



**SUNDIAL UTILITIES OF MILTON, INC.**  
**Regular Meeting Agenda**

May 28, 2026  
5:45 PM  
6738 Dixon Street  
Milton, FL 32570

- 1. Call Meeting to Order**
- 2. Approval of Minutes**
  - Item # 2026-4055
  - Approval of Minutes from the April 23, 2026, meeting
- 3. Persons to Appear**
- 4. New Business**
  - Item # 2026-4076
  - Change Order #3 - Sundial WWTP Expansion Project (action item)
- 5. Financial Report**
  - Item # 2026-4081
  - Sundial P&L Report for March 2026
- 6. Ordinances & Resolutions**
- 7. Communications From Council Members & Mayor**
- 8. Public Input**
- 9. 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*



# Approval of Minutes from the April 23, 2026, meeting

MEETING DATE	PREPARED BY
May 28, 2026	Clerk's Office



**SUNDIAL UTILITIES OF MILTON, INC.  
Regular Meeting Minutes**

April 23, 2026  
5:45 PM  
6738 Dixon Street  
Milton, FL 32570

**1. Call Meeting to Order**

The meeting was called to order at 05:38 PM.

**Members Present:**

Council Member, Ward I, Seat I Mike Cusack  
Council Member, Ward II, Seat I Marilyn Farrow  
Council Member, Ward III, Seat I Gavin Hawthorne  
Council Member, Ward IV, Seat I Ashley Fretwell  
Council Member Ward II, Seat II Larry McKee  
Council Member Ward III, Seat II Robert Leek  
Council Member Ward I, Seat II Tom Powers  
Mayor Heather Lindsay

**Members Absent:**

Council Member Ward IV, Seat II Casey Powell

**Members of the Public in Attendance**

David Samples, Jean Samples, Shari Sebastiao, Pam Mitchell, Jerry Mitchell,  
Dan Mullins, Jimmy Messick, David Farrow

**Staff in Attendance**

City Manager, Ed Spears  
City Clerk, Molly Turnes  
IT Systems Analyst, Alex Gregoire  
Planning Director, Jacob Hullett  
Public Works Director, Joe Cook  
Events Coordinator, Jay Conrad  
Ec. Dev. Director, Stephen Prestesater  
ACM, Sandra Woodbery  
Chief of Police, Jennifer Frank

**2. Persons to Appear**

No Persons to Appear

**3. Approval of Minutes**

Item # 2026-3972

Approval of Minutes from March 19, 2026 meeting

**ACTION:**

Motion to Approve by Larry McKee; second  
by Gavin Hawthorne;  
Motion passed - 7:0

**YEAS:** Mike Cusack, Marilynn Farrow, Gavin Hawthorne, Ashley Fretwell, Larry McKee, Robert Leek, Tom Powers  
**NAYS:** None  
**ABSTAIN:** None

**4. Financial Report**

Item # 2026-4035  
Sundial P&L Report

**ACTION:** Motion to Approve by Gavin Hawthorne;  
second by Tom Powers;  
Motion passed - 7:0

**YEAS:** Mike Cusack, Marilynn Farrow, Gavin Hawthorne, Ashley Fretwell, Larry McKee, Robert Leek, Tom Powers

**NAYS:** None  
**ABSTAIN:** None

**5. Ordinances & Resolutions**

No Ordinances or Resolutions

**6. Communications From Council Members & Mayor**

No additional communications

**7. Public Input**

Public Works Director, Joe Cook reported to council that the contractor is onsite for the Sundial WWTP Expansion, starting on the plant next week.

**8. Adjournment**

The meeting adjourned at 05:42 PM.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Date



Agenda Item # 2026-4076

## Change Order #3 - Sundial WWTP Expansion Project (action item)

### MEETING DATE

May 28, 2026

### PREPARED BY

Ed Spears, City Manager

### BACKGROUND

The Sundial Expansion Project was approved by the Sundial Board in November, 2025. The construction commenced in March 2026 and has been progressing. Due to unforeseen conditions uncovered during site excavation, additional foundation work is required. The additional cost is \$35,293 plus an additional 27 days for substantial completion.

