

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

**Minutes of Regular Meeting
Board of Commissioners
January 9, 2023**

Board Members Present: Dottie Haldeman (by phone), Leslie Sturmer, Joe Hand, Stephen Rosenthal, and Tabitha Lauer.


Other Presents: Evan Rosenthal, Ann Richburg, James McCain, Darin Kilfoyl, Malcom Cox, Mandy Offerle, and Sue Colson.

1. Meeting called to order at 5:01 p.m. by Dottie Haldeman, Chair.
2. Pledge and Prayer.
3. Public Comment. Evan Rosenthal ask the Board, since there were four members physically present to make a motion to approve Dottie Haldeman to participate in and vote in tonight's meeting. **Motion** by Stephen Rosenthal to approve Dottie Haldeman to participate in and vote in tonight's meeting. **Second** by Tabitha Lauer. Passed by vote of 4-0. Sue Colson presented to the Board her idea to have the outhouse, that was behind the building at 497 2nd Street, that the Carmen Project gave to the City, is being moved to the Chamber property to be used as an informative kiosk once it is restored. Mrs. Colson asked the Board for a donation towards the Story Board that will be made for the Outhouse Kiosk that will cost around \$2000 to \$2500. **Motion** by Tabitha Lauer to donate \$500 to the Outhouse Project and for James to help with moving the outhouse if he is needed. **Second** by Joe Hand. Passed by a vote 5-0.
4. Adoption of the Agenda. **Motion** by Dottie Haldeman to accept the agenda. **Second** by Joe Hand. Passed by vote 5-0.
5. Approval of Minutes. **Motion** by Stephen Rosenthal to approve the minutes for the December 12, 2022 meeting. **Second** by Joe Hand. Leslie ask for Alicia to make a few changes to the December 12, 2022 minutes. Passed by vote 5-0.
6. Financial Reports. Balance Sheet, Budget Report, Checkbook Activity, Past Due Accounts Report, Employee Leave reports were presented for review. Stephen brought up his concern to the Board about the District possibly not getting the total amount of Ad Valorem money budgeted for this fiscal year, since the District has only gotten about 68% of what was to be collected for this fiscal year so far. The Board also discussed the penalties and a few items on the P & L and Balance sheet. Tabitha ask James and Ann why the pay by date on the bills was changed from the 20th of the month to the 26th of the month and if the Board and staff would like it changed back to the 20th of the month. Ann explained that the reason it was original changed from the 20th to the 28th of the month was because the District was also doing the billing for the City Garbage and that when the City took the Garbage Billing back the Board then changed the date again to the 26th at the request of the staff so that it was not so close to the end of the month because some times it caused the bills to not go out until a couple of days into the next month because of the 28th falling on a weekend and causing the customers to have fewer days to pay their bill, so it was changed to the 26th of the month. **Motion** by Stephen Rosenthal to accept the Financial Statements. **Second** by Joe Hand. Passed by vote 5-0.

7. Bill Adjustment Request. **Motion** by Dottie Haldeman to approve the bill adjustment request for 83 West. **Second** by Joe Hand. Passed by vote 5-0. **Motion** by Stephen Rosenthal to approve bill adjustment for Luke Sresovich. **Second** by Joe Hand. Passed by vote 5-0.
8. Election Interlocal Agreement. Evan and the Board briefly discussed what was in the interlocal agreement between the District and the Supervisor of Elections. Evan advised the Board to accept the interlocal agreement. **Motion** by Stephen Rosenthal to accept the Election Interlocal Agreement. **Second** by Joe Hand. Passed by vote 5-0.
9. First Reading of Resolution Related to Point of Connection and Extension Charges. The Board, Evan, and James discussed the changes that have been made to this Resolution. Stephen ask for clarification on who would be paying the initial connection charges, Evan explained that those charges would only apply to new home builders and not to existing services. James ask that the sewer connection fee be changed to \$3000 and the Board thought that was fair and ask Evan to make the change to the Resolution for the second reading of the Resolution that would put into effect upon approval from the Board. **Motion** by Tabitha Lauer to have the Sewer Connection fee changed from \$2500 to \$3000 for second reading and approval of Resolution. **Second** by Joe Hand. Passed by vote 5-0.
10. First Reading of Resolution Related to Disconnection of Service for Nonpayment of Utility Bills and Authorization of Payment Plans for Delinquent Accounts. Tabitha ask Evan why he made this into a Resolution when it was her understanding that he would just bring back to the Board some suggestions for payment plan options. Evan explained that he went ahead and formed the payment plan options into a Resolution so that if the Board liked the suggestions this could be the first reading of said Resolution, but if the Board did not like the proposed suggestions the Resolution could be discarded. After a lot of discussion on the pros and cons of this Resolution it was decided that the Board would table this Resolution for further discussion at future meetings.
11. First Reading of Resolution Related to Notice Requirements for District Resolutions Concerning Operating Millage and Annual Budget. Evan let the Board know that the District was complying with this through the TRIM package, but wanted to make it a little clearer through the Resolution what the responsibilities were noticing these particular Resolutions. **Motion** by Stephen Rosenthal to approve the first reading of Resolution Related to Notice Requirements for District Resolutions Concerning Operating Millage and Annual Budget. **Second** by Joe Hand. Passed by vote of 5-0.
12. General Managers Report. James let the Board know that he would be attending the Levy County Legislative meeting on January 20, 2023, in Bronson to support the W3C Pipeline Project Funding. James reported that there have been no issues at the Water Plant, however, the #6 Lift Station across from the Big Blue Marina went down and had to have some repairs. James then went on to discuss with the Board how he felt about the District servicing customers Individual Pumping Units. After some discussion on the time it takes from other jobs the District's Maintenance Crew could be performing it was decided that upon new customers buying homes with an IPU the District should inform said customer of their responsibilities for the upkeep of said IPU.

Ann thanked James for donating some of his sick/vacation time to her when she was out on leave. The Board and staff then discussed the issue of the job description of the Administrative Secretary and the Billing Clerk and after a lengthy discussion it was decided that Ann and Alicia were happy with the way were working together on things no matter whose job it was. Mandy Offerle ask the Board if they had possibly thought about bringing someone in part-time to help out with all the Legislative concerns to help take some of the load off James. The Board replied that they had previously discussed it but made no final decision on the matter.

13. Attorney Report. Evan let the Board know that he has not seen a revised copy of the W3C Interlocal Agreement and will be getting in touch with the legal counsel for both the City of Bronson and the City of Otter Creek to get status update. Evan also reported that he would try to get a draft of the W3C Cooperative Agreement for the Board by next meeting. Evan reported that he would be contacting Scott Knight on getting the cost feasibility study results for the W3C Cooperative so the Board can see what the cost would be for each entity to support the Cooperative. The Board discussed having a few workshops to invite different Cooperatives and let them explain to the Board their experiences with how they were form, funded, and operate. Evan stated that he would be happy to tell the Board about his experiences with working with different Cooperatives. No date for these workshops were decided on at this time.
14. Commissioner Comments. No Commissioner Comments
15. Public Input. No Public Input.
16. Adjournment: There being no more business to conduct, the meeting was adjourned at 6:48 p.m.


Dottie Haldeman, Chairperson


Leslie Sturmer, Commissioner &
Secretary of the Board