

**COQUINA WATER CONTROL DISTRICT  
BOARD OF SUPERVISORS MEETING  
& ZOOM VIDEO CONFERENCE  
17429 NW 242<sup>ND</sup> STREET (FIELD OFFICE)  
OKEECHOBEE, FL 34972**

**AUGUST 8, 2024**

**BOARD MEETING AGENDA**

**#1 CALL MEETING TO ORDER**

**#2 ESTABLISH A QUORUM / ROLL CALL**

**#3 APPROVAL OF WARRANTS & MINUTES**

**#4 LANDOWNER COMMENTS OR CONCERNS**

**#5 REPORT FROM ENGINEER**

**#6 REPORT FROM SUPERVISOR(S)/SUPERINTENDENT/OFFICE MANAGER**

**#7 OLD BUSINESS**

**#8 NEW BUSINESS**

**#9 REPORT FROM ACCOUNTANT**

**#10 REPORT FROM ATTORNEY**

**#11 SCHEDULE NEXT MEETING**

**#12 ADJOURN**

**COQUINA WATER CONTROL DISTRICT  
MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF SUPERVISORS  
HELD ON JULY 11, 2024**

Pursuant to published notice, the Board of Coquina Water Control District held its meeting July 11, 2024, at the District Office located at 17429 NW 242<sup>nd</sup> Street, Okeechobee, FL 34972 and via Zoom video conferencing.

**#1 CALL MEETING TO ORDER**

Supervisor Jeff Hubbard called the meeting to order at 6:32 p.m.

**#2 - ESTABLISH A QUORUM / ROLL CALL:**

A Quorum was established with the following attendees: Supervisor Jeff Hubbard; Supervisor Christina Trojanowski; Supervisor Sean Wilcox; Newly Appointed Superintendent James "Jimmy" Fiset; Office Manager Candice Lucas; several Landowners/Attendees, as well as Zoom participants.

**#3 APPROVAL OF PREVIOUS MINUTES FROM JUNE 2024**

Mrs. Trojanowski advised the board all previous minutes (that were not approved) needed to be approved tonight. Mr. Hubbard responded: with all the Zoom and everything else he could not approve all of them at this time. Mr. Hubbard did approve June's minutes as is at the request of Mr. Wilcox since the bank required them for authorized. June minutes to be corrected.

Toward the end of the meeting an audience member ask Mr. Hubbard what are the issue with the minutes being so far behind and wanted to thank Candice for her quick response to his email. Mr. Hubbard responded there are a lot of discrepancies within them, a few examples were given and mentioned he had asked for the minutes to be given at least one week in advance. Mr. Wilcox stated he and Christina could approve them anyway but wanted to give Jeff the opportunity to review/watch the videos. Minutes are the minutes and can't be changed, facts are the facts. All agreed. An audience member asked if anyone had noticed that January and February minutes were the same. The Board unanimously answered no.

***MOTION: Mr. Wilcox motioned to have previous minutes approved by the end of the following week and uploaded to the website. Motion carried unanimously.***

#### **#4 LANDOWNER COMMENTS OR CONCERNS**

- ❖ Landowner Moe David stated he noticed over the weekend that help wanted was put up on the Prairie Landowners site and questioned why it was not put up on Coquina's website. Mrs. Lucas advised it was on the website under the employee tab, Mr. Wilcox confirmed.
- ❖ Landowner Moe David questioned why people are allowed in the office to go through employee files and/or any other files they want to look at. Mr. Behn referred to Florida Statue Chapter 119 and as a general rule all documents are open to the public with some limitations. He also stated anybody can come in and request the district records and be giving the opportunity to review them. Mr. Behn did stress that all files when being looked at should be monitored.
- ❖ An unknown audience member wanted to thank whoever figured out how to crown the roads and finally after two years it was done the right way. Jimmy said it was a team effort.
- ❖ An unknown audience member questioned Mr. Fiset about ditch digging, referring to fill dirt. Mr. Fiset stated he is all for the current policy although there are some legal issues that come with that regarding equipment on residential property. As material is being pulled out of the swells it's available for the closest location of delivery which keeps general cost down with maintenance, wear & tear and labor. Mr. Wilcox asked the individual to make sure she updates her release/information with Mrs. Lucas before leaving. Mr. Wilcox stated in the past Coquina was digging ditches with no pitch, so now with the help of Mr. Fiset the swells will be angled and pitched for proper water flow.
- ❖ An unknown audience member asked about stop signs. This is a serious concern and the board/superintendent is in the process of looking into the county's obligation and Coquina's budget. Mr. Wicox hopes there is a safety grant to keep cost down but assured residence that this is in the process.
- ❖ Landowner Butch Freeman provided paperwork to Coquina's office on July 1, 2024 regarding operation of golfcarts on certain roadways and asked if Coquina would look it over and get approved by the county. Mr. Hubbard advised it would be given to Coquina's attorney for review.
  - Mr. Hubbard will forward to attorney for review and advisement.

