

MINUTES

Key Colony Beach Utility Board

Monday, November 13th, 2023 – 9:30 am

Located at the Temporary Meeting Place for the City of Key Colony Beach,
at the 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 Vice-Chair Bill Fahs at 9:30 am followed by the Pledge of Allegiance and Rollcall. **Present:** Vice-Chair Bill Fahs, Board Member Donald Steamer, Board Member Bud Fernandes. **Absent:** Ed Carey. **Also present:** City Administrator Dave Turner, Plant Operator Dave Evans, City Engineer Jason Shepler (via Zoom), Administrative Assistant Tammie Anderson, Code Officer Barry Goldman, City Clerk Silvia Gransee.

Public Attendance: 2

2. **Election of Chair/Vice-Chair:** The Board agreed to defer the election of chair and vice-chair to the following month.
3. **Agenda Additions, Changes, Deletions:** City Clerk Gransee noted the deletion of agenda item 2 (a).
4. **Citizen Comments and Correspondence:** None.
5. **Next Meeting Discussion:** The Board confirmed a quorum for the next meeting on Tuesday, December 19th, 2023.
6. **Approval of Minutes:** Regular Meeting Minutes October 17th, 2023.

MOTION: Motion made by Bud Fernandes to approve the meeting minutes. Donald Steamer seconded the motion.

DISCUSSION: None.

ON THE MOTION: Rollcall vote. Unanimous approval.

7. Items for Discussion/Approval

- a. **Update on Wastewater Sampling Continuation:** Plant Operator Dave Evans reported that the sampling will continue as of today. Dave Evans reported that a new contract was awarded and the sampling will continue twice a week.

Plant Operator Evans asked for the approval of the wastewater sampling.

City Clerk Gransee informed for the request for approval on cost not having been on the agenda and the item to be deferred to the next month.

A brief discussion followed on the calculation of cost and budget allocation. City Administrator Turner confirmed to provide a cost analysis the following meeting.

- b. **Review of WRF Electrical Consumption Trends:** Engineer Jason Shepler informed on his submitted report to the Board and asked for questions.

Board Member Fernandes asked about the electrical consumption review on page 6 and a comparison in usage and costs from previous years. Jason Shepler explained the increase in dollar cost for kilowatt hour to be a result of possible fuel surcharges. Jason Shepler gave further explanation on calculations including answering questions on spikes in costs compared to usage. Bud Fernandes asked on a specific spike in cost in November of 2022 and possible

reasons for the increase. City Administrator Turner explained that the increase likely can be attributed to Hurricane Ian. Plant Operator Evans spoke on water infiltration into the sewer system for that period. Jason Shepler spoke on average monthly flow calculations and an increase in cost and stated non-understanding how the Co-Op calculates their charges. Board Member Donald Steamer explained the fluctuation rate changes to be attributed to fuel costs. Jason Shepler agreed with Donald Steamer's explanation. Board Member Fernandes clarified to have been looking at page 9 and not page 6. Jason Shepler informed for power costs to be more linked to the Co-Ops own costs and continued explaining basis of charges to the City. Plant Operator Dave Evans explained the Stormwater infiltration to be attributed to storms as well as king tides. Dave Evans informed on the streets with most issues and the last regular cleaning and maintenance were completed 5 years ago. Plant Operator Evans recommended to have a bid prepared to clean, inspect, and repair all pipes. Dave Evans estimated costs of \$30,000.00. City Administrator Turner informed for the costs not to be included in the current budget but the possible use of reserve monies. Bud Fernandes supported the suggestion of using reserve monies.

MOTION: Motion made by Bud Fernandes to prepare a bid package to inspect, clean and repair the sewer pipes for leakage and repair with the use reserve funds.

DISCUSSION: The Board briefly discussed the scope of work to be included in the bid package.

ON THE MOTION: Rollcall vote. Unanimous approval.

City Clerk Gransee informed that the Board's recommendation will be presented to the City Commission in December.

Vice Chair Fahs asked for agenda item 7 (d) to be discussed first.

- c. **(d) City Commission directive to the Utility Board to investigate cost savings of alternate power options for the Wastewater Plant:** Vice-Chair Fahs introduced the agenda item and asked for Engineer Jason Shepler to assist in the task. Board Member Steamer gave questions on funding, available space, and what the actual benefits would be. Vice-Chair Fahs suggested a possible use for the Stormwater retention pond but stated the need for professional advice. City Administrator Turner explained that the South Florida Water Management District requires for that area to remain open and cannot be used. City Administrator Turner continued by stating the next steps to be the hiring of a consultant for a cost, location, and feasibility analysis. Discussion continued on possible options, next steps, and Commission directives. Jason Shepler recommended to reach out to Reynold's Construction to provide more input and data for the Board to consider. City Administrator confirmed to reach out to Reynold's Construction as well as the FKEC to investigate the solar loan program.
- d. **(c) Discussion on the assessment and charges for the services and uses of city sewer facilities:** Donald Steamer gave his report on Wastewater billing and the incorporation of a flow charge into the current fixed rate. Donald Steamer explained the calculation of charges by using fixed and variable factors. Board Member Steamer explained that calculations were derived from data provided by Engineer Shepler and described how the City compares to other municipalities in the County. Donald Steamer explained that billing would change for all residents and would account for actual usage. Donald Steamer continued talking on commercial accounts being analyzed by flow and the flow rate not being sufficient to cover costs. Donald Steamer explained for the current system to be antiquated and not up to standards. The Board discussed changes to monthly income and comparisons to other municipalities. Bud Fernandes stated that the topic has been discussed in the past but gave support to go forward with the idea to discuss further. Donald Steamer continued giving supporting arguments on his recommendation. City Clerk Gransee asked to follow procedure and continue with discussions after a motion was made.

