

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

Minutes of Regular Meeting
Board of Commissioners
March 10, 2025

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

Other Presents: Evan Rosenthal, John Rittenhouse, Alicia Johns, Nick Hensel, Doris Helleman, Sue Colson, Mandy Offerle, Frank Offerle, and Darrell McCormick.

1. Meeting called to order at 5:01 p.m. by Michael Borelli, Chair.
2. Pledge and Moment of Silence
3. Public Comment No Public Comment at this time.
4. Adoption of Agenda. **Motion** by Stephen Rosenthal to accept tonight's agenda. **Second** by Johnathan Ferguson. Passed by vote 4-0.
5. Adoption of March 10, 2025 Board Meeting Minutes. **Motion** by Stephen Rosenthal to approve the March 10, 2025 Board Meeting Minutes. **Second** by Johnathan Ferguson. Passed by vote 4-0.
6. Credit Agreement Seacoast Bank Revolving Line of Credit. Mr. John recapped the closing of the \$1.5 Million Line of Credit and the \$50,001 required disbursement. Mr. John recommended that the District pay the \$50,001 and any interest incurred back to the Line of Credit right away. The Board ask how long the Line of Credit was for and Mr. John stated that he believed it was for 24 months. Evan stated that he believed that there was language in the agreement that would allow for a continuation if both parties agreed once the LOC came up for renewal.
7. Relocation/Hardening Update of Administration Building. Mr. Johnathan ask this item to be tabled until the April Board Meeting. The Board agreed.
8. Florida Department of Environmental Protection Lift Station Rehabilitation Phase I. Mr. John discussed the progress on the five Lift Stations being rehabed at this time. Mr. John gave the Board Members a photo of the work happening at the #10 Lift Station and described items in the picture like the new electrical panels and the piping at the Lift Station.
9. Florida Department of Environmental Protection Lift Station Rehabilitation Phase II. Mr. John stated that with the approval of the Phase II Task Order it has now moved into the Design Phase of the next seven lift stations. There was some discussion on a Phase III which would include the last five lift stations.
10. Waccasassa Water and Wastewater Cooperative Progress Report. Mr. Joe discussed the agencies which Mr. John and Mr. Zim Pagett visited while in Tallahassee. The W3C received a State Revolving Fund of \$400,000 which will be used for the test wells in Bronson. Mr. Joe then alerted the Board of a possible \$5.3 million award forthcoming and what the timeline of the rest of the Pipeline Project would entail. The next W3C meeting will be Wednesday, April 16, 2025 @ 1:00 pm in Otter Creek.

11. 2025 CKWSD Election Information. Alicia advised the Board VBM Ballots were still being mailed out as customers request them. Alicia also reported that a copy of the sample ballot will appear in the March 14th edition of the Chiefland Citizen and that the next Treasury Report for Candidates is due on March 21, 2025 by 5:00 pm.

12. Financial Reports: Balance Sheet; Budget Report; Checkbook Activity; Past Due Accounts Report; Employee Leave. The Board and Mr. John discussed the Financial Reports. There was some discussion on why the Workers Comp was so low and if there would be another payment that would need to be made before the end of the year. Mr. John stated that sometimes toward the end of the year the amount gets reassessed and can require additional costs. Mr. John then let the Board know he has sent a detailed expense report to Egis Insurance for Hurricane Helene damage. There was some discussion on why the sewer revenues were low but the sewer percentages were a little higher according to the budget. **Motion** by Johnathan Ferguson to accept the Financial Reports. **Second** by Joe Hand. Passed by vote 4-0.

13. Bill Adjustment Requests. Alicia presented the Bill Adjustment for Christ Episcopal Church and recommended the adjustment be approved. **Motion** by Stephen Rosenthal to approve the Bill Adjustment Request for Christ Episcopal Church. **Second** by Johnathan Ferguson. Passed by vote 4-0.

14. General Manager's Report. Mr. John reported that he is meeting with FRWA and the District will be conducting an Asset Management Study which will also include a Rate Study. Mr. John described some of the things that the study will entail. The Board ask if any of the information from the Study would be available by the start of the Budget workshops and Mr. John stated that it was possible to have the Rate Study information by the July or August Meeting. Mr. John and the Board discussed moving the District Board Meetings back to the District's Administrative Building. The Board decided to have the April Board Meeting at City Hall and rediscuss moving back to the District's Administrative Building at that time.

15. Attorney's Report. Evan replied to the Boards question from earlier in the meeting about the end date of the \$1.5 mill LOC which is December 2028 and can renewed if both parties are in agreement.

16. Commissioner Comments. Mr. Johnathan ask Evan if he knew of any Bills that would effect Special Districts. Evan stated that he did not know of any at this time but he could look into it and report back at the April Board Meeting. Mr. Johnathan proposed that with Budget coming up that staff come up with a type of Capital Improvement Plan for the Water & Sewer Plant and have staff present it and for the Board to prioritize the list with the money that the District might have for repairs.

17. Public Comment. No Public Comment.

18. Adjourn. Meeting adjourned at 6:00 pm.



Michael Borelli, Chairperson
Secretary of the Board



Leslie Sturmer, Commissioner &