#### **#5 REPORT FROM ENGINEER – Not in attendance**

Mrs. Lucas reported Mr. Schnider was at a family function and he would be in touch soon.

- ❖ = Question(s)
- = Action Item(s)

## **#6 REPORT FROM SUPERVISOR(S)/SUPERINTENDENT/OFFICE MANAGER**

Mr. Hubbard introduced Coquina's new Superintendent James "Jimmy" Fiset who talked about his previous experience working with water control districts. Progress is coming and the improvements are for the benefit of the community. Some of his priorities are roads, flooding, maintenance, safety, prior issues, etc. With the right equipment, manpower and application he has no doubt all issues can and will be addressed. Residence come first and he encouraged landowners/residence to contact him regarding any issues.

Mr. Hubbard mentioned he spent time with Mr. Fiset prior to being hired and was impressed.

Mr. Hubbard reported Randy Burnham with South Florida Water Management District, Engineer Gene Schriener and himself had a meeting to review necessary changes. Mrs. Trojanowski noted she has already seen changes the last couple of weeks.

Mr. Fiset reported he met with the team on an individual basis to get a feel of what they do, what they want and what they are looking for. He also made it clear and concise of what he is looking for as far as protocol, safety, and how employees conduct themselves with residence. He is in the process of establishing a grading schedule that is fair across the board for everybody, along with a mowing and weed eating schedule. He is in the process of figuring out which roads are worse than others and trying to work out issues with vegetation in the canals. He reported all employees are working, no one is sitting idle, he does a daily round to make sure everyone is working and address issues that come up. He is working with Gene Schriener on the 2 mile bridge, and has offered suggestions on a different design.

Mr. Hubbard asked Mrs. Lucas where we are on the map updates for the website to keep the community up to date on the progress of work? Mrs. Lucas referred to other maps and stated she never heard Mr. Hubbard say anything about the website. Mr. Wilcox said he doesn't recall talking about maps, but he did recall talking about a job board. After discussion Mrs. Trojanowski suggested uploading progress reports along with the minutes.

***MOTION: Mr. Hubbard motioned to have the website updated with current work maps that show the residence our progress and should be uploaded every month. Motion carried unanimously.***

Mr. Hubbard asked Casandra Seams if she could explain to the board why she left ruts on 3 mile. Ms. Seams response: I was learning how to mow and backed down to the canal and was trying to turn around and it was a little steeper than I expected. Mr. Hubbard expressed the importance of not leaving the scene, calling the office to report

incident(s) and the possibilities of a vehicle hitting the deep ruts at great speed and either hitting the guardrail or canal. Ms. Seems reported she told Gator (Robert Diaz) what happened somewhere around 12 pm. to 1 pm., said damage to road were repaired after hours.

Following the above, there was discussion regarding incident reports not being completed in a timely manner. Mr. Fiset advised there is a new system in place for the incident reports. Raises/Merit increases should be based on incident and/or evaluation reports, not the automatic 5% raise. Drug testing is required after all incidents as per previous board meetings. All board members to be advised of all incidents. Mr. Behn reminded everyone of the following: (a) No one on the board is legally authorized to operate individually within the district (b) Board sets policy, budget and direction (c) Coquina is operating with three votes and two votes carry the day (d) The Board is Mr. Fiset & Mrs. Lucas's bosses.

