MINUTES

Key Colony Beach Utility Board

Tuesday, August 18, 2026 – 10:00 AM

Temporary Meeting Place for the City of Key Colony Beach

The Key Colony Inn – Back Patio, 700 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 at 10:00 AM, followed by the Pledge of Allegiance, Prayer, and Rollcall. **Present**: Chair Fred Swanson, Vice-Chair Ed Carey, Liz Kohout Stephens, Gil Gilbertson, Joe Schmidt (via Zoom). **Also present**: Commissioner Tom Harding, Administrative Assistant Par Darnall, Building Official Tony Loreno, US Water Operator Shane Ellis, City Clerk Silvia Roussin, City Administrator John Bartus, Commissioner Kirk Diehl, Mayor Freddie Foster, Commissioner Tom Harding.

2. **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 Komline-Harn proposal for a 12-month subscription for Operational Intelligence for $9,600.00 as a new Item 6c. There were no other additions, and Chair Swanson asked for a motion to approve.

   MOTION: Motion made by Vice-Chair Carey to approve. Gil Gilbertson seconded the motion.
   DISCUSSION: None.
   ON THE MOTION: Rollcall vote. Unanimous approval.

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

4. **Approval of Minutes:** 07-21-2026 Utility Board Meeting Minutes

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

   MOTION: Motion made by Vice-Chair Carey to approve. Gil Gilbertson seconded the motion.
   DISCUSSION: None.
   ON THE MOTION: Rollcall vote. Unanimous approval.

5. **Review of Sludge Hauling for July:** Gil Gilbertson questioned the sludge hauling charges and asked whether costs could be reduced. US Water Operator Ellis reported on emergency spills, issues with the vacuum suction pumps, and upcoming changes and repairs to help reduce costs. Chair Swanson asked about the difference between regular and emergency costs and volumes, and Shane Ellis provided further explanations on lab results and the waste digester's functionality. Mayor Foster provided additional information on grant applications for plant improvements that could significantly reduce costs by reducing water and sludge hauling and by making the extraction process easier for disposal.

6. **Items for Discussion & Recommendation of Approval**
   a. Discussion/Approval of a Proposal by Komline-Harn for Touchscreen Panels for $6,300.00

   Chair Swanson asked whether the touchscreen panel request and the subscription request under Item 6c were related and whether the subscription was needed for the panels. Plant Operator Ellis explained that the two proposals were separate, that the touchscreen panels would assist with backup operations, and that he supported the purchase. Commissioner Harding explained that the touchscreen purchase was for the plant system and a replacement for damaged panels, while the separate software proposal would develop an application to document data over time, permanently store information, provide a dashboard, allow app access, assist with summer-month predictions, track electricity usage, support preventive maintenance tools, and help with maintenance scheduling. Commissioner Harding stated that the two proposals were independent of each other. There was no further discussion, and Chair Swanson asked for a motion to approve.

MOTION: Motion made by Gil Gilbertson to approve. Liz Kohout Stephens seconded the motion.
DISCUSSION: None.
ON THE MOTION: Rollcall vote. Unanimous approval.

Chair Swanson asked to move to discussion and approval of the agenda addition regarding the Komline-Harn Operational Intelligence Subscription. The Board had no objections.

b. Discussion/Approval of a Proposal by Komline-Harn for a 12-month subscription for Operational Intelligence for $9,600.00 **Agenda Addition

Chair Swanson voiced support for the proposal and moved to approve it.

MOTION: Motion made by Chair Swanson to approve. Gil Gilbertson seconded the motion.
DISCUSSION: None.
ON THE MOTION: Rollcall vote. Unanimous approval.

c. After-the-Fact Approval of a Proposal by Hawkins for the Purchase and Installation of a New Storage Tank for $11,500.00

Chair Swanson introduced the agenda item and asked US Water Operator Ellis to elaborate. Shane Ellis explained that the chemical storage tank was leaking and needed to be replaced, and that the proposal included installing one large tank to replace both existing tanks. Liz Kohout Stephens asked about the disposal of the existing tanks, and Commissioner Harding advised that they could be cut down to fit into a dumpster. There was no further discussion, and Chair Swanson asked for a motion to approve.

MOTION: Motion made by Vice-Chair Carey to approve. Gil Gilbertson seconded the motion.
DISCUSSION: None.
ON THE MOTION: Rollcall vote. Unanimous approval.

7. **City Hall Staff Report:** None.

8. **Sewer and Stormwater Grant Update:** City Administrator Bartus reported on the lift station grant, generator replacement funds, and stewardship funding allocations of $1.5 million, pending legislative funding. He also reported that the City is still waiting on CDBG funding and discussed future grant opportunities, including nonpoint-source funding for FY 2028 for water outfalls, alternative water supplies grant for wastewater improvements, and the upcoming Water Quality Improvements Program funding opportunity.

9. **Operator's Monthly Report**
   a. July 2026
   b. Maintenance Budget for Reuse

Chair Swanson asked about the power failure and whether the generator failed to start. US Water Operator Ellis recalled the incident and believed the power failure may have affected the transfer switch, preventing the generator from coming on. He noted that weekly dry runs and monthly tests are conducted and that this type of failure had not occurred previously.

10. **Treasurer's Report**
    a. **July 2026 Wastewater Financial Reports**
        1. Balance Sheet
        2. Income Statement
        3. Discussion/Approval of Wastewater Warrant No. 0726 for $279,120.66
    b. **July 2026 Stormwater Financial Reports**
        1. Balance Sheet
        2. Income Statement
        3. Discussion/Approval of Stormwater Warrant No. 0726 for $48,873.11

    Gil Gilbertson presented the Treasurer's Report and noted that the numbers are in line with budgeted amounts despite some expenditures. Chair Swanson asked for a motion to approve the Wastewater Warrant for $279,120.66 and the Stormwater Warrant for $48,873.11.

    MOTION: Motion made by Vice-Chair Carey to approve. Liz Kohout Stephens seconded the motion.
    DISCUSSION: None.
    ON THE MOTION: Rollcall vote. Unanimous approval.

11. **Any Other Business:** Commissioner Harding reported that Nuvonic had worked on the UV system repairs and that the system is partially operational. Additional repair recommendations have been provided, and the City is awaiting a quote. Commissioner Harding also reported that the air injector, which was the root cause of the past two spills, will be installed within the next few weeks. He further reported that Reynolds is working on the digester proposal, with no timeline available at this time, and that FJ Nugent has completed the callout system. The City is also awaiting quotes for sewer-system leak detection. Commissioner Harding reported that Sherwin-Williams provided paint specifications for painting the sewer plant, and staff are sending out requests for proposals. He also reported that the total nitrogen levels have significantly decreased to ideal levels.

12. **Next Meeting:** September 15th, 2026- 10:00 AM – The Key Colony Inn

13. **Adjournment:** The meeting adjourned at 10:29 AM.

Respectfully submitted,

Silvia Roussin

City Clerk

<u>ADOPTED</u>: September 15, 2026
Silvia Roussin
City Clerk