The contract amount is for \$10,027,000. Change Orders 1 & 2 increased the project by \$108,445, or 1.08%. The additional \$35,293 is an increase of 0.3%. The City of Milton had been approved for up to \$9,000,000 in SRLF funds. Including Change Order #3, the total project will now be \$10,170,738, a 1.4% increase. Sundial has a total of \$4,128,344 in operating capital and reserves. This creates a total available of \$13,128,344 for the project. The project will remain within budget with the change order.

The project engineer and City Staff recommend approval of Change Order #3.

### SUMMARY

Change Order #3 - Sundial WWTP Expansion Project

### RECOMMENDATION

Staff recommends approval of change order #3

### ATTACHMENTS

1. Change order #3
2. Sundial RF102 Exsiting Aeromod Footing and Pipe



Agenda Item # 2026-4076 | Change Order #3 - Sundial WWTP Expansion Project (action item)

## Fiscal Impact Analysis

### FISCAL IMPACT SUMMARY

Change Order #3 - Sundial WWTP Expansion Project

### FISCAL DATA

Item is approved under the current budget: Yes

Name	Impact Date	Account Number	Account Description	Amount Budgeted
Change Order #3 Sundial WWTP Expansion Project	6/1/2026		Sundial WWTP Expansion Project	\$35,293.00

May 19, 2026

Ed Spears, City Manager  
City of Milton  
6738 Dixon St  
Milton, FL 32570

Subject: Change Order No. 3 – Sundial WWTP Expansion Project

Mr. Spears,

Enclosed you will find the language for Change Order No. 3 for the Sundial WWTP Expansion project for your review and approval.

This change order addresses unforeseen field conditions requiring investigative work associated with RFI #2, including exploratory activities, structural exposure, and coordination necessary to evaluate and resolve the issue.

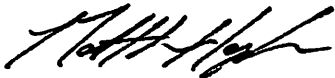
The change order also includes a contract time extension associated with the investigation, review, and resolution of these conditions.

This work represents a necessary response to conditions that could not have been anticipated at the time of bidding. Prompt review and approval will help minimize further delays to the project.

Please contact us if additional information is needed. We appreciate your consideration.

Sincerely,

BASKERVILLE-DONOVAN, INC.



Matthew Hagler, P.E.  
Project Engineer

Date of Issuance:	Effective Date:
Owner: City of Milton	Owner's Contract No.: 2025.10
Contractor: J&P Construction Co., Inc.	Contractor's Project No.:
Engineer: Baskerville-Donovan, Inc.	Engineer's Project No.: 25560.01
Project: Sundial WWTP Expansion	Contract Name: N/A

The Contract is modified as follows upon execution of this Change Order:

Description:

INVESTIGATIVE WORK, ALLOWANCES, AND CONTRACT TIME ADJUSTMENTS

Investigative labor from date of discovery (4/30/26 – 5/13/26), including partial credit for original scope work. \_\_\_\_\_ \$ 9,954

Chip concrete to expose rebar, inspection, and epoxy coating of exposed reinforcement. \_\_\_\_\_ \$ 2,095

Ground Penetrating Radar (GPR) allowance. \_\_\_\_\_ \$ 3,000

Crew standby time allowance (7 working days), less credit for overlap with original scope. \_\_\_\_\_ \$ 9,038

Builders Risk insurance extension associated with contract time delay. \_\_\_\_\_ \$ 1,998

Small tools allowance, equipment rental, overhead, and profit. \_\_\_\_\_ \$ 9,208

TOTAL \_\_\_\_\_ \$ 35,293

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES <i>[note changes in Milestones if applicable]</i>
Original Contract Price: \$ <u>10,027,000.00</u>	Original Contract Times: Substantial Completion: <u>548</u> Ready for Final Payment: <u>638</u> days or dates
[Increase] <del>[Decrease]</del> from previously approved Change Orders No. <u>1</u> to No. <u>2</u> : \$ <u>108,445</u>	[Increase] <del>[Decrease]</del> from previously approved Change Orders No. <u>1</u> to No. <u>2</u> : Substantial Completion: <u>61</u> Ready for Final Payment: <u>61</u> days
Contract Price prior to this Change Order: \$ <u>10,135,445.00</u>	Contract Times prior to this Change Order: Substantial Completion: <u>609</u> Ready for Final Payment: <u>699</u> days or dates
[Increase] <del>[Decrease]</del> of this Change Order: \$ <u>35,293.00</u>	[Increase] <del>[Decrease]</del> of this Change Order: Substantial Completion: <u>27</u> Ready for Final Payment: <u>27</u> days or dates
Contract Price incorporating this Change Order: \$ <u>10,170,738.00</u>	Contract Times with all approved Change Orders: Substantial Completion: <u>636</u> Ready for Final Payment: <u>726</u>