***MOTION: Mr. Wilcox motioned to have merit increases on a sliding scale of 1 to 5% based on the grading of Supervisor. Motion carried unanimously.***

## **#7 OLD BUSINESS**

**SUPERINTENDENT SALARY:** Mr. Hubbard questioned the salary for the new Superintendent and that the offer amount was higher than originally agreed upon. Mr. Wilcox stated that after going back and forth (with the employment offer letter through emails) he and Mrs. Trojanowski made the decision to move forward to fill the position.

**BUDGET:** Mr. Hubbard asked the board if there were any questions or concerns on the budget. Mr. Wilcox reported Coquina missed the deadline to file the new assessment due on June 1, 2024 since the new board heard about it at the June 13, 2024 meeting. Mr. Behn mentioned a lot of districts adopt their budget at the beginning of the fiscal year but the tax collector wants the number earlier to process their stuff and every county is different as to what their deadlines are. Mr. Wilcox informed residence that if and when taxes are raised it will be explained why. With that said, there will not be a tax increase this year.

**IT PERSON (Information Technology):** Mr. Hubbard asked the board about a new IT person. Mr. Fiset is in the process of getting three quotes for approval, expressed the need to get away from Gmail and a secure backup for public information. All board members were given an updated password list.

***MOTION: Mr. Hubbard motioned to give all board members access to the Zoom account to view recorded meetings. Seconded by Mr. Wilcox.***

**POLICY AND PROCEDURES:** Mr. Hubbard inquired about a workshop for Coquinas policy and procedures. Mrs. Trojanowski was given Indian Trails (policy & procedures)

from Mr. Fiset and also has the current policy for Coquina. No changes will be made until the board can work on them together and make sure changes are legal.

- Mr. Behn will schedule and attend the workshop.
- Mr. Wilcox will get with Mr. Fiset on the agenda and get the workshop (date) posted.

**CULVERT POLICIES:** Mrs. Lucas was asked about the status of door/gate hangers. Mr. Hubbard advised he has noticed a lot of landowners do not have culverts and they need to be notified. Mr. Wilcox, with the help of Mr. Behn, would like culverts permitted and Coquina to be the one to permit them for a minimal fee of what it costs Coquina (labor and/or material). Proper permits ensure proper elevations and without the proper elevations there is no drainage. Discussion followed and revealed some landowners/builders were required to obtain a permit for culvert installation/driveway(s) and some were not. An audience member suggested contacting Ashley Overton at the Okeechobee Building Department for additional information..

- Mrs. Lucas will get hangers ordered.
- The Board along with Attorney Seth Behn will discuss policy & procedures for establishing proper elevations for existing culvert(s) as well as new installations at the upcoming workshop. Date of workshop to be determined. Once the Board has established a solid culvert policy it will be uploaded to Coquinas website.
- Mr. Wilcox/Mr. Behn will contact Okeechobee County Building Department about permitting for new culverts and not issuing a final CO (Certificate of Occupancy) until completed.

**STOCKPILING MATERIAL:** Mr. Hubbard suggested a moratorium on giving away swale/ditch dirt and to start stockpile material. Mr. Wilcox stated he would like to start digging. Mr. Fiset told the board all clean swale dirt will be used for the district. This led to discussion regarding what is on hand, what is needed, width & length of road to be shell rocked on 1 mile, and cost involved with digging material vs. the shell material being offered and what is needed to start digging.

- Mr. Behn will follow up on the shell rock being offered to the district.
- Mr. Fiset will start digging material from Coquina's pit once all necessary equipment is in place.
- Mr. Fiset will research and calculate cost between digging from Coquina's property or roundtripping material from another quarry.
- Mrs. Lucas will email the Board on cost of machinery needed to resume digging from the pit.

***MOTION: Mr. Hubbard motioned to stockpile dirt to replenish Coquina's reserve.  
Seconded by Mr. Wilcox.***

**#8 NEW BUSINESS:**

**SUPERVISOR LAPTOP** – Mr. Hubbard motioned to purchase a new laptop computer not to exceed the cost of \$700.00 for Supervisor Jimmy Fiset. Motion carried unanimously.

➤ Mrs. Lucas will purchase the new laptop for Mr. Fiset.

