



SUNDIAL UTILITIES OF MILTON, INC.
Regular Meeting Agenda

February 15, 2024
5:45 PM
6738 Dixon Street
Milton, FL 32570

- 1. Call Meeting to Order**
- 2. Approval of Minutes**
 - Item # 2024-2219
 - Approval of Minutes from January 2, 2024 meeting
- 3. Financial Report**
 - Item # 2024-2222
 - 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 # 2024-2219

Approval of Minutes from January 2, 2024 meeting

MEETING DATE

February 15, 2024

PREPARED BY

Molly Turnes, City Clerk

BACKGROUND

SUMMARY

RECOMMENDATION

ATTACHMENTS

1. Sundial Utilities of Milton, Inc Meeting Minutes for January 2, 2024



SUNDIAL UTILITIES OF MILTON, INC.
Regular Meeting Minutes

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

1. Call Meeting to Order

The meeting was called to order at 07:04 PM.

Members Present:

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

Members Absent:

Council Member, Ward IV, Seat I Shari Sebastiao

Members of the Public in Attendance

Staff in Attendance

City Manager, Scott Collins
City Attorney, Alex Andrade
City Clerk, Molly Turnes
IT Systems Analyst, Ashley Johnston
Public Works Director, Joe Cook
Events Coordinator, Jay Conrad
Chief of Police, Tony Tindell

2. Approval of Minutes

Item # 2023-2143

Approval of Minutes from December 4, 2023 meeting

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

3. Financial Report

Item # 2023-2176

Sundial December Financial Report

Members of council had questions concerning the Sundial December Financial report.

Councilwoman Farrow made a motion to defer approval of the report until further examined by staff.

City Manager Scott Collins explained that the next Sundial Meeting would be held on January 18th in accord with the new schedule of meetings, and he would have additional information for that meeting. Mr. Collins stated that he will email out the corrected information prior to the January 18th meeting as well.

ACTION: Motion to defer approval of the report until the January 18, 2024 meeting by Marilyn Farrow; second by Jeff Snow;

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

No Ordinances or Resolutions

5. Other Business

No Other Business

6. Persons to Appear

No Persons to Appear

7. Adjournment

The meeting adjourned at 7:07 PM.



Sundial Financial Report

MEETING DATE

February 15, 2024

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	894	899	901		
Income	November <u>2023</u>	December <u>2023</u>	January <u>2024</u>		FYTD
*Sewer Revenue	\$ 43,553	\$ 44,803	\$ 45,022	\$	165,856
Service Connect	\$ 4,430	\$ 8,861	\$ 180	\$	297,014
Other Revenues	\$ 8,176	\$ 8,675		\$	24,316
Other Sources (Transfers)	\$ -	\$ -	\$ -	\$	-
Total Income	\$ 56,159	\$ 62,339	\$ 45,202	\$	487,186
Expenses					
Professional Svcs.				\$	-
Legal Counsel				\$	-
Accounting & Auditing		\$ 283		\$	283
Bad Debt	\$ 20	\$ 188		\$	210
Communication Services				\$	-
Postage and Shipping	\$ 91	\$ 180	\$ 181	\$	587
Utilities-Wastewater	\$ (461)	\$ 2,966	\$ 103	\$	8,923
Insurance & Bonds		\$ 3,956		\$	7,872
Repair & Maintenance-Wastewater	\$ 3,401	\$ 1,271	\$ 709	\$	11,029
Repair & Maint. Lift Station	\$ 6,295			\$	12,591
Repair & Maint. Damage Claim Repairs				\$	-
Advertising/Promotional				\$	-
Misc. Expenditures				\$	-
Landfill Tipping Fee	\$ 308	\$ 1,227	\$ 4,763	\$	9,602
Pipes, Valves & Fitting				\$	(15)
Laboratory Service		\$ 372	\$ 248	\$	1,987
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	\$ 7,237	\$ 2,824	\$ 2,625	\$	14,449
Lift Station Improvements				\$	-
WWTP Upgrade & Improve		\$ 2,580		\$	2,580
Sewer Infrastructure		\$ 1,750		\$	1,750
Machinery & Equipment / Misc.			\$ 55,216	\$	61,038
*Debt Costs	\$ 17,500	\$ 17,500	\$ 17,500	\$	70,000
Interest Expense		\$ 1		\$	322
Total Expenses	\$ 67,508	\$ 46,101	\$ 81,345	\$	247,328
Profit/(Loss)	(\$11,349)	\$16,238	(\$36,143)	\$	239,858

*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

***\$30,000 Misc Fee is Labor cost for fee to run Sundial billed by the City of Milton