

**NOTICE AND AGENDA**  
**CEDAR KEY WATER & SEWER DISTRICT**  
**510 3<sup>RD</sup> STREET, CEDAR KEY, FL32625**

**SPECIAL MEETING**  
**May 12, 2022**  
**5:00 P.M.**

1. Call to order
2. Pledge and Prayer
3. Adoption of Agenda
4. Interview of Candidate for Legal Council
5. Phone OR Zoom Interview of General Manager Candidate
6. General Manager Report
7. Attorney Report
8. Commissioner Comments
9. Public Input
10. Adjourn

All persons are advised that if they decide to appeal any decision made at the above-referenced public hearing, they will need a record of the proceedings, and that, for such purpose, they may need to insure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal will be based.



**Norm D. Fugate**  
Board Certified Attorney  
• Real Estate Law  
• City, County and Local Government Law

**Woodroe Blake Fugate**  
Associate Attorney

**Norm D. Fugate, P.A.**

**A Law Firm**

April 15, 2022

Cedar Key Water and Sewer District  
510 Third Street  
Cedar Key, Florida 32625

Re: District Legal Counsel

Commissioners:

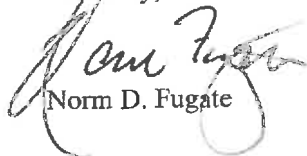
In response to your advertisement for legal counsel, we are submitting for your consideration an overview of our law firm as it relates to your upcoming vacancy for legal counsel. Having served a number of local government special districts, councils and commissions over the past 25 years, our firm has gained much experience and expertise in many matters related to local government. Below I have listed several areas in which our experience would be a valuable asset to your board and its members. Specifically, I would draw your attention to these areas:

1. We have prior experience in representing a special water and sewer district, the Suwannee Water and Sewer District, to include involvement in a capital project funded by a USDA loan to move the community from septic tanks to sewer.
2. Substantial experience with both State and Federal grants and funding to fund water and waste water projects in the municipalities of Williston, Chiefland and Inglis. This included the bidding and contracting components of these projects, as well as the administration of the construction project.
3. Because of the cooperative interlocal nature of the water board with the City of Cedar Key, we are familiar with, and have a good legal understanding of the existing lease and interlocal agreements as well as the Verizon agreement.
4. Experience with cooperative efforts between the City of Chiefland, the Suwannee River Water Management District and other municipalities regarding multi-jurisdictional water supply projects, similar to the project currently under consideration by the District.

As many of you know, we maintain law offices in both Cedar Key and Williston. Our offices are staffed and available to clients during normal business hours, Monday through Friday. There are many benefits to hiring an attorney who is familiar with and invested in the local community.

We would welcome the opportunity to speak with the members of your water board either collectively or individually.

Sincerely,

  
Norm D. Fugate

CEDAR KEY WATER AND SEWER DISTRICT  
CEDAR KEY, FLORIDA

PROPOSAL FOR LEGAL COUNSEL SERVICES  
SUBMITTED FRIDAY APRIL 15, 2022

## EXPERIENCE OF THE FIRM

1. Norm D. Fugate P.A. has extensive experience representing small local governments, currently Cedar Key and Chiefland. As a result of representation of these clients, we have experience working with the various outside agencies and companies that you will deal with, such as the Florida Water Management Districts, the Florida Department of Environmental Protection, the Florida Department of Transportation, Levy County and the City of Cedar Key.
2. Norm is one of only 295 Board Certified City, County and Local Government Law attorneys in the State of Florida, and the only one in Levy County.
3. Norm is also Board Certified in the area of Real Estate Law. This area of law is very useful in representing local governments in real estate related matters, such as leases, annexations, easements, zoning and other land use matters.
4. Our firm has a cumulative history of local government representation totaling in excess of 50 years.
5. Yearly, our firm conducts Ethics training for our represented municipalities for continued education; this helps us to advise our entities on Florida Sunshine and public records law. We are more than adequately prepared to advise at each meeting regarding Florida Sunshine, Public Record and Ethics Laws.
6. Norm D. Fugate P.A. currently serves as City Attorney to two other local governments, and as Special Magistrate for Code Enforcement for Newberry. We would plan to structure our representation of the Cedar Key Water and Sewer District in the same fashion as those local governments. We would assign two full time attorneys, Norm Fugate and Blake Fugate, to the representation. We assign a legal assistant in the office to be available at all times to receive calls and emails from our local government clients, to ensure timely response to all City legal matters. We understand the nature of local government legal representation and that certain matters at certain times demand higher priority and quicker response than others. We have designed the structure of our representation of local government clients to ensure that lines of communication remain open at all times and to ensure that proper priority is afforded based on the requirements of the client and the nature of the particular matter at hand.

