

**CEDAR KEY WATER & SEWER DISTRICT
P.O. BOX 309/510 THIRD STREET
CEDAR KEY, FL 32625**

**Minutes of Regular Meeting
Board of Commissioners
January 8, 2024**

Board Members Present: Leslie Sturmer, Joe Hand, Stephen Rosenthal, Michael Borelli, Johnathan Ferguson.

Other Presents: Evan Rosenthal, Alicia Johns, James McCain, Ann Richburg, Doris Hellerman, Greg Lang, Mandy Offerle, and Mac Cox.

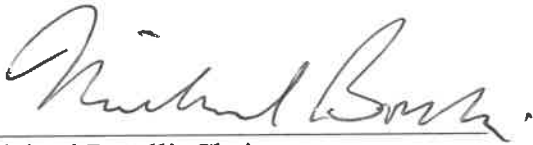
1. Meeting called to order at 5:01 p.m. by Michael Borelli, Chair.
2. Pledge and Prayer.
3. Public Comment.
4. Adoption of Agenda. **Motion** by Joe Hand to approve tonight's agenda. **Second** by Leslie Sturmer. Passed by vote 5-0.
5. W3C Update. Mr. Joe reported that there was no meeting in December, but at the previous meeting it was voted that Sue Colson would be appointed to the W3C Board if they decided to go to seven members. Dewberry came to the District office to meet with Joe, James and Sue Colson and talked to them about some of the things that they would be able to do to help W3C in the future. Evan discussed briefly on the Procurements that the W3C would be sending out in the near future. Ms. Leslie ask if the W3C had any plans to do an Attorney Procurement, since at the moment some of the legal fees for the W3C is being paid by the District. It was said that the W3C would discuss that at a future meeting.
6. Approval of Board Meeting Minutes from the December 11, 2023, and January 2, 2024 Board Meetings. **Motion** by Stephen Rosenthal to approve the Board Meeting Minutes from all above-listed meetings. **Second** by Johnathan Ferguson. Passed by vote 5-0.
7. Financial Reports: Balance Sheet; Budget Report; Checkbook Activity; Past Due Accounts Report; Employee Leave. The Board discussed line item 540.02 Legal Fees on the P/L and why it was so high only 3 months into the Fiscal Year. Evan let the Board know that everything he has worked on that pertained to Hurricane Idalia should be reimbursable by FEMA. The Board discussed a few more things with the Financial Reports. **Motion** by Stephen Rosenthal to accept the Financial Reports. **Second** by Joe Hand. Passed by 5-0
8. Bill Adjustment Requests. No Bill Adjustment Requests.
9. General Manager Applicants. The Board discussed Pam Brotheridge and since no on responded to Alicia's email for references, each Board members was assigned a reference to contact. Mr. Joe told the Board about his discussion with the second candidate that applied for the GM position. Mr. Joe stated that John Rittenhouse had applied but has now decided to withdraw his application after visiting Cedar Key and deciding he could no afford to relocate to Cedar Key. Mr. Joe proposed letting the candidates know that working remotely a few days a week would be an option, since both candidates that have applied so far live

almost an hour away. The Board discussed this issue a bit further and decided that it would be fine if which ever applicant that was hired be able to work remotely a few days a week if needed. With this new decision by the Board Joe was advised to get back with Mr. Rittenhouse to let him know that the Board would be ok with him working remotely a few days a week to see if he would still be interested in the position. The Board will meet again on Monday, January 15, 2024 at 5:00 pm.

10. Request Board Approval to Prepare and Advertise an Invitation to Bid for Construction of Lift Station Improvements to be FDEP Grant Agreement No. LPA0260 Upon Finalization of Design Plans. Evan and the Board discussed this and what all it entails. **Motion** by Stephen Rosenthal to advise Evan to advertise the Invitation to Bid for Construction of Lift Station Improvements for the FEDP Grant Agreement No. LPA0260 Upon Finalization of Design Plans. **Second** by Johnathan Ferguson. Passed by vote 5-0.
11. Request Board Approval of State of Florida FDEM Statewide Mutual Aid Agreement. Evan and the Board discussed this agreement and why it is necessary for approval. **Motion** by Leslie Sturmer to Approve the State of Florida FDEM Statewide Mutual Aid Agreement. **Second** by Joe Hand. Passed by vote 5-0.
12. Request Board Approval of Contract with Signal Restoration for Repair and Restoration of District Office Building. Evan briefly discussed the Signal Contract with the Board. Greg Lang discussed with the Board some of the concerns in the Contract the Board should look at in regards to the replacement of the doors and door handles, but other than that in his opinion the Contract is ready for Board approval. The Board thanked Greg Lang for his expertise in this particular area and went on to approve the Contract for Signal to do the repairs to the District's Office Building. **Motion** by Johnathan Ferguson to approve the Signal Contract for Restoration of the District Office Building contingent on the doors and door handles be updated to fiberglass and door handles be ADA compliant. **Second** by Leslie Sturmer. Passed by vote 5-0. **Motion** by Stephen Rosenthal to authorize James McCain to send out a notice to proceed with the Restoration of the Districts Office Building contingent on Signal submitting proper insurance documents and retaining the proper permits to start work. **Second** by Joe Hand. Passed by vote 5-0.
13. FEMA PA Grant Agreement for Hurricane Idalia. Evan and the Board discussed this briefly. **Motion** by Leslie Sturmer to approve the FEMA PA Grant Agreement for Hurricane Idalia. **Second** by Stephen Rosenthal. Passed by vote 5-0.
14. General Managers Report. James discussed the issues that have occurred at the Water and Wastewater Plants. James discussed his meeting with Dewberry. James and Evan discussed the Procurements that the District received. Evan let the Board know that he would be sending the bids that were received to the Board with a ranking sheet and allowing at least two weeks for the Board to go over and rank each one. The Board received three bids for Disaster Recovery and one bid for the Engineering Procurement. The Board will discuss the scoring sheets at the January 22, 2024 Board Meeting. James was asked about applicants for the Technician position. James let the Board know that he has had some applicants apply and that he, Billy, and Gabe would be going through those and narrowing them down soon.
15. Attorney Report. Evan discussed the second procurement for the Engineering work that would be done. The District only had one firm send in a Bid. Evan let the Board know the States concerns on the Bid process and how it is there process to get at least three bids. Evan advised the Board to reject the only Bid received and to readvertise the Procurement for Engineering Firms and if only one bid is received again for the District to accept that particular Bid. **Motion** by Joe Hand to reject all bids for RFQ 23-02 and to direct staff to reissue the Procurement for Engineering Services to implement the Disaster Recovery Repairs identified by the Disaster Recovery Consulting Firm. **Second** by Johnathan Ferguson.

Passed by vote 5-0.

16. Commissioner Comments. Ms. Leslie went over a spreadsheet she created to reflect the wages of current GM and the projected wages for a new Technician. The Board discussed this briefly and thanked Ms. Leslie for the work she put in on the spreadsheet. This will be discussed further at future Board Meetings.
17. Public Comments. No Public Comments
18. Adjournment: There being no more business to conduct, the meeting was adjourned at 6:17 p.m.



Michael Borelli, Chairperson



Leslie Sturmer, Commissioner &
Secretary of the Board