MOTION: Motion made by Donald Steamer to bring back the discussion of assessment of fees at the December Utility Board meeting. Bud Fernandes seconded the motion.

DISCUSSION: Bud Fernandes spoke on the need for written documents from the Aquaduct Authority to make further recommendations and questions on costs associated with the change. Donald Steamer confirmed that there would be a cost associated with the change and gave further details. Donald Steamer informed to have hard copy documentation supporting his report.

ON THE MOTION: Rollcall vote. Unanimous approval.

8. Utility Clerk's Monthly Report: The Board had no questions on the report.

9. City Administrator's Sewer and Storm Water Grant update: City Administrator Turner reported no updates on the grants, with decisions expected next June.

City Administrator Turner introduced Code Officer Goldman to update on the sewer line inspections and to give a follow-up.

Code Officer Goldman reported that 25 properties were assessed fines as of November 8th, 2023. Barry Goldman advised on an assessment of fines in the amount of \$50.00 per month for the first two month, followed by a fine of \$200.00 per month thereafter.

Code Officer Goldman informed of difficulties sending correspondence to some property owners and explained rules on certified mail and proof of delivery. Code Officer Goldman asked for further directive on the assessment of fines for the remaining properties. Code Officer Goldman continued explaining his process of sending correspondence and his ability to rescind fines for property owners coming into compliance. Code Officer Goldman further talked on a regular percentage of non-compliance and property owners having to take responsibility. Board Member Bud Fernandes talked on the importance of verifying that correspondence was received. Code Officer Goldman stated to have cross referenced all available resources to verify addresses and gave further thoughts on the topic.

The Board discussed on how to proceed. Code Officer Goldman stated to have exhausted all resources to find additional correct addresses and decision's to rescind fines can be made if necessary.

City Administrator Turner asked if Code Officer Goldman is using the same protocol for Code using the Special Magistrate as in other cases which Code Officer Goldman confirmed.

The Board directed Code Officer Goldman to proceed as is.

Board Member Fernandes asked City Administrator Turner for his report on grants. City Administrator Turner informed no update since the last report and no new information to be known until next June. City Administrator Turner explained no current active solar grants and being informed of upcoming grants. City Administrator Turner confirmed of supplying a list of pending grants to the Board.

10. Operator's Monthly Report

- a.** September 2023
- b.** October 2023

Plant Operator Dave Evans gave his report for September and October and asked for questions from the Board. Plant Operator Evans confirmed that three new VFD's were purchased and for the RO plant to be functional with some difficulties with the filters. Dave Evans further confirmed the bi-annual service of the lift stations.

11. Treasurer's Report

a. Approval of Wastewater Financial Reports

- i. Income Statement
- ii. Balance Sheet
- iii. Warrant No. 1023-WW in the amount of \$80,375.68

Board Member Bud Fernandes gave the Wastewater Financial Report in his position as Secretary-Treasurer. Board Member Fernandes reported income in the amount of \$135,436.81 and requested approval for Wastewater Warrant 1023 in the amount of \$80,375.68. Bud Fernandes reported the 1st month of the sewer fiscal year budget to be found in good condition. Vice-Chair Fahs asked for a motion to approve Wastewater Warrant No. 1023.

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

DISCUSSION: None.

ON THE MOTION: Rollcall vote. Unanimous approval.

b. Approval of Stormwater Financial Reports

- i. Income Statement
- ii. Balance Sheet

Board Member Bud Fernandes gave the Stormwater Financial Report in his position as Secretary-Treasurer. Board Member Fernandes reported zero income for the month of October and all grant information remaining the same. Bud Fernandes reported of finding the 1st month of the Stormwater fiscal year budget to be in good condition and asked for a motion to approve the Treasurer's report.

MOTION: Motion made by Bill Fahs to approve the Treasurer's report. Donald Steamer seconded the motion.

DISCUSSION: None.

ON THE MOTION: Rollcall vote. Unanimous approval.

- 12. Any Other Business:** City Administrator Turner updated on the Stormwater Project and anticipated timelines and gave a possible start week in the second week of January. City Administrator Turner informed of a continued search for a staging place, with no commitment made yet.

Board Member Fernandes spoke on solar energy being an important part to mitigate electric usage and to include as a monthly agenda item.

City Clerk Gransee confirmed but informed that specific approvals need to be on the agenda for proper public notice.

- 13. Adjournment:** The meeting adjourned at 10:59 am.

Respectfully submitted,

Silvia Gransee

City Clerk

ADOPTED: Dec. 19, 2023

Silvia Gransee

City Clerk

