

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

**Minutes of Regular Meeting  
Board of Commissioners  
August 8, 2022**

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

Other Presents: Evan Rosenthal, Alicia Johns, James McCain, Ann Richburg, Mandy Offerle, Frank Offerle, Sue Colson, and Nancy Sera.

1. Meeting called to order at 5:00 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 Stephen Rosenthal to adopt Agenda. **Second** by Joe Hand. Passed by a vote 5-0.
5. Approval of Minutes. **Motion** by Stephen Rosenthal to approve the minutes from July 11, 2022 Regular Meeting and the July 26, 2022 Special Meeting. **Second** by Tabitha Lauer. Leslie stated that since the meeting packets did not get sent out until the morning of the meeting and she had not had a chance to read them yet if she had any changes that needed to be made she would bring them up at the next meeting. Passed by a vote of 5-0.
6. Financial Reports. Balance Sheet, Budget Report, Checkbook Activity, Past Due Accounts Report, Employee Leave reports were presented for review. **Motion** by Stephen Rosenthal to approve the Financial Reports subject to discussion. **Second** by Joe Hand. James, Ann, and the Board discussed the TRIM Package, and Tentative Budget meeting dates and ads for the newspaper for each. Stephen asked about Checkbook Activity and how the deposits were posted and if someone was going to the bank numerous times a day if there were numerous deposits made in one day. Ann and Alicia explained that if there were numerous deposits made in one day that they were all taken to the bank at the same time. James and the Board discussed the Tentative Budget at length and gave James the line items that needed to be changed before the next meeting. Stephen ask why the \$2.5 million dollar grant was not listed in the Tentative Budget. Alicia explained the Robert Beauchamp from Beauchamp & Edwards CPA, said that if this information was put into the Budget and the District did not spend of that money it would throw the Budget off and would look bad when the End of Year Financials were sent to the State. Alicia gave the Board Robert Beauchamp's contact information so they could contact him with any questions they had. Ann explained to the Board where some things were posted in the Budget. James, Evan, and the Board discussed the difference between the Capital Facilities Charges and the Service Charges the District has for New Home Builds. Passed by a vote 5-0.

7. Bill Adjustment Request. No Bill Adjustment Requests.

8. GM Report. James and the Board discussed some of the things that he has learned in the recent Waccasassa Regional Water System Meetings. The Board also discussed some of their concerns and what the District would need to do going forward if they decided to go through with Pipeline. Sue Colson gave a brief explanation of how to achieve funding for the Waccasassa RWS Project. The Board was all in agreement that extra meetings need to be scheduled to discuss the WRWS Project once all Budget meetings were completed.

James reported that on July 25, 2022, Gabe came into work and noticed the High Service Pump was smoking and had to be replaced. On July 26, 2022 Pump Station 4 had both pumps go out. James let the Board know that he ordered the pumps needed to replace in Pump Station 4 and the motor for the High Service Pump. James also reported to the Board that the Flow Meter at the Water Plant was old and not very accurate. James let the Board know that if the District had to do a Water Audit it would need accurate numbers for the amount of water pumped vs water sold. **Motion** made by Tabitha Lauer for James to buy a new Flow Meter for the Water Plant. **Second** by Leslie Sturmer. Passed by a vote of 5-0.

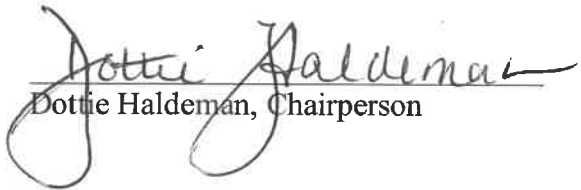
James and the Board discussed the District's COVID Policy and Evan said he would look into what the State's policies are to make sure the District is able to continue its current COVID policy as is with vaccinated employees not having to use sick or vacation time if out with COVID and unvaccinated employees having to use sick and vacation time if out with COVID. Evan said he would have something by the next meeting.

9. Attorney Report. Evan went over the Engineering RFQ packet that he prepared that will go out upon approval. Evan and the Board discussed what type of advertising needed to be done for the RFQ. Alicia and the Board was advised that if any questions come in, they are to be forwarded to Evan or James for answering. Evan and the Board discussed how they would rate the different firms that put in bids. Evan stated that the Board could hire multiple firms. The Board and Evan did discuss the ongoing contract with Mittauer and if it was necessary for them to apply again with the RFQ, it was decided that at this time they did not, but might be something the District might want to think about in the future. James was approved to let Baskerville Donovan take care of a task order for grant paperwork to do with the \$2.5 million grant the District was awarded. **Motion** by Leslie Sturmer to accept the RFQ Packet as outlined by the Attorney. **Second** by Joe Hand. Passed by a vote 5-0. Evan reminded the Board that he and James have been working on the Sludge Bid Packet and ask if the Board wanted to see that packet when it was done or if he should send out the information. The Board thought it best that once Evan and James approved the Sludge Bid Packet that it should be advertised and sent out.

10. Commissioner Comments. Joe let the Board know that he spoke with Sue Beaudet and ask her to get him and the other Board members all the notes she had from the previous WRWS meetings for them to read over. Dottie ask Joe if he had done anymore research on how to set up ZOOM for the District. Joe said he had a friend that could help with that and he would also look into what equipment was needed to get this done.

11. Public Input. No Public Input.

12. Adjournment: There being no more business to conduct, the meeting was adjourned at 6:32 p.m.

  
Dottie Haldeman, Chairperson

  
Leslie Sturmer, Commissioner &  
Secretary of the Board