. Other than that the project went smoothly. Once they are done cleaning up the street Ed will do the final inspection and Melanie will release the funds held.
- C. **Collections System Repairs (9th Street):** Melanie stated that they are done with Phase I of the 3 phase project. They will continue right on with Phase II. Steve Flood mentioned that the Board might want to think about tv'ing what has already been done to make sure there was no settlement of the pipe and to insure proper pitch of the pipe after the asphalt was compacted. The Board agreed to look in to getting estimates for a contractor with a longer camera to come down and tv it, as the City only has a 100ft camera and we have 300 ft. complete so far and another 300 to go.

Motion – Moved by Vice Chair Steve Flood, seconded by Lin Walsh, to get estimates to have a contractor TV camera the pipe after 3rd Generation Plumbing is done with the projects and before final payment is released.

On the Motion: Roll Call Vote. Unanimous Approval.

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

Waste Water/Sewer Warrant #1015: was approved in the amount of \$109,347.51

Stormwater Warrant #1015: N/A

Any Other Business/Members Comments: 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 schedule Utility Board meeting.

The meeting adjourned at 12: am.

The next meeting will be on Tuesday December 15th, 2015 at 9:30AM

Respectfully Submitted by:



Melanie T. Rider, Utility Clerk

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