We anticipate that our firm will be qualified to respond to most all District legal matters that may arise, understanding that certain matters, such as those which may be covered under the District's insurance, will be assigned by the insurance company to outside counsel.

7. Our firm has experience with grant and loan submissions with each local government we have represented, dealing with the USDA, CDBG and other federal and state grant programs.

# ATTORNEY RESUMES

## Woodroe Blake Fugate

Attorney At Law  
Norm D. Fugate, P.A.

**Florida Bar No. 96352**  
248 Northwest Main Street  
Post Office Box 98  
Williston, Florida 32696  
(352) 528-0019  
(352) 528-4919 (Fax)  
[blake@normdfugatepa.com](mailto:blake@normdfugatepa.com)

### EXPERIENCE

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#### **Attorney at Law, Norm D. Fugate, P.A., 2012-Present**

- ❖ Municipal Law
  - Town Attorney – Town of Inglis (2015-2021)
  - Assistant City Attorney – City of Chiefland
  - Assistant City Attorney – City of Cedar Key
- ❖ Real Estate, Closings, Title Examination, Property Transactions, etc.
- ❖ Estate Planning and Probate
- ❖ Contracts, Entity Formation, and other Business Law

#### **Vice President, Accounting/IT, First Bank of Jacksonville (Acquired by Ameris Bank in 2010), 2006-2011**

- ❖ Chairman of IT Steering Committee
- ❖ Member of Asset/Liability Committee and Audit Committee
- ❖ Monitor the Bank's accounting and information technology compliance
- ❖ Prepare the Bank's Quarterly Call Reports for submission to FDIC
- ❖ ALCO Committee and Board meetings, etc.
- ❖ Perform supervisory duties of accounting department staff
- ❖ Prepare the Bank's financial reports and related documents for regulators, outside auditors, external loan review and all internal financial and reporting issues
- ❖ Preparation of the Bank's annual Business Plan and Budget

#### **Legal Assistant, Norm D. Fugate, P.A., 2001-2012**

- ❖ Real Estate, Title Examination, Property Transactions, etc.
- ❖ Municipal Law
- ❖ Estate Planning and Probate
- ❖ Contracts, Entity Formation, and other Business Law

## **EDUCATION**

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### **Florida Coastal School of Law, Juris Doctorate Degree (December 2011, passed Florida Bar February 2012)**

- ❖ Book Awards in Property, Professionalism, Florida Practice and Procedure
- ❖ Key Coursework Completed: Florida Practice and Procedure, Constitutional Law, 4th Amendment Search and Seizure (Criminal Procedure), Transactional Drafting, Commercial Real Estate Transactions

### **University of Florida, Bachelor of Science Business Administration (2006)**

- ❖ Graduated from a Business Program among the top 5 public schools in the nation
- ❖ Key Coursework: Management, Finance, Accounting, Real Estate

## **REFERENCES**

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Mr. Heath Davis, Mayor and Commissioner, City of Cedar Key 352-543-5450  
Hon. James T. Browning, Levy County Judge 352-486-5224  
Mr. G. Luther Drummond, Drummond Community Bank 352-490-4000

## **COMMUNITY AND PROFESSIONAL ACTIVITIES**

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Member of Florida Bar  
Member of Real Property, Probate, and Trust Law Section of the Florida Bar  
Member of City, County, and Local Government Law Section of the Florida Bar  
Member of Business Law Section of the Florida Bar  
Member of Eighth Judicial Circuit Bar Association  
Past Vice President of Eighth Judicial Circuit Bar Association Young Lawyers Division  
Director Early Learning Coalition of the Nature Coast  
Chairman of the Trustees First United Methodist Church of Williston  
Admin Council First United Methodist Church of Williston  
Past Chairman Finance Committee of First United Methodist Church of Williston  
Past President of Rotary Club of Williston  
Williston Sportsmen Society  
WYAA Baseball Coach

## **NORM D. FUGATE**

Offices in Williston and Cedar Key, Florida  
352.528.0019  
E-Mail: [norm@normdfugatepa.com](mailto:norm@normdfugatepa.com)  
Florida Bar No. 044458

### **PROFILE**

Highly accomplished attorney with a strong background in local government law, real estate, land use and zoning, including purchase, sale, and development. Extensive experience in local government law, banking law, estate planning, probate, corporate law, and tax law. Licensed to practice in the State of Florida. Florida Bar Board Certifications in the two areas of City, County and Local Government Law and Real Estate Law.

