

**COQUINA WATER CONTROL DISTRICT
BOARD OF SUPERVISORS MEETING
17429 NW 242nd STREET (FIELD OFFICE)
OKEECHOBEE, FL 34972**

AUGUST 10, 2023

AGENDA

1. ROLL CALL
2. REPORT FROM CHAIRMAN
3. REPORT FROM ACCOUNTANT
4. REPORT FROM ATTORNEY
5. REPORT FROM ENGINEER
6. REPORT FROM SUPERINTENDENT
7. COMMENTS FROM PUBLIC
8. APPROVAL OF MINUTES
9. APPROVAL OF WARRANTS THRU AUGUST 2023
10. SCHEDULE NEXT MEETING
11. ADJOURN

COQUINA WATER CONTROL DISTRICT
Okeechobee, Florida

Financial Statements and
Accountant's Compilation Report
(Unaudited)

July 31, 2023

Wicks, Brown, Williams & Co., CPA's LLP

504 Northwest Fifth Avenue, Okeechobee, Florida 34972-2570
(863) 763-2354 • Fax: (863) 467-4519

Charles F. Wicks, C.P.A. (1911 - 1996)
J. Richard Brown, C.P.A. (1940 - 1997)
W. Bruce Stratton, C.P.A., Retired
Cheryl M. Williams, C.P.A., P.A.
C. Mark Cox, C.P.A., P.A.
John W. Davis, C.P.A., P.A.
Charles P. Cox, C.P.A., P.A.

April D. Harris, C.P.A.

Lake Placid
(863) 699-5544

Sebring
(863) 382-1157

ACCOUNTANT'S COMPILATION REPORT

To the Supervisors
Coquina Water Control District
Okeechobee, Florida

Management is responsible for the accompanying financial statements of Coquina Water Control District, which comprise the balance sheet - governmental funds as of July 31, 2023, and the related statement of revenues and expenditures - governmental funds for the ten months then ended in accordance with accounting principles generally accepted in the United States of America. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy of completeness of the information provided by management. We do not express an opinion, a conclusion, nor provide any assurance on these financial statements.

Management has elected to omit substantially all of the disclosures required by accounting principles generally accepted in the United States of America. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the District's fund balance and changes in fund balance. Accordingly, the financial statements are not designed for those who are not informed about such matters.

The accounting principles generally accepted in the United States of America requires that the District record accounts receivable, accounts payable, and inventory. Management has informed us that the District has not recorded accounts receivable, accounts payable, and inventory in accordance with the accounting principles generally accepted in the United States. Management has not determined the effects of these departures on the financial statements.

The annual budget information is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information is the responsibility of management. The budget information was subject to our compilation engagement. We have not audited or reviewed the budget information and do not express an opinion, a conclusion, nor provide any assurance on such information.

The District was incorporated on June 23, 1971, under the provisions of Chapter 298, Florida Statutes, as a governmental unit.

We are not independent with respect to Coquina Water Control District.

Wicks Brown Williams Co.
Wicks, Brown, Williams & Co., CPA's LLP
Okeechobee, Florida

August 09, 2023

COQUINA WATER CONTROL DISTRICT
Balance Sheet -
Governmental Funds
July 31, 2023

ASSETS

GENERAL

Seacoast National Bank-Operating	\$ 374,307
Seacoast National Bank-MM	385,787
Seacoast National Bank-CD 05/12/24 (0.05%)	232,030
Seacoast National Bank-CD 11/15/24 (0.05%)	67,641
Seacoast National Bank-CD 05/15/24 (0.05%)	157,508
Prepaid insurance	9,040
Inventories	<u>30,277</u>

TOTAL ASSETS **\$ 1,256,590**

LIABILITIES AND FUND BALANCE

LIABILITIES

Accounts payable	\$ 16,826
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FUND BALANCE

