

MINUTES

Key Colony Beach Utility Board

Tuesday, October 17th, 2023 – 9:30 am
Key Colony Inn Banquet Room, 700 W. Ocean Drive, Key Colony Beach
& via Zoom Conferencing

1. Call to Order, Pledge of Allegiance & Roll Call: The Key Colony Beach Utility Board Meeting was called to order by Chair Dan Gleason at 9:30 am in the morning followed by the Pledge of Allegiance and Rollcall. **Present:** Donad Steamer, Dan Gleason, Bud Fernandes, Bill Fahs. **Absent:** Ed Carey. **Also Present:** City Administrator Dave Turner, City Engineer Jason Shepler (via Zoom), Administrative Assistant Tammie Anderson, City Clerk Silvia Gransee.

Public attendance: 1

2. Swearing in of new Utility Board Member: City Clerk Gransee administered the Oath of Office to new Utility Board Member Donald Steamer.

3. Agenda Additions, Changes, Deletions: None.

4. Citizen Comments and Correspondence: None.

5. Next Meeting Discussion - Scheduled for Tuesday, November 21st, 2023: The Board agreed upon changing the November 21st meeting date to November 13th, 2023. City Clerk Gransee confirmed to provide proper public notice.

6. Approval of Minutes - Regular Meeting Minutes September 19th, 2023: Chair Dan Gleason asked for corrections to the minutes. There were none. Chair Gleason asked for a motion to approve.

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

DISCUSSION: None.

ON THE MOTION: Rollcall vote. Unanimous approval.

7. Items for Discussion/Approval

- a. Update on Wastewater Sampling Continuation:** City Administrator Turner updated that a contract was awarded and for the sampling to continue on a bi-weekly basis. Commissioner Harding, in attendance as a guest, informed on previous costs for sampling, labor time, and made the recommendation on holding on to old sample kits until the new ones have arrived. Commissioner Harding further informed on cost allocations and for the data analysis results to be consistent with the State of Florida. Commissioner Harding talked on the benefit for the CDC to use the City's data for being smaller in population with a large influx of visitors. Commissioner Harding continued explaining sampling procedures, location of sampling, and type of viruses being tested for. Commissioner

Harding informed to be in close contact with the Monroe County Department of Health who are very supportive of the wastewater sampling.

- b. Review of WRF Electrical Consumption Trends:** Chair Gleason introduced the agenda item and asked City Engineer Jason Shepler for his report. Mr. Shepler informed on prior implemented improvements that helped with lowering electrical consumption and for the new system to meet advanced criteria. Jason Shepler talked about overall monthly costs, seasonal charges, and potential opportunities for cost reductions with the FKEC.

Jason Shepler gave details on his submitted report and improvements that helped with consumption. Mr. Shepler explained the benefits of the new system which meet advanced wastewater criteria and further talked about the overall monthly costs, seasonal charges, and potential opportunities for cost reductions with the FKEC.

Jason Shepler stated that prior improvements have provided a more efficient system with significant improvements and talked on outside factors on the increase in power costs. Mr. Shepler clarified that questions on specific power charges should be directed to the power company. Board Member Bud Fernandes inquired about improvements on demand charges. Jason Shepler explained the system setup to be most efficient and suggested a change in timing for improvements. Bud Fernandes continued asking Jason Shepler questions on flow, consistency, and infiltration of water other than sewer. Jason Shepler explained issues with high rain events and more flow into the facility. Jason Shepler stated that Plant Operator Dave Evans might know areas that would benefit for additional review and possible be able to isolate concerns. Jason Shepler confirmed to add information on the RO system to the report.

Bud Fernandes asked for consideration to table the discussion until next month for Plant Operation Dave Evans to weigh in on the discussion. Chair Gleason asked for a motion to table the discussion until next month. City Administrator Turner agreed with the suggestions on tabling.

MOTION: Motion made by Bud Fernandes to table the Electrical Consumption Report. Bill Fahs seconded the motion.

DICUSSION: Donald Steamer asked for the specifics on what is requested in the report. City Administrator Turner clarified the requested information is the monthly RO output to be provided to Jason Shepler to be added into the report. Bud Fernandes further stated the request for Plant Operator Dave Evans to weigh in. City Administrator Turner confirmed. Jason Shepler talked on the reported data and stated that gaps can be filled in. City Administrator Turner confirmed for the City Clerk to provide the remainder invoices.

ON THE MOTION: Rollcall vote. Unanimous approval.

- c. Discussion on the assessment and charges for the services and uses of city sewer facilities:** Chair Gleason introduced the agenda item and recognized Board Member Steamer. Donald Steamer spoke on the current sewer assessments and for no adjustments being made for the size of a house, consumption, and use of facilities. Board Member Steamer explained that most municipalities incorporate wastewater into their billing and charge by adding a separate line to the utility bill. Donald Steamer stated that the use of a fixed amount is unfair to smaller houses and unfair to residents. Donald Steamer asked to use the factor of the amount of water coming into a house and people with higher usage should be held responsible.

Board Member Fahs stated that the topic was discussed in the past year and the decision was made to maintain the current system. City Administrator Turner explained that commercial billing is separate and the discussion at hand is for residential. City Administrator Turner clarified the suggestion of using a flat rate in addition to a usage rate to pay for the usage of water. City Administrator Turner explained that the Board can revisit the topic and discuss how sewer fees are assessed. City Administrator Turner agreed with Board Member Steamer that the current assessment of fees is not fair to a lot of residents and would also present less administrative costs. Donald Steamer gave further details on his proposal on how to assess sewer and water fees. Board Member Fernandes stated that this proposal sounds different than what was discussed before. City Administrator Turner agreed and detailed how the billing would be calculated and turned over to the FKAA. Bud Fernandes stated not to be opposed to the idea. City Administrator Turner stated that it is the Boards prerogative to go forward with the suggestion and supported Donald Steamers suggestion to revisit the topic. City Administrator Turner asked for a head-nod from the Board to go forward. Chair Gleason asked City Administrator Turner to begin the process to analyze the data in effort to help the Board decide on how to move forward. City Administrator Turner explained that the process is simple to analyze and further talked on the line-item assessment and calculation on water bills.

