

# MINUTES

## Key Colony Beach Utility Board

Tuesday, January 20<sup>th</sup>, 2026 – 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 Fred Swanson at 9:30 AM, followed by the Pledge of Allegiance, Prayer, and Rollcall. **Present:** Ed Carey, Fred Swanson, Gil Gilbertson. **Also present:** Plant Operator Shane Ellis, Commissioner Kirk Diehl, Building Official Tony Loreno, Building Assistant Samantha Rodamer, Administrative Assistant Par Darnall, City Administrator John Bartus, City Clerk Silvia Roussin.

**2. Election Of Chair, Vice-Chair, and Secretary-Treasurer** (*Election Procedures: Person(s) is/are nominated; the nomination does not require a second. Votes are cast for each nominee via rollcall*)

**a. Election for Chair:** City Clerk Roussin asked for a nomination for Chair.

**NOMINATION:** Gil Gilbertson nominated Fred Swanson for Chair. There were no other nominations.

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

Fred Swanson was re-elected as Utility Board Chair.

**b. Election for Vice-Chair:** Chair Swanson asked for the nomination for Vice-Chair.

**NOMINATION:** Chair Swanson nominated Ed Carey for Vice-Chair. There were no other nominations.

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

Ed Carey was reelected to Vice-Chair

**c. Election for Secretary-Treasurer:** Chair Swanson asked for a nomination for Secretary-Treasurer.

**NOMINATION:** Chair Swanson nominated Gil Gilbert as Secretary-Treasurer. There were no other nominations.

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

Gil Gilbertson was elected Secretary-Treasurer.

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

City Clerk Roussin informed of the agenda addition of a quote by Control Systems Design for \$3,750.00 under Item 6d.

**MOTION:** Motion made by Vice-Chair Carey to approve. Gil Gilbertson seconded the motion.

**DISCUSSION:** None.

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

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

**5. Approval of Minutes**

**a. 12-16-2025 Utility Board Meeting Minutes**

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

**MOTION:** Motion made by Chair Swanson to approve. Vice-Chair Carey seconded the motion.

**DISCUSSION:** None.

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

**6. Items for Discussion & Recommendation of Approval**

**a. Recommendation for the Appointment of Joe Schmidt to the Utility Board as a full Board Member**

**b. Recommendation for the Appointment of Peter Testa to the Utility Board as a full Board Member**

Chair Swanson introduced the agenda item and asked for Board input. The Board had no objections to the recommendation to appoint Joe Schmidt and Peter Testa. Peter Testa was in attendance and had no questions for the Board.

City Clerk Roussin confirmed that the Board could vote on both appointments at the same time.

**MOTION:** Motion made by Gil Gilbertson to approve. Vice-Chair Carey seconded the motion.

**DISCUSSION:** None.

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

City Clerk Roussin informed that the recommendation to approve would be presented to the City Commission the following Thursday.

**c. Discussion/Approval for the purchase of a new A/C System for \$5,500.00**

Chair Swanson introduced the agenda item and asked Plant Operator Ellis to elaborate. Shane Ellis spoke about the need to replace the system due to continued failures and Freon leakage.

**MOTION:** Motion made by Vice-Chair Carey to approve. Gil Gilbertson seconded the motion.

**DISCUSSION:** None.

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

**d. Discussion/Approval for a Quote by Control Systems Design for \$3,750.00 \*\*Agenda Addition\*\***

Plant Operator Ellis explained the quote for online support for the RO System, which includes a new touchscreen program that enables automation of the system. Shane Ellis clarified that the cost is a one-time fee.

**MOTION:** Motion made by Gil Gilbertson to approve. Vice-Chair Carey seconded the motion.

**DISCUSSION:** None.

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

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

**8. Sewer and Stormwater Grant update:** City Administrator Bartus reported on the Stewardship Grant Program and the City having received 2.277 Million Grant for Ocean Drive Water Quality Improvements. There were no questions.

**9. Operator’s Monthly Report**

- a. December 2025
- b. Maintenance Budget for re-use

The Board had no questions, but Chair Swanson requested a meeting with the Plant Operator next week.

**10. Treasurer’s Report**

- a. **December 2025 Wastewater Financial Reports**
  - 1. Balance Sheet
  - 2. Income Statement
  - 3. Discussion/Approval of Wastewater Warrant No. 1225 for \$118,077.37
- b. **December 2025 Stormwater Financial Reports**
  - 1. Balance Sheet
  - 2. Income Statement
  - 3. Discussion/Approval of Stormwater Warrant No. 1225 for \$43,043.50

The Board had no questions about the reports. Chair Swanson asked for a motion to approve the Wastewater Warrant.

**MOTION:** Motion made by Chair Swanson to approve. Vice-Chair Gilbertson seconded the motion.

**DISCUSSION:** None.

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

Chair Swanson asked for a motion to approve the Stormwater Warrant.

**MOTION:** Motion made by Vice-Chair Carey to approve. Gil Gilbertson seconded the motion.

**DISCUSSION:** None.

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

**11. Any Other Business:** Vice-Chair Carey asked if a follow-up was provided to raised questions on increases in commercial billing. City Clerk Roussin confirmed that the increase in monthly costs was explained to the customer and that there are no outstanding inquiries.

**12. Next Meeting:** February 17<sup>th</sup>, 2026 – 3:30 PM

**13. Adjournment:** The meeting adjourned at 9:49 AM.

Respectfully submitted,

*Silvia Roussin*

City Clerk

***ADOPTED: February 17, 2026***

***Silvia Roussin***

***City Clerk***