

# MINUTES

## Key Colony Beach Utility Board

Tuesday, September 19, 2023 – 9:30 am

Key Colony Inn Banquet Room, 700 W. Ocean Drive, Key Colony Beach  
& via Zoom Conferencing

1. **Call to Order & Roll Call:** The Key Colony Beach Utility Board meeting was called to order by Vice-Chair Dan Gleason at 9:42 am followed by Rollcall. **Present:** Vice-Chair Dan Gleason, Ed Carey, Bud Fernandes, Bill Fahs. **Absent:** Donald Steamer. **Also present:** City Administrator Dave Turner, Plant Operator Dave Evans, Administrative Assistant Tammie Anderson, City Clerk Silvia Gransee.
2. **Introduction of new member(s):** Vice-Chair Gleason introduced Ed Carey as the newest member to the Utility Board. Mr. Ed Carey introduced himself to the Board.
3. **Election of Chair, Vice-Chair, Secretary-Treasurer:** Vice-Chair Gleason entertained a motion for the nomination of chair.  
Ed Carey nominated Dan Gleason for chair. There were no other nominations. City Clerk Gransee asked for a show of hands in support of Dan Gleason. All members raised their hand.  
  
Chair Gleason entertained a motion for Vice-Chair.  
Bud Fernandes nominated Bill Fahs for Vice-Chair.  
  
A brief discussion followed on the current position of alternate member Bill Fahs. The board agreed to promote Bill Fahs to a full-time member.  
  
**MOTION:** Motion made by Bud Fernandes to move Bill Fahs from an alternate to a full time member. Ed Carey seconded the motion.  
**DISCUSSION:** None.  
**ON THE MOTION:** Rollcall vote. Unanimous approval.  
  
Bud Fernandes nominated Bill Fahs for Vice-Chair. City Clerk Gransee asked for a show of hands in support of Bill Fahs. All board members raised their hands.  
  
Chair Gleason asked Bud Fernandes to remain in his position as Secretary-Treasurer. Bud Fernandes agreed.
4. **Agenda Additions, Changes, Deletions:** Chair Gleason asked for any additions, changes, deletions. Bud Fernandes asked for the addition of grant updates. City Clerk Gransee informed the item had been added previously. Bud Fernandes withdrew his request.
5. **Citizen Comments and Correspondence:** City Clerk Gransee informed of having received no correspondence. There were no citizen comments.
6. **Next Meeting Discussion:** The board agreed on the next meeting date of Tuesday, October 17, 2023. Plant Operator Dave Evans informed of not being able to attend but to be sending the reports ahead of time.

7. **Approval of Minutes:** Chair Gleason asked for any changes to the minutes. There were none. Chair Gleason asked for a motion to accept the minutes from the previous meeting.

**MOTION:** Motion made by Bud Fernandes to approve the minutes. Ed Carey seconded the motion.

**DISCUSSION:** None.

**ON THE MOTION:** Rollcall vote. Unanimous approval.

8. **CDC Wastewater Sampling Continuation:** City Administrator Dave Turner informed on the CDC working on final details for a one-year contract on the continuation of the wastewater sampling and recommended tabling the matter for another month. City Administrator Turner gave details on the data gathered from the wastewater testing and informed on correspondence from Commissioner Harding. Plant Operator Evans explained current testing involves one box per week and notable spikes were found during mini-season and Memorial Day Weekend. Plant Operator Evans confirmed pricing of \$39.00 per sample. Discussion continued on pricing per month, reimbursement of sampling, and overall cost.

City Administrator Turner read a letter from the CDC advising on how to move forward with the sampling and participation in the program. Plant Operator Dave Evans explained that there was a follow-up on the correspondence and testing to be continued for free on a weekly basis for another month until the contract has been awarded.

Bud Fernandes asked on the relation between the influx of covid and occupancy in the city. City Administrator explained that higher number of visitors on holidays create a higher occupancy.

Plant Operator Evans explained the influx of tourists during holidays is related to spikes.

Discussion followed on spikes in Covid numbers and relevance to tourists and interpretation of data.

Bud Fernandes voiced concern on not having a reference number for the amount of people in comparison to higher covid levels. Dave Evans explained for there are many possibilities on how to interpret the data.

Bud Fernandes asked on the amount of people in relevance to the influx. City Administrator Turner explained the CDC's purpose in testing and how data is analyzed and viruses are being tracked in the wastewater system. City Administrator Turner acknowledged that percentages have to followed to correctly interpret data but explained the benefits of understanding spikes.

Bud Fernandes explained his point of negativity associated with referencing the number of visitors and spikes in covid, and to be cognizant of not having the total data.

Plant Operator Evans explained that the average daily flow is being provided with the data and increases in flow equal increases in visitors.

City Administrator Turner informed that all data is available on the city website.

There were no additional questions and the matter was tabled until the following month.

9. **Utility Clerk's Monthly Report:** City Clerk Gransee confirmed that all board members received the Utility Clerk's report. Chair Dan Gleason asked on the past due commercial account which City Clerk Gransee explained she was waiting for an answer from Jen Johnson. A brief discussion followed on delinquencies and the accounts being in good standing with most of the June billing connected.

