

MINUTES

Key Colony Beach Utility Board

Tuesday, December 16th, 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, Gil Gilbertson, Joe Turgeon, Chair Fred Swanson (via Zoom). **Also present:** Mayor Freddie Foster, City Administrator John Bartus, Building Official Tony Loreno, Plant Operator Shane Ellis, Administrative Assistant Par Darnall, Commissioner Kirk Diehl, 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*)

There were no changes to the agenda and Vice-Chair Carey asked for a motion to approve the agenda.

MOTION: Motion made by Gil Gilbertson to approve. Joe Turgeon seconded the motion.

DISCUSSION: None.

ON THE MOTION: Rollcall vote. Unanimous approval.

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

4. **Approval of Minutes**

- a. 11-18-2025 Utility Board Meeting Minutes

There were no changes to the minutes, and Vice-Chair Carey asked for a motion to approve.

MOTION: Motion made by Joe Turgeon to approve. Gil Gilbertson seconded the motion.

DISCUSSION: None.

ON THE MOTION: Rollcall vote. Unanimous approval.

5. **Items for Discussion & Recommendation of Approval:** None.

6. **City Staff Report:** There were no questions on the report.

7. **Sewer and Stormwater Grant update:** City Administrator Bartus had no updates and reported waiting for news from the State, with no expected updates until the beginning of the year.

8. **Operator's Monthly Report**

- a. November 2025

- b. Maintenance Budget for re-use

Plant Operator Ellis reported that the new polishing tank has been installed and is awaiting a final inspection to ensure it is intact before the final connection to the plant. Shane Ellis also reported that sludge hauling is running normally, pumps in the plant are functioning well, and replacements are available if needed.

9. Treasurer's Report

a. Wastewater Financial Reports

1. Balance Sheet
2. Income Statement
3. Discussion/Approval of Wastewater Warrant No. 1125 for \$205,659.34

b. Stormwater Financial Reports

1. Balance Sheet
2. Income Statement
3. Discussion/Approval of Stormwater Warrant No. 1125 for \$3,572.50

The Board observed no needed corrections to the report and had no questions.

Vice-Chair Carey asked for a motion to approve the Treasurer's Report.

MOTION: Motion made by Chair Swanson to approve. Gil Gilbertson seconded the motion.

DISCUSSION: None.

ON THE MOTION: Rollcall vote. Unanimous approval.

Vice-Chair Carey asked for a motion to approve the Stormwater and Wastewater Warrant.

MOTION: Motion made by Chair Swanson to approve Wastewater Warrant No. 1125 for \$205,659.34 and Stormwater Warrant No. 1125 for \$3,572.50. Gil Gilbertson seconded the motion.

DISCUSSION: None.

ON THE MOTION: Rollcall vote. Unanimous approval.

- 10. Any Other Business:** City Clerk Roussin announced that this is the last meeting for Joe Turgeon before he steps down from his position. The Board and City Clerk expressed gratitude to Joe Turgeon for his service on the Board. City Clerk Roussin confirmed that Committee members can be property owners or long-term residents of the city, and that the City Commission has the authority to waive residency requirements.

- 11. Next Meeting:** January 20th, 2026 – 9:30 AM

- 12. Adjournment:** The meeting was adjourned at 9:41 AM.

Respectfully submitted,

Silvia Roussin

City Clerk

ADOPTED: January 20, 2026

Silvia Roussin

City Clerk