

MINUTES

Key Colony Beach Utility Board

Tuesday, February 17th, 2026 – 3:30 PM

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 Chair Swanson at 3:30 PM, followed by the Pledge of Allegiance, Prayer, and Rollcall. **Present:** Chair Fred Swanson, Vice-Chair Ed Carey, Secretary-Treasurer Gil Gilbertson, Joe Schmidt. **Absent:** Peter Testa. **Also present:** Mayor Freddie Foster, City Administrator John Bartus, Administrative Assistant Par Darnall, City Clerk Silvia Roussin, Plant Operator Shane Ellis.
2. **Swearing of Newly Appointed Board Members Joe Schmidt & Peter Testa:** City Clerk Roussin administered the Oath of Office to newly elected Board Member Joe Schmidt.
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 addition of a quote by Novonic for Preventive Maintenance Services for \$20,737.74. There were no other changes, and Chair Swanson asked for a motion to approve.

MOTION: Motion made by Vice-Chair Carey to approve the agenda. 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. 01-20-2026 Utility Board Meeting Minutes

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

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

DISCUSSION: None.

ON THE MOTION: Rollcall vote. Unanimous approval.

6. **Items for Discussion & Recommendation of Approval**
 - a. Discussion/Approval of a Recommendation on Monthly Sewer Charges for the Marina

Chair Swanson introduced the agenda item and noted a correction on Page 7, Section 14, which should read \$37.00 per boat and \$111.00 per quarter. Chair Swanson asked for a motion to approve the item for discussion.

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

DISCUSSION: The Board discussed the number of houseboats in the marina and clarified that the wastewater assessment applies only to houseboats. Chair Swanson confirmed that the marina owner is aware of the proposed changes. Gil Gilbertson asked for clarification in the proposed ordinance to state 'per houseboat'. City Clerk Roussin confirmed that the recommendation will be presented to the City Commission on Thursday, who will then make the decision on an ordinance change. Gil Gilbertson cautioned about setting a possible precedent by allowing houseboats in other areas. Mayor Foster clarified that zoning differs in other areas of the city. Chair

Swanson spoke about the differences in size between houseboats and the small units in his condominium, which are not much bigger than the houseboats, and questioned possible usage differences. Vice-Chair Carey commented that the fee assessment can be reassessed in a few years if an adjustment is needed.

ON THE MOTION: Rollcall vote. Ed Carey – yes. Gil Gilbertson – No. Fred Swanson – yes. Joe Schmidt – yes.

b. Discussion/Approval of the quote by Novonic for Preventative Maintenance Services for \$20,737.74.

Chair Swanson introduced the agenda item and asked Plant Operator Shane Ellis to elaborate. Shane Ellis explained the scope of services included in the Preventative Maintenance Service Quote for the UV disinfection. Shane Ellis could not provide last year's cost but stated that he would follow up. There was no further discussion, and Chair Swanson asked for a motion to approve.

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

DISCUSSION: Shane Ellis confirmed that the preventative maintenance is for reused water and a yearly expense with fluctuations depending on need. Mayor Foster cautioned to review if increases continue for lower alternatives. Shane Ellis assumed that pricing would be lower in the next year, for higher cost replacements to be in the current year.

ON THE MOTION: Rollcall vote. Unanimous approval.

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

7. City Staff Report: City Clerk Roussin informed of a Stormwater Grant Reimbursement that was not included in the staff report. There were no questions from the Board.

8. Sewer and Stormwater Grant update

City Administrator Bartus spoke about pending appropriation requests to the State for the Wastewater Treatment Plant, Stewardship requests are being monitored, as are Water Quality Project funding. Mayor Foster elaborated on possible grant funding through the Department of Commerce and on funding for the Wastewater Plant, including monies for generator replacement, infrastructure, and lift stations. Mayor Foster further commented on waiting for final DEP approval of a grant for Water Quality Improvements on Ocean Drive.

9. Operator's Monthly Report

- a. January 2026
- b. Maintenance Budget for re-use

The Board had no questions but commented on the high amount of sludge hauling.

10. Treasurer's Report

a. January 2026 Wastewater Financial Reports

- 1. Balance Sheet
- 2. Income Statement
- 3. Discussion/Approval of Wastewater Warrant No. 0126 for \$228,652.50

There were no questions on the reports, and Chair Swanson asked for a motion to approve the Wastewater Warrant.

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

DISCUSSION: None.

ON THE MOTION: Rollcall vote. Unanimous approval.

b. January 2026 Stormwater Financial Reports

1. Balance Sheet
2. Income Statement
3. Discussion/Approval of Stormwater Warrant No. 0126 for \$27,033.24

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

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

DISCUSSION: None.

ON THE MOTION: Rollcall vote. Unanimous approval.

11. Any Other Business: Joe Schmidt asked for an update on conversations about solar power. Chair Swanson commented that the Board has received several proposals and encouraged the use and implementation of solar power. City Clerk Roussin informed that the City Commission tabled the discussion on solar power until grant opportunities are available to help with costs.

12. Next Meeting: **March 18th, 2026 – 3:30 PM**

13. Adjournment: The meeting adjourned at 3:59 PM.

Respectfully submitted,

Silvia Roussin

City Clerk

ADOPTED: March 18, 2026

Silvia Roussin

City Clerk