

# MINUTES

## Key Colony Beach Utility Board

Tuesday, February 20th, 2024 – 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 & Rollcall:** The Key Colony Beach Utility Board Meeting was called to order by Chair Bill Fahs at 9:30 am followed by the Pledge of Allegiance and Rollcall. **Present:** Chair Bill Fahs, Vice-Chair Ed Carey, Donald Steamer, Bud Fernandes. **Also present:** Mayor-Administrator Joey Raspe, Plant Operator Dave Evans, Engineer Jason Shepler, Administrative Assistant Tammie Anderson, City Clerk Silvia Gransee.

**Public Attendance:** 5

2. **Swearing in of newly appointed Utility Board Members**

- a. Gil Gilbertson – Full Board Member
- b. Joe Turgeon – Alternate Board Member

City Clerk Gransee administered the Oath of Office to newly appointed board members Gil Gilbertson and Joe Turgeon. Full Board Member Gil Gilbertson took his seat on the dais.

3. **Agenda Additions, Changes, Deletions:** City Clerk Gransee asked for the correction of a scrivener’s error under agenda item 7c. to 7e. City Clerk Gransee further asked for the addition under Item 7f. for ‘Discussion/Approval of Sewer Billing Calculations’ by Donald Steamer and addition on 7g. for a ‘Recommendation of Fred Swanson to the Utility Board’.

The Board had no objections to the additions.

4. **Citizen Comments and Correspondence:** None.

5. **Next Meeting Discussion** - Scheduled for Tuesday, March 19th, 2024: The Board gave consensus to the next meeting date.

6. **Approval of Minutes:**

- a. Utility Board Meeting December 19<sup>th</sup>, 2023
- b. Utility Board Meeting January 16<sup>th</sup>, 2024

Chair Fahs asked for corrections or changes to the minutes. There were none.

**MOTION:** Motion made by Vice-Chair Carey to approve the minutes from December 19, 2023. Donald Steamer seconded the motion.

**DISCUSSION:** None.

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

**MOTION:** Motion made by Vice-Chair Carey to approve the minutes from January 16<sup>th</sup>, 2024. Donald Steamer seconded the motion.

**DISCUSSION:** None.

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

7. **Items for Discussion/Approval**

- a. **Continuance of Discussion/Approval of Proposal by Burke Energy Solutions on Solar Energy**
  - i. **Discussion/Approval of Option ‘A’ Proposal \*\*not yet received\*\***

Greg Galmin from Burke Energy Solutions reported on his trip to Tallahassee and research on available grant monies. Greg Galmin informed on meeting Representative Jim Mooney, Peter Rosasco, and Lobbyist, in an effort to secure grant monies for a Solar Plant. Greg Galmin stated confidence in securing monies for the next year and estimated available monies to be between \$2.2 and \$2.5 Million.

Greg Galmin gave a Slide Show presentation and presented a potential new design for the retention area. Greg Galmin explained the new design concept for improved panel protection and cost efficiency, and gave details on wind durability, directions of signs, and answered questions on foldability.

**i. Update on the pre-permitting process with SFWMD – Jason Shepler**

Jason Shepler from Mittauer Engineering informed on meeting with the South Florida Water Management District and gave details on his permitting perspective. Jason Shepler further talked on a draft letter and asked for directions to proceed. The Board gave a head nod to Jason Shepler to proceed with the submittal of the letter to the South Florida Water Management District.

**b. Discussion/Approval of a proposal by Mittauer & Associates from February 13<sup>th</sup>, 2024, for 7<sup>th</sup> Street and Shelter Bay Drive Drainage Improvements, Inc. Project No. 0604-20-0, in the amount of \$67,500.**

Jason Shepler spoke on drainage issues on 7<sup>th</sup> Street and discussions on mitigating solutions to bring improvements.

**MOTION:** Motion made by Vice-Chair Carey to make a recommendation to the City Commission to approve the proposal by Mittauer Engineering. Bud Fernandes seconded the motion.

**DISCUSSION:** Bud Fernandes asked for clarification on the scope of work. Jason Shepler informed on several possibilities on the proposed swale work. Chair Fahs asked for a possible conflict with the proposed solar retention pond project which Jason Shepler stated will not occur. The Board discussed the proposal and the possibility of reducing the scope of work. After discussion the Board agreed to keep the proposal as is.

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

City Clerk Gransee asked Chair Fahs to go back to the previous topic of the use of the Retention Pond. City Clerk Gransee voiced concerns on the pursuit of grant monies and the research and development of the use of the retention pond for solar purposes without the approval of the City Commission. City Clerk Gransee further informed for the need for the public to be informed and further informed for the Beautification Committee having been asked to pursue improvement ideas for the retention pond. City Clerk Gransee asked for the Board to consider a motion to present the matter to the Commission to be informed.

