

MINUTES

Key Colony Beach Utility Board
Wednesday, March 18th, 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 was called to order by Chair Fred Swanson at 3:30 PM, followed by the Pledge of Allegiance, Prayer, and Rollcall. **Present:** Chair Fred Swanson, Vice-Chair Ed Carey, Joe Schmidt. **Absent:** Gil Gilbertson, James Testa. **Also present:** Mayor Freddie Foster, Commissioner Tom Harding, Commissioner Kirk Diehl, City Administrator John Bartus, Building Official Tony Loreno, Public Works Department Head Mike Guarino, Administrative Assistant Par Darnall, City Clerk Silvia Roussin, Plant Operator Shane Ellis, Chris Haack of Haack Environmental, John Kibbler of the Key Colony Beach Motel.

Public Attendance: 2

City Clerk Roussin confirmed a physical quorum of three for the Board.

~~2. Swearing of Newly Appointed Board Member Peter Testa~~

- 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 following proposed agenda additions:

- Addendum to 6a. Public Notice of Pollution by the DEP
- A new Item 6e. Discussion/Recommendation for Approval for a Proposal by Reynolds Construction for WRF Upgrades for \$21,587.20 (Drying Bed Effluent Reroute & Replacement)
- A new Item 6f. Discussion/Recommendation for Approval for a Proposal by Reynolds Construction for WRF Upgrades for \$25,206.16 (ARV & Air Separator Tank Replacement)
- An after-the-fact approval for emergency digester pump-out services by Nationwide Plumbing Services for \$17,472.00 and approval for payment to Haack Environmental for the same services for \$24,562.00, as a new Item 6g.

There were no other additions, and Chair Swanson asked for a motion to approve the agenda with additions.

MOTION: Motion made by Ed Carey to approve. Joe Schmidt seconded the motion.

DISCUSSION: None.

ON THE MOTION: Rollcall vote. Unanimous approval.

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

- 5. Approval of Minutes**

a. 02-17-2026 Utility Board Meeting Minutes

Chair Swanson asked for a motion to approve the minutes.

MOTION: Motion made by Vice-Chair Carey to approve. Joe Schmidt seconded the motion.

DISCUSSION: None.

ON THE MOTION: Rollcall vote. Unanimous approval.

6. Items for Discussion & Recommendation of Approval

a. Discussion/Review of Waste Hauling

Chair Swanson introduced the agenda item and asked Plant Operator Shane Ellis to provide an overview. Mr. Ellis reported that the City's waste hauler, GTech, is no longer able to perform digester waste pump-out services, requiring the use of alternative contractors to maintain operations. Mayor Foster outlined violations, non-compliance, and unresponsiveness by GTech and emphasized the need to maintain regulatory compliance. He recommended entering into a short-term agreement with Haack Environmental while new bid specifications are developed and confirmed that emergency pump-outs are underway.

Joe Schmidt inquired whether the lack of recent pump-outs contributed to the current situation which was confirmed. Chris Haack explained hauling restrictions, emergency conditions, higher operational costs, and advised verification of waste manifests. He noted that Haack Environmental's Big Pine Key facility is expected to be fully operational shortly and that the company provides services for other local agencies.

Mayor Foster stated that Haack Environmental will handle hauling services moving forward. Commissioner Harding supported terminating the contract with GTech and procuring a new contract. The Board concurred, and Mayor Foster confirmed that staff and consultants will meet to address outstanding issues, with Haack Environmental providing interim services.

b. Review of Wastewater Billing for the Key Colony Beach Motel

Mr. John Kibbler addressed the Board regarding wastewater billing for the Key Colony Beach Motel. He stated that the property had previously been billed based on usage, without a minimum per-unit assessment. Mr. Kibbler discussed improvements made to reduce water consumption, occupancy considerations, and expressed concern that the recent increase in expenses represents a financial hardship.

Chair Swanson noted that the property had been billed incorrectly in the past. Mr. Kibbler reiterated concerns regarding billing impacts and hardship. City Clerk Roussin confirmed that the current billing reflects the correct minimum assessment based on the number of units. Mr. Kibbler also discussed the existence of multiple meters on the property.

