

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

**Minutes of Regular Meeting
Board of Commissioners
February 13, 2023**

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

Other Presents: Evan Rosenthal, Ann Richburg, Alicia Johns, James McCain, Darin Kilfoyl, Malcom Cox, Mandy Offerle, Frank Offerle, Clay Childers, and Jan Childers.

1. Meeting called to order at 5:01 p.m. by Dottie Haldeman, Chair.
2. Pledge and Prayer.
3. Public Comment.
4. Adoption of the Agenda. **Motion** by Stephen Rosenthal to accept the agenda. **Second** by Leslie Sturmer. Passed by vote 5-0.
5. Approval of Minutes. **Motion** by Stephen Rosenthal to approve the minutes from the January 9, 2023 meeting. **Second** by Joe Hand. Passed by vote 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 with discussion. **Second** by Joe Hand. Ann and the Board discussed a few lines on the P/L Sheet. Ann also let the Board know that she has already put the money in the separate accounts for the RD and Insurance payments due in September 2023. The Board then discussed the Past Due list briefly. James, Ann, and the Board briefly discussed line 411 on the Balance Sheet. Passed by vote 5-0.
7. Bill Adjustment Request. **Motion** by Stephen Rosenthal to approve all Bill Adjustment Requests. **Second** by Joe Hand. Stephen discussed with the Board his concerns on some of the adjustments that the Board approves. After a brief discussion the Board decided that the as of right know the adjustment policy as written is sufficient. Passed by vote 5-0.
8. Board Discussion of Process for Filling Vacant Commission Seat. Evan reported to the Board what the process would be per the District's Charter for filling the vacant Commission Seat. Evan and the Board discussed the different ways to advertise for the vacant seat. The Board also discussed with Evan about having the applicants fill out a brief application that will be turned into Alicia and Ann at the District's office before the next Board Meeting on March 13, 2023. The Board and Evan discussed when the newly appointed Board Member would have to run for re-election for the vacant seat and it was decided that whom ever is appointed to the vacant seat it will be for a two year term so that it does not interfere with the way seats are already staggered for the Election. Alicia let the Board know that she will email the Board and Evan all of the candidates for the vacant seat.

9. First Reading of Resolution Establishing Public Records Request. Evan briefly discussed with the Board what the Resolution entails. Evan let the Board know that even though this is the first reading this particular Resolution does not require a second reading, it can voted on after the first reading. It was determined that Ann would be the one all the Public Records requests would sent to since in previous requests all information needed comes from Ann's QuickBooks program. The Board discussed a few of the aspects in the Resolution and with no further discussion called for a vote. **Motion** by Stephen Rosenthal to approve the Resolution Establishing Public Records Request. **Second** by Leslie Sturmer. Passed by vote 5-0.

10. General Managers Report. James, Alicia, Ann, and the Board discussed changing the Due Date for the bills, and Late Fee Increase and after a lengthy discussion it was decided that everything would be kept the way it is for now and rediscuss both in a few months. Closure of the Office from 12:00 to 1:00 for lunch was discussed and decided that the staggered lunch times for Ann and Alicia would stay in effect so that there is always someone in the front office for customers. James then discussed with the Board stopping the maintenance on customers Individual Pump Stations. James stated that he was working on a letter for customers with IPU's to let them know that the District will no longer work on IPU's and that the customers will need to call a plumber for IPU issues. James let the Board know that he meet with Dale Williams and Darin Kilford from North Florida Professional Services to see what help they could be in getting a Grant for work that needs to be done at the Water Plant. Darin Kilford gave a brief presentation on what help his company could be in getting the Grant for the District. Joe Hand discussed the W3C meeting he attended in January. Joe stated most of the meeting focused on the W3C Co-op Agreement and the different things that it entailed. Joe stated that they also discussed Grant funding for the Co-op and what would need to be done to apply for Grant funding. The Board decided that Joe Hand would be the official representative from the District for the W3C Co-op. James gave update on the work Baskerville-Donovan is doing. James reported that pump for Lift Station 6 went down and had to be replaced and that pump at the Drip Irrigation Water site had to be replaced. James requested March 6th – 10th off. **Motion** by Tabitha Lauer to approve James McCain's time off from March 6th – 10th. **Second** by Leslie Sturmer. Passed by vote 5-0.

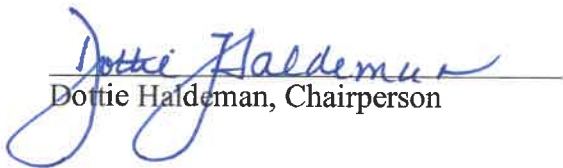
11. Attorney Report. Evan asked the Board if they wanted to go ahead with forming the Co-operative or slow down a little and invite a people from other Co-operatives to come and talk to the Board about their experiences. The Board decided that they would keep going forward with getting everything ready for the joining of the Co-operative without signing the Agreement and then sign the Agreement at a later date. The Board decided that it would be a good idea to invite people from other Co-operatives to come and talk about their experiences in starting and working within the Co-operatives. The Board would like to invite Representatives from Bronson and Otter Creek to said meeting(s) or workshop(s) to answer any questions all parties involved could ask to get a better understanding of what starting and working with a Co-op would entail. It was also asked that any meetings or workshops held for the Co-op discussions be held on a Monday or Friday. The Board ask that Joe Hand or James McCain reach out to the different Co-ops for meeting.

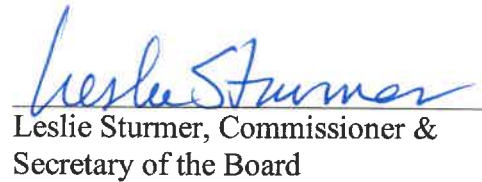
12. Commissioner Comments. Dottie thanked Joe for agreeing to be the Representative from the District to sit on the W3C Co-operative. The Board thanked Tabitha Lauer for her service on the District's Board and let her know that she would be missed.

13. Public Input. It was asked if Rosewood and Sumner would be picked up as customers for the pipeline. There is still no exact answer to whether Rosewood and Sumner will be customers for the pipeline.

Mandy Offerle ask Joe Hand if he was able to come away from the Legislative Meeting with anything concrete, to which he responded that they did not come away with anything, but James was able to request for \$2.5 million in funding. Mandy also asked if there was a draft of the W3C draft and could she be emailed a copy. Evan stated that he would email Mandy a copy of the draft he had for her to look at. Mandy then asked to Board what they would do if no one was able to fill the vacant Commissioner Seat. The Board replied that as of now if no one filled the vacant seat the Board would run with the current four Board members. Clay Childers ask Joe if he had received from Robert Partin from Bronson the cost of water from the pipeline to Cedar Key for presentation to the Board to which Joe replied that so far those numbers have not been figured as of yet.

14. Adjournment: There being no more business to conduct, the meeting was adjourned at 6:46 p.m.


Dottie Haldeman, Chairperson


Leslie Sturmer, Commissioner &
Secretary of the Board