

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

**Minutes of Regular Meeting
Board of Commissioners
November 22, 2022**

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

Other Presents: Kristen Mood (Zoom), Alicia Johns, James McCain, Mandy Offerle, Frank Offerle, Darin Kilfoyl (Zoom), Jan Childers, Clay Childers, and Ann Richburg.

1. Meeting called to order at 3:00 p.m. by Dottie Haldeman, Chair.
2. Pledge and Prayer.
3. Public Comment. There was no public comments at the beginning of the meeting.
4. Adoption of the Agenda. **Motion** by Leslie Sturmer to accept tonight's agenda. **Second** by Joe Hand. Passed by vote 3-0.
5. Approval of Minutes. **Motion** by Leslie Sturmer to accept the minutes from October 14, 2022, Waccasassa Water & Wastewater Cooperative Meeting and October 17, 2022, Regular Board Meeting Minutes. **Second** by Joe Hand. Passed by a vote 3-0.
6. Financial Reports. Balance Sheet, Budget Report, Checkbook Activity, Past Due Accounts Report, Employee Leave reports were presented for review. **Motion** by Leslie Sturmer to accept the Financial Reports with room for discussion. **Second** by Joe Hand. James gave the Board a spreadsheet of how he will be reporting on the employee leave each month. Ann explained to the Board how employee vacation and sick time was accrued and how her QuickBooks software calculates the leave. Leslie ask Ann about the 2018 Legislative Funding and Ann told the Board that the District had been reimbursed for the last of the money that was spent towards that funding and will no longer show up in the financial statements presented. Leslie ask Ann if there was a way to remove that line item from the budget and she responded by telling the Board that she and Robert Beauchamp would be getting together to take line items off the budget that were no longer needed. The Board, James, and Alicia had a lengthy discussion regarding the past due list and what could be done to get people to pay their bills on time. The Board then discussed the District's Disconnection Policy and moving forward Alicia will follow the District's Disconnection Policy as written. Dottie Haldeman suggested that a letter with the District's Disconnection Policy in said letter be sent to everyone on the past due list that will be given a notice of disconnection and have the letter published in the Cedar Key News to let everyone know that the policy will now be strictly enforced. Dottie and Alicia will get together to write the letter to delinquent customers to be mailed with the delinquent notices. Passed by a vote of 3-0.
7. Bill Adjustment Request. No Bill adjustment requests.

8. Approval and Signature of the American Pipe and Tank Sludge Hauling Contract. Kristen Mood who was attending the meeting via Zoom for Evan Rosenthal of Nabors, Giblin & Nickerson, the District's legal counsel briefly summarized and advised the Board to accept the contract as presented. **Motion** by Leslie Sturmer to accept the contract with American Pipe and Tank. **Second** by Joe Hand. Passed by vote of 3-0.
9. Approval and Signature of the North Florida Professional Services Engineering Contract. Kristen briefly summarized the contract and advised the Board to accept the contract as presented. **Motion** by Joe Hand to accept the contract with North Florida Professional Services Engineering. **Second** by Leslie Sturmer. Passed by vote of 3-0.
10. Approval and Signature of the Baskerville – Donovan Engineering Contract. Kristen briefly summarized the contract and advised the Board to accept the contract as presented. **Motion** by Leslie Sturmer to accept the contract with Baskerville – Donovan. **Second** by Joe Hand. Passed by vote of 3-0.
11. Approval and Signature of Sanitary Sewer Lift Stations and Rehabilitation Task Order and Fee Schedule. Kristen briefly went over the Task Order and Fee Schedule for the Board and advised that the Board accept the Task Order and Fee Schedule as presented. James ask that he be allowed to approve and sign all Task Orders and any other documents related to this item in the future. **Motion** by Joe Hand to accept the Task Order and Fee Schedule for the Sanitary Lift Stations and Rehabilitation and to allow General Manager James McCain to approve and sign all task orders and documents pertaining to the Sanitary Sewer Lift Stations and Rehabilitation project moving forward. **Second** by Leslie Sturmer. Passed by vote 3-0.
12. Approval and Signature of State of FL DEP Standard Grant Agreement LPA0260. Kristen briefly summarized the grant and advised the Board to accept and allow James to sign agreement on the Boards behalf. Leslie brought up that this grant will not be a cost reimbursement grant so the Board will not have to spend any money up front and then be reimbursed for money spent. **Motion** by Leslie Sturmer to accept the State of FL DEP Standard Grant Agreement as presented and allow General Manager James McCain to sign all future documents on behalf of the Board. **Second** by Joe Hand. Passed by vote 3-0.
13. General Manager Report.
 - a.) *NexTower Lease Buyout.* James told the Board that he spoke Robert Beauchamp, the CPA for the District, and he advised that the District should not accept the NexTower Lease Buyout. The reason being that every year the lease payment goes up 2% and for every entity that goes on said tower is an additional \$250 of revenue for the District. **Motion** by Leslie Sturmer to NOT accept the NexTower Lease Buyout. **Second** by Joe Hand. Passed by vote 3-0.
 - b.) *Water and Wastewater Treatment Plant.* James reported that no issues have occurred and was running well at both plants. James did mention that he was going to get with Ann and Robert Beauchamp about using some of the reimbursement money for repairs to both plants.
 - c.) *Wastewater Aeration System and BRIC have been put on hold.* Leslie reported that Evan Rosenthal would possibly be able to help Alicia with getting the UEI number need to apply for the BRIC grant. Alicia was happy to accept all help possible as she and James have been trying to get a UEI number for some time without any success.

