

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

**Minutes of Regular Meeting  
Board of Commissioners  
June 11, 2018**

Board Members Present: Dottie Haldeman, Joe Hand, Stephen Rosenthal, Leslie Sturmer, Chris Reynolds.

Others Present: John McPherson, Mike Donohoe, Mandy Offerle, Frank Offerle.

1. Meeting called to order at 5:00 p.m., by Stephen Rosenthal, Chair.
2. Pledge and Prayer.
3. Adoption of Agenda. Agenda as submitted was adopted by consensus.
4. Public Input. Public input was requested but none was provided.
5. Approval of Minutes. **Motion** by Dottie Haldeman to accept the minutes of the May 14, 2018, meeting as presented. **Second** by Chris Reynolds. Passed by a vote of 5-0.
6. Financial Reports. Budget, Balance Sheet, Checkbook Activity, Past Due Accounts, and Employee Leave reports were presented for review. The Board requested information on certain budget lines that had high expenditures, and the General Manager provided that information. **Motion** by Dottie Haldeman to accept the financial reports as submitted. **Second** by Joe Hand. Passed by a vote of 5-0.
7. Bill Adjustment. The Board reviewed the following request: A request by Vito Di Bari for an adjustment from \$457.23 to \$283.42 resulting from high water use for the purpose of establishing new landscaping.

The General Manager first reviewed the language in the District's code regarding bill adjustments and pointed out that there was no prohibition on giving an adjustment for wastewater charges for this reason so long as the excessive use did not have an impact on the wastewater system. He also noted that there had been examples where adjustments had been made for filling or re-filling swimming pools, which he suggested was analogous as being an intentional high use of water, and not like the usual case where the high usage is caused by something unintentional like a broken pipe.

**Motion** by Leslie Sturmer to have the General Manager bring back language clarifying the Board's policy regarding the granting of adjustments for such matters as filling swimming pools and establishing landscaping. **Second** by Chris Reynolds. Passed by a

vote of 3-2. **Motion** by Dottie Haldeman to approve the Di Bari adjustment as meeting the requirements of District Regulations. **Second** by Joe Hand. Passed by a vote of 5-0.

8. Introduction of Mike Donohoe as Applicant for General Manager Position.

The General Manager reiterated his earlier statement that it was his desire to terminate his contract with the Board for general management services as of October 1, 2018. He re-stated his reasoning as being that, in light of the current challenges facing the District, the best interests of the District would be served by having a general manager with operational skills and licensing.

Mr. Donohoe introduced himself to the Board and described his professional background in water and wastewater utilities, and his desire to manage a utility where there would be hands-on operational work and the ability to learn from experienced operators. He described his work in the State of Washington where he obtained his water and wastewater licenses, and his current work in Florida at the Sumter Correctional Institute near Bushnell in Sumter County. He stated that he has obtained his wastewater operator license for Florida, and is in the process of obtaining his water license.

The Board discussed with Mr. Donohoe his experience and career goals, and asked whether he would be comfortable doing the administrative part of the job. He stated that he is doing the administrative part in his current job at Sumter Correctional Institute, and feels comfortable that he would enjoy that part of the job and be able to handle it competently.

After further general discussion, the Board thanked Mr. Donohoe for making the trip up to Cedar Key, and asked him to provide three references to the General Manager for placement on the agenda of the July meeting.

9. General Manager Report.

a. *Water Plant Issues.* The GM reported the following;

- Efforts to Reduce Disinfectant Byproducts:
  - The Miex consultant spent two days here and helped get the Miex System working as optimally as possible. An additional tote of resin has been ordered to ensure that the system is adequately supplied.
  - The sand filters were given a complete chemical cleaning to remove organics stuck to the sand, gravel and underdrains. This was done by Hawkins and appears to have worked well.
  - The chemists at Hawkins did some testing at the plant and suggested a new flocculant and coagulant. This switch has been made and they seem to be working well.

He reminded the Board that the changes have resulted in DBP levels for the second quarter of 2018 that were within standards, and we expect the levels will stay within standards.

- TwinOxide: DEP has agreed that if the Twin Oxide pilot test goes well, DEP would approve permanent use of chlorine dioxide as the primary disinfectant. Now, however, there are water quality complaints from customers at Wedgefield which we should review prior to deciding whether to re-start the Twin Oxide pilot test. We are awaiting a copy of those complaints from DEP.
  - AP Oxidation Media: A test of this new filtration media, which has been shown to be effective in removing organics from raw water at other water systems dealing with high DBPs, was conducted at the water plant and we are awaiting results from the lab.
  - Water Quality Reporting: The District will be sending out two notices during June: The annual Consumer Confidence Report (CCR) and the quarterly DBP notice that continues to be required due to our high levels of DBP last year. The Board reviewed the notices and asked for explanation on some of the numbers. The Board approved the draft cover letter to be sent with the notices.
- b. *Boil Water Notices.* The GM reported that the District had to issue two boil water notices since the last Board meeting. There was one on May 29 resulting from heavy equipment breaking a water line near where the bridge construction is taking place, and a second on June 4 resulting, apparently, from someone running into a fire hydrant at Bay and Magnolia which resulted in a crack in the associated water line. Both resulted in loss of pressure to customers in the nearby areas and the requirement to issue boil water notices and conduct bacteriological tests.
  - c. *Water Tower.* The GM reported that he has informed Utility Services Group that the osprey nest appears to be inactive at this time and therefore USG should schedule completion of the painting job and replacement of the burned out lights ASAP.
  - d. *Interlocal Agreement with City.* The GM reported that he had a further discussion with Mayor Davis and will provide a revised draft of an interlocal agreement at the next meeting.
  - e. *Backflow Project.* The GM suggested that, given budget constraints and the Board's desire for more information on the need for this project, it should be put on hold to be considered for inclusion in next year's budget. The Board agreed.
  - f. *Health Insurance Renewal.* The GM reported that Brown and Brown Insurance has provided the District with options for renewal of the health insurance plan, and that as usual the rates have increased. He suggested that the increase was not so great as to warrant changing plans and recommended that the Board approve renewal of the existing plan. **Motion** by Dottie Haldeman to renew the existing health insurance plan. **Second** by Chris Reynolds. Passed by a vote of 5-0.

- g. *2018-2019 Budget.* The GM reported that it was time to begin work on the 2018-2019 budget and presented a preliminary draft for the Board's review. The Board directed the GM to prepare an option including a 3% COL increase in rates.
- h. *Audit.* The GM reported that there has been delay this year in Carr Riggs doing the District audit, but that there has been a flurry of activity over this past week which suggests that the audit may be completed by the June 30 deadline.
- i. *Financial Disclosure.* The GM reminded the Board that Form 1, Financial Disclosure, is due by July 1, and is to be filed with the Levy County Supervisor of Elections.
- j. *Groundwater Levels.* The GM presented the following groundwater data:

DATE	ROSEWOOD	SUWANNEE	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 2017
1.1.18	10.46	3.53	Start of this year
5.18.18	10.77	3.92	Previous reading
6.6.18	11.22	4.59	Current

10. Commissioner Comments:

Chairman Rosenthal asked about the contract for grease collection and the GM reported that it had been executed online.

There was discussion about moving the July meeting date due to the anticipated absences of two board members, but it was decided to keep the meeting on July 9 as scheduled and have the two members participate by telephone.

11. Public Input: Public input was requested but none was provided.

12. Adjournment: There being no further business to conduct, the meeting was adjourned at 6.54 p.m.

  
 Stephen Rosenthal, Chairperson

  
 Leslie Sturmer, Commissioner &  
 Secretary of the Board

Date: 7/9/18