

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

**Minutes of Regular Meeting
Board of Commissioners
September 12, 2016**

Board Members Present: Dottie Haldeman, Leslie Sturmer, Thelma McCain, Seth Colson, Chris Reynolds (arrived at 5:10 p.m).

Others Present: John McPherson.

1. Meeting called to order at 5:01 P.M.
2. Pledge and Prayer.
3. Adoption of Agenda. **Motion** by Seth Colson to adopt agenda as submitted. **Second** by Thelma McCain. Passed by a vote of 4-0.
4. Adoption of Tentative Millage Rate for FY 2016-2017.

RESOLUTION NO: 2016-02

A RESOLUTION OF THE CEDAR KEY WATER AND SEWER DISTRICT; ADOPTING THE TENTATIVE LEVYING OF AD VALOREM TAXES FOR FISCAL YEAR 2016-2017; AND ESTABLISHING AN EFFECTIVE DATE.

The resolution was read in full by John McPherson, General Manager. **Motion** by Leslie Sturmer to adopt Resolution 2016-02 as submitted. **Second** by Thelma McCain. Passed by a vote of 4-0 at 5:05 p.m.

5. Adoption of Tentative Budget for FY 2016-2017.

RESOLUTION NO: 2016-03

A RESOLUTION OF THE CEDAR KEY WATER AND SEWER DISTRICT; ADOPTING THE TENTATIVE BUDGET FOR FISCAL YEAR 2016-2017; AND ESTABLISHING AN EFFECTIVE DATE.

The resolution was read in full by John McPherson, General Manager. **Motion** by Leslie Sturmer to adopt Resolution 2016-03 as submitted. **Second** by Seth Colson. Passed by a vote of 5-0 at 5:22 p.m.

6. Adoption of Rate Resolution.

RESOLUTION NO: 2016-04

A RESOLUTION OF THE CEDAR KEY WATER AND SEWER DISTRICT AMENDING RATES FOR WATER AND SEWER CHARGES; PROVIDING INSTRUCTIONS TO THE CODIFIER; AND ESTABLISHING AN EFFECTIVE DATE.

The short title was read by John McPherson, General Manager. **Motion** by Chris Reynolds to adopt Resolution 2016-04 on first reading as submitted. **Second** by Leslie Sturmer. Passed by a vote of 5-0.

7. Public Input. Public input was requested but not was provided.
8. Approval of Minutes. **Motion** by Chris Reynolds to accept minutes of the August 8, 2016, regular meeting as submitted. **Second** by Leslie Sturmer. Passed by a unanimous vote.
9. Financial Reports. Budget, Balance Sheet, Checkbook Activity, Past Due Accounts, and Employee Leave reports were presented for review. The General Manager was directed to check on the status of balances due by Wayland Beckham and Lee Bryan. The Board agreed that the debt owed by Erik Brogren upon his death should be written off. **Motion** by Leslie Sturmer to accept the financial reports as submitted. **Second** by Chris Reynolds. Passed by a vote of 5-0.
10. Bill Adjustment Request. A request by Mary Miller for an adjustment due to an exterior broken pipe. This resulted in a high water bill which was found to qualify for an adjustment because the water did not go through the wastewater system. **Motion** by Seth Colson to grant the requested adjustment from \$1,095.46 to \$593.52. **Second** by Chris Reynolds. Passed by a vote of 5-0.
11. General Manager's Report.
 - a. *Hurricane Hermine Report.*

Water System: The GM reported that the water system lost pressure during the storm due to so many private lines breaking and allowing water to flow freely. The District issued a boil-water notice on September 2 and lifted it on September 5 after the required water sampling. There was damage to some of our facilities on Dock Street, but all was repaired quickly and water was provided as needed by the customers in that area. There was little damage to our facilities elsewhere, and the system is operating properly now.

Wastewater System: The GM reported that the wastewater system was flooded and it took a few of days to get it pumped out and back to operating normally. We had to use the emergency surface water discharge option in our permit until Tuesday morning when we were able to go back to the normal land infiltration.