14. Attorney Report.

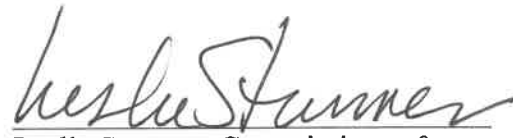
a.) *Waccasassa Water Cooperative Agreement.* Kristen stated that Evan had submitted comments and suggested edits to the draft Interlocal Agreement creating the Waccasassa Water Cooperative to the City of Bronson's Attorney and that the City of Bronson's town manager responded that the Interlocal Agreement would be discussed at the Levy County Commission meeting on Tuesday, November 22, 2022, in which the various stakeholders will convene to finalize the agreement.

15. Commissioners Comments. Joe let the Board know that he talked to Scott from Wetland Solutions and that the Bronson Drinking Water Wellhead Project that Bronson was pursuing was not tied into the December 16th deadline. For December 16th the request for money for the entire project will be submitted and that Scott has already filled out the application through the website portal and sent it to Cedar Key, Bronson, Otter Creek, and Levy County for approval. Joe ask James if he had seen the application and James stated that as of, yet he has not seen the application for approval. There was questions about who would be filing and signing the application since the Waccasassa Coop has not been set up yet. James told the Board that he would be attending a meeting on November 30, 2022, to discuss those things. Joe ask Kristen that if in the future instead of waiting for a Board meeting can he just send all other Board members an email explaining what he discussed with members of Wetland Solutions or about the Waccasassa Water and Wastewater Cooperative or would that be a violation of the Sunshine Law? Kristen stated that it would violate the Sunshine Law to do so and that it should only be discussed at Board meeting to make sure that no Sunshine Laws are violated. Leslie stated that in the last report that was given out that in the last of the report it talked about all the different funding opportunities that could be patchworked together and wanted to know who was making the decision on how much money would be asked for and who would be signing the applications for those different funding entities. Joe stated that Scott from Wetland Solutions had the same question and that it would have to be discussed at the November 30th meeting. Clay Childers ask if another 20% would be added to the amount being ask for so that just incase of unforeseen issues arise the money would be available. James stated that it would be a question he would ask at the meeting. Joe stated that he ask Scott what the Board could do to help move things along and Scott stated that the focus needed to be on forming the Waccasassa Water and Wastewater Cooperative and not individual projects. Joe let the Board know that the Levy County Board of Commissioners would be going over the agreement in detail and discussing what exactly their role would be if they decided to be involved in the project and said there was a memorandum that was sent out to show what all would be discussed at their meeting. Dottie ask Joe if he would now be the person to go to all future meetings regarding the Waccasassa Water and Wastewater Cooperative since she will be having knee surgery very soon and will not be able to attend some of the meetings in which Joe accepted. The Board ask Alicia if she could get a copy of the minutes from the Levy County Commission meeting that was held on November 22, 2022.

16. Public Input. Mandy Offerle ask if the county decided to not participate in the project would that leave Rosewood and Sumner out of the possibility of being able to receive water from this project? The answer that was given by a few of the Board members was that Rosewood and Sumner would still possibly benefit from the project even if the county decided to not be involved. Leslie stated that at one of the previous meetings Greg Lang told the Board that there were several different possibilities to adding Rosewood and Sumner to the project without possibly having to extend the District's boundaries or Levy County being involved. Clay Childers wanted clarification on submitting the application for funding without having the Waccasassa Water & Wastewater Cooperative in place. The Board responded by telling Mr. Childers that it was said that the Application could be submitted without the Cooperation being established, but it would need to be formed by January.

17. Adjournment: There being no more business to conduct, the meeting was adjourned at 4:15 p.m.


Dottie Haldeman, Chairperson


Leslie Sturmer, Commissioner &
Secretary of the Board