



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

May 1, 2023  
5:30 PM  
6738 Dixon Street  
Milton, FL 32570

- 1. Call Meeting to Order**
- 2. Approval of Minutes**
  - Item # 2023-1438
  - Approval of Minutes from April 3, 2023 meeting
- 3. Financial Report**
  - Item # 2023-1496
  - Sundial Financial Report April 2023
- 4. Persons to Appear**
- 5. 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 April 3, 2023 meeting

| MEETING DATE | PREPARED BY                                 |
|--------------|---------------------------------------------|
| May 1, 2023  | Clerk's Office<br>Dawn Molinero, City Clerk |



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

April 3, 2023  
5:30 PM  
6738 Dixon Street  
Milton, FL 32570

**1. Call Meeting to Order**

The meeting was called to order at 5:31 PM.

**Members Present:**

Mayor Heather Lindsay  
Council Member, Ward II, Seat I Marilyn Farrow  
Council Member Ward III, Seat II Jeff Snow  
Council Member Ward IV, Seat II Casey Powell  
Council Member, Ward IV, Seat I Jason Vance  
Council Member, Ward I, Seat I Mike Cusack  
Council Member Ward II, Seat II Roxanne Meiss

**Members Absent:**

Council Member, Ward III, Seat I Gavin Hawthorne  
Council Member Ward I, Seat II Matt Jarrett

**Members of the Public in Attendance**

Donna Long, Jerry Couey, Shari Sebastiao, Brian McGuire, Vernon Compton,  
Tom Powers, Gwen Sachar, Al Brewton, Sherry Chapman, William Boyer, David  
Farrow

**Staff in Attendance**

City Manager, Randy Jorgenson  
City Attorney, Erick Mead  
City Clerk, Dawn Molinero  
IT Director, William Meloy  
IT Systems Analyst, Hunter Green  
IT Systems Analyst, Ashley Johnston  
Public Information Officer, Bethany Anderson  
Planning Director, Tim Milstead  
Public Works Director, Joe Cook  
Events Coordinator, Jay Conrad  
Chief of Police, Tony Tindell

**2. Approval of Minutes**

Item # 2023-1382

Approval of Minutes from March 6, 2023 meeting

**ACTION:**

Motion to Approve by Jeff Snow; second  
by Roxanne Meiss;  
Motion passed - 6:0

**YEAS:** Roxanne Meiss, Jeff Snow, Casey Powell,  
Mike Cusack, Marilyn Farrow, Jason  
Vance  
**NAYS:** None  
**ABSTAIN:** None

**3. Ordinances, Resolutions, & Proclamations**

Item # 2023-1425

Resolution No. 1568-23 Transfer funds in Sundial from Contingency to Sewer Infrastructure

**ACTION:** Motion to Approve by Jeff Snow; second  
by Casey Powell;  
Motion passed - 6:0  
**YEAS:** Roxanne Meiss, Jeff Snow, Casey Powell,  
Mike Cusack, Marilyn Farrow, Jason  
Vance  
**NAYS:** None  
**ABSTAIN:** None

**4. Financial Report**

Item # 2023-1409

Sundial Financial Report March 2023

**ACTION:** Motion to Approve by Casey Powell;  
second by Jason Vance;  
Motion passed - 6:0  
**YEAS:** Roxanne Meiss, Jeff Snow, Casey Powell,  
Mike Cusack, Marilyn Farrow, Jason  
Vance  
**NAYS:** None  
**ABSTAIN:** None

**5. Persons to Appear**

No persons to appear.

**6. Adjournment**

The meeting adjourned at 5:35 PM.



