

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

**Minutes of Regular Meeting
Board of Commissioners
April 10, 2023**

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

Other Presents: Evan Rosenthal, Alicia Johns, James McCain, Darin Kilfoyl, Mandy Offerle, Frank Offerle, Clay Childers, Jan Childers, Michael Borelli, Patty Jett, Chris Reynolds, Linda Seyfert, and Tony Caparis.

1. Meeting called to order at 5:01 p.m. by Dottie Haldeman, Chair.
2. Pledge and Prayer.
3. Public Comment. No Public Comment at this time.
4. Adoption of the Agenda. **Motion** by Stephen Rosenthal to accept tonight's agenda. **Second** by Joe Hand.
5. Board Vote of Applications received for the Vacant Commission Seat. Evan Rosenthal explained the voting process and ballot of candidates to the Board. The Board then voted on the candidates and once votes were tallied by Evan Rosenthal it was determined that Michael Borelli was voted as the newest Board member. Evan then swore in Stephen Rosenthal and Michael Borelli for their two-year term. The Board then voted on District Chairman, which went to Dottie Haldeman, Passed by vote of 5-0. Then the Board voted on District Secretary, which went to Leslie Sturmer, Passed by vote of 5-0.
6. Approval of Board Meeting Minutes from the March 13, 2023, Regular Board Meeting. **Motion** by Joe Hand to approve the March 12, 2023 Board Meeting Minutes. **Second** by Stephen Rosenthal. Passed by vote of 5-0.
7. Financial Reports. Balance Sheet, Budget Report, Checkbook Activity, Past Due Accounts Report, Employee Leave reports were presented for review. **Motion** by Stephen Rosenthal to accept the Financial Reports with discussion. **Second** by Leslie Sturmer. Stephen Rosenthal ask why there was a -\$12.00 on the P/L sheet under Bad Check. Alicia explained why the -\$12 shows up under the Bad Check line. Leslie then ask why Line 383-DEP Sewer Grant is still showing up on the P/L. James said that the District did have a Lift Station Sewer Grant at this time. The Board also had a question about the Line 560.04 Annual Fees and Dues on the P/L. The Board then ask if Ann could start coming to the Board Meetings to answer questions regarding the Financial Reports. The Board also commented on the Generator Maintenance since Hurricane Season is here. Stephen Rosenthal ask about the low rental income on the P/L sheet. Alicia told the Board that she had recently deposited some of the rental income and it had not been posted yet. Passed by vote of 5-0.

8. Bill Adjustment Request. No Bill Adjustment Requests.

9. General Managers Report.

Water

James reported on a few of the things going on at the Water Plant regarding the MIEX and Excelators. James also reported to the Board about some of the issues that Billy has been having each month when he reads meters for billing. Each month Billy has between 150 to 200 meters he must reread due to them not reading or they show a low read. James reported that he is working on the issue and that he, Billy, and Gabe are in the process of doing a meter audit to see what kinds of meter the District has so he can get the meter issues fixed. James, Evan, and the Board discussed irrigation meters for District customers. There was a lot of discussion on the cost of installing an irrigation meter for a customer and Evan was advised to add that to the current Resolution of Connection Charges he was working on for the next Board Meeting. James then talked to the Board about a meter on a vacant lot that belonged to a couple that is deceased and now is in the ownership of the couple's daughter who does not want to pay a for a vacant lot that is not using any water or sewer. After a lot of discussion, in which James and Alicia relayed to the Board about the past practices by the District in these matters. James and Alicia expressed in the past that the only way to disconnect service and not have to pay the minimum water and sewer charges was to have the meter pulled and that if service was to be restored the customer would have to pay current meter fee and the current installation fee to have service restored, however that is not stated in the current Resolution of Service and Connection Charges so Evan was instructed to add that back into the Resolution for approval at the next Board Meeting. It was decided by the Board that the meter for the vacant lot in Rye Key could be turned off and locked out by the District and no further charges would be billed to the customer unless customer asked for the services to be restored in which the customer would be billed for those services. James presented the Board with another proposal from NexTower to buyout there lease on the District's tower. The Board looked over the proposal and once again declined the buyout. James introduced Darin Kilfoyl from North Florida Professional Service, with whom James has been working with on the Community Planning Technical Assistance Grant to help with repairs that need to be done at the District's Water Plant. Darin explained to the Board the work he has been doing to get the Grant application ready for submittal and what would be done if the Grant was awarded to the District. **Motion** by Leslie Sturmer to approve the submittal of the DOE Community Planning Technical Assistance Grant Application on behalf of the District. **Second** by Joe Hand. Passed by a vote of 5-0.

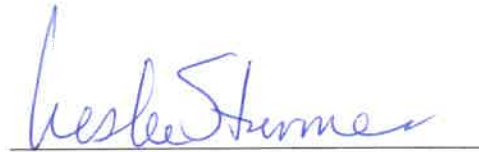
Wastewater

James reported to the Board that he had Tim Faison come and fix the control panel in the Main Lift Station. James also reported that the District did not get the approved for Phase II of the Lift Station Repair, but that he would be going to Tallahassee to meet with Senator Perry's Aides, DEP members, and Engineers to talk and see what other funding or help could be done to help get approved for next year. James let the Board know that he found a work truck through Duval Chevrolet and provided the Board with a quote for approval. **Motion** by Michael Borelli to approve the Duval Chevrolet quote for District purchase. **Second** by Joe Hand. Passed by a vote of 5-0.

10. Attorney Report. Evan let the Board know that he would be continuing to work on the Resolution for Service Charges and Connection to have ready for the May Board Meeting. Evan also let the Board know that he was still working on updating the District's Purchasing Policy for the Board's approval.

11. Commissioner Comments. Ms. Leslie gave an update on the upcoming Workshop being held at the UF IFAS 3rd Floor Classroom on April 24, 2023 from 5:00 to 7:00 pm. The District has invited four speakers from four different Water Authorities to come and tell the District and the Public about their experiences of forming and working within a Water Authority. Flyers will be placed around town, be put on the District's website, posted on the Cedar Key News site, and be placed in the Chiefland Citizen. Mr. Joe gave a brief presentation on the Pipeline Project letting the Board know that there has been a lot of discussion on the cost of forming the W3C Cooperative and what needs to be done to get the W3C formed in the near future.
12. Public Input. Clay Childers complimented Mr. Stephen for bringing up the PFA's and PFOA's. Mr. Childers expressed his concern and would like to have the District do certain test to make sure the water coming from Bronson is in fact good water. James ask Mr. Childers if he would mind getting in touch with him at a later date to discuss the testing and together they could get with the testing lab the District uses to make sure they can run those particular tests. Mrs. Mandy ask how many irrigation meters the District has? James told Mrs. Mandy that he was not sure of the number, but he would find out and let her know. Mrs. Mandy then ask that the District start making the Pipeline discussion an Agenda item instead of discussing it during Commissioner Comments.
13. Adjournment: There being no more business to conduct, the meeting was adjourned at 6:26 p.m.


Dottie Haldeman, Chairperson


Leslie Sturmer, Commissioner &
Secretary of the Board