

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

MAY 9, 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 REGULAR MEETING OF THE
BOARD OF SUPERVISORS
HELD ON APRIL 11, 2024**

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

#1 - CALL TO ORDER:

Supervisor Jeff Hubbard called the meeting to order at 6:35 p.m.

#2 - ESTABLISH A QUORUM / ROLL CALL:

A Quorum was established with the following attendees: Supervisor Jeff Hubbard; Supervisor Sean Wilcox; Superintendent Howard Sensaboy; Newly appointed Office Manager Candice Lucas and Engineer Gene Schriener. Supervisor Christina Trojanowski was absent.

#3 - APPROVAL OF PREVIOUS MINUTES:

Mr. Hubbard motioned to approve the minutes from March 14, 2024. Seconded by Mr. Wilcox. Mr. Hubbard then suggested receiving the minutes at least one week prior to meetings. This would give the Board time to review, approve, and/or correct, with final approval at meeting. After discussion, the following motion was passed:

MOTION: Mr. Hubbard motioned to approve receiving the minutes one week in advance. Seconded by Mr. Wilcox. Motion carried.

#4 - LANDOWNER COMMENTS OR CONCERNS:

Mr. Hubbard opened the floor for discussion:

- ❖ Landowner Bob Frankot questioned who was invited to attend the meeting at South Indian River Water Control District. Discussion followed. Please see #10 below.
- ❖ Landowner James Griffith questioned who the hosting firm is for the GoDaddy account. Due to the multitude of ongoing issues, Mr. Griffith is willing to donate his services/expertise to assist Coquina.
- ❖ Landowner Moe David inquired about having a 5 person Board opposed to a 3 person Board.
 - Mr. Hubbard stated he would ask legal council.

- ❖ Landowner Bob Frankot inquired about subcontracting work. However, due to time restraints he was asked to hold his questions till the Board had completed the Agenda Items.

#5 - REPORT FROM ENGINEER:

Mr. Schriener stated when he came onboard there were a total of 5 open permits, 3 have been completed.

CANAL C MODIFICATIONS: Mr. Schriener would like to see a set of plans showing the scope of work and hopes SFWMD has a copy since it was originally submitted to them. Mr. Sensaboy stated it may be on a hard drive. Mr. Wilcox asked Mr. Sensaboy when Tradewinds Surveying Group will complete their scope of work? Mr. Sensaboy will call and find out, as no timeframe was given. Mr. Schriener asked Mr. Sensaboy to see if Tradewinds can provide a map with a larger scale.

Mr. Hubbard asked Mr. Schriener if anyone from Coquina had ever asked him to investigate grants (funding)? His answer was, No. However, he did state he has worked on them in the past for other districts. This followed with discussion of how to move forward. Mr. Sensaboy disclosed it is his understanding from previous Board members that it would be hard for Coquina to get grants because Coquina does not own the property. Mr. Wilcox stated Coquina does own the land and clean water retention ponds are definitely needed along with larger canals. Clean water is the ultimate goal and is needed before the water is released. More discussion followed regarding procedures and types of funding. Mr. Hubbard encouraged landowners to get involved with researching grants since this is something that has never been done.

To procure shell rock material from Coquina's North Quarry, core drilling is necessary to determine about how much material is available. Mr. Wilcox stated since Coquina previously had some core samples done it would benefit Coquina to find the previous records instead of spending additional funds. Mr. Sensaboy stated he contacted the previous superintendent and core drilling had been done when Coquina originally purchased the land. Mr. Hubbard asked Mr. Sensaboy why the records were not in the office? Mr. Sensaboy stated the previous superintendent does not know what happen to the reports.

- Mr. Schriener will schedule a meeting with Randy Burnham at SFWMD regarding open permits and provide more details at the next meeting.
- Mr. Sensaboy will contact Tradewinds regarding their completion date and inquire about getting a larger scaled map.
- Mr. Schriener to research grants/appropriations based on what Coquina's needs are.
- Mrs. Lucas will also research funding.
- Mrs. Lucas will research land purchase dates and previous core drilling reports.

#6 - REPORT FROM SUPERINTENDENT:

Mr. Sensaboy reported the following:

- Section 27 is starting to have a flooding issue and is waiting on Tradewinds to review pipes under 208-S.
- He spoke with Mr. Schriener regarding the pipes to be installed in that area.
- He reported ditch cleaning will be completed on 176th, then the crew will move the machines to 306th and 304th to continue the ditch cleaning.
- Canal E needs to be addressed.
- The mowing project is up and running.
- He discussed cleaning the ditch North of 288 with Mr. Schriener so it does not cause flooding on the South end.
- CWCD needs to order 24" pipes for 254 & 252 to replace the current pipes to prevent flooding, and 2 pipes for the reservoir.
- He discussed with the board about contacting the landowners regarding easements and canal access.

Mr. Sensaboy asked the Board to approve Joseph Crooks raise from \$19.00 to \$20.00 an hour, and Dalton Bornheimer from \$15.00 hour to \$16.00 an hour. Mr. Wilcox and Mr. Hubbard approved the raises and the following motion was passed:

MOTION: Mr. Wilcox and Mr. Hubbard motioned to approve pay increases for both employees. Motion carried unanimously.

