

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

**Minutes of Regular Meeting
Board of Commissioners
March 14, 2022**

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

Others Present: Chad Wisdom, James McCain, Mandy Offerle, Frank Offerle, Jan Childers, Clay Childers, Sarah Solano Stokes, Stephanie May, Claudette Nelson, Claudette Nelson, Nancy Sera, Phil Prescott, Steve Priessman, Diane Priessman, Brendan McKintrick, Heath Davis.

1. Meeting called to order at 5:01 P.M. by Stephen Rosenthal, Chairman of the Board.
2. Pledge and Prayer.
3. Adoption of Agenda. **Motion** by Dottie Haldeman to adopt the agenda as presented. **Second** by Tabitha Lauer. Passed by a vote of 5-0.
4. Adoption of Minutes. **Motion** by Dottie Haldeman to accept the minutes of the regular Meeting of February 14, 2022, as presented. **Second** by Tabitha Lauer. Passed by a vote of 5-0.
5. Audit Report. The final audit report for 2020-2021 was presented by Brendan McKintrick of James Moore CPAs. Mr. McKintrick summarized the report with emphasis on the following:
 - The report is an unmodified opinion.
 - Lack of segregation of tasks, which is a common problem with small entities.
 - State has new information that was need like how much you compensated employees or contractors. What was the mileage rate was for this year?

Dottie Haldeman ask if the State would be requiring the District to hire new employees in the future to compensate for the Districts lack of segregation of duties. Mr. McKintrick replied that the State knows that a lot of small organizations have this issue and does not see them making that change in the future. Stephen Rosenthal thanked James Moore for doing a great job on the audit report and for getting it done in a timely manner. The Board also thanked James Moore CPAs for getting the audit report done in a timely manner.

Motion by Tabitha Lauer to adopt the final audit report as presented. **Second** by Dottie Haldeman. Passed by a vote of 5-0.

6. Financial Reports. Budget, Balance Sheet, Checkbook Activity, and Employee Leave Reports were presented for review. **Motion** by Dottie Haldeman to accept financial reports as presented. **Second** by Tabitha Lauer. Joe Hand ask Chad Wisdom if he looked into the sick and vacation leave amounts changing from month to month. Chad responded by explaining how it is set up for each employee to accrue so much sick and vacation leave every paycheck so that if someone does take a day or two off during the month it does not really show any change to their leave from month to month. Chad also, explained that once Robert Beauchamp and Laura Smith come in October to start the audit process they will set his sick and vacation leave up the same way so that Ann does not have to go in every time he takes time off and subtract it manually. Stephen Rosenthal ask if it was time for the mid-year budget adjustment. Chad said that it would be done at the next meeting and that he and John would get the necessary resolutions needed for approval. Leslie Sturmer ask about the water tower maintenance contract. Chad replied that we are 10 years into a 15 year contract. James has asked that they push some of the things they were going to do this year to next year and focus on painting and they were agreeable with James's suggestions. Dottie Haldeman was concerned about a customer on the penalty list as it was \$1907.00. Leslie Sturmer ask if they had a leak and Chad told her that it was the amount for the metered usage and that the bill had been paid. Passed 5-0
7. Billing Adjustment Request. There are no billing adjustments to report.
8. General Managers Report.
 - a. *Water Plant.* The GM reported that he is working with DEP to rewrite the grant for the remaining money to refurbish the MIEX and order more resin, pumps, mixers, etc. The that we now off the consent order with DEP for THMs and only have to test for them once year.
 - b. *Wastewater.* The GM was happy to report that the House Bills HB 9155 & SB 1586 are now up for approval by the Governor for the full \$2.5 million. Chad believes that review will be in June. This money will go to the lift station refurbishment. CROM is preparing to start in the first few weeks in April on the refurbishment of the front aeration tank. We have received the COVID funds from the City that will be used to pay for the aeration tank refurbishment.
 - c. *COVID-19.* There have been no COVID issues this month. The GM is still encouraging employees to get vaccinated.
 - d. *Election.* The GM reported that Alicia is doing very well with the election, anytime she she has any questions she calls or emails the Election office to get any needed answers. The GM also ask that if anyone goes into the hardware store to be sure and thank Mike for the ballot box that he made for the District at no charge.

e. *Grants.* The GM reported that we are in a kind of limbo for grant money until numbers are put together for a new project whether it is for a new pipeline or a new water plant. Joe ask John what the numbers were that we got in the past from Rural Development. It was discussed as to why we would only get 50% grant money versus 75% grant money. Chad reported that he would be sending in the application for the grant that was applied for in October even though it will not get approval, as advised by Leroy from Suwannee River Water Management, so that we stay on their radar for next year.

f. *District Credit Card.* The GM reported that since it has been an issue with getting parts and other items needed from our vendors we have had to order from Amazon, which requires payment upfront, so we have had to charge these items to the District credit card. A few of our vendors have told us with gas prices the way they are we are going to be seeing a fuel service charge added to our bills. I ask what I need to do to have the credit limit upped and the bank said it needed to be approved by the Board first. Tabitha ask to abstain from the vote because she is also employed by Drummond Bank. **Motion** by Dottie Haldeman to up the credit card limit to \$4000. **Second** by Joe Hand. Passed 4-0.

9. *Attorney Report.* John ask for a request to give the GM approval to advertise for a new attorney. The Board expressed their sadness as John has been an asset to the Water District. **Motion** by Tabitha Lauer to accept the request for advertising for a new lawyer for the Water & Sewer District. **Second** by Dottie Haldeman. Passed 5-0

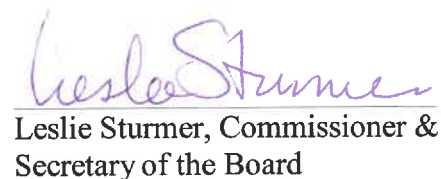
10. *Commissioner Comments.*

Leslie Sturmer wanted to let everyone know that every year she completes an Outside Activities Form for the University of Florida. It is not required to be filed with the Commissioner Candidacy Qualification paperwork. Leslie also expressed how much she has loved serving on the Water & Sewer District Board and working with John, Chad and the rest of the staff at the Water & Sewer District.

12. *Public Input.* There was no public comment.

13. *Adjournment:* There being no further business to conduct, the meeting was adjourned at 5:34 p.m.


Dottie Haldeman, Chairperson


Leslie Sturmer, Commissioner &
Secretary of the Board

Date: April 11, 2022