

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

DECEMBER 14 , 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 NOVEMBER 2023
10. SCHEDULE NEXT MEETING
11. ADJOURN

COQUINA WATER CONTROL DISTRICT
Okeechobee, Florida

Financial Statements and
Accountant's Compilation Report
(Unaudited)

November 30, 2023

DRAFT

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 November 30, 2023, and the related statement of revenues and expenditures - governmental funds for the two 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 or 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., CPA's LLP
Okeechobee, Florida

December 07, 2023

COQUINA WATER CONTROL DISTRICT
Balance Sheet -
Governmental Funds
November 30, 2023

ASSETS

GENERAL

Seacoast National Bank-Operating	\$	290,849
Seacoast National Bank-MM		385,812
Seacoast National Bank-CD 05/12/24 (0.05%)		232,069
Seacoast National Bank-CD 11/15/24 (0.05%)		67,653
Seacoast National Bank-CD 05/15/24 (0.05%)		157,534
Prepaid insurance		59,495
Inventories		<u>64,833</u>

TOTAL ASSETS	\$	<u>1,258,245</u>
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LIABILITIES AND FUND BALANCE

LIABILITIES

Accounts payable	\$	25,820
Payroll taxes payable		410

FUND BALANCE

Fund balance-nonspendable	59,495
Fund balance-unassigned	1,069,381
EXCESS REVENUE (EXPENSE)	<u>103,139</u>

TOTAL LIABILITIES AND FUND BALANCE	\$	<u>1,258,245</u>
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COQUINA WATER CONTROL DISTRICT
Statement of Revenues & Expenditures -
Governmental Funds
For The Two Months Ended November 30, 2023

	Y-T-D Actual	Y-T-D Budget	Y-T-D Variance
REVENUES			
Assessments-current	\$ 285,861	\$ 1,132,835	\$ 846,974
Estimated nonpayment of assessments	0	(33,835)	(33,835)
Discounts & commissions	(14,153)	(23,000)	(8,847)
Interest income	52	500	448
Other income	574	0	(574)
Total Revenues	<u>272,334</u>	<u>1,076,500</u>	<u>804,166</u>
EXPENDITURES-ADMINISTRATIVE			
Supervisor's fees	161	5,000	4,839
Legal & consulting fees	15,455	20,000	4,545
Auditing	0	13,700	13,700
Accounting	3,275	47,700	44,425
Office	3,175	8,000	4,825
Total Expenditures-Administrative	<u>22,066</u>	<u>94,400</u>	<u>72,334</u>
EXPENDITURES-FIELD SALARIES			
Salaries & wages	68,996	425,000	356,004
FRS contribution	10,081	50,600	40,519
Payroll taxes	6,060	34,000	27,940
Health, disability & dental insurance	11,840	78,000	66,160
Total Expenditures-Field Salaries	<u>96,977</u>	<u>587,600</u>	<u>490,623</u>
EXPENDITURES-FIELD OTHER			
Engineering	6,275	32,000	25,725
Utilities	1,567	14,200	12,633
Insurance	11,990	52,000	40,010
Total Expenditures-Field Other	<u>19,832</u>	<u>98,200</u>	<u>78,368</u>
EXPENDITURES-FIELD MAINTENANCE			
Uniforms	5,000	5,000	0
Fuel	17,954	100,000	82,046
Contingency	0	30,800	30,800
Repairs & maintenance	7,366	120,000	112,634
Total Expenditures-Field Maintenance	<u>30,320</u>	<u>255,800</u>	<u>225,480</u>

COQUINA WATER CONTROL DISTRICT
Statement of Revenues & Expenditures -
Governmental Funds
For The Two Months Ended November 30, 2023