**MOTION:** Motion made by Bud Fernandes to request approval from the Commission to move forward with the solar system in the retention pond area. Vice-Chair Carey seconded the motion.

**DISCUSSION:** Donald Steamer asked for clarification of the purpose of the motion. City Clerk Gransee stated her belief that the City Commission and Public should be fully informed on the suggested use of the retention pond area prior to the Utility Board moving forward in the decision making process. Chair Fahs stated support of City Clerk Gransee's suggestion. Donald Steamer asked about the prior proposals on Options 'B' and 'C'. Jason Shepler stated to be able to provide proposals for those options but in the prior meeting it was decided for those not to be viable options. Donald Steamer asked for all choices being presented to the Commission. City Clerk Gransee restated the motion. The Board discussed inclusions of the additional options. Jason Shepler clarified the options as Option A for the 'Retention Pond Area', Option B for 'around the perimeter inside the plant at the carport' and 'C' as rooftop or structure mount. Donald Steamer asked to simplify the language as 'Burke's Solar Proposal should be presented to the City Council'. City Clerk Gransee asked Bud Fernandes for an amended motion.

**AMENDED MOTION:** Bud Fernandes amended his motion to recommend to present the Burke Energy Proposal for approval to move forward to the City Commission. Vice-Chair Carey seconded the motion. City Clerk Gransee confirmed the next City Commission on March 21<sup>st</sup> at 9:30 am and the request for Burge Energy to be present. There was no further discussion.

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

Mayor Raspe informed on upcoming meeting for the Utility Board and City Commission.

**c. Update on possible projects for grant remainder monies:**

Jason Shepler spoke on the proposal for 7<sup>th</sup> and 8<sup>th</sup> Street and proposed improvements for the pond area with the use of remainder grant monies and for the monies most likely to be exhausted by those projects. Jason Shepler could not verify the exact date for monies having to be spend but anticipated no issue completing proposed work within the calendar year.

**d. Utility Board Projects**

**ii. Present and Future Wastewater Projects**

Chair Fahs introduced the agenda item and informed on current and future projects. Chair Fahs asked if Item 1: Replace/Repair of the effluent polishing Tank in the amount of \$125,000 can be moved forward with and if bids have come in yet on the Sewer Bid. City Clerk Gransee informed for the bid still to be open. Plant Manager Evans asked for the addition of two items to the Capital Improvement List. Dave Evans asked for the addition of the replacement of digester stairs in aluminum, as well as a metal pipe stand. Chair Fahs informed for the digester stairs to be already on the list. Plant Manager Evans recommend listing the stairs as Number 5 and the pipe stand as number 6 and moving the remainder items down the line. Chair Fahs confirmed the changes for the record.

Plant Manager Evans confirmed the need for engineering plans for the replacement of the effluent polishing tanks and recommended for Jason Shepler to assist with the process. Jason Shepler confirmed to look at a variety of options for replacement and to report back to the Board.

The Board had no further questions.

**iii. Present and Future Stormwater Projects**

Chair Fahs spoke on the current Stormwater Projects and received confirmation that the injection wells were not completed yet and for the swales being in process. There was no other discussion.

**E. Discussion on the Retention Pond:** see under 7b.

**F. Discussion on Sewer Billing Calculations \*\*Agenda addition\*\***

Donald Steamer informed on new sewer billing calculations and discrepancies in the number of dwelling units used by the FCAA and the City. Donald Steamer informed of a difference of about 94 units amounting to a dollar amount of \$75,000.00 of revenue left on the table. Donald Steamer informed of incorrect billing for a unit in the City and gave further information on his calculations and purpose of having the City Commission informed. Donald Steamer explained for the fee from the water company be absorbed by the fixed fee and through reduction in administrative fees. Donald Steamer further spoke on administrative costs and anticipated costs. Bud Fernandes suggested that additional issues will be coming up in the process of establishing the new system and suggested for some additional research being done on the proposed changes. Donald Steamer objected to Bud Fernandes' suggestion.

City Clerk Gransee informed of meeting procedures and further asked the Board to consider to review the agreement prior it being presented to the City Commission to address open questions by the Board. City Clerk Gransee advised for it to be good for the Board to review and spoke on the possibility of a representative from FKAA to be present. City Clerk Gransee commended Mr. Steamer on his work but suggested for a review to be beneficial for the Board. Vice-Chair Carey asked on the possibility of installing a second meter on his property and asked if the FKAA would allow this. City Clerk Gransee could not answer the question. Donald Steamer informed on several irrigation meters that are not included in the sewer system and gave further information on the process. City Clerk Gransee asked Chair Fahs for a motion to bring back the item for discussion at the next meeting. City Clerk Gransee reminded of parliamentary procedures.

