

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

Minutes of Regular Meeting
Board of Commissioners
July 8, 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, Doris Hellerman, Sue Colson, and James McCain.

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 adopt agenda. **Second** by Joe Hand. Passed by vote 5-0.
5. Approval of Board Meeting Minutes from the June 10, 2024 Regular Board Meeting. **Motion** by Stephen Rosenthal to accept the Minutes from the June 10, 2024 Board Meeting. **Second** by Joe Hand. Passed by vote 5-0.
6. Waccasassa Water and Wastewater Coalition Update. Mr. Joe let the Board know that W3C has hired Dewberry as their Engineer, Sherrie Yost as Administrator, and Norm Fugate as Attorney. The W3C will now create a Facilities Plan for Tasks #1, #2, #3, which will be completed by Dewberry. The W3C now has a website and is now recognized as a Special District by the Department of Commerce. The next W3C meeting will be July 24, 2024 at 1:00 pm and will be held in Otter Creek.
7. Lift Station Rehabilitation Phase 1 Update. Mr. John let the Board know what was discussed at the pre-construction meeting with C&B Construction. Mr. John proposed having a meeting with the public and businesses informing them on some of the issues with traffic and possible roadway closures once the Lift Station Rehab gets started. Sue Colson let the Board know that she would like to help out by offering the New City Hall as a place to hold the Pre-Construction Meeting with the public. Mr. John let the Board know that he had posters from Baskerville-Donovan detailing the work being done on the Lift Station Rehab Project. The Board decided that having a Public Meeting to inform everyone what will happen once the Lift Station Rehab starts was a good idea and will leave the decision on when to have said meeting up to the Districts GM.
8. Pre-Audit Engagement Proposal – James Moore and Company. Mr. John gave a brief description of what James Moore and Company would be doing for their approval. Evan suggested to the Board that they get a formal contract amendment from James Moore and Company incorporating the details in the letter sent the District on what will be done during the pre-audit. **Motion** by Stephen Rosenthal to accept the Pre-Audit Engagement Proposal once the GM has gotten a formal amended contract from James Moore with the details of the June 28, 2024 engagement letter. **Second** by Leslie Sturmer. Passed by vote 5-0.

9. Proposal for Employee Uniform Service. Mr. John discussed with the Board on him wanting to obtain a Uniform Service for the District Employees. Three companies were contacted, but only two companies responded and came into the office to meet with the staff with samples for them to try. Mr. John proposed Unifirst as the company to use. The Board liked the idea of using a Uniform Service but would like to defer until next fiscal year and would like for the GM to put the cost of the service in the new Fiscal Year Budget for approval.
10. CROM Corporation Continuous Service Agreement. Mr. John discussed the details of the agreement with the Board and tried to answer any questions that the Board had. James answered some of the questions the Board had since he worked with CROM in the past. **Motion** by Leslie Sturmer to approve the Continuing Service Agreement with CROM. **Second** by Stephen Rosenthal. Passed by vote 5-0.
11. Amendment 2 Agreement for General Counsel Services between CKWSD and Nabor, Giblin, and Nickerson, P.A. Evan explained the details of the Amendment to the General Counsel Services Contract. Evan answered any questions that the Board had about the contract. **Motion** by Stephen Rosenthal to accept the Amendment 2 Agreement for General Counsel Services between CKWSD and Nabor, Gihlin, and Nickerson, P.A. **Second** by Johnathan Ferguson. Passed by vote 5-0.
12. Financial Reports: Balance Sheet; Budget Report; Checkbook Activity; Past Due Accounts Report; Employee Leave. The Board discussed the Financial Reports and the Board had a few concerns that were discussed between each other and the GM. Mr. John let the Board know he was working on a Budget for the upcoming Fiscal Year for the Budget Meeting on July 29, 2024. Alicia gave the Board an update on the Past Due Accounts. **Motion** by Leslie Sturmer to approve the Financial Statements. **Second** by Johnathan Ferguson. Passed by vote 5-0.
13. Fiscal Year 2024-2025 Budget Workshop Discussion. Mr. John reminded the Board of the Meeting on July 29, 2024 at 5:01 pm.
14. Bill Adjustment Requests. No Bill Adjustment Requests this month.
15. General Managers Report. Mr. John went over everything that has happened over the month. He and the Board briefly discussed the Consumer Confidence Report. The GM and the Board discussed the New Well Application that he submitted. Mr. John and the Board discussed a few more things before moving on with the meeting.
16. Attorney Report. No Attorney Report for this meeting.
17. Commissioner Comments. Mr. Stephen congratulated Evan on him getting married. Mr. Joe brought up an issue with the phones being forwarded which Mr. John explained and stated that it was an error on our part and will not happen again. Mr. Ferguson ask if the Board had ever done a Rate Study, since this is his first Budget with the District. The Board has done a type of Rate Study in the past. Mr. Johnathan ask if the District levies for Advolarem Tax money every year, to which the Board replied yes. Mr. Johnathan also let the Board know that he went to the City's CRA meeting and informed that in the past the CRA has given the District money for projects. The CRA has given money in the past on projects that was mutually beneficial between both entities.
18. Public Comments. No public comment.

19. Adjournment: There being no more business to conduct, the meeting was adjourned at 6:37 p.m.



Michael Borelli, Chairperson



Leslie Sturmer, Commissioner &
Secretary of the Board