

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

**Minutes of Regular Meeting
Board of Commissioners
March 9, 2020**

Board Members Present: Joe Hand, Stephen Rosenthal (arrived at 5:07 pm), Dottie Haldeman, Chris Reynolds (left at 6:05 pm), and Leslie Sturmer.

Others Present: John McPherson, Mack Cox, Steven Priessman, Mandy Offerle, Frank Offerle, Jan Childers, Clay Childers, Robin Bain.

1. Meeting called to order at 5:00 p.m. by Stephen Rosenthal, Chair.
2. Pledge and Prayer.
3. Adoption of Agenda. **Motion** by Dottie Haldeman to adopt the agenda as presented. Passed by a vote of 4-0.
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 regular meeting of February 10, 2020. **Second** by Joe Hand. 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. **Motion** by Dottie Haldeman to accept the financial reports as presented. **Second** by Chris Reynolds. Passed by a vote of 5-0.
7. Bill Adjustment Request: Ted Coconis for an adjustment from \$5,040.07, for December 2019 and January 2020, to \$846.25, due to a broken exterior pipe. The General Manager reviewed a memo to the Board, included as part of meeting materials, setting forth the chronology of events in this case showing that the leak went undetected for an additional month due to the District's meter reading software issues that resulted in the meters not being read for the month of December. The adjustment proposed is based on what would have been billed for December and January assuming usual adjustments for wastewater, and detection and repair of the leak in December had the meters been read in that month. **Motion** by Dottie Haldeman to approve the adjustment as set forth above. **Second** by Joe Hand. Passed by a vote of 5-0.
8. General Manager Report.
 - a. *Water Plant.* The GM reported that the District is testing two different methods for using granulated activated carbon (GAC) to reduce DBP levels:

- Following up on the two-stage ion exchange test recently done, GAC will be added to that treatment train and that will be tested soon.
- Pursuant to a recommendation from the Florida Rural Water Association, we are testing a GAC treatment process that has shown good results for the City of Palatka in lowering DBP levels. That involves adding chlorine at the well and then removing the resulting DBPs with GAC.

The GM also reported that after receiving the results for the February quarterly testing, the annual averages for THMs at both locations remain over 80 ppb, and that notices will therefore be going out again in April.

- b. *Cell Service.* The GM reported that draft lease agreements have been received from Verizon—one for the tower and one for the ground space. He reported that it is Verizon’s position that the City needs to be a party to the ground lease, and that he is working on finalizing the leases for presentation to the Board at the April meeting. He requested that in the meantime the Board decided whether the lease rate offered by Verizon was acceptable, i.e., total rent for the tower and ground is \$27,000/year (\$2,250/month), with an automatic annual increase of 1.5 percent, for a total term of 25 years. The GM reported that based on his research, the amount offered is within the range of market rate rents for water tower leases. **Motion** by Dottie Haldeman to accept the total rental rate offered by Verizon, with negotiation with the City over the split. **Second** by Joe Hand. Passed by a vote of 5-0.
- c. *Internet Service:* The GM presented a proposal from WiFiber to conduct a test of city-wide internet service by placing temporary receiving and transmitting devices on the railing of the water tower. The GM reported that James McCain was OK with conducting this test, and that he would be coordinating this with Verizon to ensure no interference. **Motion** by Leslie Sturmer to authorize the GM to enter into such agreements with WiFiber as are necessary to conduct this test. **Second** by Dottie Haldeman. Passed by a vote of 5-0.
- d. *Election:* The GM reminded the Board of the upcoming election for Seats 1, 3, and 5, and the qualifying period from March 16 to March 20, and that he election packets for any of the Board members planning on running for reelection.
- e. *General Manager Applications:* The GM informed that two applications had been received for the General Manager position, one from Bill Pittman and one from Robin Bain.
- The GM reported that Bill Pittman has both his wastewater and water operator licenses, and also 30 years of experience in the field. He stated that although Mr. Pittman was highly qualified for the position, his proposal was to live in St. Augustine and be onsite in Cedar Key only one day every two weeks. It was the consensus of the Board that this would not be a viable approach to the provision of general management services.
 - The GM reported that Robin Bain is a licensed professional engineer with 30 years experience working with water and wastewater utilities. He reported that she too lived out of town, but was proposing a schedule of 2 days onsite in Cedar Key each week. Ms. Bain introduced herself to the Board and reviewed her

qualifications and desire to work for the District. The GM suggested to the Board that for the period between this meeting and the April meeting, Ms. Bain provide services to the District as a consultant under a line in the budget designated for that purpose, and then if things go well have a proposal for permanent employment ready for the April meeting. The Board agreed with this approach.

9. Commissioner Comments:

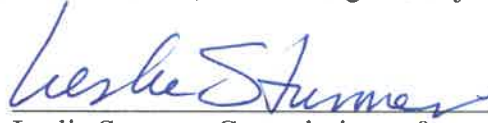
- A request was made to provide the history of negotiations with AT&T for antennas to be placed on the water tower.
- A request was made to include a cover letter with the next DBP notice to go out, explaining the efforts that have been made to address the problem and provide details about the testing and notice schedule.

10. Public Input: Public input was requested, but none was provide.

11. Adjournment: There being no further business to conduct, the meeting was adjourned at 6:25 p.m.



Stephen B. Rosenthal, Chairperson



Leslie Sturmer, Commissioner &
Secretary of the Board

Date: 5/11/2020