	Y-T-D Actual	Y-T-D Budget	Y-T-D Variance
OTHER (REVENUES) EXPENDITURES			
Equipment purchases/major repairs/building	0	20,000	20,000
Infrastructure/major equip purchases	<u>0</u>	<u>250,000</u>	<u>250,000</u>
Total Other (Revenues) Expenditures	<u>0</u>	<u>270,000</u>	<u>270,000</u>
(REVENUES) EXPENDITURES-EASEMENTS			
Title search & surveyor	<u>0</u>	<u>10,000</u>	<u>10,000</u>
Total (Revenues) Expenditures-Easements	<u>0</u>	<u>10,000</u>	<u>10,000</u>
TOTAL EXPENDITURES	<u>169,195</u>	<u>1,316,000</u>	<u>1,146,805</u>
REVENUE (EXPENDITURE)	<u>\$ 103,139</u>	<u>\$ (239,500)</u>	<u>\$ (342,639)</u>

DRAFT

**REGULAR MEETING MINUTES
OF THE
BOARD OF SUPERVISORS OF
COQUINA WATER CONTROL DISTRICT
NOVEMBER 9, 2023**

Pursuant to published Notice, the Board of Supervisors of Coquina Water Control District (the "District") held its regular meeting on Thursday, November 9, 2023, at the District office, located at 17429 NW 242nd Street, Okeechobee, Florida 34972.

CALL TO ORDER

Paralegal to the Board of Supervisors Erin Fralix called the meeting to order at 6:35 p.m..

ESTABLISH A QUORUM

A quorum was established with the following attendees:

Supervisor Jeffrey Hubbard; Supervisor Christina Trojanowski; Supervisor Sean Wilcox; Superintendent Howard Sensaboy and Paralegal Erin Fralix.

ADMINISTER OATHS OF OFFICE & SEAT NEW BOARD MEMBERS

Mrs. Fralix issued the Oath of Office to the elected Board Supervisors Christina Trojanowski and Sean Wilcox. County Commissioner David Hazellief issued the Oath of Office to elected Board Supervisor Jeffrey Hubbard.

Jeffrey Hubbard, having been duly elected to the Board of Supervisors at the Landowners' Meeting held October 13, 2023, for a period of three (3) years and in accordance with Florida Statute 298.13, took the oath of office in the form and manner required by law (copy attached).

Christina Trojanowski, having been duly elected to the Board of Supervisors at the Landowners' Meeting held October 13, 2023, for a period of two (2) years and in accordance with Florida Statute 298.13, took the oath of office in the form and manner required by law (copy attached).

Sean Wilcox, having been duly elected to the Board of Supervisors at the Landowners' Meeting held October 13, 2023, for a period of one (1) year and in accordance with Florida Statute 298.13, took the oath of office in the form and manner required by law (copy attached).

ELECTION OF BOARD OFFICERS

Mr. Hubbard made a motion to appoint Sean Wilcox as Treasurer. Mrs. Trojanowski seconded that motion and same was unanimously passed.

Mr. Hubbard made a motion to appoint Mrs. Trojanowski as Secretary. Mr. Wilcox seconded that motion and same was unanimously passed.

Mrs. Trojanowski made a motion to appoint Mr. Hubbard as Chairman. Mr. Wilcox seconded that motion and same was unanimously passed.

REHIRING OF STAFF

Mrs. Trojanowski made a motion to rehire the following: Cheryl Williams, CPA; Gene Schriener, P.E.; Scott Fitzpatrick, Esquire and Erin Fralix, Paralegal. Mr. Wilcox seconded that motion and same was unanimously passed.

SUPERVISORS REPORTS/COMMENTS

Mr. Hubbard suggested having a second board meeting in November and two board meetings in December. Same was discussed and it was agreed that a second board meeting will be held November 30th and December's board meetings will be held on the 7th and 21st.