**MOTION:** Motion made by Chair Fahs to continue discussion and bring back at the next meeting on third-water billing calculations from Donald Steamer. Bud Fernandes seconded the motion.

**DISCUSSION:** Donald Steamer asked on the impact of the last motion to recommend to the City Commission. City Clerk Gransee stated to do her best to have FKAA present at the next meeting but for the Board to have another chance to review the prior recommendation and for all board members to have the ability to ask questions. City Clerk Gransee confirmed for the Utility Board to look at the matter first.

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

**G. Discussion/Approval on a recommendation for Fred Swanson to be appointed to the Utility Board \*\*Agenda addition\*\***

City Clerk confirmed the next agenda item as the recommendation for appointment of Fred Swanson.

**MOTION:** Motion made by Bud Fernandes to recommend the appointment of Fred Swanson to the Utility Board. Chair Fahs seconded the motion.

**DISCUSSION:** City Clerk Gransee asked for clarification of a full-time or alternate appointment and reminded of prior discussions on full-time residency and attendance via Zoom. City Clerk Gransee asked Bud Fernandes on his intention to resign. Bud Fernandes confirmed his intention to resign after the meeting.

**AMENDED MOTION:** Bud Fernandes amended his motion to recommend Fred Swanson as his replacement as a full-time member. Ed Carey seconded the amendment.

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

City Clerk Gransee informed for the recommendation to be presented to the City Commission on March 21st.

**8. City Clerk's Monthly Report**

- a. Update on the FKAA Agreement: covered under previous discussion.
- b. Grant Reimbursement Update: City Clerk Gransee informed for the City having received the first payment reimbursement request in the amount of \$65,500 and for the next quarterly report being due by April 20th.
- c. Sewer Bid Update: City Clerk Gransee informed on continuing answering questions through DemandStar and Plant Manager Evans having been helpful with providing information to answer contractors questions.
- d. Form 1 Financial Disclosure Requirements: City Clerk Gransee asked for any additional questions. Bud Fernandes spoke on the financial requirements potentially negatively impacting his customer. City Clerk Gransee informed that no monetary amount needs to be disclosed on Form 1. Bud Fernandes stated the correspondence he received was not clear on the requirements. City Clerk Gransee disagreed and informed that clear communication was given. City Clerk Gransee informed on the process for the Utility Board being included in the Form 1 Filing Requirements under the Commission of Ethics and that the Board having been informed of the changes in the prior year. City Clerk Gransee recommended calling the Commission Ethics Committee for detailed questions. Bud

Fernandes confirmed to keep his resignation despite the misunderstanding in financial disclosure requirements. City Clerk Gransee suggested for Bud Fernandes to be an alternate for the Board.

City Clerk Gransee asked Bud Fernandes on the possibility of training the next Treasurer. Bud Fernandes agreed.

## 9. City Administrator's Sewer and Storm Water Grant update

Mayor-Administrator Raspe informed for Vice-Mayor Foster having worked on the 9<sup>th</sup> and 10<sup>th</sup> Street project and the project on 11<sup>th</sup> and 12<sup>th</sup> Street being in its beginning phases with residents calling City Hall with information. Mayor Raspe stated to come back with the grant status.

## 10. Operator's Monthly Report

### a. January 2024

Plant Operator Dave Evans gave his monthly report for February. The Board had no questions.

## 11. Treasurer's Report

### a. Approval of Wastewater Financial Reports

- i. Income Statement
- ii. Balance Sheet
- iii. Warrant No. 0124-WW in the amount of \$83,759.73

Bud Fernandes gave the Financial Wastewater Report for February 2024 and asked for approval of Wastewater Warrant No. 0124 in the amount of \$83,759.73.

**MOTION:** Motion made by Bud Fernandes to approve Wastewater Warrant No. 0124. Vice-Chair Carey seconded the motion.

**DISCUSSION:** None.

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

### b. Approval of Stormwater Financial Reports

- i. Income Statement
- ii. Balance Sheet
- iii. Warrant No. 0124-SW in the amount of \$1,599.00

Bud Fernandes gave the Financial Stormwater Report for February 2024 and asked for approval of Stormwater Warrant No. 0124 in the amount of \$1,500.00.

**MOTION:** Motion made by Bud Fernandes to approve Stormwater Warrant No. 0124. Gil Gilbertson seconded the motion.

**DISCUSSION:** City Clerk Gransee confirmed the numbering of the warrants. Bud Fernandes confirmed for the warrant to be the approval of the monthly expenses.

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

## 12. Any Other Business

- a. Resignation of Bud Fernandes: Chair Fahs and the Board thanked Bud Fernandes for this service to the City.

## 13. Adjournment: The meeting adjourned at 11:01 am.

Respectfully submitted,  
*Silvia Gransee* – City Clerk

**ADOPTED: March 19, 2024**  
***Silvia Gransee* – City Clerk**