Fund balance-nonspendable	9,040
Fund balance-unassigned	1,267,430
EXCESS REVENUE (EXPENSE)	<u>(36,706)</u>

TOTAL LIABILITIES AND FUND BALANCE **\$ 1,256,590**

COQUINA WATER CONTROL DISTRICT
Statement of Revenues & Expenditures -
Governmental Funds
For The Ten Months Ended July 31, 2023

	Y-T-D Actual	Y-T-D Budget	Y-T-D Variance
REVENUES			
Assessments-prior	\$ 132	\$ 0	\$ (132)
Assessments-current	1,088,230	1,132,835	44,605
Estimated nonpayment of assessments	0	(33,835)	(33,835)
Discounts & commissions	(22,174)	(23,000)	(826)
Interest income	264	500	236
Other income	786	0	(786)
Total Revenues	<u>1,067,238</u>	<u>1,076,500</u>	<u>9,262</u>
EXPENDITURES-ADMINISTRATIVE			
Supervisor's fees	1,911	5,000	3,089
Legal & consulting fees	14,928	20,000	5,072
Auditing	11,600	12,100	500
Accounting	35,575	44,400	8,825
Office	6,761	8,000	1,239
Total Expenditures-Administrative	<u>70,775</u>	<u>89,500</u>	<u>18,725</u>
EXPENDITURES-FIELD SALARIES			
Salaries & wages	336,960	400,000	63,040
Labor-Miscellaneous contra	160	0	(160)
FRS contribution	40,962	47,700	6,738
Payroll taxes	26,110	32,000	5,890
Health, disability & dental insurance	64,758	78,000	13,242
Total Expenditures-Field Salaries	<u>468,950</u>	<u>557,700</u>	<u>88,750</u>
EXPENDITURES-FIELD OTHER			
Engineering	27,010	20,000	(7,010)
Utilities	11,701	12,000	299
Insurance	42,234	46,000	3,766
Total Expenditures-Field Other	<u>80,945</u>	<u>78,000</u>	<u>(2,945)</u>
EXPENDITURES-FIELD MAINTENANCE			
Uniforms	5,000	5,000	0
Fuel	91,443	100,000	8,557
Equipment rental	7,202	0	(7,202)
Contingency	0	30,800	30,800
Repairs & maintenance	106,314	84,000	(22,314)
Total Expenditures-Field Maintenance	<u>209,959</u>	<u>219,800</u>	<u>9,841</u>

See Accountant's
Compilation Report - Unaudited

COQUINA WATER CONTROL DISTRICT
Statement of Revenues & Expenditures -
Governmental Funds
For The Ten Months Ended July 31, 2023

	Y-T-D Actual	Y-T-D Budget	Y-T-D Variance
OTHER (REVENUES) EXPENDITURES			
Debt proceeds	(280,392)	0	280,392
Equipment purchases/major repairs/building	5,650	20,000	14,350
Infrastructure/major equip purchases	376,408	250,000	(126,408)
Debt service	178,211	0	(178,211)
Equipment sales	(7,875)	0	7,875
Total Other (Revenues) Expenditures	<u>272,002</u>	<u>270,000</u>	<u>(2,002)</u>
(REVENUES) EXPENDITURES-EASEMENTS			
Title search & surveyor	1,313	10,000	8,687
Total (Revenues) Expenditures-Easements	<u>1,313</u>	<u>10,000</u>	<u>8,687</u>
TOTAL EXPENDITURES	<u>1,103,944</u>	<u>1,225,000</u>	<u>121,056</u>
REVENUE (EXPENDITURE)	<u>\$ (36,706)</u>	<u>\$ (148,500)</u>	<u>\$ (111,794)</u>

COQUINA WATER CONTROL DISTRICT

BUDGET

FISCAL YEAR 2023-2024

DRAFT 8-10-2023
PROPOSED _____
ADOPTED _____

SIGNED _____
David R. Law

Rick Polak

Christina Trojanowski

COQUINA WATER CONTROL DISTRICT
Proposed Budget
For the Fiscal Year Ending September 30, 2024