Mr. Hubbard stated that on Tuesday, November 7th, he came upon an incident involving Coquina employee James Palmer. Mr. Palmer was operating the bushhog mower and had run over a large metal utility box belonging to Centurylink. A representative from Centurylink was present at the site and stated that as a result of the damage to the utility box, the entire District was without phone service. Centurylink is working to repair same and reestablish service to the District. Mr. Sensaboy stated he was notified of the incident and questioned Mr. Palmer about same. Mr. Palmer stated he was unaware he had run over the metal utility box. Mr. Sensaboy contacted Mrs. Trojanowski to ask for direction on how to handle this matter. It was ultimately determined that Mr. Palmer would have to submit to a drug test. Mr. Sensaboy also prepared an incident report, which Mr. Palmer signed and same was placed in his employee file. The board asked that he prepare a separate write-up of the employee and place same in his employee file. The board also discussed whether Mr. Palmer should be placed on probation for the incident. *Mr. Wilcox made a motion to place Mr. Palmer on a ninety (90) day probation period, beginning November 13, 2023. Mr. Hubbard seconded that motion and same was unanimously passed.* The board further discussed purchasing two-way radios for the employees and eliminate the use of personal cell phones during working hours. Mr. Wilcox will look into this further and report back to the board. Staff recommended that a workshop be held in the near future to review and update the employee handbook.

Mr. Hubbard asked why Mr. Sensaboy, as Superintendent, did not make the decision himself to have Mr. Palmer submit to a drug test. Mr. Hubbard stated that as Superintendent, Mr. Sensaboy has the authority to make those decisions. Staff informed the board that most of Mr. Sensaboy's decision making authority had been taken away from him by previous board members. ***Mr. Hubbard made a motion that Mr. Sensaboy has the authority to drug test individual employees if he feels there is reasonable suspicion of drug use or alcohol use. Mrs. Trojanowski seconded that motion and same was unanimously passed.***

Mr. Hubbard made a motion that each Supervisor will have access to the email account for Coquina (coquinawater@gmail.com). Mr. Wilcox seconded that motion and same was unanimously passed.

ACCOUNTANT'S REPORT

Mrs. Williams was not present.

ATTORNEY'S REPORT

Mr. Fitzpatrick was not present.

ENGINEER REPORT

Mr. Schriener was not present; however, Mr. Sensaboy had his report to give to the board.

Mr. Schriener has obtained the dewatering permit for the Section 10 mining project, so they can now move forward with this project.

Mr. Schriener is continuing to work on obtaining the permit for the structure at the corner of 2-Mile and Canal D. South Florida Water Management is requiring some changes to the elevation of the some of the weirs.

SUPERINTENDENT'S REPORT

Mr. Sensaboy stated the joystick on the 6130M John Deere needs to be replaced. He has obtained a quote for same from John Deere, which is approximately \$5,800.00. He said it was previously rebuilt and therefore is not under warranty. Mr. Hubbard asked that he hold off on purchasing this replacement and give him a chance to look into pricing a used part. ***Mr. Hubbard made a motion that if a used part cannot be found, Mr. Sensaboy can order the part from John Deere. Mrs. Trojanowski seconded that motion and same was unanimously passed.***

Mr. Sensaboy stated he has retrieved the survey data for 306th Avenue & 308th Avenue. He has received calls about a high spot halfway down these roads, which runs down both sides of each road.

APPROVAL OF WARRANT

Mr. Hubbard made a motion to approve the Warrants for September 2023. Mrs. Trojanowski seconded that motion and same was unanimously passed.

The next regular board meeting is scheduled for November 30, 2023 at 6:30 p.m.. This meeting was adjourned at 7:44 p.m..

Oath of Office
Coquina Water Control District Supervisor¹

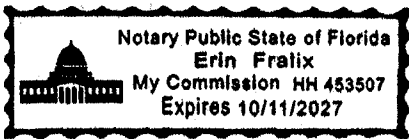
STATE OF FLORIDA
COUNTY OF OKEECHOBEE

I do solemnly swear (or affirm) that I will support, protect, and defend the Constitution and Government of the United States and of the State of Florida; that I am duly qualified to hold office under the Constitution of the State, and that I will honestly, faithfully and impartially perform the duties of Supervisor of the Coquina Water Control District devolving upon me in office, as supervisor of the district in which I was elected or appointed, and that I will not neglect any of the duties imposed upon me by Chapter 298, Florida Statutes, so help me God.