### **LEGAL EXPERIENCE**

**Norm D. Fugate** Solo Practitioner since admission to Florida Bar in 1995. Joined by Associate, Woodroe Blake Fugate in 2012.

#### **Experience and Background Pertinent to City of Williston:**

- Currently representing two Levy County Municipalities; City of Cedar Key continuously since 2011; City of Chiefland continuously since 2002; and previously represented Town of Inglis, 1999-2013 and 2015-2021; City of Williston 1996-2011. Related legal experience from representation of all municipalities includes negotiation and drafting of franchise agreements with power companies; drafting of ordinances regarding public services tax, franchise fees and telecommunications services tax; public right-of-way permitting and regulation.
- Experience with employment related matters: drafting and implementation of Employee Policy Manuals for municipalities; involvement with numerous employee issues including employee discipline, termination and related litigation; unemployment and worker's compensation disputes.
- Experience with employee unions: representation of municipalities in collective bargaining with public employee unions, (police and general employee), including collective bargaining negotiation sessions, impasse proceedings and special master hearings; formal and informal grievance complaints and proceedings.

#### **Other Areas of Legal Experience:**

- Continuously representing local bank since 1996 in broad spectrum of legal issues related to banking operations, risk management, loss recovery and employee matters.
- Representing buyers and sellers in real estate transactions and development pursuits.
- Estate and tax planning work for local farm families seeking to preserve and maximize their family farm operations for future generations.
- Probate, Trust Administration and Guardianships.

## EDUCATION

*University of Florida, College of Law*

Juris Doctor

- Graduated 1994, with Honors

### **University of Florida**

Bachelor of Science Degree, Business Administration, Major in Finance

- Graduated 1981, with Honors

## **REFERENCES**

Mr. Heath Davis, Mayor, City of Cedar Key, Florida 352-543-5450

Mr. Luther Drummond, Chairman of the Board, Drummond Community Bank 352-493-2277

Mr. Robert Beauchamp, Certified Public Accountant 352-493-4808

Mrs. Mary Ellzey, Retired City Manager, City of Chiefland, Florida 352-577-4513

## **COMMUNITY INVOLVEMENT**

First United Methodist Church, Williston, Florida  
First United Methodist Church, Cedar Key, Florida  
Williston Chamber of Commerce, Past President  
Rotary Club of Williston, Past President  
Chairman, Eighth Judicial Circuit Judicial Nominating Commission  
Board of Directors, Eighth Judicial Circuit Bar Association



## REFERENCES

- Mr. Heath Davis, Mayor and Commissioner, City of Cedar Key (352) 543-5450  
490 2<sup>nd</sup> Street, Cedar Key, Florida 32625  
Representation continuously since 2011
- Ms. Drinda Merritt, Former Mayor, Town of Inglis 2015-2021 (813) 300-2482  
71 Mastadon Drive, Inglis, Florida 34449  
Representation 1999-2013 and 2015-2021
- Mrs. Mary Ellzey, Retired Chiefland City Manager (352) 577-4513  
214 East Park Avenue, Chiefland, Florida 32626  
Representation continuously since 2002
- Mr. G. Luther Drummond, Drummond Community Bank (352) 490-4000  
1627 North Young Blvd, Chiefland, Florida 32626  
Representation continuously since 1995 (previously known as Perkins State Bank)

# Brian E. Meaton

P.O. BOX 61811  
St. Petersburg, Florida  
33784-1811

Phone 727-323-6855  
E-mail:  
[bmeaton@mail.usf.edu](mailto:bmeaton@mail.usf.edu)

## Practical Experience

07-2019 – 01-2021    City of Yuma    928-373-5125  
175 N. Main Street, FL 85364

Title:    Water Treatment Manager / Wastewater Treatment Manager    Contact: Jeremy McCall