**NEW EQUIPMENT** – Mr. Hubbard motioned to purchase a new bush-hog flat deck for Coquina. Mr. Fiset requested an 8-foot flat deck to fit the tractor we already have to reduce idling time and also requested a new tractor with a box blade, he then explained the reason behind his request. Mr. Wilcox discussed with the Board members to review the budget and verify if there are enough funds to purchase both pieces of equipment. If budget doesn't allow for both, only the tractor and box blade will be purchased.

***MOTION: Mr. Wilcox motioned that if the funds are available in the budget he would like to purchase both. Motion carried unanimously.***

**EMPLOYEE REQUEST** – Mr. Hubbard mentioned a valuable employee with over 2.5 years employment requested to cash out his accrued vacation and sick time.

***MOTION: Mr. Hubbard motioned to approve the above request. Motion carried unanimously.***

Mr. Hubbard questioned why Jeremiah Ailes vacation wasn't approved. Mrs. Trojanowski said the request was two weeks to the day and went by what the acting superintendent said. Mrs. Lucas stated he wasn't told "no", Coquina was waiting to get results of something else and he was asked to wait a couple of days. During this time he was a no call no show. Not all Board members were advised of the situation and Superintendent Jimmy Fiset made the final decision to terminate Mr. Ailes employment.

Mr. Hubbard also questioned the incident with Robert Diaz being pulled out of his tractor after an anonymous report and stated he was not aware of the situation until he received a call from Mr. Diaz. Mr. Wilcox was unsure why Mr. Hubbard wasn't aware of the situation because he was. Mrs. Lucas advised acting superintendent Marlon pulled him out of his tractor. Mr. Wilcox expressed his opinion about anonymous reports and stated if anyone calls anonymously we will no longer be taking your report.

***MOTION: Mr. Wilcox motioned that no communication goes to any one Board member that doesn't go to all three Board members. Motion carried unanimously.***

Mr. Hubbard questioned why all requests are now going through Attorney Seth Behn. Mrs. Trojanowski said it was per Jeff's own request at a previous meeting. Mr. Behn advised he had told Candice if she had a question to give him a call. It was discussed that all questions would go through the Board before going to the attorney.

**#9 REPORT FROM ACCOUNTANT – Not in attendance.**

**#10 REPORT FROM ATTORNEY:** Mr. Behn reminded Mr. Fiset and the Board that he is a resource for both, Board is responsible for putting policy in place, Mr. Fiset follows the policy and should be given free range to contact Seth.

**#11 SCHEDULE NEXT MEETING:**

August 8, 2024 at 6:30pm

**#12 ADJOURN:** 8:35 p.m.

Respectfully submitted by:  
Jeff Hubbard, Chairman

DISCLOSURE: THE FOLLOWING MINUTES WERE DERIVED FROM MY PERSONAL NOTES AS WELL AS FROM THE ZOOM RECORDING WITH ID# 82329967500.



**COQUINA WATER CONTROL DISTRICT**  
**Okeechobee, Florida**

**Financial Statements and**  
**Accountant's Compilation Report**  
**(Unaudited)**

**July 31, 2024**

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

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

Sebring  
(863) 382-1157

Charles F. Wicks, C.P.A. (1911 - 1996)  
J. Richard Brown, C.P.A. (1940 - 1997)  
W. Bruce Stratton, C.P.A., (1955 - 2023)  
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. Cooper, C.P.A.  
Jennifer A. Corbitt, C.P.A.

## 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, 2024, 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.

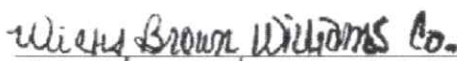
Management has elected to omit substantially all of the disclosures required by accounting principles generally accepted in the United States of America. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the District's fund balance 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., CPA's LLP  
Okeechobee, Florida

August 07, 2024

**COQUINA WATER CONTROL DISTRICT**  
**Balance Sheet -**  
**Governmental Funds**  
**July 31, 2024**

**ASSETS**

**GENERAL**

Seacoast National Bank-Operating	\$ 416,091
Seacoast National Bank CD 12/10/24 (5.13%)	238,095
Seacoast National Bank CD 12/10/24 (5.13%)	69,409
Seacoast National Bank-CD 12/10/24 (5.13%)	161,624
Seacoast National Bank-MM	390,807
Prepaid insurance	11,895
Inventories	<u>68,617</u>

