MINUTES

Key Colony Beach Utility Board

Tuesday, October 20th, 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**: Vice-Chair Ed Carey, Gil Gilbertson, Chair Fred Swanson, Joe Schmidt (via Zoom), Liz Kohout-Stephens. **Also present:** City Administrator John Bartus, City Clerk Silvia Roussin, Administrative Assistant Par Darnall, US Water Operator Shane Ellis, City Plant Operator Danny Price, 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)*

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

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

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

4. **Approval of Minutes:** 09-15-2026 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. Liz Kohout Stephenson seconded the motion.
   DISCUSSION: None.
   ON THE MOTION: Rollcall vote. Unanimous approval.

5. **Review of Sludge Hauling for August**

6. **Items for Discussion & Recommendation of Approval**
   - **a.** Discussion and review of bids received for ITB 2026-04 for cleaning and camera inspection of the City's sewer lines, and a recommendation to the City Commission
     1. ITB 2026-04
     2. Proof of Publication
     3. Recommendation by the City Administrator

   Chair Swanson introduced the agenda item and recommended approval of the City Administrator's recommendation.

   MOTION: Chair Swanson moved to approve the recommendation. Liz Kohout Stephens seconded the motion.
   DISCUSSION: Gil Gilbertson and City Administrator John Bartus discussed the bidder's qualifications, references, bid completeness, price, responsiveness, and responsibility. Chair Swanson commented on system leakage and the funds spent on recurring inspections. City Administrator Bartus explained that the City would need to evaluate the identified repairs. The Board also discussed a broader overhaul of the sewer system, repairs to the sewer lines, and pollution entering the surrounding waters. Gil Gilbertson urged the City to prioritize underlying system repairs, noting that the sewer plant was not functioning properly. There was no further discussion, and Chair

Swanson called for roll. City Clerk Roussin restated that the motion was to accept the City Administrator's recommendation and award the project to Enviro Waste.
ON THE MOTION: Rollcall vote. The motion passed unanimously.

City Clerk Roussin stated that the City Commission would receive the recommendation on October 22nd.

b. Discussion and approval of Veolia's proposal to purchase membranes for $118,760.00

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

MOTION: Vice-Chair Carey moved to approve the proposal. Gil Gilbertson seconded the motion.
DISCUSSION: The Board discussed the single-source procurement, potential delivery delays, and the prompt delivery of the previous order.
ON THE MOTION: Rollcall vote. The motion passed unanimously.

City Clerk Roussin stated that the City Commission would receive the recommendation on October 22nd.

c. Discussion and approval of Material Handling Systems' $34,227.00 proposal for crane repairs

Chair Swanson introduced the agenda item and asked Plant Operator Danny Price to elaborate. Danny Price explained the necessary crane repairs and stated that only one quote had been received despite contacting several vendors.

MOTION: Vice-Chair Carey moved to approve the proposal. Gil Gilbertson seconded the motion.
FURTHER DISCUSSION: None.
ON THE MOTION: Rollcall vote. Unanimous approval.

City Clerk Roussin stated that the City Commission would receive the recommendation on October 22nd, 2026.

d. Discussion and approval of purchases for new laboratory equipment
   1. Myron Temperature Meter for $1,130.77
   2. USA Bluebook Lab Equipment for $5,559.36

Chair Swanson introduced the agenda item and asked Plant Operator Danny Price to elaborate. Danny Price explained that the purchases were needed to replace equipment owned by US Water.

MOTION: Gil Gilbertson moved to approve the purchases. Liz Kohout Stephens seconded the motion.
FURTHER DISCUSSION: None.
ON THE MOTION: Roll-call vote. The motion passed unanimously.

e. Review by Commissioner Harding on a Request for Input Flow Meter and Miscellaneous New Requests.

Commissioner Harding discussed the need for an influent flow meter, its operational benefits, and its role in the City's corrective-action response to the State. Commissioner Harding noted that the meter was included in the budget, strongly recommended by the engineer, and estimated to cost about $15,000. The Board reached consensus to request specifications from CPH, and Commissioner Harding further explained the monitoring process.

7. City Hall Staff Report – City Clerk Roussin reported that the State was reviewing the requested Collection System Action Plan and would assess potential fines. Commissioner Harding explained that the process could take two to three months and that the State would place the City on a monitoring program. Gil Gilbertson asked whether the City could obtain no-cost consulting assistance from a university or graduate student. Commissioner Harding supported the suggestion, referenced a similar study completed about 15 to 20 years ago as a summer project,

and said to reach out to Jason about the possibility.

8. **Sewer and Stormwater Grant Update** – City Administrator Bartus reported that the CDBG application was not awarded and recognized Commissioner Harding and City Clerk Roussin for their efforts. He stated that he had met with the local working group and was coordinating with the U.S. Army Corps of Engineers. He also discussed ongoing efforts to identify projects for fiscal year 2028, noting that funding may become available incrementally over the next decade and will depend on legislative action, congressional relationships, and continued coordination with the City's lobbyist. Gil Gilbertson asked whether the City needed a defined concept or project. Commissioner Harding emphasized the importance of developing shovel-ready projects to compete with other municipalities. The Board discussed the expenditures needed to prepare such projects, and Gil Gilbertson further commented on recent expenditures and future needs.

9. **Operator's Monthly Report - September**
   a. US Water – Shane Ellis reported that the month had been challenging.

   b. City Operator – The Board expressed appreciation for the report. Commissioner Harding noted that nitrogen levels had decreased and explained that, to meet the year-end target, levels would need to remain low for the rest of the year. Commissioner Harding also described the treatment process and explained that the first large blower aerates the tank.

10. **Treasurer's Report**
    a. **September 2026 Wastewater Financial Reports**
       1. Balance Sheet
       2. Income Statement
       3. Discussion/Approval of Wastewater Warrant No. 0926 for $487,947.71

    b. **September 2026 Stormwater Financial Reports**
       1. Balance Sheet
       2. Income Statement
       3. Discussion/Approval of Stormwater Warrant No. 0926 for $38,844.38

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

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

11. **Any Other Business:** None.

12. **Next Meeting: November 17, 2026, 10:00 AM – The Key Colony Inn:** Joe Schmidt noted poor connections for Zoom attendees, a point echoed by Zoom attendee Laurie Swanson.

13. **Adjournment:** The meeting adjourned at 10:42 AM.

Respectfully submitted,

Silvia Roussin
City Clerk

***ADOPTED:* November 17, 2026**
Silvia Roussin
City Clerk