

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

**Minutes of Regular Meeting
Board of Commissioners
June 10, 2019**

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

Others Present: John McPherson, Summer Weinhardt, Gena Stefani.

1. Meeting called to order at 5:00 p.m. by Stephen Rosenthal, Chair.
2. Pledge and Prayer.
3. Adoption of Agenda. **Motion** by Chris Reynolds to adopt the agenda as presented. **Second** by Joe Hand. Passed by a vote of 5-0.
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 May 13, 2019, board 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. **Motion** by Dottie Haldeman to accept the financial reports as presented. **Second** by Leslie Sturmer. Passed by a vote of 5-0.
7. Presentation of FY 2017-2018 Annual Audit. Summer Weinhardt presented the final audit report on behalf of Carr, Riggs, & Ingram, LLC. She summarized the report and asked for any questions from the Board. There was general discussion about the report. **Motion** by Dottie Haldeman to adopt Resolution 2019-01 accepting the 2017-2018 Annual Audit as presented by CRI. **Second** by Leslie Sturmer. Passed by a vote of 5-0.
8. Bill Adjustment. The Board reviewed the following bill adjustment request:

Gena Stephani for adjustments to charges over the prior six months, December 2018 through May 2019. Ms. Stephani explained that there was a broken exterior water line that proved very difficult to find. The Board accepted this explanation and allowed the request for more than one month. It was noted, however, that District staff had not properly calculated the average usage over the prior 12 months and that a re-calculation was needed. **Motion** by Leslie Sturmer to approve the adjustments as meeting the standards for adjustments, and that the amount of the adjustment be as determined after a correct averaging of the bills over the prior year. **Second** by Chris Reynolds. Passed by a vote of 5-0.

9. General Manager Report.

a. *Water Plant.*

- (1) Chlorine Dioxide: The GM reported that work on the upgrades for beginning the chlorine dioxide test has been completed and that the notice to customers is being prepared for mailing. The Board requested a tour of the new facilities to be scheduled prior to the next regular meeting.
- (2) DBP Results: The GM reported the following results for the Second Quarter 2019 tests:

	Hodgson	Gulf and Hodges	MCL
TTHM	74.09	74.23	80
HAA5	21.46	21.34	60

- (3) Consent Order: The GM presented the draft DEP consent order covering the District's failure to meet DBP standards during various quarters over the last two years. He stated that the order basically required the District to do what it has already agreed and prepared to do, i.e., test chlorine dioxide as an alternative disinfectant. He noted that Tim Norman had reviewed the draft order and suggested that we ask for an extension on several of the time limits in the order. **Motion** by Dottie Haldeman to authorize the GM to sign the consent order on behalf of the District, with the changes recommended by Mr. Norman if DEP will agree to them. **Second** by Chris Reynolds. Passed by a vote of 5-0.
- (4) Annual Water Quality Report: The GM presented the 2018 Annual Water Quality Report to the Board and went over some of the items in the report. He reported that the Report would be mailed out later in the week.

b. *Wastewater Treatment Plant.*

Permit Renewal: The GM reported that various public notices are being published with mandatory public comment and challenge periods, and that the permit will issue when all these periods have run, assuming there is no challenge.

- c. *Wastewater Bridge Lines Directional Drills.* The GM reported that although the District still has not received a permit from DOT for the drills, the Advertisement for Bids was published in the Gainesville Sun on May 3, with the bid opening taking place on June 7. He reported that General Underground, LLC, was the apparent low bidder at \$164,875.23. **Motion** by Joe Hand to accept the bid by General Underground, LLC, subject to engineer review and approval. **Second** by Chris Reynolds. Passed by a vote of 5-0.
- d. *New Communication Tower.* The GM reported that construction of the new tower at the water treatment plant site is expected to be begin about July 22.

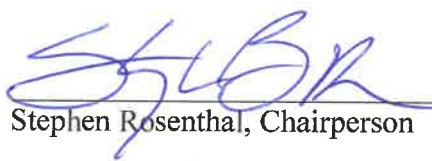
- e. *Beauchamp and Edwards Contract.* The GM presented the proposed contract for extension of the Beauchamp and Edwards contract to provide accounting services to the District. He reported that there would be an increase of \$200 in the annual base rate. **Motion** by Dottie Haldeman to authorize the Chair to sign the contract extension as proposed. **Second** by Leslie Sturmer. Passed by a vote of 5-0.
- f. *Internet Backup:* The GM reported that the AT&T internet service at the District office goes down at least once per week, usually for short periods, but sometimes it can be down for over a day. He noted that this is a city-wide problem with complaints to AT&T leading to nothing. He stated that he had learned at the Hurricane Day event that Verizon can provide internet backup service for a one-time cost of \$835 for hardware, and a monthly cost of \$10, plus \$10 per gig of usage. He stated that while the internet being down is mostly just a nuisance under normal circumstances, during an emergency, such as a hurricane, it could be a real problem since so much post-hurricane communication with the state and other utilities takes place online. He explained that Verizon reps stated that so long as its towers survive the storm, the backup internet would be functional. The GM asked for the Board's view on getting such backup. After a general discussion about the need, it was decided that the GM would get information about satellite internet, and hooking up to the ATT fiber optic line that runs adjacent to the District building, and report back to the Board at the next meeting.
- g. *2019-2020 Budget.* The GM presented the Board with a draft budget and the following schedule for TRIM compliance:
- July Board Meeting: Set current year proposed millage rate and set date, time, and place of tentative budget hearing. (Proposed date: September 9)
 - By August 24: TRIM Notices go out.
 - September 9: Tentative Budget Hearing
 - September 19: Publish Newspaper Notice
 - September 23: Final Budget Hearing
 - By September 26: Budget Resolutions to Property Appraiser
 - By October 22: Certificate of Compliance to Department of Revenue and post final budget on website.

He noted some of the features of the draft budget, and general discussion ensued. The Board requested that the GM update his comparison of utility rates with other water and sewer utilities in the region.

h. *Groundwater Levels.* The following groundwater level information was presented to the Board:

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
1.1.18	10.46	3.53	Start of 2018
1.1.18	11.50	4.61	Start of this year
5.1.19	10.91	3.36	Previous reading
6.4.19	10.27	1.74	Current

10. Commissioner Comments: There were no comments.
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 6:55 p.m.


Stephen Rosenthal, Chairperson


Leslie Sturmer, Commissioner &
Secretary of the Board

Date: 7/8/2019