#7 OLD BUSINESS:

Steering Committee: Mr. Hubbard stated at the last meeting there were concerns about the Steering Committee and asked if any landowner would like to be more involved to reach out to Kent Malinowski. His information will be available after the meeting.

Mr. Wilcox wanted it known under full disclosure that the gentleman (Glanton Pyle) who inquired about the committee at the last meeting was contacted by Mr. Malinowski. However, the gentleman refused to call and wanted to submit everything in writing, which Mr. Malinowski is not required to do so. The Board did address the issue and allowed him the opportunity to find out the information he wanted.

Update on 1 Mile Paving: Mr. Hubbard stated Coquina is researching how other districts navigate similar opportunities and has informed them (Mr. Lightsey's associates) the board will not make any motions until due diligence is completed.

Employee Referral Bonus: Mr. Hubbard asked Mrs. Lucas to draft an outline for the new program. Mr. Wilcox would like this new program to become part of Coquina's Handbook. Program rules: If a current Full Time employee refers a new candidate for employment and that candidate completes their 90 day probationary period the referring employee will receive a \$300.00 bonus.

- Mrs. Lucas to prepare draft for the Boards approval. Once approved it will become part of Coquina's Handbook.

Ethics Training: Mr. Wilcox has completed his training.

#8 - NEW BUSINESS

South Indian River Water Control District: Mr. Hubbard shared that he and Mr. Wilcox along with a few landowners had the opportunity to visit their top-notch facility on April 4, 2024. SIRWCD and Coquina have the same goals which are to provide water management and road maintenance as well as related services. SIRWCD has graciously extended their support and would like to tour our District and give guidance where it may be needed. SIRWCD maintains overhead cost by in-housing accounting, payroll, budgeting, and more. They also shared their hiring tiers: Beginner, Apprentice, and Operator, wages are respectfully based on the tiers.

Another issue discussed was that SIRWCD DOES NOT provide free culvert replacement. With that said, Coquina will no longer replace culverts damaged by others for free. However, Coquina desires to offer the most effective and cost-efficient culvert replacement policy. If a culvert is damaged by Coquina it will be replaced free of charge. Mr. Wilcox stated he has said this from the beginning and something needs to be in the policy where the homeowner has to get it repaired because it will affect everyone else's waterflow. If the homeowner fails to repair damaged culverts Coquina will replace it for a fee. Mr. Wilcox also feels Coquina should issue permits for new construction of driveways. Coquina will never have proper waterflow if culverts are not uniform or where they should be. Mr. Sensaboy inquired about repairs already scheduled and both Mr. Hubbard and Mr. Wilcox are in agreement that as of now no more culverts will be replaced by Coquina for free. Coquina will look into providing the initial culverts to landowners for a fee and provide proper installation elevations with installation to be done by others. Revised but not finalized culvert policy herein attached. After discussion the following motions were passed:

- Coquina will inquire about how to assess landowners for culvert repairs.
- Coquina will inquire about driveway/culvert permits.
- Coquina will investigate providing culverts to landowners for a fee.

MOTION: Mr. Hubbard motioned to change Coquina's culvert policy effective as of April 11, 2024. Seconded by Mr. Wilcox. Motion carried.

MOTION: Mr. Hubbard motioned to purchase an office computer system. Seconded by Mr. Wilcox. Motion carried.

#9 - REPORT FROM ACCOUNTANT: Not in attendance.

Mr. Hubbard reported now is the time to start looking into next year's budget.

- Mr. Sensaboy to provide the Board with a preliminary budget at the next meeting.
- Mrs. Lucas will assist in the preparation of the preliminary budget.

#10 - REPORT FROM ATTORNEY: Not in attendance.

Mr. Hubbard stated Coquina has the opportunity to obtain a new law firm: Lewis, Longman & Walker, P.A., the same firm that helped write Florida statute 298 that Coquina is governed by. After discussion the following motion was passed:

MOTION: Mr. Wilcox motioned to hire new law firm. Seconded by Mr. Hubbard. Motion carried.

#11 - SCHEDULE NEXT MEETING

Thursday, May 9, 2024 @ 6:30 p.m.

#12 ADJOURNED: 8:35 pm

Respectfully submitted by:

Jeff Hubbard, Chairman

DISCLOSURE: MINUTES WERE DERIVED FROM MY PERSONAL NOTES AS WELL AS FROM A VIDEO RECORDING PROVIDED BY COQUINA TITLED "4_11_2024 Meeting.mp4".

**Coquina Water Control District
17429 NW 242nd Street
Okeechobee, FL 34972
863-763-4601**

April 11, 2024

COQUINA WCD CULVERT POLICY

Subject: Proposed Updated Culvert Policy

The text of Coquina's policy regarding replacement of existing pipes (culverts) shall be deleted and the following text shall be inserted and therefore updated.

