

MINUTES

Key Colony Beach Utility Board

Tuesday, July 15th, 2025 – 9:30 am

Marble Hall, 600 W. Ocean Drive, Key Colony Beach & via Zoom Conferencing

1. **Call to Order, Pledge of Allegiance, Prayer, & Rollcall:** The Key Colony Beach Utility Board meeting was called to order by Vice-Chair Ed Carey at 9:30 AM, followed by the Pledge of Allegiance, Prayer, and Rollcall. **Present:** Vice-Chair Ed Carey, Donald Steamer, Gil Gilbertson, Chair Fred Swanson (via Zoom), Joe Turgeon (via Zoom). **Also present:** Commissioner Tom Harding, Plant Operator Shane Ellis, City Administrator Tom Harding, Administrative Assistant Linda Jones, Mayor Freddie Foster, City Clerk Silvia Roussin.

2. **Approval of Agenda** (*Additions, changes, and deletions can be made via one motion and a second to approve by majority vote*)

Vice-Chair Carey asked for any changes to the agenda. City Clerk Roussin read the requested agenda changes into the record:

Under Item 5 (before the discussion on an increase in sewer fees): Discussion and recommendation to change the assessment of fees for laundry machines and additional lavatories.

A new Item 6d.: Discussion/Recommendation for Approval for CPH Engineer Jason Shepler to proceed with Engineering Plans for Stormwater/Wastewater Improvements, not to exceed \$50,000.00

Vice-Chair Carey asked for a motion to approve the agenda with changes.

MOTION: Motion made by Donald Steamer to approve. Gil Gilbertson seconded the motion.

DISCUSSION: None.

ON THE MOTION: Rollcall vote. Unanimous approval.

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

4. **Approval of Minutes:** Utility Board Meeting Minutes June 17th, 2025

Vice-Chair Carey asked for a motion to approve the minutes.

MOTION: Motion made by Donald Steamer to approve the minutes. Gil Gilbertson seconded the motion.

DISCUSSION: None

ON THE MOTION: Rollcall vote. Unanimous approval.

5. **FY2025/2026 Utility Board Budget Discussions**

- a. **Discussion and recommendation to change the assessment of fees for laundry machines and additional lavatories **Addendum****

Donald Steamer discussed his recommendation for amending Section 14-6 of the Code of Ordinances and shared his views on the shortcomings of the objectives. He recalled that the previous recommendation was tabled by the Commission and provided details on the current billing procedures in the city. Donald Steamer also addressed the assessment of fees for washing machines and lavatories in condominiums and explained his stance on implementing flat-rate fees for everyone while meeting budget needs.

The Board discussed the need for simplicity in the billing system, eliminating extra fees for washing machines and lavatories, comparing commercial water use to residential use, equally distributing costs, and addressing the expense of wastewater in the city.

The Board continued discussions on the draft ordinance and potential revisions. City Clerk Roussin informed the Board about its ability to make recommendations to the City Commission for the upcoming meeting.

Donald Steamer clarified his recommendation to change Section 14-6 to modify that everyone will be charged the same rate. Gil Gilbertson recommended splitting the discussion into two motions.

MOTION: Motion made by Gil Gilbertson to eliminate any extra charge for lavatories and washing machines. Chair Swanson seconded the motion.

DISCUSSION: None.

ON THE MOTION: Rollcall vote. Unanimous approval.

Donald Steamer proceeded with a second motion.

MOTION: Motion made by Donald Steamer to read (in Section 14-6): The monthly rate and charges for services and use of sewer facilities will be as follows: residential units, apartments, condominiums, and commercial accounts will be charged \$71.00 effective October 1st, 2025, and will be assessed in accordance with the recommendation by the City Commission. Vice-Chair Carey asked for a second. Gil Gilbertson seconded the motion.

DISCUSSION: Chair Swanson stated that the motion reflects a reduction of the access water charge to zero. Gil Gilbertson stated that he believed the motion applied only to residential units and indicated he would not have made the motion. Donald Steamer commented on the updated commercial billing form, with discussion following on the impact of eliminating the assessment per gallon usage. The Board discussed the tabling of the matter for further review.

ON THE MOTION: Donald Steamer withdrew his motion. Gil Gilbertson seconded.

b. Discussion/Recommendation on an increase of Sewer Fees – Commissioner Harding

Commissioner Harding provided background on budget preparation and expected costs for the upcoming fiscal year. Commissioner Harding discussed capital projects and suggested improvements for the wastewater plant. Commissioner Harding also addressed the proposed fee increase to \$74, the use of reserves, grant funds, and how expenses can be covered. He clarified that all decisions must be finalized by September and shared details on proposed capital improvements, along with increased costs for sludge hauling, electricity, and utility water fees. Commissioner Harding mentioned potential grants, including federal and state grants, emphasizing cautious use of reserves. He stated that reserves remain unchanged from last year and highlighted the helpfulness of grants. Following budget discussions, Vice-Chair Carey called for a motion to approve the proposed budget for the fiscal year 2025/2026.

