

**MINUTES OF REGULAR MEETING  
BOARD OF SUPERVISORS  
COQUINA WATER CONTROL DISTRICT  
HELD ON APRIL 10, 2025**

Pursuant to published notice, the Board of Coquina Water Control District (referred to herein as the "District") held its meeting on April 10, 2025, at the District Office, located at 17429 NW 242<sup>nd</sup> Street, Okeechobee, FL 34972. Zoom teleconference was available.

**#1 – CALL MEETING TO ORDER:**

Chairman and Supervisor, Jeff Hubbard, called the meeting to order.

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

A quorum was established with the following attendees:

Chairman and Supervisor, Jeff Hubbard

Board Treasurer and Supervisor, Sean Wilcox

Secretary and Supervisor, Tonya Schumacher

Superintendent, Dave France

Engineer, Steve Dobbs

Attorney Scott Fitzpatrick

Several landowners/attendees

**#3 – REPORT FROM ENGINEER:**

Last month, Engineer, Steve Dobbs, came out and did laser training with employees, per their request. Reviewed permit for structure 25, had conversations with the Water Management District and believes this can be done under maintenance without a permit. Coordinated with a grant manager who sent a proposal. Reviewed mine permit, which is valid, along with a 20 year dewatering permit. Discussion regarding property with potentially problematic culverts which Engineer, Steve Dobbs, would like to speak with Attorney Scott Fitzpatrick about. Comments from Attorney Scott Fitzpatrick regarding same. Discussion continues regarding same and potential solutions.

**#4 – REPORT FROM SUPERINTENDENT:**

Superintendent, Dave France, reported that he started reconstruction of B canal. Maintenance is working to keep roads and grass down. He is working on culvert policy. Discussions regarding elevation training and benchmarks, etc. He advised that he has received bids for C canal and bids for equipment for Board review. Discussion regarding number of culverts and scope of work required for C canal. He is providing a packet of information from a grant manager to potentially assist with grant writing. He is providing 5 bids for long stick excavators, with lease, finance, or lease to purchase options. He advised that the only issue he has with mining is that the shell rock agreement is coming up and he has the ability to start digging now, but he can't do both at the same time. Discussion

regarding same and regarding scope of work to be performed. Discussion regarding costs and budgeting for equipment. Superintendent advised that the domain name needs to be renewed and that he needs a new safe. He also advised that he has 3 employees due for review; 2 90 day review and 1 annual review. Discussion regarding review structure.

***Motion made by Board Treasurer and Supervisor, Sean Wilcox, to raise Sid Hayes and Landon Jones [2 90 day reviews] to \$19.00 per hour. Seconded by Chairman and Supervisor, Jeff Hubbard. Motion passed unanimously.***

#### **#5 – OLD BUSINESS:**

Chairman and Supervisor, Jeff Hubbard, inquired about policy and permits and shell rock. Board Treasurer and Supervisor, Sean Wilcox, advised that we can't do anything without elevations and all three Board members agreeing in writing and providing to county and they will not allow anyone to get C.O. without it.

Chairman and Supervisor, Jeff Hubbard, inquired about status of Marlin's utility trailer numbers. Superintendent, Dave France, advised that the numbers he received were \$3,000.00-\$6,000.00 and indicated he would like to purchase one.

**Motion made by Chairman and Supervisor, Jeff Hubbard, to authorize Superintendent, Dave France, to purchase utility trailer. Seconded by Chairman and Board Treasurer and Supervisor, Sean Wilcox. Motion passed unanimously.**

#### **#6 – NEW BUSINESS:**

Secretary and Supervisor, Tonya Schumacher, advised that Office Manager, Brandon Mills, is no longer employed by Coquina. Discussion regarding details of events leading to Brandon Mills's resignation, which included: 1. unauthorized purchase of desk; 2. unauthorized payment of bills; 3. raising credit card limit without authorization; 4. adding veteran's discount to Home Depot account without authorization; 5. unauthorized purchase of televisions from Amazon; 6. unauthorized changing of account passwords; 7. unauthorized access to bank accounts. Comments from Attorney Scott Fitzpatrick regarding approvals and denials of bills and conducting business pursuant to Florida Sunshine Law. Discussion regarding same. Comments from Chairman and Supervisor, Jeff Hubbard, and Board Treasurer and Supervisor, Sean Wilcox, regarding situation with Brandon Mills. Comments from Attorney Scott Fitzpatrick regarding same. Comments from Superintendent, Dave France, regarding same. Attorney Scott Fitzpatrick advised of his conversation with Brandon Mills and his list of requirements to return to position. Discussion with the Board regarding same. Discussion regarding enacting policies and procedures prior to hiring new office manager.

**Motion made by Board Treasurer and Supervisor, Sean Wilcox, for Superintendent Dave French, to place advertisement and start interviewing for the Office Manager position. Seconded by Chairman and Supervisor, Jeff Hubbard. Motion passed unanimously.**

Continued discussion with Board, Landowners, and Attorney Scott regarding bill pay issue and Sunshine Law related to same. Superintendent, Dave French, advised that he will be meeting with two other districts to see how they operate.

**Motion made by Chairman and Supervisor, Jeff Hubbard, to authorize Chris Vasconcellos to take necessary whatever actions necessary to secure accounts and to hire new Office Manager. Seconded by Chairman and Board Treasurer and Supervisor, Sean Wilcox. Motion passed unanimously.**

Discussion regarding Superintendent's, Dave French, ability to make decisions and/or when it is necessary to call emergency meeting to make decision. Discussion regarding prior policy regarding spending authorization cap.

**Motion made by Secretary and Supervisor, Tonya Schumacher, to authorize Superintendent, Dave French, to spend up to \$5,000.00 per incident, for equipment essential to complete work until next Board meeting. Seconded by Chairman and Supervisor, Jeff Hubbard. Motion passed unanimously.**

**Motion made by Board Treasurer and Supervisor, Sean Wilcox, for people performing audit and security check to have access to all information regarding prior Coquina lawsuit. Seconded by Chairman and Supervisor, Jeff Hubbard. Motion passed unanimously.**

**Motion made by Board Treasurer and Supervisor, Sean Wilcox, to pay \$300.00 employee referral bonuses to A.J. and Joe. Seconded by Supervisor, Tonya Schumacher. Motion passed unanimously.**

Discussion regarding security detail from police department or forensic accounting team.

**#7 – REPORT FROM ATTORNEY:**

The attorney commented on issues where indicated above.

**#8 – SCHEDULED NEXT MEETING:**

Thursday, May 8, 2025 @ 6:30 p.m.

**#9 – ADJOURNED:**

The meeting was adjourned.

Respectfully submitted by:

Jeff Hubbard, Chairman and Supervisor