The question of discharge of raw sewage was raised and the GM reported that when the system floods there is some raw sewage in the distribution system that is mixed with the seawater and leaves the system, but that no raw sewage was discharged from the plant. He also reported that there was damage to the main lift station at D and 1st Streets, but fortunately we had the new portable pump to handle the flow. He reported that two new pumps for the main lift station had been ordered at a cost of \$12,264.

Office Building: The GM reported that the interior of the office building sustained significant damage due to flooding. Upon the advice of our insurance company, arrangements were made with a restoration company, Dreyer's out of Gainesville, to come in and begin the drying and repair process. The company being used is Dreyer's out of Gainesville. He reported that Dreyer's has submitted a proposal for reconstruction work which would entail the use of corrugated metal instead of drywall, and painted concrete instead of carpet, and that most or all of this should be covered by the flood coverage we have in our property insurance policy. He reported that all District files and office equipment were raised up above the flood level and so there was no damage to these assets, but there was some damage to supplies and equipment in the operations workroom. **Motion** by Chris Reynolds to approved the Dreyer's proposal with use of corrugated metal and painted concrete. **Second** by Leslie Sturmer. Passed by a vote of 5-0.

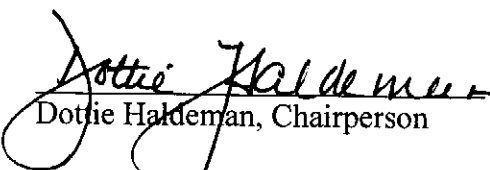
Generally: The GM reported that he thought District staff did a good job preparing for and responding to the storm, but recommended that it would be advisable to have a workshop with the Board to go over the experience with this storm and discuss any ways in which our preparations and response could be improved. The Board agreed.

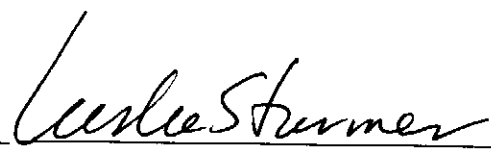
- b. *New Water Plant: Well 5.* The GM reported that the final pay request for reimbursement of our costs has been received.
- c. *New Water Plant: Rural Development Funding.* The GM reported that the bond validation hearing was held on August 25 in Bronson and we now wait for a 30-day appeal period to end.
- d. *New Water Plant: Design and Construction.* The GM reported that the pilot test was interrupted for a few days during and after the hurricane but no damage was done to the equipment. He also reported that there was consensus among staff, the engineer, and Wigen that testing of an additional sand filter will be needed due to the fine particulate found in our well water. He presented a proposal from Wigen for this additional equipment and testing. After discussion, **Motion** by Leslie Sturmer to approve the agreement with Wigen as presented. **Second** by Seth Colson. Passed by a vote of 5-0.
- e. *Donations of Sick Leave.* The GM reported that Ann Richburg ran out of sick leave during her recent hospital stay, and that Alicia would like to donate 11

hours of her sick leave, and James 19 hours of his, to Ann. The Board discussed the fact that Alicia only had 64 hours of sick leave available and that this donation would leave here with too few. It was also noted that Ann now had enough sick leave to cover the past hospital stay if she was allowed to apply it retroactively. **Motion** by Leslie Sturmer to allow the donation of 19 hours of sick leave by James, and to allow Ann to use 11 hours of her current sick leave retroactively. **Second** by Chris Reynolds. Passed by a vote of 5-0.

- f. *Cash in Lieu of Leave Request.* The GM reported that Neil Doty has an emergency need for cash and has requested to be allowed to cash in one week of annual leave, pursuant to District resolutions. **Motion** by Seth Colson to approve of the request. **Second** by Chris Reynolds. Passed by a vote of 5-0.
- g. *Bad Weather Policy.* The GM requested direction from the Board as to how to handle employee pay when they are sent home due to bad weather. After discussion, the GM was requested to bring this matter back to the Board for further consideration.

- 12. Commissioner Comments. The GM was asked to check into the status of our retirement accounts with regard to whether the accounts are no longer being administered by the League of Cities. He was also asked to check on the many meter boxes with lids that floated away.
- 13. Public Input: Public input was requested but none was provided.
- 14. There being no further business to address, the meeting was adjourned at 6:15 p.m.


Dottie Haldeman, Chairperson


Leslie Sturmer, Commissioner &
Secretary of the Board

Date: 10/10/16