Jeff Hubbar
Print Name: M Nurd

Sworn to and subscribed before me by means of physical presence or on-line notarization, this 14 day of Nov, 2023.

[NOTARIAL SEAL]



Notary: Erin Fratix
Print Name: _____
Notary Public, State of Florida
My commission expires: _____

Personally Known OR Produced Identification
Type of Identification Produced JH

¹ Note: The oath of office above is derived from the requirements of Sec. 298.13, Fla. Stat., and the below-quoted portion of Art. II, Sec. 5(b), Fla. Const.

298.13 Supervisor's oath of office.—Each supervisor, before entering upon his or her official duties, shall take and subscribe to an oath before some officer authorized by law to administer oaths, that the supervisor will honestly, faithfully and impartially perform the duties devolving upon him or her in office, as supervisor of the district in which he or she was elected or appointed, and that the supervisor will not neglect any of the duties imposed upon him or her by this chapter.

From Art. II, Sec. 5(b), Fla. Const.

(b) Each state and county officer, before entering upon the duties of the office, shall give bond as required by law, and shall swear or affirm:

“I do solemnly swear (or affirm) that I will support, protect, and defend the Constitution and Government of the United States and of the State of Florida; that I am duly qualified to hold office under the Constitution of the state; and that I will well and faithfully perform the duties of (title of office) on which I am now about to enter. So help me God.”,

and thereafter shall devote personal attention to the duties of the office, and continue in office until a successor qualifies.

COQUINA WATER CONTROL DISTRICT
OATH OF OFFICE
(Article II, Section 5(b), Fla. Constitution)

STATE OF FLORIDA
COUNTY OF OKEECHOBEE

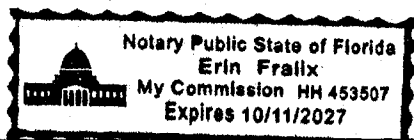
I, Christina Trojanowski, do solemnly swear (or affirm) that I will support, protect and defend the Constitution and Government of the United States and of the State of Florida, that I am duly qualified to hold office under the Constitution of the State, and that I will well and faithfully perform the duties of a board Supervisor, for which I am now about to enter, so help me God.

Executed this 9th day of November, 2023.

Christina M Trojanowski
Christina M Trojanowski
Printed Name

SWORN, SUBSCRIBED AND ACKNOWLEDGED to before me this 9th day of November, 2023, by Christina M. Trojanowski, () who is personally known to me or () who has produced ID as identification and who did take an oath.

(NOTARY SEAL)



Erin Fralix
Notary Public - State of Florida

ACCEPTANCE

I accept the office listed in above Oath of Office:

Mailing address: () Home () Office

19528 NW 252nd St
Street address

Okeechobee, FL, 34972
City, State, Zip Code

Christina M Trojanowski

COQUINA WATER CONTROL DISTRICT
OATH OF OFFICE
(Article II, Section 5(b), Fla. Constitution)

STATE OF FLORIDA
COUNTY OF OKEECHOBEE

I, Sean Wilcox, do solemnly swear (or affirm) that I will support, protect and defend the Constitution and Government of the United States and of the State of Florida, that I am duly qualified to hold office under the Constitution of the State, and that I will well and faithfully perform the duties of a board Supervisor, for which I am now about to enter, so help me God.

Executed this 9th day of November, 2023.

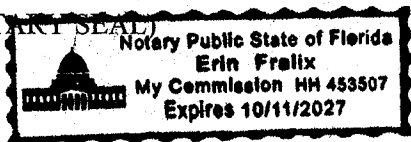
Sean Wilcox

Sean Wilcox

Printed Name

SWORN, SUBSCRIBED AND ACKNOWLEDGED to before me this 9th day of November, 2023, by Sean Wilcox, () who is personally known to me or () who has produced DR as identification and who did take an oath.