MOTION: Motion made by Chair Swanson to approve. Donald Steamer seconded the motion.

DISCUSSION: Discussion followed regarding the approval of the budget and the recommendation to remove the assessment of fees for washing machines and lavatories.

ON THE MOTION: Rollcall vote. Unanimous approval.

6. Items for Discussion & Recommendation of Approval

a. Discussion and Recommendation on Billing Practices for the Marina

The Board agreed to table agenda item 6a.

MOTION: Motion made by Donald Steamer to table the agenda item. Gil Gilbertson seconded the motion.

DISCUSSION: None.

ON THE MOTION: Rollcall vote. Unanimous approval.

b. Review of Verily Wastewater Surveillance Testing Service Agreement

Commissioner Harding explained the purpose of the agreement, with costs covered by the CDC, and clarified that the city only provides data. He discussed the viruses being tested and the benefits of the knowledge gained. Commissioner Harding supported continuing the agreement and provided more details on the wastewater sampling process.

MOTION: Motion made by Gil Gilbertson to continue the agreement with Verily for the Wastewater Surveillance Testing. Donald Steamer seconded the motion.

DISCUSSION: None.

ON THE MOTION: Rollcall vote. Unanimous approval.

c. Review of Contract with US Water Regarding Staffing Needs

City Clerk Roussin informed that correspondence with US Water has been included in the agenda packet for Board review. Commissioner Harding expressed concerns about staffing needs at the wastewater plant and the ability to fulfill the city's requirements. Plant Operator Ellis voiced confidence in his ability to complete his responsibilities as plant manager and deferred to his General Manager, Lina Quintaro, for further questions. Lina Quintaro commented that the staffing shortage is temporary and explained steps US Water is taking to fulfill required hours and contractual responsibilities. Plant Operator Ellis provided additional details about his daily schedule and his capacity to complete the required tasks. Lina Quintaro further commented on filling vacant positions with US Water and confirmed she will follow up with the city when the situation has been resolved.

d. Discussion/Recommendation for Approval for CPH Engineer Jason Shepler to proceed with Engineering Plans for Stormwater/Wastewater Improvements, not to exceed \$50,000.00 **Agenda addition**

Vice-Chair Carey introduced the agenda item.

MOTION: Motion made by Donald Steamer to approve. Gil Gilbertson seconded the motion.

DISCUSSION: Mayor Foster explained the reason for requesting funding for engineering to prepare for shovel-ready projects for grant applications. He also asked to increase the funding to \$60,000.00.

AMENDED MOTION: Donald Steamer amended his motion for funding approval for \$60,000.00. Gil Gilbertson seconded the amendment.

ON THE AMENDED MOTION: Rollcall vote. Unanimous approval.

6. City Staff Report: The Board had no questions about the report.

7. Sewer and Stormwater Grant update

City Administrator Bartus reported on available stewardship monies for the Keys and working with the Mayor and Lobbyist on securing funding for grant requests.

8. Operator's Monthly Report

a. June 2025

b. Maintenance Budget for re-use

Plant Operator Ellis reported, in addition to his regular report, that he is waiting for proposals for a fuel polishing system and for annual maintenance visits. Shane Ellis added comments about the stair replacement in the plant, with Mayor Foster mentioning efforts to work on funding requests for needed capital projects. Donald Steamer inquired about the status of previous discussions regarding adding solar power to the roofs of city-owned buildings. City Clerk Roussin informed that the Commission has decided to wait until they can secure grant funding and will revisit the topic then. Commissioner Harding stated that no funding is included in the budget for solar projects and provided additional information that there are no available federal or state funds for such projects. Further discussions followed on potential options for funding a solar project.

Shane Ellis provided additional updates on the repair status for the sewer line repairs and confirmed that major issues have been completed.

9. Treasurer's Report

a. Wastewater Financial Reports

1. Balance Sheet
2. Income Statement
3. Discussion/Approval of Wastewater Warrant No. 0625 for \$115,297.88

b. Stormwater Financial Reports

1. Balance Sheet
2. Income Statement
3. Discussion/Approval of Stormwater Warrant No. 0625 for \$250.00

Chair Swanson had no objections to the financial reports and asked for a motion to approve the warrants.

MOTION: Motion made by Gil Gilbertson to approve. Donald Steamer seconded the motion.

DISCUSSION: Donald Steamer asked for clarification on the expenditure for Pantropic Power. Shane Ellis explained the repairs that were completed.

ON THE MOTION: Rollcall vote. Unanimous approval.

10. Any Other Business

11. Next Meeting: August 19th, 2025

12. Adjournment: The meeting adjourned at 10:57 AM.

Respectfully submitted,

Silvia Roussin

City Clerk

ADOPTED: September 16, 2025

Silvia Roussin

City Clerk