

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

**Minutes of Regular Meeting
Board of Commissioners
August 14, 2023**

Board Members Present: Dottie Haldeman, Leslie Sturmer, Joe Hand, Stephen Rosenthal, Michael Borelli.


Other Presents: Evan Rosenthal, Alicia Johns, James McCain, Ann Richburg, Mandy Offerle (Zoom), Frank Offerle (Zoom), Doris Hellerman, Sue Colson, Nancy Sera, Patty Jett, Greg Lang, 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 Agenda. **Motion** by Stephen Rosenthal to approve the Agenda. **Second** by Leslie Sturmer. Passed by vote 5-0.
5. Waccasassa Water & Wastewater Co-Op Update. Joe Hand reported to the Board on what took place at the first official W3C meeting. Joe explained to the Board that Scott Knight was there and explained the different types of funding that the Co-Op could apply for and that he would be doing that on the behalf of the W3C Co-Op. Evan Rosenthal the District's Legal Council explained to the Board that he was ask to help out with some of the legal aspects of the Co-Op until the W3C could find their own legal counsel as long as the Board approved. **Motion** by Joe Hand to allow Evan Rosenthal to work for the W3C Co-Op on a short-term basis. **Second** by Leslie Sturmer. Vote passed by 4-1. Stephen Rosenthal opposed. Joe also discussed with the Board that the W3C Board Meetings will be held the third Wednesday of each month and rotate through the three towns of Cedar Key, Old Town, and Bronson, with the next meeting being held at the Districts office on August 16, 2023, at 1:00 pm. There was a lot of discussion about the District's Board members being able to attend. Evan stated that the W3C meetings will need to be noticed as Regular District Board Meetings as well. It was decided by the Board to notice all of the future W3C Meetings after the August 16, 2023, meeting since it's too late to notice to also be noticed as District Board Meetings. Joe then discussed with the Board all of the money that Scott Knight has ask for funding of the W3C Co-Op. Greg Lang spoke a little bit about some different grants or loans that could be applied for and the possible rates of those loans.
6. Approval of Board Meeting Minutes from the July 10, 2023, Regular Board Meeting. **Motion** by Stephen Rosenthal to accept the Minutes from the July 10, 2023 Meeting. **Second** by Michael Borelli. Passed by vote of 5-0.
7. Financial Reports. Balance Sheet, Budget Report, Checkbook Activity, Past Due Accounts Report, Employee Leave reports were presented for review. **Motion** by Stephen Rosenthal to accept the Financial Statements with discussion. **Second** by Leslie Sturmer. The Board expressed how happy they were that the Past Due List numbers have come down. Passed by vote of 5-0.

8. Proposed Budget FY 23-24. The Board discussed budget in detail with James and staff. Leslie ask the Board about giving Alicia an extra dollar on top of the proposed raise that the Board gives the staff every year. James gave the Board a handout of the proposed staff raises to be included in this years budget. The Board also discussed the possibility of Ann Richburg going to four days a week starting on January 1, 2024. After a lot of discussion, it was decided that Alicia would get an extra \$1.50 on top of her annual cost of living raise. There was also a lot of discussion on what a new General Manager would cost and if that was calculated in the Proposed Budget. James told the Board that he ran all of the amounts for raises and General Manager salary by Robert Beauchamp and those numbers were added to the Proposed Budget. **Motion** by Leslie Sturmer to accept the recommendations of the General Manager for proposed wage increases for the District Staff and accept Ann Richburg going to four days a week starting January 1, 2024. **Second** by Stephen Rosenthal. Passed by vote of 4-1. Dottie Haldeman opposed since she thought Alicia's extra raise amount should have been \$2.00 instead of \$1.50.
9. Rosewood Water Main & WTP & WWTF Hardening Resiliency. Greg Lang gave a brief presentation on this grant and what it would mean for the District if the funds were obtained from this grant. A few citizens voiced their opinions on what it would mean for the District if these funds were obtained. There was a brief discussion on this topic and was ask to table it further until the General Managers Report.
10. Board Direction on Audit Services. **Motion** by Stephen Rosenthal to allow Evan to renegotiate some of the terms of the proposed Audit Services proposed by James Moore & Company. **Second** by Leslie Sturmer. Passed by a vote of 5-0.
11. General Manager Ad Draft for Approval. Evan presented the Board with a draft of the General Managers Ad to be posted in numerous places to try and get applicants. Evan briefly explained the GM Ad to the Board and let them know that upon approval it would then need to be discussed on where to publish the GM Ad. **Motion** by Stephen Rosenthal to approve the General Manager Ad for publication. **Second** by Joe Hand. Passed by vote of 5-0. Alicia informed the Board of where the previous GM Ad was posted and where to post the GM Ad this time. **Motion** by Leslie Sturmer to approve spending on GM Ad placement. **Second** by Stephen Rosenthal. Passed by vote 5-0.
12. Bill Adjustment Request. After some discussion the Board decided to accept all Bill Adjustments.
13. General Managers Report. James reported to the Board that he needed to get the Generator at the WWTP repaired and wanted Board approval since the repair amount was \$11,000. **Motion** by Stephen Rosenthal to accept the quote from Ring Power to fix the generator in the amount of \$11,245.25. **Second** by Joe Hand. Passed by a vote of 5-0. James then reported to the Board about a phone conference he had with BDI on the approval from DEP on the panels for the lift stations to be repaired. James supplied the Board with the meeting notes from the phone conference. James and Greg Lang gave the Board a presentation of repairs that need to be made at the Water Plant and the Wastewater Treatment Plant. James and Greg Lang presented the Board with a print out of the major things that needed to be repaired and the cost for repair. Greg then presented to the Board some different funding options for getting these repairs done. **Motion** by Stephen Rosenthal that Mr. Lang return to the Board with a more detailed proposal to move the improvements on the Wastewater System and Dock Street forward by the next meeting and to determine whether it is possible to get an inclusion can be done for the Drinking Water Program from DEP by the November Board Meeting. **Second** by Leslie Sturmer. Passed by vote of 5-0. **Motion** by Joe Hand for Greg Lang to apply for the funds through the DEP's Florida Quality Improvement. **Second** by Michael Borelli. Passed by vote of 5-0.

14. Attorney Report. Evan ask the Board for clarification on the Rate Increase for the next fiscal year. The Board decided to go up 3% on the rates across the board. After some discussion the Board decided to see the Budget at a 5% increase.
15. Commissioner Comments. Ms. Dottie and Alicia reported to the Board the possibility of purchasing the interface for the Billing System to be able to email bills to customers. To be discussed further at next meeting once Alicia has a response to whether the \$1,000 fee is a month, annual, or one-time fee.
16. Public Input. No Public Input.
17. Adjournment: There being no more business to conduct, the meeting was adjourned at 7:32 p.m.


Dottie Haldeman, Chairperson


Leslie Sturmer, Commissioner &
Secretary of the Board