

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

**Tuesday, December 15, 2020 – 9:30 a.m.
Marble Hall**

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 DiFransisco, Mike Alexander and Lin Walsh.
Excused: Steve Flood,

Also Present: Jason Shepler of Mittauer and Associates, Utility Clerk Pat Hyland, Plant Operator Dave Evans and Public Works Supervisor Mike Guarino. Public – 1

Oath of Office – The Oath of Office was administered to all Board members in attendance.

Selection of Officers – Board member Tom DiFransisco nominated the current slate of officers for Chairman and Vice Chairman remain the same. John Dalton was named Chairman and Steve Flood was named Vice Chairman by unanimous acclimation.

The Oath of Office will be administered to both Freddie Foster and Toni Appel at the next Utility Board meeting in January. Both must be appointed at the next City Commission on Thursday, December 17, 2020. Mr. Foster has agreed to accept the nomination for Utility Board Treasurer at the next Utility Board meeting in January.

Retention Pond

This item will be discussed at the Emergency meeting, immediately following this meeting.

10th Street Stormwater Engineering Services Proposal - Mr. Shepler provided the requested Engineering Services proposal in the amount of \$19,500.00 for completion of the southern portion of 10th Street Stormwater. This covers the construction drawings and technical specifications for up to 3 injection wells and a swale system to the proposed injection wells. This package can be used when submitting the grant application paperwork. No survey is required as there is an existing survey which will be used.

Motion – Moved by Board Chair John Dalton and seconded by Mike Alexander to approve the Mittauer & Associates Engineering proposal in the amount of \$19,500.00.

On the Motion: Roll Call Vote. Unanimous Approval.

10th Street Stormwater Permitting & Grant Funding Application Proposal – Mr. Shepler provided the requested separate Stormwater Permitting & Grant Funding Application proposal. This engineering service agreement allows Mittauer & Associates to prepare regulatory permit and grant funding applications for the 10th Street Stormwater improvements. The permitting fee is \$7,500.00 and the grant funding application will be \$8,000.00. The total of the proposal to complete both sections is \$15,500.00.

Motion – Moved by Chair John Dalton and seconded by Mike Alexander to approve the permitting and grant funding application proposal in the amount of \$15,500.00.

On the Motion: Roll Call Vote. Unanimous Approval.

Next Meeting Discussion – the next Utility Board Meeting is scheduled for Tuesday, January 19th, 2021 at 9:30 am.

Mr. Dalton stated there will be a timing conflict of that meeting, as the Code Board has planned a meeting scheduled

for the same day and time. Utility Clerk Hyland will discuss with the City Clerk regarding moving the Code Board meeting time to later in the day. The Utility Board members will be contacted regarding any change in meeting time.

Approval of the Minutes: Regular Meeting November 17th, 2020

Motion – Moved by Chair John Dalton and seconded by Mike Alexander to approve the Minutes of November 17th, 2020.

On the Motion: Roll Call Vote. Unanimous Approval.

Approval of the Minutes: Special Meeting December 4th, 2020

Motion – Moved by Chair John Dalton and seconded by Mike Alexander to approve the Minutes of December 4th, 2020.

On the Motion: Roll Call Vote. Unanimous Approval.

Utility Clerk Report –

For the month of November there were a total of 18 property transfers with a total of \$3,500.00 collected in transfer fees. There were no sewer connection fees collected for the month of November.

As of December 4th, one residential account has not paid the July or October quarterly sewer bills. The property owner has informed Utility Clerk Hyland the property is going into foreclosure.

One commercial account has not paid the November sewer invoice. Contact has been made and payment will be forthcoming within the next couple of days.

Two new Certificates of Occupancy have been issued; one for 33 7th Street and another for 180 15th Circle. These properties will be added to the January wastewater billing cycle. The addition of these two new properties will increase the residential units to 984, and when added to total condo units of 487 will bring the grand total of residential units to 1471.

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

Dave Evans has scheduled Clean Grounds, Inc. to clean out 15 lift stations as part of the annual maintenance. Mr. Evans has also requested Clean Grounds, Inc. clean the storm water basin wells and drain lines.

Chairs Report – no items were discussed

Treasurer's Report: None

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

Waste Water/Sewer Warrant #1120: was approved in the amount of \$62,407.43

Stormwater Warrant #1120: was approved in the amount of \$845.00

Any Other Business – Mr. DiFrancisco requested resident Paul Cole's ideas regarding what should be done to correct the retention pond situation should be reviewed by Mittauer & Associates. Mr. Cole provided pictures and paperwork to the previous City Administrator. Utility Clerk Hyland will discuss with the City Clerk and determine if there is any paperwork left after the departure of Mr. Moonis.

The meeting adjourned at 10:02am.

The next meeting will be on Tuesday, January 19, 2021 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. ***