

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

**Minutes of Regular Meeting
Board of Commissioners
July 11, 2022**

Board Members Present: Dottie Haldeman, Leslie Sturmer, Stephen Rosenthal, Joe Hand, Tabitha Lauer.

Other Presents: Evan Rosenthal, Alicia Johns, James McCain, Mandy Offerle, Frank Offerle, Sue Colson, Robert Beauchamp, Doris Hellerman, Steve Priessman, Alan Hart, and Freddie Donovan.

1. Meeting called to order at 5:00 p.m. by Dottie Haldeman, Chair.
2. Pledge and Prayer.
3. Adoption of the Agenda. **Motion** by Stephen Rosenthal to adopt Agenda. **Second** by Tabitha Lauer. Passed by a vote 5-0.
4. Approval of Minutes. **Motion** by Stephen Rosenthal to approve the minutes from June 20, 2022 meeting. **Second** by Leslie Sturmer. Passed by a vote of 5-0.
5. Alan Hart and Freddie Donovan from Baskerville-Donovan came at Dottie's request to talk about some of the things they have been doing to help the District get Grant funding to help get the District's lift stations repaired. Alan Hart and Freddie Donovan helped the District in getting a \$2.5 million grant that was put through the legislative and then signed in June by the Governor. Mr. Hart also told the District, that now that they have the money what needs to be done to start using the money as intended. Mr. Hart told the Board about the Florida Resiliency Grant he has been working on with Dottie and James. If the District is approved, it will provide \$160,000 to do a Vulnerability Assessment of the Sanitary Sewer System. **Motion** by Leslie Sturmer for Legal Counsel and GM to move forward with RFQ for Engineering firms on any continuing projects for the CKWSD. **Second** by Tabitha Lauer. Passed by a vote 5-0.
6. Financial Reports. Balance Sheet, Budget Report, Checkbook Activity, Past Due Accounts Report, Employee Leave reports were presented for review. Leslie ask James about some of the issues she was seeing on the P&L sheet for 730.02 Biosolids Hauling. James explained the reason for the high amount on that line in the budget. Leslie also wanted James to get with Ann to make sure the math was right for that account because she had back through past P&L sheets and it did not seem right to her. Evan Rosenthal advised the Board to put the Biosolids Hauling Contract out for bid to see if the District could get a cheaper bid for the service. **Motion** by Leslie Sturmer to put the Biosolids Hauling Contract out for bid. **Second** by Stephen Rosenthal. Passed by a vote 5-0. Stephen

ask about P&L 382 – Legislative Grants in the amount of \$67,000. James explained that the we have spent that money, but we have not been reimbursed for the money due to him still getting all the invoices needed to submit for reimbursement. Joe ask about P&L 610.02 MIEX Resin, noting that we spent \$ 41, 668.22 and we budgeted \$18,000. James explained that it came out of the \$67,000 and will be corrected once we get the reimbursement. The Board then ask why P&L 740.01 was so high and James explained that the CROM repairs were put on that line and that when Robert Beauchamp comes in October to start the Audit he will fix that line by adding the \$85,000 that was given by the City. **Motion** by Leslie Sturmer to accept the Financial Reports. **Second** by Stephen Rosenthal. Passed by a vote 5-0.

Robert Beauchamp came at the request of James McCain to help him explain the TRIM Project and Budget. Robert helped the Board understand what needed to be done to comply with the TRIM (Ad Valorem Tax). Robert explained how much the District would get if the Board voted to leave the Mileage Rate at the current 1.2 mils the District would get an increase of about \$26,000. Robert advised the Board to keep the 1.2 mils and to set up any additional meetings needed to comply with the TRIM package requirements. Robert also advised the Board to do a rate increase, to which the Board replied that the District does do a rate increase each year. James requested that the Board set a workshop or special meeting to go over the Budget. Leslie explained to James what is normally done during the Budget hearings and it was agreed to have a Special Meeting on July 25, 2022 at 5:00 pm, to work on the Budget. Robert let the Board know that they needed to vote on the Tentative Milage Rate before the August 4, 2022 due date. The Board discussed the dates for the Tentative and Final Budget meetings. James is going to get with Robert about the dates of School Board and County meetings because the Board cannot have their Tentative meeting on the same days as they do. **Motion** by Leslie Sturmer to accept the Tentative Milage Rate of 1.2 mils. **Second** by Joe Hand. Passed by a vote of 5-0.

Motion by Tabitha Lauer to approve Special Meeting for July 25, 2022 at 5:00 pm. **Second** by Joe Hand. Passed by a vote of 5-0.

