

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

Minutes of Regular Meeting
Board of Commissioners
May 13, 2024

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

Other Presents: Evan Rosenthal, Alicia Johns, John Rittenhouse, Mandy Offerle, Frank Offerle, Mac Cox, James McCain, Patty Jett, Doris Hellerman, Alan Hart, Greg Lang, John Petrohovich, and Sue Colson.

Second

1. Meeting called to order at 5:01 p.m. by Michael Borelli, Chair.
2. Pledge and Prayer.
3. Public Comment. Mr. Joe ask Evan if the three Board Members who ran unopposed would need to be sworn back into office. Evan stated that the three Board Members would need to be sworn in and that if the Board wanted to change the Chairman and Secretary this would need to be done after the swearing in. Leslie Sturmer, Joe Hand, and Johnathan Ferguson were sworn into their individual Commissioner Seats. **Motion** by Joe Hand to nominate Michael Borelli as Chairman of the District's Board. **Second** by Johnathan Ferguson. Passed by vote 5-0. **Motion** by Stephen Rosenthal to nominate Leslie Sturmer as Secretary to the District's Board. Passed by vote 5-0.
4. Adoption of Agenda. **Motion** by Stephen Rosenthal to adopt tonight's agenda. **Second** by Joe Hand Passed by vote 5-0.
5. W3C Update & Discussion of Alternate Representation to W3C Board. Mr. Joe let the Board know that the W3C would be requesting \$50,000 from Suwannee River Water Management District for operating costs through the SRWMD Portal. The W3C has sent out the advertisement for the RFQ for Engineering Firm to oversee the W3C project. There will be a scoring committee meeting on June 12, 2024 and if needed, presentations will be given on June 19, 2024. Joe and the Board discussed the possible expansion of the W3C Board, with the School District and Levy County possibly becoming members. After some discussion the Board decided that it would not support an invitation to the School Board but would possibly support an invitation to the County if it expresses an interest in becoming a member of the W3C. **Motion** by Joe Hand to nominate Johnathan Ferguson as the Alternate Representative to the W3C Board. **Second** by Leslie Sturmer. Passed by vote 5-0.
6. Approval of Board Meeting Minutes from the April 8, 2024 Board Meeting. **Motion** by Stephen Rosenthal to accept the Board Meeting Minutes from the April 8, 2024 Board Meeting. **Second** by Leslie Sturmer. Passed by vote 5-0.
7. Financial Reports: Balance Sheet; Budget Report; Checkbook Activity; Past Due Accounts Report; Employee Leave. There was some discussion on the Tax Collector Fee in the Budget. Mr. John discussed with the Board what he and the Tax Collector discussed on these fees and that he would get with Ann to discuss this further and get the answers to their questions. There was some other discussions on the P/L. The Board ask about a customer on the Past Due List to which Alicia explained that she has been

unable to contact said customer because his bill was extremely high and she did not want to take it out of bank account since he is signed up for the ACH withdrawal without speaking with him first. Alicia also explained that since she did not have a phone number to contact said customer that she did send him a letter but the customer has yet to respond. Alicia also let the Board know that if contact with the customer in question had not be reached by May 28, 2024 when the next ACH withdrawal would occur she would make the ACH withdrawal to see if it would go through. **Motion** by Leslie Sturmer to accept the Financial Reports. **Second** by Joe Hand. Passed by vote 5-0.

8. Hurricane Idalia Engineering Request for Proposal 2024-01 Discussion/Selection. Six engineering firms submitted proposals for the Hurricane Idalia RFQ: North Florida Professional Services, Mittauer & Associates, Baskerville-Donovan, Inc., DRMP Engineers, Matthews Design Group, and Short Elliott Hendrickson. After much discussion on the proposals and scoring between the GM, Board Members, and Legal Counsel, Board Member scores were totaled and Mr. John disclosed the top three vote receiving firms as Mittauer & Associates, Baskerville Donovan, DRMP. **Motion** by Stephen Rosenthal to have a Special Meeting with oral presentations from the top three firms on May 28, 2024 @ 5:01pm. **Second** by Joe Hand. Passed by vote 5-0.
9. Bill Adjustment Requests. After a brief discussion about the Bill Adjustment Request between Alicia and the Board Members approval was granted. **Motion** by Leslie Sturmer to accept the Bill Adjustment Request. **Second** by Stephen Rosenthal. Passed by vote 5-0.
10. General Managers Report. Mr. John, James, and the Board discussed James McCain's consulting contract since today May 13, 2024, will be James last official day of employment. James reminded the Board that he has 240 hours of vacation time and 25% of his sick leave that he will need to be paid, as stated in the Laws of Cedar Key Water & Sewer District. **Motion** Stephen Rosenthal to accept the contract between the CKWSD and James McCain and to pay him his 240 hours of vacation time and 25% of his sick leave as of May 13, 2024. **Second** by Johnathan Ferguson. Passed by vote 5-0. The Board ask about the hiring of a new technician to which Mr. John told the Board that the person he hired never showed up. Mr. John let the Board know that he will be readvertising the Tech position.
11. Attorney Report. No Attorney Report for this meeting.
12. Commissioner Comments. The Board thanked James for all the hard work and many years of service that he gave to the CKWSD. The Board and Mr. John discussed if and when Signal will be doing work on the outside of the building. Mr. John let the Board know that it was under negotiation but nothing has been finalized yet.
13. Public Comments. No public comment.
14. Adjournment: There being no more business to conduct, the meeting was adjourned at 6:56 p.m.



Michael Borelli, Chairperson



Leslie Sturmer, Commissioner &
Secretary of the Board