The Board decided to bring back the item for discussion next month.

8. Utility Clerk's Monthly Report

City Clerk Gransee presented the monthly Clerk's report to the Board and noted a slight change in numbers for sewer lateral inspections.

Code Officer Goldman estimated a reported 230 non-compliant properties in the beginning of the process. Code Officer Goldman reported residents stating never having to received a notice, which cannot be verified. Code Officer Goldman informed on non-compliant properties, daily conversation with contractors, and intentions of having the number of non-compliant properties reduced by the end of the month. Code Officer Goldman explained for fines to start accumulating November 1st and being aware that some reports might not have been submitted and expressed caution in starting the process of issuing fines. Code Officer Goldman gave further information on discrepancies with contractors and residents on providing reports and having contacted all property owners in non-compliance. Board Member Fernandes asked on having received only one notice on his duplex and cautioned to be aware of properties owned in a trust, for the address on file might not match the owners address. Code Officer Goldman explained his process of obtaining correct addresses and finding discrepancies in the City's system.

There was no further discussion and Chair Gleason asked for a motion for the acceptance of the City Clerk's report for the Utility Board.

MOTION: Motion made by Bill Fahs to accept the report. Donald Steamer seconded the motion.

DISCUSSION: The Board commended the staff on continuing the responsibilities of the Utility Clerk.

ON THE MOTION: Rollcall vote. Unanimous approval.

9. City Administrator's Sewer and Storm Water Grant update: City Administrator Turner reported on the delivery of the injection well boxes to be 12 to 14 weeks out and informed on intentions to punch the

wells ahead of delivery. City Administrator Turner informed on working on a staging side with Code Officer Goldman and further updates by the following week. City Administrator Turner continued talking on the swales and informed that the total cost list for residents was provided and to work with Commissioner Foster on the project. City Administrator Turner informed the system to be working well on 10th Street and to be looking forward to move ahead with the remainder project. City Administrator Turner informed that residents' intentions have to be known prior to ordering material.

The Board agreed that no motion for approval of City Administrator Turner's report is required.

City Administrator Turner informed that no updates on grants will be received until March or April next year, with a final decision by July, and gave further details on the legislative budget approval process.

10. Operator's Monthly Report: The Board agreed to table the report until the next meeting for Plant Operator Dave Evans to be in attendance and available for questions.

11. Treasurer's Report

a. Approval of Wastewater Financial Reports

- i. Income Statement
- ii. Balance Sheet
- iii. Warrant No. 0923-WW in the amount of \$185,292.37

Board Member Fernandes presented the September Financial Report for Wastewater in his position as Board Treasurer. Board Member Fernandes updated on Wastewater income and reported for expenses on electricity, insurance, and supplies and chemicals, to be overbudget.

Bud Fernandes asked for the approval of Wastewater Warrant No. 0923 in the amount of \$185,292.37 which includes a payment of \$120,545.50 for the Static Screen replacement. Board Member Fernandes reported the 12th month of the Sewer Fiscal Year Budget to be found in good condition.

b. Approval of Stormwater Financial Reports

- i. Income Statement
- ii. Balance Sheet
- iii. Warrant No. 0923-SW in the amount of \$4,509.18

Board Member Fernandes presented the September Financial Report on Stormwater in his position as Treasurer. Board Member Fernandes reported negative income for September and requested approval for Stormwater Warrant 0923 in the amount of \$4,509.18. Bud Fernandes reported for grant information to remain unchanged and found the 12th month of the Stormwater Fiscal Year Budget to be in good condition.

Chair Gleason asked for the remainder monies on the Stewardship grant. Bud Fernandes referred to City Administrator Turner on the question. City Administrator Turner informed that the SWAG grant can only be used on the injections wells and for the Stormwater allocation to be almost exhausted after the completion of the projects on 10th and 9th Streets. City Administrator Turner estimated a remainder of \$400,000.00 and a possible usage of that money for retention pond upgrades. City Administrator Turner informed for the remainder of the grant not to be sufficient for the completion of 12th Street and the possibility of looking for additional allocations in 2025 to complete that project. City Administrator Turner

cautioned of higher constructions costs in the future and informed of no additional capital projects planned after the completion of 12th Street.

City Administrator Turner explained the increase in wind and flood insurance and the calculations on fiscal versus calendar year and increases having to be estimated due to overlap. City Administrator Turner stated for estimates to be increased but for insurances to be a big variable, and prior estimates for insurance increases having been too conservative.

Chair Gleason asked for approval of the Treasurer's Report for September 2023. City Clerk Gransee asked for clarification on the approval of Wastewater and Stormwater to be in separate motions. Chair Gleason agreed.

MOTION: Motion made by Dan Gleason to approve the Wastewater Financial Reports. Bud Fernandes seconded the motion.

DISCUSSION: None.

ON THE MOTION: Rollcall vote. Unanimous approval.

Chair Gleason asked for a motion to approve the Stormwater Financial Reports.

MOTION: Motion made by Bill Fahs to approve the reports. Donald Steamer seconded the motion.

DISCUSSION: None.

ON THE MOTION: Rollcall vote. Unanimous approval.

12. Any Other Business: None.

13. Adjournment: The meeting adjourned at 10:55 am.

Respectfully submitted,

Silvia Gransee

City Clerk

ADOPTED: November 13, 2023

Silvia Gransee

City Clerk