

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

**Minutes of Regular Meeting  
Board of Commissioners  
February 12, 2024**

Board Members Present: Leslie Sturmer, Joe Hand, Stephen Rosenthal, Michael Borelli, Johnathan Ferguson.

Other Presents: Evan Rosenthal, Alicia Johns, James McCain, Sue Colson, Mandy Offerle, Frank Offerle, and John Rittenhouse.

1. Meeting called to order at 5:01 p.m. by Michael Borelli, Chair.
2. Pledge and Prayer.
3. Public Comment.
4. Adoption of Agenda. **Motion** by Stephen Rosenthal to approve tonight's agenda. **Second** by Leslie Sturmer. Passed by vote 5-0.
5. W3C Update. Joe Hand gave the Board a brief update on the last W3C Meeting. Joe let the Board know that the W3C got \$300,000 from the Florida Commerce Rural Infrastructure Fund. Joe and Evan discussed with the Board that the W3C will need to hire an Engineering Firm to come in and write up the procurements for Engineering work. Sue Colson came and gave her thoughts on how the progress of the W3C was going and showed the Board some of the handouts that was given out to all who attended. Joe also informed the Board that W3C is currently looking for property to do potential well site evaluations. The W3C has gotten applications for legal counsel and accounting services. The Board and Evan Rosenthal discussed the time he has put in helping the W3C with some of the legal aspects in the forming of the co-op and how much more time he would be putting in, if any.
6. W3C Attorney Discussion. Mr. Ferguson gave the Board his thoughts on the Legal Counsel Firms that submitted their interest to represent the W3C. The Board and Joe discussed other jobs that are open for the W3C.
7. Approval of Board Meeting Minutes from the January 8, 2024, January 15, 2024, January 22, 2024, January 29, 2024, and February 5, 2024 Board Meetings. **Motion** by Stephen Rosenthal to accept the Minutes from the above listed Board Meetings with corrections. **Second** by Leslie Sturmer. Passed by vote 5-0.
8. Financial Reports: Balance Sheet; Budget Report; Checkbook Activity; Past Due Accounts Report; Employee Leave. The Board discussed the Financial Reports and had a few questions about line items 520.03, 540.02, 383, 560.06 and 770.01. Ann was not present at the meeting so James told the Board that he would get with Ann and get answers to the Board's questions.
9. Bill Adjustment Requests. The Board discussed the Sewer Adjustment for the FWCC Building. The Board agreed to adjust the sewer portion of the bill. **Motion** by Leslie Sturmer to adjust the sewer portion of the FWCC water bill. **Second** by Johnathan Ferguson. Passed by vote 5-0.

10. Seacoast Bank Line of Credit Renewal. Alicia discussed the Renewal of the Seacoast Bank Line of Credit that the District. Alicia let the Board know that the current Line of Credit with the Bank expired on February 8, 2024. **Motion** by Leslie Sturmer to approve the Renewal of the Seacoast Bank line of Credit. **Second** by Stephen Rosenthal. Passed by vote of 5-0.
11. General Manager New Hire Discussion. The Board and John Rittenhouse briefly discussed the Contract for General Manager and after a lot of discussion Mr. Rittenhouse accepted the position of General Manager of the Cedar Key Water & Sewer District. **Motion** by Joe Hand to accept John Rittenhouse as the New General Manager of the Cedar Key Water & Sewer District. **Second** by Johnathan Ferguson. Passed by vote 5-0.
12. General Managers Report. James and the Board discussed the issues at the Water & Sewer Plants. The Board James how the search for a new Technician was going, to which James replied that their was a candidate that he thought might be a good fit, but nothing has been decided yet. Evan, James and the Board also discussed the FEMA/FDEM paper work that would need to be approved and signed. **Motion** by Johnathan Ferguson to allow the Chair or General Manager approve and sign all documents for the Disaster Recovery with FEMA/FDEM. **Second** by Joe Hand. Passed by vote 5-0. James let the Board know that he would be March 4, 2024 to March 8, 2024. Ms. Leslie ask if a table or spreadsheet could be made to outline the progress of each of the projects and grants the District has at this time.
13. Attorney Report. Evan and the Board discussed the upcoming RFQ for the Lift Station Rehabilitation Grant construction phase would be going out on Februray 15, 2024. Since the Grant requires that a contract be in place by March 31, 2024 and the Board will meet on March 11, 2024, the Board will have to have a Special Meeting to discuss and award the contract. The date for the Special Meeting can be discussed at the March 11, 2024 Board Meeting. Evan discussed with the Board what percentage FEMA would pay for versus what the District will have to pay for. Evan let the Board know that the Engineering RFQ for the Disaster Recovery will also be going out shortly after the Lift Station Rehabilitaion grant RFQ.
14. Commissioner Comments. Joe let the Board know that he would get in touch with the other GM Applicants to let them know the position has been filled.
15. Public Comments. No Public Comments
16. Adjournment: There being no more business to conduct, the meeting was adjourned at 7:00 p.m.



Michael Borelli, Chairperson



Leslie Sturmer, Commissioner &  
Secretary of the Board