	<u>Budget</u>
Estimated Fund Balance available at beginning of year-October 1, 2023	\$ 1,079,206
REVENUES	
Maintenance assessments	1,132,835
Estimated nonpayment of assessed taxes	(33,835)
Commissions	(23,000)
Interest income	500
Total Revenues	<u>1,076,500</u>
Total Available Fund Balance and Revenues	<u>2,155,706</u>
EXPENDITURES	
Personal Services	587,600
Operating Expenses	458,400
Capital Outlay	270,000
Total Expenditures	<u>1,316,000</u>
Net Change in Fund Balance	<u>(239,500)</u>
Estimated Fund Balance available at end of year-September 30, 2024	<u><u>\$ 839,706</u></u>

COQUINA WATER CONTROL DISTRICT

Balance of Funds at July 31, 2023
and Projected Surplus Funds Available
at September 30, 2023

Cash (all funds) at July 31, 2023	\$ 1,217,273
Projected Maintenance Assessments 8/1/23 - 9/30/23	-
Projected Expenditures 8/1/23 - 9/30/23 - operating budget	(138,067)
Projected Balance of Available Funds	<u>\$ 1,079,206</u>
Emergency Fund (Designation)	(500,000)
Projected Available Surplus	<u>\$ 579,206</u>

COQUINA WATER CONTROL DISTRICT
 Projected Operating Budget
 Fiscal Year 2023-2024

	Amended Budget 2022-2023	Proposed Budget 2023-2024
Total Surplus Funds From Prior Year	\$ 1,122,782	\$ 1,079,206
Debt Proceeds	280,392	-
Budgeted Expenses	(1,505,392)	(1,316,000)
Interest Income	500	500
Projected Revenue	1,076,000	1,076,000
Discounts and Commissions	(23,000)	(23,000)
Allowance for Nonpayment and Prior Maintenance Assessments	(33,835)	(33,835)
Proposed Maintenance Assessments	<u>\$ 1,132,835</u>	<u>\$ 1,132,835</u>
Total Assessed Acres	12,926	12,926
Assessment Per Acre	87.64	87.64
	<u>\$ 1,132,835</u>	<u>\$ 1,132,835</u>

COQUINA WATER CONTROL DISTRICT

Projected Operating Budget

Fiscal Year 2023-2024

	Amended 2022-2023 Budget	Actual Through 7/31/2023	Projected 8/1/2023 9/30/2023	Total Projected 2022-2023	Proposed 2023-2024 Budget
ADMINISTRATIVE:					
Supervisor's fees	\$ 5,000	\$ 1,911	\$ 500	\$ 2,411	\$ 5,000
Legal and consulting fees	20,000	14,928	5,072	20,000	20,000
Auditing	12,100	11,600	2,100	13,700	13,700
Accounting	44,400	35,575	8,825	44,400	47,700
Office	8,000	6,761	1,239	8,000	8,000
	<u>89,500</u>	<u>70,775</u>	<u>17,736</u>	<u>88,511</u>	<u>94,400</u>
FIELD BUDGET:					
Salaries	400,000	337,120	62,880	400,000	425,000
FRS contribution	47,700	40,962	6,738	47,700	50,600
Payroll taxes	32,000	26,110	5,890	32,000	34,000
Health, disability, & dental	78,000	64,758	13,242	78,000	78,000
Engineering	20,000	27,010	5,000	32,010	32,000
Utilities	12,000	11,701	2,500	14,201	14,200
Insurance	46,000	42,234	9,040	51,274	52,000
Uniforms	5,000	5,000	-	5,000	5,000
Fuel	100,000	91,443	8,557	100,000	100,000
Repairs & maintenance	84,000	113,516	6,484	120,000	120,000
	<u>824,700</u>	<u>759,854</u>	<u>120,331</u>	<u>880,185</u>	<u>910,800</u>
OTHER:					
Contingency	30,800	-	-	-	30,800
Equipment purchases/ Major repairs/Building	20,000	5,650	-	5,650	20,000
Infrastructure/Major equipment purchases/Debt service	530,392	274,227	-	274,227	250,000
Easement acquisitions/ Title search & surveys	10,000	1,313	-	1,313	10,000
	<u>591,192</u>	<u>281,190</u>	<u>-</u>	<u>281,190</u>	<u>310,800</u>
TOTAL	<u>\$ 1,505,392</u>	<u>\$ 1,111,819</u>	<u>\$ 138,067</u>	<u>\$ 1,249,886</u>	<u>\$ 1,316,000</u>