- Landowners must notify the District when their culvert has been crushed or has collapsed and is no longer functioning. This is important to ensure proper stormwater management.
- The cost of the replacement pipe and labor shall be borne by the landowner.
- Pipe/s must comply with the specifications outlined herein.
- The District shall purchase pipe (Culverts) in bulk and make them available to Landowners for purchase from the District office at a reasonable cost. Landowners may purchase pipes from alternate sources, however if a Landowner installs pipe that fails to meet specifications, such pipes shall be removed fifteen (15) days after the District notifies the Landowner of such failure. All costs shall be borne by the Landowner.
- Pipes may be installed ONLY if there is an existing easement for drainage, ingress and egress in Coquina's favor or an easement is given to Coquina Water Control District for drainage, ingress and egress with dimensions consistent with other properties of similar location.

Contact Information:

Should you have any questions or require further clarification, please contact Brandon at 863-763-4601 or CoquinaWater@gmail.com.

Sincerely,

Jeff Hubbard
Chairman of the Board
Coquina Water Control District

**COQUINA WATER CONTROL DISTRICT
Okeechobee, Florida**

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

April 30, 2024

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 April 30, 2024, and the related statement of revenues and expenditures - governmental funds for the seven 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

May 07, 2024

COQUINA WATER CONTROL DISTRICT
 Balance Sheet -
 Governmental Funds
 April 30, 2024

ASSETS

GENERAL

Seacoast National Bank-Operating	\$	436,807
Seacoast National Bank CD 12/10/24 (5.13%)		235,077
Seacoast National Bank CD 12/10/24 (5.13%)		68,523
Seacoast National Bank-CD 12/10/24 (5.13%)		159,575
Seacoast National Bank-MM		385,841
Prepaid insurance		29,745
Inventories		<u>64,833</u>

TOTAL ASSETS	\$	<u>1,380,401</u>
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LIABILITIES AND FUND BALANCE

LIABILITIES

Accounts payable	\$	25,823
FRS contribution		5,496
Payroll taxes payable		(17)

FUND BALANCE

Fund balance-nonspendable		29,745
Fund balance-unassigned		1,099,131
EXCESS REVENUE (EXPENSE)		<u>220,223</u>

TOTAL LIABILITIES AND FUND BALANCE	\$	<u>1,380,401</u>
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COQUINA WATER CONTROL DISTRICT
Statement of Revenues & Expenditures -
Governmental Funds
For The Seven Months Ended April 30, 2024

	Y-T-D Actual	Y-T-D Budget	Y-T-D Variance
REVENUES			
Assessments-current	\$ 856,218	\$ 1,132,835	\$ 276,617
Estimated nonpayment of assessments	0	(33,835)	(33,835)
Discounts & commissions	(19,856)	(23,000)	(3,144)
Interest income	6,010	500	(5,510)
Other income	574	0	(574)
Total Revenues	<u>842,946</u>	<u>1,076,500</u>	<u>233,554</u>
EXPENDITURES-ADMINISTRATIVE			
Supervisor's fees	2,159	5,000	2,841
Legal & consulting fees	16,873	20,000	3,127
Auditing	0	13,700	13,700
Accounting	19,650	47,700	28,050
Office	5,435	8,000	2,565
Total Expenditures-Administrative	<u>44,117</u>	<u>94,400</u>	<u>50,283</u>
EXPENDITURES-FIELD SALARIES			
Salaries & wages	228,837	425,000	196,163
FRS contribution	31,771	50,600	18,829
Payroll taxes	18,087	34,000	15,913
Health, disability & dental insurance	41,074	78,000	36,926
Total Expenditures-Field Salaries	<u>319,769</u>	<u>587,600</u>	<u>267,831</u>
EXPENDITURES-FIELD OTHER			
Engineering	13,525	32,000	18,475
Utilities	5,274	14,200	8,926
Insurance	44,899	52,000	7,101
Total Expenditures-Field Other	<u>63,698</u>	<u>98,200</u>	<u>34,502</u>
EXPENDITURES-FIELD MAINTENANCE			
Uniforms	5,000	5,000	0
Fuel	57,541	100,000	42,459
Contingency	0	30,800	30,800
Repairs & maintenance	92,740	120,000	27,260
Total Expenditures-Field Maintenance	<u>155,281</u>	<u>255,800</u>	<u>100,519</u>

COQUINA WATER CONTROL DISTRICT
Statement of Revenues & Expenditures -
Governmental Funds
For The Seven Months Ended April 30, 2024

	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	3,081	250,000	246,919
Debt service	<u>34,502</u>	<u>0</u>	<u>(34,502)</u>
Total Other (Revenues) Expenditures	<u>37,583</u>	<u>270,000</u>	<u>232,417</u>
 (REVENUES) EXPENDITURES-EASEMENTS			
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>
 TOTAL EXPENDITURES			
	<u>622,723</u>	<u>1,316,000</u>	<u>693,277</u>
 REVENUE (EXPENDITURE)			
	<u>\$ 220,223</u>	<u>\$ (239,500)</u>	<u>\$ (459,723)</u>