



SUNDIAL UTILITIES OF MILTON, INC.
Regular Meeting Agenda

December 4, 2023
5:30 PM
6738 Dixon Street
Milton, FL 32570

- 1. Call Meeting to Order**
- 2. Approval of Minutes**
 - Item # 2023-1976
 - Approval of Minutes from October 30, 2023 meeting
- 3. Financial Report**
 - Item # 2023-2097
 - Sundial Financial Report
- 4. Ordinances & Resolutions**
- 5. Other Business**
- 6. Persons to Appear**
- 7. Adjournment**

Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting is asked to advise the City at least 48 hours before the meeting by contacting City Hall, 6738 Dixon Street, Milton, or by calling 983-5410.

"If any person decides to appeal any decision made by the board, agency, or commission, with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based." FS 286.0105



Agenda Item # 2023-1976

Approval of Minutes from October 30, 2023 meeting

MEETING DATE

December 4, 2023

PREPARED BY

Molly Turnes, Executive
Assistant / Interim City Clerk

BACKGROUND

SUMMARY

RECOMMENDATION

ATTACHMENTS

1. Sundial Utilities of Milton, Inc Meeting Minutes of October 30, 2023



SUNDIAL UTILITIES OF MILTON, INC.
Regular Meeting Minutes

October 30, 2023
5:30 PM
6738 Dixon Street
Milton, FL 32570

1. Call Meeting to Order

The meeting was called to order at 05:31 PM.

Members Present:

Council Member Ward II, Seat II Roxanne Meiss
Council Member, Ward III, Seat I Gavin Hawthorne
Council Member, Ward II, Seat I Marilyn Farrow
Council Member Ward I, Seat II Matt Jarrett
Council Member Ward IV, Seat II Casey Powell
Council Member, Ward I, Seat I Mike Cusack

Members Absent:

Council Member, Ward III, Seat II Jeff Snow
Council Member, Ward IV, Seat I Jason Vance

Members of the Public in Attendance

Shari Sebastiao, Brian McGuire, Vernon Compton, Joy Powers, Pam Mitchell

Staff in Attendance

City Manager, Scott Collins
City Attorney, Alex Andrade
Interim City Clerk, Molly Turnes
Interim City Clerk, Heidi Sroka
IT Systems Analyst, Ashley Johnston
Public Works Director, Joe Cook
Chief of Police, Tony Tindell

2. Approval of Minutes

Item # 2023-1948

Approval of Minutes from October 2, 2023, meeting

ACTION:	Motion to Approve by Matt Jarrett; second by Marilyn Farrow; Motion passed - 6:0
YEAS:	Matt Jarrett, Roxanne Meiss, Casey Powell, Mike Cusack, Marilyn Farrow, Gavin Hawthorne
NAYS:	None
ABSTAIN:	None

3. Financial Report

Item # 2023-2051
Sundial Financial Report

ACTION: Motion to Approve by Mike Cusack; second
by Casey Powell;
Motion passed - 6:0
YEAS: Matt Jarrett, Roxanne Meiss, Casey Powell,
Mike Cusack, Marilynn Farrow, Gavin
Hawthorne
NAYS: None
ABSTAIN: None

4. Ordinances & Resolutions

None

5. Other Business

Item # 2023-2050
Piggyback Sheriff's Contract for Trailer Mounted Pumpset for Sundial

ACTION: Motion to Approve by Roxanne Meiss;
second by Matt Jarrett;
Motion passed - 6:0
YEAS: Matt Jarrett, Roxanne Meiss, Casey Powell,
Mike Cusack, Marilynn Farrow, Gavin
Hawthorne
NAYS: None
ABSTAIN: None

6. Persons to Appear

No persons to appear

7. Adjournment

The meeting adjourned at 05:34 PM.



Sundial Financial Report

MEETING DATE

December 4, 2023

PREPARED BY

Administration Department
Heidi Sroka, Budget Coordinator

Sundial Utilities of Milton, Inc.

P. O. Box 909, Milton, FL 32572

Profit & Loss Statement

For the months as listed
and Fiscal Year to Date (FYTD)

CUSTOMER COUNT

886	894
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Income	October 2023	November 2023	FYTD
*Sewer Revenue	\$ 32,478	\$ 43,399	\$ 75,877
Service Connect	\$ 283,543		\$ 283,543
Other Revenues			\$ -
Other Sources (Transfers)	\$ -	\$ -	\$ -
Total Income	\$ 316,021	\$ 43,399	\$ 359,420

Expenses

Professional Svcs.			\$ -
Legal Counsel			\$ -
Accounting & Auditing			\$ -
Bad Debt	\$ 2	\$ 20	\$ 22
Communication Services			\$ -
Postage and Shipping	\$ 135	\$ 90	\$ 225
Utilities-Wastewater	\$ 6,315	\$ (3,215)	\$ 3,100
Insurance & Bonds	\$ 3,916		\$ 3,916
Repair & Maintenance-Wastewater	\$ 5,648	\$ 2,796	\$ 8,444
Repair & Maint. Lift Station	\$ 6,296		\$ 6,296
Repair & Maint. Damage Claim Repairs			\$ -
Advertising/Promotional			\$ -
Misc. Expenditures			\$ -
Landfill Tipping Fee	\$ 3,304	\$ (1,066)	\$ 2,238
Pipes, Valves & Fitting	\$ (15)		\$ (15)
Laboratory Service	\$ 1,367		\$ 1,367
Bank Charges			\$ -
IT Expense			\$ -
Billing & Admin Fees			\$ -
Fire Assessment Fees			\$ -
*W&S Fund Labor Fees			\$ -
Office Supplies			\$ -
Operating Supplies-Wastewater	\$ 1,763	\$ 7,237	\$ 9,000
Lift Station Improvements			\$ -
WWTP Upgrade & Improve			\$ -
Sewer Infrastructure	\$ -		\$ -
Machinery & Equipment / Misc.	\$ 5,822		\$ 5,822
*Debt Costs	\$ 17,500	\$ 17,500	\$ 35,000
Interest Expense	\$ 321		\$ 321
Total Expenses	\$ 52,374	\$ 23,362	\$ 75,736

Profit/(Loss)	\$263,647	\$20,037	\$ 283,684
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*Debt Costs are \$17,500 (1/12 of Annual Debt Payment of \$210,000)

**Lift Station Improvements are costs for payments to BDI for engineering/design work on Sundial WWTP expansion project

***\$20,000 Misc Fee is Labor cost for fee to run Sundial billed by the City of Milton