7. Bill Adjustment Request. Alicia explained to the Board that Mr. Edson’s renter had some work done on the line that went to the washing machine and the plumber turned on a valve to a line that did not go to the line he was working on, which caused the high usage on the water bill. **Motion** by Stephen Rosenthal to accept the bill adjustment. **Second** by Joe Hand. Passed by a vote 5-0.
8. GM Report. James told the Board about him and Dottie attending the newly named Waccasassa Regional Water Supply. Joe ask about minutes from those meetings and James said that he had minutes and would email the Board so they could read them. Leslie ask about the Board getting set up with a similar system like the City uses so that the other Board members could listen to the meetings without participating. Tabitha said she would get with Robert Robinson and see if he could get the District the information on the City’s system so that the Board could get the same or similar system for future meetings.

James let the Board know that the next Waccasassa Regional Water System meeting will be on July 27, 2022 and it will be a virtual meeting starting at 4:00 pm. On August 8, 2022, the meeting will be held in the CKWSD Board Room from 2-3:00 pm. The Board discussed with Evan what would need to be done if more than one of the District's Board members wanted to attend either of the next meetings. The Board ask Alicia to send out the Zoom information to all the Board members so they may attend. Leslie would like the August 8, 2022 meeting to be published so that all Board members could be in attendance. James brought up not being comfortable with signing off on his time sheets or any time off. Dottie said that she would sign off on James time sheets and any time off requests he has. James brought up that Alicia and Ann work together in learning each other's jobs so that if one of them is away the other will know what to do. The Board and Alicia discussed her writing out Operating Procedures for the Billing incase she is out for any reason.

9. Attorney Report. Evan and the Board discussed whether they wanted to use a GM Contract with the current GM. It was brought up that during the Audit for last fiscal year that the District did not have a signed contract for then GM Chad Wisdom. James did not think it was a good idea to have a contract because he would still be doing the same job as before, just with a few added duties. Evan thought it was the best practice for the GM, but the Board did not have to have a contract if they did not think it was necessary. The Board did discuss why a GM contract was needed in the past, and discussed the two previous GM contracts. The Board decided to give James a pay raise of \$7 to make his hourly pay \$40 per hour for a 40-hour work week, plus all the benefits he currently has. **Motion** by Tabitha Lauer to give James McCain \$40 per hour plus all his current benefits and no retroactive pay. **Second** by Leslie Sturmer. Passed by a vote of 5-0. **Motion** by Tabitha Lauer to not have a GM Contract with James McCain. **Second** by Joe Hand. Passed by a vote of 3-2. Stephen and Leslie both voted no due to the Auditor frowning upon the District for not having a signed contract with Chad Wisdom last fiscal year.

Evan proposed that the District do an Annual or Biannual Sunshine Law and Public Record Request training session. The Board agreed and decided that since the Board was currently trying to get everything done for Budget and TRIM compliance that it would be good to do at the October meeting.

Evan let the Board know that he was going over the District's Policies and Laws. Evan let the Board know that at each meeting he would be discussing different aspect of each and he and the Board can decide if anything needs to be added or taken out.

Evan also discussed with the Board what the District is required to do if it were to purchase, sell, lease, or convey any property be it personal or real. Evan and the Board discussed doing a Charter amendment, which would require any changes to be put before the Legislature. The Board, GM, and Evan discussed what it would take to go through the Legislature to change things in the District's Charter. The Board advised Evan to keep going through the Charter and making notes on which things he thinks the Board should evaluate for change or removal. Stephen proposed putting together a Charter Committee to review the District's Charter and come back to the Board with anything the Committee

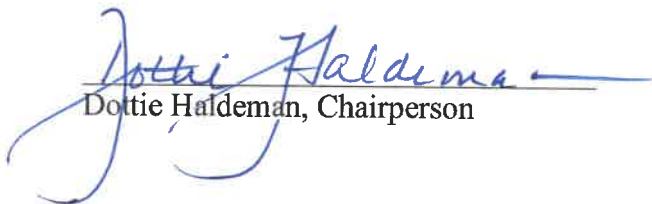
thought should be removed or changed. Dottie proposed that each of the Board members go through the Charter and make notes on the things they would like changed or removed.

Evan gave the Board a signed copy of his Legal Counsel Contract to be put on file.

10. Commissioner Comments. Leslie ask that the GM bring back to the Board for the next meeting what the next steps will be for the CROM project at the Sewer Plant so it can be discussed for the Budget. Stephen mentioned getting a generator for the Sewer Plant and the cost to do so. Joe ask Alan from Baskerville-Donovan about the House Bill 53, but he was not aware of how far Bill got with the Bill. James let the Board know that Bill was working with Mittauer on that Bill, but he himself had not heard anything from Mittauer about that.

11. Public Input. No Public Input.

12. Adjournment: There being no more business to conduct, the meeting was adjourned at 7:55 p.m.


Dottie Haldeman, Chairperson


Leslie Sturmer, Commissioner &
Secretary of the Board