Commissioner Harding explained the historical context of prior billing adjustments and reviewed the City's policy for commercial wastewater assessments. Additional discussion included comparisons to condominium billing, overall water consumption, and conservation efforts. Mr. Kibbler provided final comments and thanked the Board for the opportunity to speak.

c. Discussion/Approval of a proposal by FJ Nugent for an emergency call-out system

Plant Operator Shane Ellis reported that the current call-out system is unreliable and fails to consistently activate alarms during after-hours emergencies. He emphasized the need for a system that can provide timely nighttime alerts and noted challenges in obtaining prompt IT support during emergencies. Shane Ellis and the Board reviewed the submitted proposals. Commissioner Harding supported approval of the higher proposal and stated he would work with Mr. Ellis to coordinate details with the vendor.

MOTION: Motion made by Vice-Chair Carey to choose the second option in the proposal and have Commissioner Harding and Plant Operator Ellis finalize the details. Joe Schmidt seconded the motion.

DISCUSSION: None.

ON THE MOTION: Rollcall vote. Unanimous approval.

d. Discussion/Approval of a Renewal Quote by Hach for \$5,382.00

Plant Operator Shane Ellis explained that the current quote covers the annual service visit and recommended approval.

MOTION: Motion made by Vice-Chair Carey to approve. Joe Schmidt seconded the motion.

DISCUSSION: None.

ON THE MOTION: Rollcall vote. Unanimous approval.

e. Discussion/Recommendation for Approval for a Proposal by Reynolds Construction for WRF Upgrades for \$21,587.20 (Drying Bed Effluent Reroute & Replacement)

f. A new Item 6f. Discussion/Recommendation for Approval for a Proposal by Reynolds Construction for WRF Upgrades for \$25,206.16 (ARV & Air Separator Tank Replacement)

Mayor Foster discussed both proposals received from Reynolds and clarified the scope of the quotes provided. He stated that Engineering recommended approving the higher proposal. Shane Ellis provided additional details on the scope and process. Mayor Foster advised disregarding the lower quote and approved the quote for \$25,206.16.

MOTION: Motion made by Joe Schmidt to accept the proposal for \$25,206.16. Vice-Chair Carey seconded the motion.

DISCUSSION: None.

ON THE MOTION: Rollcall vote. Unanimous approval.

City Clerk Roussin informed that the recommendation will be presented to the City Commission the following day.

g. After-the-fact approval for emergency digester pump-out services by Nationwide Plumbing Services for \$17,472.00 and approval for payment to Haack Environmental for the same services for \$24,562.00

The Board discussed the invoices, with additional comments by Chris Haack regarding the need for an additional valve on the digester tank. Further discussion followed on the existing valve and the best improvements.

MOTION: Motion made by Joe Schmidt to approve. Vice-Chair Carey seconded the motion.

DISCUSSION: None.

ON THE MOTION: Rollcall vote. Unanimous approval.

City Clerk Roussin stated that the recommendation would be presented to the City Commission the following day.

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

8. Sewer and Stormwater Grant update: City Administrator Bartus reported on legislative progress and provided updates on ongoing projects.

9. Operator's Monthly Report

a. February 2026

b. Maintenance Budget for re-use

Commissioner Harding discussed elevated nitrogen levels, emphasizing the need to review the wastewater permit for possible violations and to assess whether treatment adjustments are necessary. He also outlined permit requirements

and audit compliance responsibilities.

10. Treasurer's Report

a. February 2026 Wastewater Financial Reports

1. Balance Sheet
2. Income Statement
3. Discussion/Approval of Wastewater Warrant No. 0226 for \$90,097.61

b. February 2026 Stormwater Financial Reports

1. Balance Sheet
2. Income Statement
3. Discussion/Approval of Stormwater Warrant No. 0226 for \$68,123.71

Chair Swanson asked for questions about the warrants. Vice-Chair Carey sought clarification on a payment to GTech, which City Clerk Roussin confirmed she will follow up on.

MOTION: Motion made by Vice-Chair Carey to approve the Wastewater and Stormwater Warrants. Joe Schmidt seconded the motion.

DISCUSSION: None.

ON THE MOTION: Rollcall vote. Unanimous approval.

11. Any Other Business: None.

12. Next Meeting: April 21, 2026 – 3:30 PM

13. Adjournment: The meeting adjourned at 4:33 PM.

Respectfully submitted,

Silvia Roussin

City Clerk

ADOPTED: April 21, 2026

Silvia Roussin

City Clerk