Managed the city's (2) potable water treatment facilities, as well as, their (2) domestic wastewater treatment facilities, on an interim basis; responsibilities included managing: personnel, budgeting, procurement, CIP, operations performance & optimization, internal projects; scope development for contract services; and served as their Point-of-Contact & Operator-of-Record; in addition, I initiated (and benchmarked) continuous improvement methods and worked with peer groups / divisions to manage overall systems' performance

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12-2012 – 07-2019    Americore – TMG Environmental    321-747-5073  
637 S. Wickham Road Melbourne, FL 32904

Title:    Project Manager / Environmental Engineer    Contact: Mitchell Mones

Waterworks systems management; personnel management; division and/or departmental budgeting and procurement; CIP / MILCON assessment, planning, and project management; served as Point-of-Contact and/or Operator-of-Record for BOSC managed systems (e.g., potable-water, domestic-wastewater, industrial-pretreatment, storm-water, or reclaimed water systems); academic research for environmentally funded projects (e.g., federal, state, or local); oversaw facilities maintenance management, asset management, CMOM, and CMMS

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01-2011 – 12-2012    City of Tucson – Tucson, AZ    520-791-6880  
4401 S. Tucson Estates Parkway Tucson, AZ 85735

Title:    Water Quality & Operations Superintendent    Contact: Jeff Biggs

Management and operations of the city's 180 MGD potable water systems, and their 30 MGD water-reuse system; personnel management; division budgeting and financial planning; water quality management optimization for compliance; participated in planning teams for division projects (e.g., O&M, SCADA / HMI, Compliance, CIP); served as Operator-of-Record for both waterworks systems; oversaw facilities maintenance management, via asset management, CMOM, and CMMS

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04-2003 – 01-2011    Americore – TMG Environmental    321-747-5073  
637 S. Wickham Road Melbourne, FL 32904

Title:    Project Manager / Environmental Engineer    Contact: Mitchell Mones

Waterworks systems management; personnel management; division and/or departmental budgeting and procurement; CIP / MILCON assessment, planning, and project management; served as Point-of-Contact and/or Operator-of-Record for BOSC managed systems (e.g., potable-water, domestic-wastewater, industrial-pretreatment, storm-water, or reclaimed water systems); academic research for environmentally funded projects (e.g., federal, state, or local); oversaw facilities maintenance management, asset management, CMOM, and CMMS

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06-1993 – 04-2003 City of St. Petersburg – St. Petersburg, Florida  
1635 3rd Avenue North St. Petersburg, FL 33701

727-893-7779

Title: **Water Reclamation Operator II & III**

Contact: Gary Brooks

Management, process control, operations, and environmental quality control at any of the City's (4) 12.0 to 20.0 MGD water reclamation facilities; personnel management; analytical laboratory analysis; coordination and submission of monitoring reports; oversaw facilities maintenance management, via asset management software; maintained plant buildings & operations apparatus

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### **Academic Experience**

2006 – 2008 University of South Florida Tampa, Florida  
Masters of Civil Engineering – Water Resources

2004 – 2006 University of South Florida Tampa, Florida  
Masters of Science in Engineering Management – Industrial Systems

### **Professional Licensure**

- Arizona Dept of Environmental Quality (Class IV) Water Treatment
- Arizona Dept of Environmental Quality (Class IV) Water Distribution
- Arizona Dept of Environmental Quality (Class IV) Wastewater Treatment
- Arizona Dept of Environmental Quality (Class IV) Wastewater Collections
  
- California SWRCB (Class IV) Wastewater Treatment
  
- Florida Dept of Environmental Protection (Class-A) Drinking Water Treatment
- Florida Dept of Environmental Protection (Class-A) Domestic Wastewater Treatment
  
- Washington Dept of Ecology (Class IV) Wastewater Treatment

### **Professional Affiliation**

- Alpha Pi Mu
- American Society of Civil Engineers
- American Water Works Association
- Institute of Industrial Engineers
- Florida Water Pollution Control & Operators Association
- University of South Florida Alumni
- Water Environmental Association

**Cedar Key Water & Sewer District**  
**General Manager Report**  
**May 12, 2022**

**1. Water System**

- We continue to work toward updating/maintaining our current plant with our most vulnerable components being replaced.

**2. Wastewater System**

- House Bill #HB9155 and Senate Bill #1586 has passed and waiting on the Governor's signature.
- CROM is currently working on the aeration basin repair.

**3. Covid-19**

- No testing these past few weeks. Vaccines are available for essential workers, and our employees are being urges to get them.
- We are continuing to collect sewer samples for the UF study.