

**CEDAR KEY WATER & SEWER DISTRICT
P.O. BOX 309 / 510 THIRD STREET
CEDAR KEY, FL 32625**

**Minutes of Regular Meeting
Board of Commissioners
March 13, 2017**

Board Members Present: Dottie Haldeman, Chris Reynolds, Joe Hand.

Others Present: John McPherson, Mac Cox, Steve Rosenthal, Jim Wortham, Mark Gluff

1. Meeting called to order at 5:00 P.M.
2. Pledge and Prayer.
3. Adoption of Agenda. **Motion** by Chris Reynolds to adopt agenda as presented. **Second** by Joe Hand. Passed by a vote of 3-0.
4. Public Input: Public input was requested but none was provided.
5. Low Key Hideaway re Capital Facilities Charges. Mark Gluff appeared on behalf of Frank Wellinger, owner of Low Key Hideaway. The question is how much in the way of capital facilities charges needs to be paid per new RV site at Low Key Hideaway. Mr. Gluff questioned whether the District is properly following state law with regard to capital facilities charges and requested that Low Key Hideaway be put on the next agenda to address the issues further. The Board directed the General Manager to place on the next agenda.
6. Approval of Minutes. **Motion** by Chris Reynolds to accept minutes of the February 13, 2017, regular meeting, as submitted. **Second** by Joe Hand. Passed by a vote of 3-0.
7. Financial Reports. Budget, Balance Sheet, Checkbook Activity, Past Due Accounts, and Employee Leave reports were presented for review. Chair Haldeman asked that the General Manager check on Federal National account and the status of the meter. **Motion** by Chris Reynolds to accept the financial reports as submitted. **Second** by Joe Hand. Passed by a vote of 3-0.
8. Bill Adjustment: Frank Offerle. **Motion** by Joe Hand to approved the adjustment from \$305.55 to \$192.11 as the leak was exterior and did not go through the wastewater system. **Second** by Chris Reynolds. Passed by a vote of 3-0.
9. Resolution 2017-01: A Resolution of the Cedar Key Water and Sewer District Amending Charges for New Meters; Providing Instructions to the Codifier; and Establishing an Effective Date. The short title of the resolution was read by Chair Haldeman.

The General Manager explained that the District's regulations are outdated with regard to the cost of water meters, and the language by which those charges are imposed. He explained that the section of the District Code by which the District collects the cost of

new meters is 4.04E which is entitled “Meter Installation Charges.” This section purports to set out the costs of the meter *and* its installation. In fact, however, the District has used this section to collect only for the cost of the meter, and a separate section in the Code to collect for installation. Currently, the installation cost is set at \$120 at Section 5.04F of the Code. Thus, one of the proposed edits to Section 4.04E is to make it clear that this section applies only to the cost of the meter itself, and does not include installation costs which are covered elsewhere in the Code.

The General Manager went on to explain that regard to the cost of the meters, the current charge for the standard 3/4-inch residential meter is \$150, but the actual cost has risen to \$200. For meters larger than the standard 3/4 inch, the prices vary depending on what the customer needs. He therefore recommended that Resolution 2017-01 be adopted to increase the cost of the standard meter to \$200, and provide that the charge for non-standard meters shall be the District’s actual cost to order the meter.

After discussion by the Board and request for public input: **Motion** by Joe Hand to adopt Resolution 2017-01. **Second** by Chris Reynolds. Passed by a vote of 3-0.

9. General Manager Report:

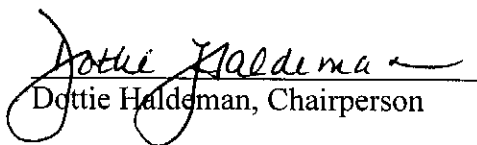
- a. *New Water Plant: Design and Construction.* The GM reported that further testing of the diatomaceous earth will take place, and that staff and the engineer are moving ahead with design and funding of the deep well.
- b. *Hurricane Hermine: Office Repair.* The GM reported that repairs on the office should begin on April 3, 2017, by Dreyer’s.
- c. *TwinOxide.* The GM reported that the contract had been signed with TwinOxide, that permitting is underway with DEP, and that installation should begin soon.
- d. *State Road 24 Water Main Crossing.* The GM reminded the Board that the District had a break in the main water line that crosses SR 24 at the wellfield, and that fortunately the break was right at the edge of the highway and not under it. He reported that it has been determined that this is a brittle cast iron pipe installed about 45 years ago, and that to avoid future breaks and possible shut down of SR 24 the pipe needs to be replaced. He further stated that it was his hope that this work could be done at the same time that the directional drilling on the airport bridges will take place later this year, and that to be ready the District will need engineering and permitting for the SR 24 crossing. The GM presented a proposed Task Order under the continuing engineering services contract with Mittauer for review and approval by the Board. The Board requested that the GM look into alternatives to directional drilling such as pipe bursting. **Motion** by Joe Hand to approve the contract and authorize the General Manager to sign. **Second** by Chris Reynolds. Passed by a vote of 3-0.
- e. *Capital Facility Charges.* The GM asked the Board to consider what path to take with the capital facility charges. He noted that they had been in place for about 25 years without, as far as he knows, any update to the study regarding the proper amount of the fees. He also noted that growth is now very slow in Cedar Key and that the very little is being raised by the fees. He suggested that it was probably

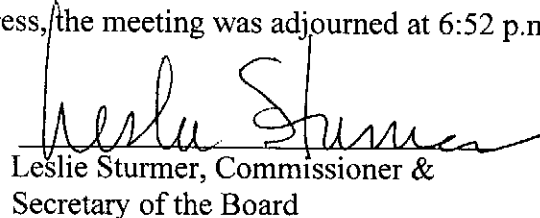
time to update the fees, but that the potential income from the fees may not warrant an expensive study. The Board questioned what would happen if growth started up again with the GM responding that a new study would have to be done at that time to justify the fees. The Board agreed that the GM should bring back a draft resolution relating to the fees for further discussion at the next meeting, with an estimate of how much a new study would cost.

- f. *Job Vacancy.* The GM asked the Board to consider what to do about the vacancy in the Assistant Superintendent position. He reported that it was James and he recommended that Billy Quinn be promoted to that position and that we advertise for a Technician position. The GM reported that Billy's request is that his pay be increased from \$16.50 to \$20.00 per hour. There was general discussion about the need to have someone in line to become a licensed operator in water and wastewater since it is necessary for the District to have two operators on staff to comply with DEP staffing requirements. There was discussion about the pay and benefits received by existing District employees as compared to other pay levels in the area. The GM stated that in lieu of immediately providing \$20 per hour for Billy, that a \$2.00 per hour could be given now with reconsideration at budget time. The Board agreed with the plan to promote Billy to Assistant Superintendent, to increase his pay by \$2.00 per hour, and to advertise for a Technician with pay to be determined at time of employment.
- e. *Groundwater Levels.* The GM reported provided the following groundwater levels to the Board for the Rosewood and Fowlers Bluff monitoring wells:

DATE	ROSEWOOD	FOWLERS	NOTE
1.1.12	7.62	1.64	6 months before saltwater intrusion
5.23.12	6.67	-.54	Near start of intrusion event
8.1.12	9.76	3.76	Near end of intrusion event
1.1.17	9.88	2.99	Start of this year
3.7.17	9.18	2.68	Current

10. Commissioner Comments. There were no Commissioner comments.
11. Public Input. Public input was requested but none was provided.
12. There being no further business to address, the meeting was adjourned at 6:52 p.m.


Dottie Haldeman, Chairperson


Leslie Sturmer, Commissioner &
Secretary of the Board

Date: 4/10/2017