Date of Issuance:	Effective Date:
Owner: City of Milton	Owner's Contract No.: 2025.10
Contractor: J&P Construction Co., Inc.	Contractor's Project No.:
Engineer: Baskerville-Donovan, Inc.	Engineer's Project No.: 25560.01
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Contract Price incorporating this Change Order: \$ 10,170,738.00	Contract Times with all approved Change Orders: Substantial Completion: <u>636</u> Ready for Final Payment: <u>726</u>

RECOMMENDED:		ACCEPTED:		ACCEPTED:	
By: <u>[Signature]</u>	Engineer (if required)	By: _____	Owner (Authorized Signature)	By: <u>[Signature]</u>	Contractor (Authorized Signature)
Title: <u>Project Engineer</u>		Title: _____		Title: <u>V.P.</u>	
Date: <u>5/19/2026</u>		Date: _____		Date: <u>5/19/2026</u>	

Approved by Funding Agency (if applicable)

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Title: \_\_\_\_\_

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CHANGE ORDER

SUNDIAL WWTP-CO NO. 3

CLARIFICATIONS:

1. J&P CONSTRUCTION TAKES NO RESPONSIBILITY FOR LEAKS OR DAMAGE TO EXISTING STRUCTURES THAT MAY ARISE AS A RESULT OF EXPLORATORY WORK
2. Labor for the standby time allowance includes the labor, insurance, and per diem for the crew for (7)-10HR working days from the date this CO request is received. This will be invoiced based on the working hours required for this CO request to be reviewed and approved. If the allowance is exceeded, the standby time will continue to be invoiced at the above rates and will require additional CO funds and contract time.
3. Contract day extension is based on calendar days from date of discovery to end of 7 working day allowance + the daily premium cost for the Builders Risk policy
4. This pricing includes a 35% deduct on labor during the investigative and standby periods for assumed manhours earned against the original scope of the contract. NO cost for Friday or overtime work is included in the above pricing. Equipment standby time is not being charged in this CO.

OWNED EQUIPMENT RENTAL RATES AND USAGE  
(RATES BASED ON "GREEN BOOK" RENTAL RATES, 2013)