Bud Fernandes confirmed having received the specs on the VFD's from Plant Operator Evans and informed on the product and details on the upgrade. Dave Evans explained the differences and use of the VFD's and agreed with Bud Fernandes on the benefit of having spares on hand. Plant Operator Evans stated that he will ask the contractor for an estimate for new VFD's as a starting point. The Board agreed to the suggestion.

There were no additional reports to the Utility Clerk's report. Chair Gleason asked for a motion to accept the Utility Clerk's report for September 2023.

**MOTION:** Motion made by Bud Fernandes to approve the report. Bill Fahs seconded the motion.

**DISCUSSION:** None.

**ON THE MOTION:** Rollcall vote. Unanimous approval.

- 10. City Administrator's Sewer and Storm Water Grant update:** City Administrator Turner updated on the grant for the Lift Station and said that more grant applications are under review. City Administrator Turner stated that grants are moving along and the approval timeline is 9-12 month out.

City Administrator Turner updated on the Stormwater project and the final phase having being awarded to Haack with a bid of \$1,299,700.00. City Administrator Tuner informed for Jashon Shepler being available online for questions and the cost breakdown for residents having been completed. City Administrator Turner informed that Commissioner Foster expressed interest in helping with the project and an anticipated project start at the end of storm season. City Administrator Turner continued talking on negotiations for the use of a property for the staging of equipment and material. City Administrator Turner confirmed the prior project having taken three to four month and improvements were seen early on. City Administrator Turner explained the use of grant money for the project and the Engineering Firm Mittauer being the contactor.

Bud Fernandes asked City Administrator Turner on the lift station for the electric pedestal. City Administrator Turner explained the purpose of the hardening grant to get the lift stations above flood to protect the electric. City Administrator Turner further informed on available sewer grants and qualification that have to be met. City Administrator Turner explained the capital improvement list and relevance to possible grants. Discussion continued on the possibility of solar energy and the application for a grant for an engineer's study for usage and cost effectiveness. Bud Fernandes continued talking on possible savings in electricity and his wish for an electrical engineer to identify savings. Jason Shepler spoke on the equipment that is operating on VFD's, and stated that the system is running as designed, but that staff can look at it more in depth. Jason Shepler confirmed that a proposal can be put together for solutions on running more efficiently. Jason Shepler agreed to supplying a proposal and asked for the submittance electrical bills for the last 12-18 month. City Administrator Turner agreed.

City Administrator Turner reported that projects are completed and ongoing projects progress at a comfortable rate. City Administrator Turner further reported on the capital improvement plan and priorities with a good budget, and projects having been completed for the last quarter. City Administrator Turner confirmed that improvements progress at a comfortable rate.

Bud Fernandes asked if an upgrade to the capital improvement list is needed to which the City Administrator advised to hold on to this for now and to reprioritize at a later time.

- 11. Operator's Monthly Report:** Plant Operator Dave Evans gave his operator's report for August which was included in the agenda packet. The board had no questions. Chair Gleason asked for a motion to approve the operator's monthly report.

**MOTION:** Motion made by Ed Carey to approve the report. Bill Fahs seconded the motion.

**DISCUSSION:** None.

**ON THE MOTION:** Rollcall vote. Unanimous approval.

- 12. Treasurer's Report:** Bud Fernandes gave the August financial report for Wastewater, including details on income and expenses, and asked for approval of Wastewater Warrant 0823 in the amount of \$23,320.00. Plant Operator Evans informed Bud Fernandes on Wastewater Warrant 0823 to be in the amount of \$102,069.05. Bud Fernandes amended is request for approval for Wastewater warrant from \$23,320.00 to \$102,069.05.

Bud Fernandes gave the August financial report on Stormwater and asked for approval of Warrant 0823 in the amount of \$23,320.00 for the payment of the cleaning of the catch basins and storm pipes. Bud Fernandes reported no changes in grants and concluded his report.

Chair Gleason asked for a motion to accept the treasurer's report as of September 19, 2023.

**MOTION:** Motion made by Bud Fernandes to accept the report. Ed Carey seconded the motion.

**DISCUSSION:** None.

**ON THE MOTION:** Rollcall vote. Unanimous approval.

City Administrator Turner confirmed to Bud Fernandes that the new budget accommodates the current overages and explained that the Utility budget will not supplement his salary.

**13. Approval of Wastewater Financial Reports**

- a. Income Statement
- b. Balance Sheet
- c. Warrant No. 0823-WW in the amount of \$102,069.05

The financial reports were approved and presented under the Treasurer's Report.

**14. Approval of Stormwater Financial Reports**

- a. Income Statement
- b. Balance Sheet
- c. Warrant No. 0823-SW \$23,320.00

The financial reports were presented and approved under the Treasurer's report.

**15. Any Other Business:** City Administrator Turner suggested to the Board to combine agenda items 12 through 14 for efficiency. The board agreed.

City Administrator Turner encouraged the new members to contact him to be informed on ongoing projects.

Bill Fahs asked for a set of plans for 10<sup>th</sup> and 11<sup>th</sup> Street which Jason Shepler confirmed he will send down.

**16. Adjournment:** The meeting adjourned at 10:30 am.

Respectfully submitted,

*Silvia Gransee*

City Clerk

**ADOPTED: October 17, 2023**

***Silvia Gransee***

***City Clerk***