

# MINUTES

## Key Colony Beach Utility Board

Tuesday, April 21, 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 Fred Swanson, followed by the Pledge of Allegiance, Prayer, and Rollcall. **Present:** Chair Fred Swanson, Vice-Chair Ed Carey, Gil Gilbertson, Joe Schmidt. **Absent:** Peter Testa. **Also present:** Mayor Freddie Foster, Commissioner Tom Harding, Commissioner Kirk Diehl, Vice-Mayor Doug Colonell, Building Official Tony Loreno, Administrative Assistant Par Darnall, Plant Operator Shane Ellis, City Clerk Silvia Roussin, Chris Haack from Haack Environmental LLC.

**Public Attendance: 2**

- 2. Swearing-in of Appointed Board Member Peter Testa:** City Clerk Roussin asked the Board to consider discussing Peter Testa's continued service on the Utility Board, given that he has been unable to attend any meetings since his December appointment. Chair Swanson agreed but asked that the discussion be tabled until later in the meeting to allow Mr. Testa an opportunity to attend.
- 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 agenda additions:
  - A new Item 6f. Discussion/Approval of a proposal by Reynolds Construction to replace the ARVs and install an air injector system for \$36,216.27
  - A new Item 6g. Discussion/Approval of a Reynolds Invoice for \$6,412.66 for work completed on March 24th, 2026
  - Discussion/Review of a recommendation by Commissioner Harding to raise the annual stormwater assessment to \$84.00

There were no other changes.

**MOTION:** Motion made by Vice-Chair Carey to approve the agenda with changes. 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.** 03-18-2026 Utility Board Meeting Minutes: There were no changes to the minutes, and Chair Swanson asked for a motion to approve.

**MOTION:** Motion made by Joe Schmidt 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. Review of Capital Improvement Projects

Commissioner Harding reviewed the current fiscal year's capital improvement plan. He reported that cassettes are expected to arrive in May, a pipe stand has been installed by Public Works, and a grant is being pursued for lift station control boxes. Commissioner Harding noted that funds are being included for possible system leak checks and repairs, painting of the building and equipment, and replacement of the ISAM tank baffle due to corrosion. Commissioner Harding distributed photographs of the plant and provided background on delays related to time and available funds. Commissioner Harding noted the need to paint portions of the complex and to update the project list for 2027. Commissioner Harding informed that the current improvement list will be updated in the coming weeks and asked for suggestions for items to be added. In discussion, Joe Schmidt asked whether the work would involve sandblasting and coating. Commissioner Harding said the typical painting process would include power washing, primer, two finish coats, an inspection after application, and a possible clear sealant.

### b. Review of March Sludge Hauling

Chair Swanson asked for confirmation of ongoing weekly sludge-hauling updates, which City Clerk Roussin confirmed. Plant Operator Ellis confirmed that sludge hauling is caught up and that both pumps are operating as intended. Joe Schmidt asked the Sludge Hauler Operator/Owner, Chris Haack, about his dewatering process. Chris Haack discussed the dewatering process and explained how it differs from solid-waste handling. Gil Gilbertson asked about the sludge-hauling process, the pump system, and the pump's vulnerability during a storm. Shane Ellis responded that there are two pumps inside the ISAM building, protected approximately three to four feet above ground level, and stated that he did not anticipate a flooding problem under normal conditions. Gil Gilbertson expressed concern about major flooding and the potential impact on plant operations during a significant hurricane.

### c. Discussion/Recommendation to Award RFP 2026-02 Sludge Hauling Services

Chair Swanson introduced the item. City Clerk Roussin confirmed that the city had received one respondent to the bid and would hear the Board's recommendation at the May 21st City Commission meeting. Chair Swanson asked to look for a recommendation from the Board and invited Chris Haack to speak. Chris Haack reviewed the proposed rates, including emergency service rates. Mayor Foster noted that the firm was the only respondent and qualified to perform the work, and asked City Administrator Bartus to reach out for clarification on the services provided.

Chris Haack explained the contractor's ability to respond during both daytime and nighttime hours. In response to a question from Chair Swanson regarding lift station cleaning, Shane Ellis confirmed that lift station cleaning was included in the prior contract with G-Tech. Discussion followed on annual or semiannual cleanings of the lift stations, with Commissioner Harding confirming a schedule of twice a year. Joe Schmidt asked about timing, and Shane Ellis responded that the work is typically performed before and after the season, with service anticipated in November and April. Shane Ellis confirmed to schedule the cleanings. 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.

**FURTHER DISCUSSION:** None.

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

City Clerk Roussin informed that the recommendation would be presented to the City Commission on May 21st. Mayor Foster asked Chris Haack to provide the updated proposal at his convenience.

**d. Discussion/Recommendation to Approve the 2026/2027 Atlantic Pipe Contract for Storm Drain Cleaning Services**

City Clerk Roussin informed that the agreement is a renewal of last year's contract with no changes, and that the current renewal is the last available. The Board continued discussion on the proposed 2026/2027 Atlantic Pipe contract for storm drain cleaning services, including pricing, performance, and the requirements for going out to bid. There was no further discussion, and Chair Swanson asked for a motion to approve.

**MOTION:** Motion made by Vice-Chair Carey to approve the recommendation to the City Commission for approval. Gil Gilbertson seconded the motion.

**FURTHER DISCUSSION:** None.

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

City Clerk Roussin informed that the recommendation will be presented to the Commission on May 21st, 2026.