DESCRIPTION OF EQUIPMENT	HOURS	RATE	DAYS	RATE	WEEKS	RATE	MONTHS	RATE	TOTAL
160 CFM AIR COMPRESSOR		\$ 20.80		\$ 104.00		\$ 330		\$ 897	-
PAVING BREAKER OR ROCK DRILL		\$ 9.80		\$ 49.00		\$ 121		\$ 310	-
PNEUMATIC TAMP		\$ 6.20		\$ 31.00		\$ 109		\$ 312	-
PNEUMATIC IMPACT WRENCH		\$ 6.00		\$ 30.00		\$ 105		\$ 274	-
COMPACTORS - "JUMPING JACK"		\$ 14.00		\$ 70.00		\$ 178		\$ 490	-
RE-BAR CUTTER		\$ 13.80		\$ 69.00		\$ 224		\$ 603	-
COMPACTORS - ROLLER, VIBRATORY, SELF-PROP.		\$ 70.20		\$ 351.00		\$ 1,093		\$ 2,130	-
COMPACTOR, 54"		\$ 86.60		\$ 433.00		\$ 1,294		\$ 3,650	-
CONCRETE BUCKET, 1 C.Y. / SKID PAN		\$ 8.00		\$ 40.00		\$ 116		\$ 318	-
CONCRETE CONVEYOR		\$ 46.80		\$ 234.00		\$ 710		\$ 1,888	-
CONCRETE FLOOR FINISHING MACHINE		\$ 12.00		\$ 60.00		\$ 181		\$ 491	-
CONCRETE VIBRATOR		\$ 9.00		\$ 45.00		\$ 125		\$ 360	-
35 TON CRAWLER CRANE		\$ 120		\$ 600.00		\$ 1,700		\$ 5,000	-
18 TON HYDRAULIC CRANE		\$ 84.80		\$ 424.00		\$ 1,555		\$ 3,958	-
30 TON HYDRAULIC CRANE		\$ 158.6		\$ 793.00		\$ 2,375		\$ 6,000	-
SELF-PRIMING TRASH PUMP, 3"		\$ 15.60		\$ 78.00		\$ 253		\$ 724	-
SELF-PRIMING TRASH PUMP, 6"		\$ 45.80		\$ 229.00		\$ 719		\$ 2,171	-
SUBMERSIBLE PUMP, 1.5"		\$ 6.80		\$ 34.00		\$ 112		\$ 315	-
SUBMERSIBLE PUMP, 3"		\$ 12.80		\$ 64.00		\$ 204		\$ 513	-
DOZER, JOHN DEERE 550		\$ 102.20		\$ 511.00		\$ 1,391		\$ 3,906	-
ROUGH TERRAIN TELESCOPIC FORKLIFT		\$ 50.00		\$ 250.00		\$ 1,000		\$ 3,000	-
LOADER, CATERPILLAR 931 TRACK		\$ 60.00		\$ 300.00		\$ 950		\$ 2,850	-
BACKHOE, JOHN DEERE 410		\$ 64.20		\$ 321.00		\$ 951		\$ 2,540	-
LOADER, RUBBER TIRE 544		\$ 118.00		\$ 590.00		\$ 1,781		\$ 4,691	-
EXCAVATOR, JOHN DEERE 85 G		\$ 49.00		\$ 392.00		\$ 1,154		\$ 3,420	-
EXCAVATOR, JOHN DEERE 210		\$ 172.8		\$ 864.00		\$ 2,512		\$ 7,194	-
EXCAVATOR, KOMATSU 290		\$ 226.0		\$ 1,130.00		\$ 3,255		\$ 9,549	-
WELDING MACHINE, 200 AMP		\$ 10.60		\$ 53.00		\$ 168		\$ 471	-
CORE DRILL/CONCRETE SAW (DIAMOND BITS NOT INCLUDED)		\$ 13.00		\$ 65.00		\$ 211		\$ 583	-
GENERATOR SET		\$ 9.60		\$ 48.00		\$ 161		\$ 445	-
PIPE SAW, 12"		\$ 10.80		\$ 54.00		\$ 172		\$ 442	-
PICKUP TRUCK (2 TRUCKS)		\$ 13.64		\$ 68.20		\$ 207		\$ 620	-
OFFICE TRAILER		\$ 10.20		\$ 51.00		\$ 173		\$ 458	-
LASERS FOR GRADE CONTROL		\$ 12.80		\$ 64.00		\$ 207		\$ 590	-
TRENCH SHIELDS		\$ 31.00		\$ 155.00		\$ 463		\$ 1,549	-
UTILITY TRAILER		\$ 10.40		\$ 52.00		\$ 160		\$ 658	-
DEWATERING PUMP, 8" Electric or 12" Diesel		\$ 28.13		\$ 225.00		\$ 900		\$ 2,250	-
								\$	-

CHANGE ORDER

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CONSTRUCTION CO., INC.

2550 - 39<sup>th</sup> Street East (35405) - P.O. Drawer 3147 - Tuscaloosa, AL 34503  
(205) 345-6631 fax (205) 345-6652

REQUEST FOR INFORMATION (RFI)

REQUEST NO.:	02
DATE:	May 1, 2026
RFI TITLE:	Existing Aeromod Footing and Unknown Pipe
PROJECT:	Sundial WWTP Expansion
PROJECT NO.:	25560.01
CONTRACTOR:	J & P Construction Co., Inc.
REQUESTED BY:	Robert Meriwether (J&P)

REGARDING: PLAN SHEETS: C-103, C-121, S-300 SPECIFICATION:

DESCRIPTION:

- 1) The existing Aeromod footing extends 4'-0" from the south wall towards the new Proposed Train A&B. The specified distance between the existing south wall and proposed north wall is 4'-6". The proposed footing extends 2'-0" beyond the wall. Please advise how to pour the new footing, or modify the existing. The existing footing is approx. 1'-0" thick.
- 2) We also uncovered a 6-8" PVC Pipe approximately 14'-0" south of the existing wall. This pipe extends to the east and will conflict with proposed trains A&B and trains C&D.

RESPONSE:



CONSTRUCTION CO., INC.

