



SUNDIAL UTILITIES OF MILTON, INC.
Regular Meeting Agenda

January 2, 2024
5:30 PM
6738 Dixon Street
Milton, FL 32570

- 1. Call Meeting to Order**
- 2. Approval of Minutes**
 - Item # 2023-2143
 - Approval of Minutes from December 4, 2023 meeting
- 3. Financial Report**
 - Item # 2023-2176
 - Sundial December 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 # 2023-2143

Approval of Minutes from December 4, 2023 meeting

MEETING DATE

January 2, 2024

PREPARED BY

BACKGROUND

SUMMARY

RECOMMENDATION

ATTACHMENTS

1. December 4, 2023 Sundial Utilities of Milton Meeting Minutes



SUNDIAL UTILITIES OF MILTON, INC.
Regular Meeting Minutes

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

1. Call Meeting to Order

The meeting was called to order at 05:37 PM.

Members Present:

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

Members Absent:

Members of the Public in Attendance

Donna Long, Vernon Compton, Cassandra Sharp, Brian McGuire, Shari Sebastiao

Staff in Attendance

City Manager, Scott Collins
City Attorney, Alex Andrade
Interim City Clerk, Molly Turnes
Interim City Clerk, Melissa Short
IT Director, Krystle Nowlin
Planning Director, Tim Milstead
Events Coordinator, Jay Conrad
Chief of Police, Tony Tindell

2. Approval of Minutes

Item # 2023-1976

Approval of Minutes from October 30, 2023 meeting

ACTION:	Motion to Approve by Marilyn Farrow; second by Mike Cusack; Motion - 7:0
YEAS:	Matt Jarrett, Roxanne Meiss, Jeff Snow, Casey Powell, Mike Cusack, Marilyn Farrow, Gavin Hawthorne
NAYS:	None

ABSTAIN: None

3. Financial Report

Item # 2023-2097
Sundial Financial Report

ACTION: Motion to Approve by Jeff Snow; second by
Matt Jarrett;

Motion passed - 7:0

YEAS: Matt Jarrett, Roxanne Meiss, Jeff Snow,
Casey Powell, Mike Cusack, Marilyn
Farrow, Gavin Hawthorne

NAYS: None

ABSTAIN: None

4. Ordinances & Resolutions

5. Other Business

No Other Business

6. Persons to Appear

No Persons to Appear

7. Adjournment

The meeting adjourned at 05:39 PM.



Agenda Item # 2023-2176

Sundial December Financial Report

MEETING DATE

January 2, 2024

PREPARED BY

Heidi Sroka, Budget Coordinator

BACKGROUND

SUMMARY

RECOMMENDATION

For your review

ATTACHMENTS

1. Sundial 03 DEC FY2024

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	899	
Income	October <u>2023</u>	November <u>2023</u>	December <u>2023</u>	FYTD
*Sewer Revenue	\$ 32,478	\$ 43,553	\$ 44,803	\$ 120,834
Service Connect	\$ 283,543	\$ 4,430	\$ 8,861	\$ 296,834
Other Revenues	\$ 7,465	\$ 7,247		\$ 14,712
Other Sources (Transfers)	\$ -	\$ -	\$ -	\$ -
Total Income	\$ 323,486	\$ 55,230	\$ 53,664	\$ 432,380
Expenses				
Professional Svcs.				\$ -
Legal Counsel				\$ -
Accounting & Auditing			\$ 283	\$ 283
Bad Debt	\$ 2	\$ 20	\$ 188	\$ 210
Communication Services				\$ -
Postage and Shipping	\$ 135	\$ 91	\$ 180	\$ 406
Utilities-Wastewater	\$ 6,315	\$ (461)	\$ 104	\$ 5,958
Insurance & Bonds	\$ 3,916		\$ 3,956	\$ 7,872
Repair & Maintenance-Wastewater	\$ 5,648	\$ 3,401	\$ 1,271	\$ 10,320
Repair & Maint. Lift Station	\$ 6,296	\$ 6,295		\$ 12,591
Repair & Maint. Damage Claim Repairs				\$ -
Advertising/Promotional				\$ -
Misc. Expenditures				\$ -
Landfill Tipping Fee	\$ 3,304	\$ 308	\$ 1,227	\$ 4,839
Pipes, Valves & Fitting	\$ (15)			\$ (15)
Laboratory Service	\$ 1,367		\$ 372	\$ 1,739
Bank Charges				\$ -
IT Expense			\$ 11,003	\$ 11,003
Billing & Admin Fees				\$ -
Fire Assessment Fees		\$ 3,117		\$ 3,117
*W&S Fund Labor Fees		\$ 30,000		\$ 30,000
Office Supplies				\$ -
Operating Supplies-Wastewater	\$ 1,763	\$ 7,237	\$ 2,016	\$ 11,016
Lift Station Improvements				\$ -
WWTP Upgrade & Improve			\$ 2,580	\$ 2,580
Sewer Infrastructure	\$ -		\$ 1,750	\$ 1,750
Machinery & Equipment / Misc.	\$ 5,822			\$ 5,822
*Debt Costs	\$ 17,500	\$ 17,500	\$ 17,500	\$ 52,500
Interest Expense	\$ 321		\$ 1	\$ 322
Total Expenses	\$ 52,374	\$ 67,508	\$ 42,431	\$ 162,313
Profit/(Loss)	\$271,112	(\$12,278)	\$11,233	\$ 270,067

*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