## Sundial Financial Report April 2023

### MEETING DATE

May 1, 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

| 872 | 870 | 867 |
|-----|-----|-----|
|-----|-----|-----|

| Income                               | February<br>2023  | March<br>2023    | April<br>2023    | FYTD              |
|--------------------------------------|-------------------|------------------|------------------|-------------------|
| *Sewer Revenue                       | \$ 42,045         | \$ 41,991        | \$ 42,074        | \$ 283,596        |
| Service Connect                      | \$ 75,316         | \$ 8,861         | \$ 17,721        | \$ 176,719        |
| Other Revenues                       | \$ 5,284          | \$ 8,704         | \$ -             | \$ 25,329         |
| Other Sources (Transfers)            | \$ -              | \$ -             | \$ -             | \$ -              |
| <b>Total Income</b>                  | <b>\$ 122,645</b> | <b>\$ 59,556</b> | <b>\$ 59,795</b> | <b>\$ 485,644</b> |
| <b>Expenses</b>                      |                   |                  |                  |                   |
| Professional Svcs.                   | \$ -              | \$ -             | \$ -             | \$ -              |
| Legal Counsel                        | \$ -              | \$ -             | \$ -             | \$ -              |
| Accounting & Auditing                | \$ 284            | \$ -             | \$ -             | \$ 1,136          |
| Bad Debt                             | \$ -              | \$ 108           | \$ 116           | \$ 2,253          |
| Communication Services               | \$ -              | \$ -             | \$ -             | \$ -              |
| Postage and Shipping                 | \$ 165            | \$ 169           | \$ 170           | \$ 1,035          |
| Utilities-Wastewater                 | \$ 875            | \$ 4,951         | \$ 84            | \$ 17,683         |
| Insurance & Bonds                    | \$ -              | \$ 2,692         | \$ -             | \$ 8,007          |
| Repair & Maintenance-Wastewater      | \$ 1,225          | \$ 120           | \$ 1,498         | \$ 9,803          |
| Repair & Maint. Lift Station         | \$ -              | \$ -             | \$ -             | \$ -              |
| Repair & Maint. Damage Claim Repairs | \$ -              | \$ -             | \$ -             | \$ -              |
| Advertising/Promotional              | \$ -              | \$ -             | \$ -             | \$ -              |
| Misc. Expenditures                   | \$ -              | \$ -             | \$ 31            | \$ 31             |
| Landfill Tipping Fee                 | \$ 2,575          | \$ 2,248         | \$ 769           | \$ 15,155         |
| Pipes, Valves & Fitting              | \$ -              | \$ -             | \$ -             | \$ -              |
| Laboratory Service                   | \$ 1,154          | \$ 566           | \$ -             | \$ 3,378          |
| Bank Charges                         | \$ -              | \$ -             | \$ -             | \$ -              |
| IT Expense                           | \$ -              | \$ -             | \$ -             | \$ 6,934          |
| Billing & Admin Fees                 | \$ -              | \$ 23,414        | \$ -             | \$ 23,414         |
| Fire Assessment Fees                 | \$ -              | \$ -             | \$ -             | \$ 2,102          |
| *W&S Fund Labor Fees                 | \$ -              | \$ -             | \$ -             | \$ -              |
| Office Supplies                      | \$ -              | \$ -             | \$ -             | \$ 35             |
| Operating Supplies-Wastewater        | \$ 1,287          | \$ 7,844         | \$ 987           | \$ 16,679         |
| Lift Station Improvements            | \$ -              | \$ -             | \$ -             | \$ 67,750         |
| WWTP Upgrade & Improve               | \$ -              | \$ 1,200         | \$ -             | \$ 63,281         |
| Sewer Infrastructure                 | \$ -              | \$ -             | \$ 18,505        | \$ 18,505         |
| Machinery & Equipment / Misc.        | \$ -              | \$ -             | \$ -             | \$ 20,000         |
| *Debt Costs                          | \$ 17,500         | \$ 17,500        | \$ 17,500        | \$ 122,500        |
| Interest Expense                     | \$ 4              | \$ 1             | \$ 1             | \$ 12             |
| <b>Total Expenses</b>                | <b>\$ 25,069</b>  | <b>\$ 60,813</b> | <b>\$ 39,661</b> | <b>\$ 399,693</b> |
| <b>Profit/(Loss)</b>                 | <b>\$97,576</b>   | <b>(\$1,257)</b> | <b>\$20,134</b>  | <b>\$ 85,951</b>  |

\*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