COQUINA WATER CONTROL DISTRICT

Notes to Proposed Operating Budget
Fiscal Year 2023-2024

Administrative Budget:

Supervisors Fees

Pursuant to the provisions of Chapter 298 of the Florida Statutes, supervisor is entitled to \$50 per day for services rendered on behalf of the District. It is assumed the Board of Supervisors will meet at a minimum six times during the Fiscal Year 2023-2024 at a cost of \$150 per meeting, plus additional miscellaneous days and expenses.

\$ 5,000

Legal and Consulting Fees

It is anticipated that the legal and consulting expenditures for the coming Fiscal Year will not exceed \$20,000 and will cover general legal representation and consulting fees of the District for the period. Litigation, non-reimbursed condemnation expense and review of contract documents necessary for the execution of work to implement the Plan of Water Management are included in this category.

\$ 20,000

Auditing

Pursuant to the provisions in Chapters 189 and 11 of the Florida statutes, the District is required to file certain audit reports with the Department of Veterans and Community Affairs, the State Controller, and the Auditor General. The financial reporting obligations require that an independent certified audit be conducted of the District's financial transactions. For this purpose, a CPA firm will be retained.

\$ 13,700

Accounting

This segment provides for clerical and accounting at anticipated fees of \$47,700. Services to be provided, pursuant to engagements are:

- a) Preparation for and attendance at the meetings of the Board of Supervisors of the District, as needed.
- b) Such additional services as are pertinent to the above duties, as requested by the Board of Supervisors.
- c) Assistance with preparation and administration of budget.
- d) Monthly recurring accounting functions.
- e) Year end financial reporting to the State of Florida.
- f) Assisting District's Auditor in the preparation of the annual audit and financial statements.
- g) Monthly assessment collections and accounts payable.
- h) Additional services provided.

\$ 47,700

COQUINA WATER CONTROL DISTRICT

Notes to Proposed Operating Budget

Fiscal Year 2023-2024

Office

Accounting supplies, stationary, bank checks and miscellaneous other supplies necessary in the day-to-day operations as well as telephone.

\$ 8,000

Field Budget:

Personal Services

Salaries, payroll taxes, health, disability and dental insurance, and FRS contribution.

\$587,600

Engineering

The engineering allocation is anticipated to cover the Engineer's attendance at District meetings and in providing engineering services of a general nature, such as maintaining the South Florida Water Management District criteria and assisting District personnel on a general basis.

\$ 32,000

Insurance

Insurance costs is expected to approximate \$52,000 for the following coverage:

General Liability, Workers Comp & Contingencies \$ 52,000

Water Control Plan

Estimated costs of design implementation, construction, administrative, engineering and legal fees, contingencies, and includes the semiannual payments for equipment purchases.

\$250,000

**REGULAR MEETING MINUTES
OF THE
BOARD OF SUPERVISORS OF
COQUINA WATER CONTROL DISTRICT**

JULY 13, 2023

Pursuant to published Notice, the Board of Supervisors of Coquina Water Control District (the "District") held its regular meeting on Thursday, July 13, 2023, at the District office, located at 17429 NW 242nd Street, Okeechobee, Florida 34972.

