

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

Minutes of Regular Meeting  
**Board of Commissioners**  
April 28, 2025

Board Members Present: Joe Hand, Leslie Sturmer, Michael Borelli, Sue Colson, Johnathan Ferguson.

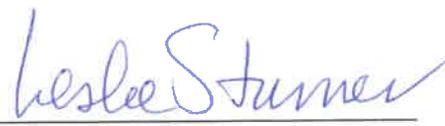
Other Presents: John Rittenhouse, Alicia Johns, Jeri Treat, Stephen Rosenthal, Doris Hellerman, Mandy Offerle, Frank Offerle, Mac Cox.

1. Meeting called to order at 5:01 p.m. by Michael Borelli, Chair.
2. Pledge and Moment of Silence
3. Public Comment. No Public Comment at this time.
4. Adoption of Agenda. **Motion** by Leslie Sturmer to adopt tonight's agenda. **Second** by Joe Hand. Mrs. Sue ask that for future meetings could the District put things such as Financial Reports, Bill Adjustments, Adoption of Minutes from Previous Meetings on a Consent Agenda, that way the Board could move on to more important Agenda Items quicker. Passed by vote 5-0.
5. Approval of Scope of Work for Administration Building Reconstruction. Mr. John and the Board discussed the Scope of Work for the Administration Building. Mr. John let the Board know that he received a quote for the Scope of Work for the Exterior work for the Administration Building that he will present at the May 12, 2025 Board Meeting. **Motion** by Sue Colson to accept the Scope of Work for the Administration Building Reconstruction. **Second** by Johnathan Ferguson for discussion. Mr. Johnathan had a concern about the Sales Tax that was being charged since the District is Tax Exempt. Mr. John let him know that he would look into that charge and let him know the outcome at the May 8, 2025 Board Meeting. Mrs. Sue let the Board know her displeasure at the Board spending money on the current Administration Building even though she knows that at this time the Administration Building is needed so that staff in no longer working out of a portable office trailer. Passed by vote 5-0.
6. Approval of Request for Qualifications for Continuing Engineering Consultant. Mr. John and the Board discussed the RFQ and the new additions concerning the Grant Writing stipulations. This ad will be posted in the Gainesville Sun and on Demand Star. Stephen Rosenthal ask the Board if the RFQ Applicants will have to sign all the Federal documents required that previous RFQ Applicants had to sign. Mr. Johnathan ask that Evan take a look at Section 1.27 to make sure it covers everything that had to be added to the last RFQ for Continuitn Engineering. **Motion** by Leslie Sturmer to accept the RFQ for Continuing Engineering Consultant with the discussed clarifications. **Second** by Johnathan Ferguson. Passed by vote 5-0.
7. Designation of Signatories for District Banking Operations. This is to make changes to the signatories for the Seacoast Bank Accounts. The District will be removing Stephen Rosenthal from all District Bank Accounts and adding John Rittenhouse, Sue Colson, and Alicia Johns. Mr. Joe ask that with this change will that allow Mr. John and Alicia to sign for all future wire transfers instead of one of the five Board Members. Mr. John stated that he would need to talk with Evan on this since his purchase threshold is \$25,000.

8. General Manager's Report. Mr. John discussed with the Board the start up of two of the Lift Stations and work was started on Lift Station #1. James McCain discussed a few of the issues that occurred with the Lift Station Project in aligning the pumps up to the seal. James stated that after talking to a number of the part manufacturers the problem was solved and new parts to correct the problem have been ordered. Mr. John stated that Lift Station Phase I LPA0260 has now become combined into Lift Station Phase I & Phase II and is now \$5 million dollars. **Motion** by Sue Colson to approve Michael Borelli to sign the Lift Station Project Change. **Second** by Johnathan Ferguson. Passed by vote 5-0. Mrs. Sue let everyone know that the County will be starting on the Dock Street Pier.
9. Commissioner Comments. Mrs. Sue discussed the questions that Mr. Joe had at the end of his presentatoin at the April 14, 2025 Board Meeting and ask that the Board think about what their answers to those would be for possible discussion at the May 12, 2025 Board Meeting. Mrs. Sue also stated that she is working with Levy County Commissioner Desiree Mills and Mary Ellen Harper to help with some of the District's issues to help get money for repairs to the District's facilities.
10. Public Comment. Ms. Doris Hellerman ask a question about the Admin Building Insurance Claim. Mr. John let her that the Insurance will let the District use the money for something other than Admin Building Repairs, but the Board has decided to not spend anymore than what the Insurance will pay.
11. Adjourn. Meeting adjourned at 6:07 pm.



Michael Borelli, Chairperson



Leslie Sturmer, Commissioner &  
Secretary of the Board