2550 - 39<sup>th</sup> Street East (35405) - P.O. Drawer 3147 - Tuscaloosa, AL 34503  
(205) 345-6631 fax (205) 345-6652

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RESPONSE:



Agenda Item # 2026-4081

## Sundial P&L Report for March 2026

### MEETING DATE

May 28, 2026

### PREPARED BY

Laura McDill, Budget  
Coordinator

### BACKGROUND

Sundial P&L Report for March 2026

### SUMMARY

### RECOMMENDATION

### ATTACHMENTS

1. Sundial PL 03\_2026

# Sundial Utilities of Milton, Inc.

P. O. Box 909, Milton, FL 32572

409 Fund

## Profit & Loss Statement

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

CUSTOMER COUNT	1054		2163		1089		
<b>Income</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>FYTD</b>			
	<u>2026</u>	<u>2026</u>	<u>2026</u>				
*Sewer Revenue	\$ 55,700	\$ 113,892	\$ 57,416	\$	323,879		
Service Connect	\$ -	\$ 128,480	\$ -	\$	297,104		
Other Revenues	\$ 4,545	\$ 4,180	\$ 3,722	\$	27,055		
Other Sources (Transfers)	\$ -	\$ -	\$ -	\$	-		
<b>Total Income</b>	<b>\$ 60,245</b>	<b>\$ 246,552</b>	<b>\$ 61,138</b>	<b>\$</b>	<b>648,037</b>		
<b>Expenses</b>							
Legal Counsel	\$ -	\$ -	\$ -	\$	236		
Accounting & Auditing	\$ -	\$ 400	\$ -	\$	735		
Bad Debt	\$ -	\$ 95	\$ -	\$	159		
Postage and Shipping	\$ -	\$ 252	\$ 339	\$	1,033		
Utilities-Wastewater	\$ -	\$ 7,139	\$ 3,827	\$	18,135		
Insurance & Bonds	\$ -	\$ -	\$ 4,019	\$	12,058		
Repair & Maintenance-Wastewater	\$ 1,696	\$ 843	\$ 1,462	\$	7,437		
Repair & Maint. Lift Station	\$ -	\$ 4,185	\$ 2,883	\$	33,948		
Repair & Maint. Damage Claim Repairs	\$ -	\$ -	\$ -	\$	-		
Misc. Expenditures	\$ -	\$ -	\$ 70	\$	70		
Landfill Tipping Fee	\$ 3,752	\$ 9,364	\$ 5,633	\$	23,511		
Pipes, Valves & Fitting	\$ -	\$ -	\$ -	\$	-		
Laboratory Service	\$ -	\$ 1,659	\$ 364	\$	4,015		
Permit Fees	\$ -	\$ -	\$ -	\$	-		
IT Expense	\$ -	\$ -	\$ -	\$	-		
Billing & Admin Fees	\$ -	\$ -	\$ -	\$	-		
Fire Assessment Fees	\$ -	\$ -	\$ -	\$	3,437		
W&S Fund Labor Fees	\$ -	\$ -	\$ -	\$	-		
Office Supplies	\$ -	\$ -	\$ -	\$	51		
Operating Supplies-Wastewater	\$ 204	\$ 317	\$ 9,400	\$	14,011		
Lift Station Improvements	\$ -	\$ -	\$ 494	\$	494		
WWTP Upgrade & Improve	\$ -	\$ 11,885	\$ 6,531	\$	18,526		
Sewer Infrastructure	\$ -	\$ -	\$ -	\$	-		
Machinery & Equipment / Misc.	\$ -	\$ -	\$ -	\$	64,148		
*Debt Costs	\$ 12,750	\$ 12,750	\$ 12,750	\$	76,500		
Interest Expense	\$ 5,522	\$ 5,522	\$ 5,522	\$	33,131		
<b>Total Expenses</b>	<b>\$ 23,923</b>	<b>\$ 54,410</b>	<b>\$ 53,295</b>	<b>\$</b>	<b>311,637</b>		
<b>Profit/(Loss)</b>	<b>\$36,321</b>	<b>\$192,142</b>	<b>\$7,842</b>	<b>\$</b>	<b>336,401</b>		

\*Debt Costs are \$12,750 for Principle + \$5,522 Interest (1/12 of Annual Debt Payment of ~\$219,262)