Present at the meeting was Supervisor, David Law, Supervisor, Rick Polok and Supervisor, Christina Trojanowski..

Superintendent, Howard Sensaboy and Engineer, Gene Schriener, were also present.

ROLL CALL

Mr. Law called the Board of Supervisors meeting to order at 6:35 p.m..

ESTABLISHMENT OF A QUORUM

Mr. Law announced that a quorum was present and that it was in order to consider any business to properly come before the Board.

Mr. Law explained the District recently repaired a drainage easement at the corner of Peavine and NW 264th Street. This drainage easement had been damaged by the landowner who owns property at that location, to wit: Quintero Sarmiento Investments LLC.. Mr. Law further explained Florida Statute 298.66 provides that "Any person who willfully....damages or destroys any public drainage works constructed in or maintained by any district shall be liable...to the district....repairing such damage." Mr. Law asked Mr. Sensaboy to prepare an itemized invoice for the costs incurred by the District for these repairs. ***Mr. Law made a motion to charge the landowner, Quintero Sarmiento Investments LLC, for the cost incurred by the District to repair the damage to the drainage easement at the corner of Peavine and NW 264th Street. Mr. Polok seconded that Motion and same was unanimously passed.***

Mr. Law made a motion to approve the final Audit. Ms. Trojanowski seconded that motion and same was unanimously passed.

ACCOUNTANT'S REPORT

Mrs. Williams was not present.

Mr. Sensaboy stated the accountant informed him the District's CDs at Seacoast Bank are currently not making anything and she suggests we close these three CDs and open new CDs to take advantage of the higher interest rates. *Mr. Law made a motion to close the District's three (3) CDs and open three (3) new CDs at the twelve (12) month rate. Mr. Polok seconded that motion and same was unanimously passed.*

ATTORNEY'S REPORT

Mr. Fitzpatrick was not present.

ENGINEER'S REPORT

Mr. Schriener stated he will be certifying with SFWMD the NW 160th swale extension. Furthermore, the banks need to be sodded or it will wash away. As to the Section 33 modifications, they are also ready to be certified. He will be speaking to SFWMD tomorrow to find out if anything else is needed from them.

SUPERINTENDENT'S REPORT

Mr. Sensaboy stated he has discovered some projects that need to be worked on. He stated the ditches need to be cleaned along both sides of NW 242nd Street. He also suggests the ditches be cleaned along 294th & 296th, all the way to the canal and the West side of 176th, South of 1-Mile.

With regards to the upcoming budget, there are some different projects that need to be prioritized. He feels there needs to be some work done at the pit so more material can be stockpiled. There is work that needs to be done on Canal C and repairs that need to be made to the 2-Mile bridge.

Mr. Sensaboy stated it's that time of year for him to give the accountant the updated employee rates for 2023/2024. He suggests an approximate increase of five percent (5%) for each employee, which is the standard cost of living increase. *Mr. Law made a motion to give a raise to each employee, increasing each employees hourly rate as follows:*

Howard E. Sensaboy: \$30.00

Marlon E. Burdette: \$22.00

James L. Palmer: \$18.00

Cody A. Beasley: \$19.00

Guy E. Diepert: \$20.00

Jeremiah W. Ailes: \$20.00

Mario Deignan Madrid: \$18.00

Leonard J. Vn Niekerk: \$19.00

Ryan J. Law: \$19.00

Joseph A. Crooks: \$19.00

Mr. Law further stated these rate increases will go into effect October 1, 2023. Mr. Polok seconded this motion and same was unanimously passed.

APPROVAL OF MINUTES & WARRANTS

Mr. Law made a motion to approve the Warrants and Minutes from June, 2023. That motion was seconded by Mr. Polok and same was unanimously passed.

The next regular board meeting is scheduled for August 10, 2023 at 6:30 p.m.. This meeting was adjourned at 7:05 p.m..