<b>TOTAL ASSETS</b>	<b><u>\$ 1,356,538</u></b>
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**LIABILITIES AND FUND BALANCE**

**LIABILITIES**

Accounts payable	\$ 25,819
FRS contribution	5,521
Payroll taxes payable	(1,577)

**FUND BALANCE**

Fund balance-nonspendable	80,512
Fund balance-unassigned	1,048,365
EXCESS REVENUE (EXPENSE)	<u>197,898</u>

<b>TOTAL LIABILITIES AND FUND BALANCE</b>	<b><u>\$ 1,356,538</u></b>
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**COQUINA WATER CONTROL DISTRICT**  
**Statement of Revenues & Expenditures -**  
**Governmental Funds**  
**For The Ten Months Ended July 31, 2024**

	Y-T-D Actual	Y-T-D Budget	Y-T-D Variance
<b>REVENUES</b>			
Assessments-current	\$ 1,117,615	\$ 1,132,835	\$ 15,220
Estimated nonpayment of assessments	0	(33,835)	(33,835)
Discounts & commissions	(22,470)	(23,000)	(530)
Interest income	16,934	500	(16,434)
Other income	574	0	(574)
Total Revenues	<u>1,112,653</u>	<u>1,076,500</u>	<u>(36,153)</u>
<b>EXPENDITURES-ADMINISTRATIVE</b>			
Supervisor's fees	2,888	5,000	2,112
Legal & consulting fees	27,609	20,000	(7,609)
Auditing	12,400	13,700	1,300
Accounting	32,750	47,700	14,950
Office	7,790	8,000	210
Total Expenditures-Administrative	<u>83,437</u>	<u>94,400</u>	<u>10,963</u>
<b>EXPENDITURES-FIELD SALARIES</b>			
Salaries & wages	331,319	425,000	93,681
FRS contribution	45,698	50,600	4,902
Payroll taxes	26,023	34,000	7,977
Health, disability & dental insurance	51,528	78,000	26,472
Total Expenditures-Field Salaries	<u>454,568</u>	<u>587,600</u>	<u>133,032</u>
<b>EXPENDITURES-FIELD OTHER</b>			
Engineering	18,775	32,000	13,225
Utilities	6,893	14,200	7,307
Insurance	62,515	52,000	(10,515)
Total Expenditures-Field Other	<u>88,183</u>	<u>98,200</u>	<u>10,017</u>
<b>EXPENDITURES-FIELD MAINTENANCE</b>			
Uniforms	5,000	5,000	0
Fuel	78,512	100,000	21,488
Contingency	0	30,800	30,800
Repairs & maintenance	130,373	120,000	(10,373)
Total Expenditures-Field Maintenance	<u>213,885</u>	<u>255,800</u>	<u>41,915</u>

**COQUINA WATER CONTROL DISTRICT**  
**Statement of Revenues & Expenditures -**  
**Governmental Funds**  
**For The Ten Months Ended July 31, 2024**

	Y-T-D Actual	Y-T-D Budget	Y-T-D Variance
<b>OTHER (REVENUES) EXPENDITURES</b>			
Equipment purchases/major repairs/building	0	20,000	20,000
Infrastructure/major equip purchases	3,081	250,000	246,919
Debt service	69,326	0	(69,326)
Total Other (Revenues) Expenditures	<u>72,407</u>	<u>270,000</u>	<u>197,593</u>
<b>(REVENUES) EXPENDITURES-EASEMENTS</b>			
Title search & surveyor	<u>2,275</u>	<u>10,000</u>	<u>7,725</u>
Total (Revenues) Expenditures-Easements	<u>2,275</u>	<u>10,000</u>	<u>7,725</u>
<b>TOTAL EXPENDITURES</b>	<u>914,755</u>	<u>1,316,000</u>	<u>401,245</u>
<b>REVENUE (EXPENDITURE)</b>	<u>\$ 197,898</u>	<u>\$ (239,500)</u>	<u>\$ (437,398)</u>