

**MINUTES OF REGULAR MEETING
BOARD OF SUPERVISORS
COQUINA WATER CONTROL DISTRICT
September Budget meeting**

Pursuant to published notice, the Board of Coquina Water Control District (referred to herein as the "district") held its meeting on September 2nd, 2025 at the District Office, located at 17429 NW 242nd Street, Okeechobee, FL 34972.

#1 – CALL MEETING TO ORDER:

Jeff Hubbard called the meeting to order at 3:11 p.m. on September 2nd, 2025

#2 – ESTABLISH A QOURUM / ROLL CALL:

A quorum was established with the following attendees:

- Jeff Hubbard – Chairman and Supervisor
- Sean Wilcox – Treasury and Supervisor
- Tonya Schumacher – Secretary and Supervisor
- Allyson Musser – CLA accountant
- Kim Pobelet – CLA accountant
- Brittney Kicklighter – Office Administrator
- Scott W. Fitzpatrick – District attorney
- Several landowners/attendees

#3 – APPROVAL OF PREVIOUS MINUTES: Approved meeting minutes from Motion to approve August 2025 meeting minutes made by

#4 – LANDOWNER COMMENTS / CONCERNS:

None

#5 – REPORT FROM ATTORNEY:

-Passed due invoices for Scott Fitzpatrick from March 2025, and March through September invoice for a total of \$14,340.86 past due.

-AJ made a complaint and requested an investigation into Tonya, Jeff and Dalton. Suggestion made for the new superintendent to be the one to do the investigation if he feels comfortable doing that. If not, a recommended local attorney.

-Scott gave a form to the board of supervisors as well as the office administrator called form 8B, these forms are for the board and need to be filled out at the meeting if they have conflict in a vote.

#6 – REPORT FROM SUPERVISOR(S)/SUPERINTENDENT/OFFICE ADMINISTRATOR:

-Chairman and Supervisor Jeff Hubbard reviewed a document sent from the state to him at Coquina, regarding our audit that was submitted on July 22nd.

-Chairman and Supervisor Jeff Hubbard, Secretary and Supervisor Tonya Schumacher, and Treasurer and Supervisor Sean Wilcox reviewed purchase orders from June, July, and August.

#7 – OLD BUSINESS:

-Discussed previous motion to get tracks on excavator that was supposed to be arranged by previous superintendent and budget.

#8 – NEW BUSINESS:

-Discussion between board members regarding the hiring process of Robert Knapp. And the Office Administrator Brittney driving Robert for drug testing and background as instructed by acting Superintendent. **Motion to terminate Brittney Kicklighter for riding in a truck with a male coworker made by Chairman and Supervisor Jeff Hubbard. Motion Failed.**

Motion made by Treasurer and Supervisor Sean Wilcox for Office Administrator Brittney Kicklighter to do meeting minutes going forward. Seconded by Jeff Hubbard. Motion passed unanimously.

Motion made by Chairman and Supervisor Jeff Hubbard to hire Sean O'Connell with a salary of \$80,000 a year. Motion was seconded by Secretary and Supervisor Tonya Schumacher.

Motion Made by Secretary and Supervisor Tonya Schumacher for \$1 raise + COLA (2.5%) for Landyn, Sid, Guy, Marlon, AJ, and Dalton. And COLA raise for Robert, and Brittney. Seconded by Chairman and Supervisor Jeff Hubbard.

Jeff Hubbard instructed the office administrator to see if John Deere will do a trade in on the broken bushhog.

Motion to move forward with Weiss Serota Helfman Cole + Bierman, Lori Smith-Lalla to research and give her legal opinion on whether Coquina should continue to maintain roads. Motion is postponed till next meeting on 9-11-25.

Other issues discussed were about the excavator tracks were still not fixed even though the job was approved in previous meeting minutes. And the Grader needs \$7,000 worth of parts; labor amount is unknown.

Motion to cancel UniFirst uniform contract made by chairman and supervisor Jeff Hubbard seconded by secretary and supervisor Tonya Schumacher. Motion unanimous.

#9 – REPORT FROM ACCOUNTANT:

Discussion on new billing pay system: Coquina will upload invoices to be paid with the respective Purchase Order to the Dropbox - CLA will obtain invoices to be paid via Dropbox and will enter into Bill.com through the Friday before the week of the Board Meeting. - CLA will generate a list of invoices pending payment on Monday, the week of the board meeting. - Coquina Board will review the list of invoices pending payment for approval at the board meeting held on the 2nd Thursday of each month and communicate the list of approved invoices to CLA for payment.

Changes to payroll system also discussed – The office administrator will submit a copy of the timecards to CLA on Wednesday morning each week, CLA will enter the timecards into quickbooks and print the payroll details for review by Coquina

(office administrator), once reviewed by the office administrator if correct, send email approval for CLA to submit payroll.

Reviewed the preliminary budget with Allysson and Kim with the Board of supervisors, a few key issues came up regarding being 30k over budget in legal fees, **Motion to have Scott Fitzpatrick attend meetings via zoom except for landowners meeting on October 10th, 2025 made by Chairman and Supervisor Jeff Hubbard, seconded by Treasurer and Supervisor Sean Wilcox. Motion unanimous.**

Motion to approve Fiscal Year budget for 2026 made by Treasurer and Supervisor Sean Wilcox and seconded by Chairman and Supervisor Jeff Hubbard. Motion Unanimous.

Motion to keep Robert Knapp made by Treasurer and Supervisor Sean Wilcox and seconded Chairman and Supervisor Jeff Hubbard.

#10 – REPORT FROM ENGINEER:

The engineer was not present.

#11 – SCHEDULED NEXT MEETING:

September 11th, 2025 @ 6:30PM

#12 – ADJOURNED: 6:50 P.M.