**e. After-the-Fact Approval for an Emergency Pump Purchase from Xylem for \$34,303.00**

Chair Swanson introduced the agenda item and 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 pumps are for the plant itself and that one has been installed and one has been placed in reserve. Shane Ellis further confirmed that there are three lift station pumps in stock.

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

**f. Discussion/Approval of a proposal by Reynolds Construction to replace the ARVs and install an air injector system for \$36,216.27\*\*Agenda Addition\*\***

Chair Swanson introduced the agenda item. Commissioner Harding explained that the current system was a significant factor in the plant overflow in March, provided details on repair needs, and stated that replacing it with a modern system would simplify operations and reduce liability. Chair Swanson asked for a motion to approve.

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

**FURTHER DISCUSSION:** None.

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

City Clerk Roussin informed that the recommendation will be presented to the City Commission on May 21st, 2026.

**g. Discussion/Approval of a Reynolds Invoice for \$6,412.66 for work completed on March 24th, 2026  
\*\*Agenda Addition\*\***

Chair Swanson introduced the agenda item and asked for a motion to approve.

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

**DISCUSSION:** None.

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

**h. Discussion/Review of a recommendation by Commissioner Harding to raise the annual stormwater assessment to \$84.00 \*\*Agenda Addition\*\***

Chair Swanson introduced the agenda item and asked Commissioner Harding to elaborate. Commissioner Harding distributed a handout and provided background on the stormwater assessment, explaining that it is a non-ad valorem fee collected annually through a tax assessment. He reviewed historical rate increases, emphasized the need to keep pace with inflation, and cited CPI data from Miami-Dade County. Commissioner Harding stated that the proposed increase to \$84.00 would appear on the November tax bill. There were no questions, and Chair Swanson asked for a motion to approve.

**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 would be presented to the City Commission on May 21st, 2026, coinciding with the first reading of the related ordinance.

7. **City Staff Report:** The Board had no questions about the report.
8. **Sewer and Stormwater Grant Update:** Commissioner Harding reported on the Small City Grant application for approximately \$1.5 million for the wastewater plant, noting that the application is in draft form and expected to be submitted at the beginning of May. He also reported that work continues on a separate lift station grant. Chair Swanson commented on the citizen advisory task force and the committee's recognition of the wastewater plant's importance.
9. **Operator's Monthly Report**
  - a. March 2026
  - b. Maintenance Budget for re-use

Chair Swanson asked whether operations at the plant were progressing as expected, and Shane Ellis confirmed they were. Commissioner Harding commented on the progress made over the last month, including repairs and improvements, and noted that nitrogen levels were declining from the high levels previously observed and that the recirculation pump was working. Commissioner Harding provided further detail on nitrogen levels.

10. **Treasurer's Report**
  - a. **March 2026 Wastewater Financial Reports**
    1. Balance Sheet
    2. Income Statement
    3. Discussion/Approval of Wastewater Warrant No. 0326 for \$366,708.36
  - b. **March 2026 Stormwater Financial Reports**
    1. Balance Sheet
    2. Income Statement
    3. Discussion/Approval of Stormwater Warrant No. 0326 for \$1,877.50

Gil Gilbertson commented on expenditures, noting that although some items were slightly over budget, the overall amount appeared manageable. He questioned the funds set aside for the emergency escrow fund, expressed concern about potential damage to electronic equipment during storm events, and discussed storm-protection improvements implemented in New Jersey after Hurricane Sandy. He described possible stormwater mitigation approaches and asked for permission to explore options further. Commissioner Harding stated that he has also been reviewing those possibilities. The Board held further discussion on potential mitigation measures. There

were no objections from the Board, and Gil Gilbertson will coordinate with Commissioner Harding on possible stormwater mitigation options.

There was no further discussion, and Chair Swanson asked for a motion to approve the warrants. Commissioner Harding commented that the payments on the UV Tank had been completed.

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

**DISCUSSION:** Chair Swanson commented that Sludge Hauling expenditures are not included on the current warrant. City Clerk Roussin added that partial billing was included on the warrant.

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

11. **Any Other Business:** Chair Swanson commented on Peter Testa’s inability to attend the meeting and recommended that the Board withdraw him as a board member.

**MOTION:** Motion made by Chair Swanson to recommend withdrawing Peter Testa as a board member. Gil Gilbertson seconded the motion.

**DISCUSSION:** None.

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

12. **Next Meeting:** May 19, 2026 – 3:30 PM: The Board discussed the potential move of the May Utility Board meeting and, after discussion, agreed to cancel the May meeting, allowing the City Commission to address any emergencies.

Commissioner Harding offered to work with Shane Ellis on a spreadsheet for the cleanup plan for the plant and pond, as well as updates on both spills and the DEP response. Shane Ellis confirmed that the handrails have been pressure-washed and informed that his supervisor has requested a site meeting to review the needs. Shane Ellis provided further comments on cleanup needs for the retention pond, with Chris Haack confirming a review of the site conditions. Joe Schmidt discussed a device to provide additional protection for the sewer system in his house, with comments from the Board and the Mayor on stormwater mitigation.

13. **Adjournment:** The meeting adjourned at 4:36 PM.

Respectfully submitted,

*Silvia Roussin*

City Clerk

***ADOPTED: June 16, 2026***

***Silvia Roussin***

***City Clerk***