(NOTARY SEAL)



Erin Fraix

Notary Public - State of Florida

ACCEPTANCE

I accept the office listed in above Oath of Office:

Mailing address: () Home () Office

17826 NW 254th St
Street address

Okeechobee FL, 34972
City, State, Zip Code

Sean Wilcox

**MEETING MINUTES
OF THE
BOARD OF SUPERVISORS OF
COQUINA WATER CONTROL DISTRICT
NOVEMBER 30, 2023**

Pursuant to published Notice, the Board of Supervisors of Coquina Water Control District (the "District") held its meeting on Thursday, November 30, 2023, at the District office, located at 17429 NW 242nd Street, Okeechobee, Florida 34972.

CALL TO ORDER

Supervisor Jeffrey Hubbard called the meeting to order at 6:34 p.m..

ESTABLISH A QUORUM

A quorum was established with the following attendees:

Supervisor Jeffrey Hubbard; Supervisor Christina Trojanowski; Supervisor Sean Wilcox; Superintendent Howard Sensaboy, Engineer Gene Schriener and Paralegal Erin Fralix.

SUPERVISORS REPORTS/COMMENTS

Mr. Hubbard provided the board and staff with a "Standing Meeting Agenda" prepared by the Prairie Landowners' Coalition. Mr. Hubbard stated the hallmark of his term will be transparency. He asks that each board member conduct themselves by being fully open and transparent with their ideas, and that all suggestions and motions be made on the record. He will guide the board to work for the benefit of the landowners.

Mr. Wilcox stated he has been looking into costs for two way radios for the employees. He is going to purchase some to see how they work. He will have a price on same by the next meeting.

Mrs. Trojanowski made a motion to close all three (3) cd's at Seacoast Bank with account numbers: 8000736276; 8001039546 & 8000825457. Mr. Hubbard seconded this motion and same was unanimously passed.

ACCOUNTANT'S REPORT

Mrs. Williams was not present.

ATTORNEY'S REPORT

Mr. Fitzpatrick was not present.

ENGINEER REPORT

Mr. Schriener stated the construction plans are complete for the structure on Canal D and we are in the permitting process. The previous Engineer had a request that was never responded to. When Mr. Schriener came on board he received correspondence asking to submit the requested information or put the permit on hold. He put the permit on hold as he only had one month to provide them with the requested information, which was not adequate time to gather same. He is now working to gather all the information requested.

Mr. Schriener stated the permitting is done for Section 10 mining. He noticed the district is out of shell which can become an issue and suggest the board look into this.

Mr. Schriener has completed the final certification for the project for NW 160th swale.

As to Section 33 Drainage Modification, he is in the process of certifying this. This was a project where a series of ditch breaks and culvert replacements were completed.

As to the Water Control Plan Update, he is in the process of gathering information. He suggests he does this project on an hourly rate. He will get with Mrs. Fralix to help him gather records from the Property Appraiser's office and the Clerk of Court.

SUPERINTENDENT'S REPORT

Mr. Sensaboy stated the reservoirs need to be cleaned. He is requesting to rent a long stick to clean out all the key ditches and once this is completed he wants to have each reservoir burned off. The board discussed same and agreed to revisit this matter at the next meeting.

Mr. Sensaboy explained with all the rain we have had lately, dirt from the District's property has washed onto Wade Barnhill's property. Mr. Sensaboy is requesting permission to enter his property and remove the dirt. Mr. Wilcox stated he should execute a release of liability/waiver before entering his property.

PUBLIC COMMENTS

A landowner asked why two employees are taking home company trucks every night. The board discussed same and *Mr. Wilcox made a motion that only Mr. Sensaboy will be permitted to drive a company vehicle home each night. Mr. Hubbard seconded this motion and same was unanimously passed.*

The next regular board meeting is scheduled for December 14, 2023 at 6:30 p.m.. This meeting was adjourned at 7:59 p.m..