

NOTICE AND AGENDA
CEDAR KEY WATER & SEWER DISTRICT
510 THIRD STREET, CEDAR KEY, FL 32625

SPECIAL MEETING
January 27, 2021, 6:00 P.M.

**NOTE LOCATION CHANGE: IN ORDER TO ACHIEVE DISTANCING
REQUIREMENTS, THE MEETING WILL BE HELD AT THE CEDAR KEY
COMMUNITY CENTER, 809 6TH STREET, CEDAR KEY**

1. Call to order.
2. Pledge and Prayer.
3. Adoption of Agenda.
4. General Manager Position: Application by Chad Wisdom
 - Cover Letter (1)
 - Resume' (2-6)
 - General Manger Job Description (7-8)
5. Commissioner Comments.
6. Public Input.
7. Adjourn.

All persons are advised that if they decide to appeal any decision made at the above-referenced public hearing, they will need a record of the proceedings, and that, for such purpose, they may need to insure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal will be based. If you have a disability and need an accommodation in order to participate in this meeting, please contact THE District office at (352) 543-5285 at least 2 business days prior to the meeting. TTY users please call 711 (Florida Relay Service).

John,

I want to thank you for your time and candor this morning. I wanted to reach out to you and provide some additional information that isn't covered on my "Electrical" resume. I have been a Maintenance and electrical manager for 20 years. I completed my Associates degree in Engineering while working. I have an Associates in psychology from right out of high school. I have supervised crews from 4 to projects with over 100 people.

My last 4 years with the Mining company, The Doe Run Company, I had the opportunity to be a part of planning and carrying through projects to completion and commissioning of 3 water treatment plants. I then had the opportunity to train on the operation of them and oversaw the first 3-6 months of operation. I had my water treatment certification and wastewater certification in Missouri, that have been let expire and are not reciprocal with Florida even though they are rated the same and have the same requirements.

I am capable of taking and passing the Florida version but, you have to be a water treatment plant employee or an employee of a municipality to be eligible to take it. I would have to be allowed time to do so if I were to be employed for this position. We could make that part of my commission and a condition of employment that I would achieve this in an appropriate amount of time.

My wife and I love the Cedar Key community and planned on retiring back in the area. We were working on getting back to our friends and family in a working capacity as soon as we could and want to be a part of keeping this great place as wonderful as we already find it to be. I am willing to accept the position at the set salary, with the understanding that as I complete the certifications and get up to speed on the full scope of work, that I be brought along to being closer to the salary that I am at now. I want to tell you all that I appreciate you even considering me for this position. My family and I dearly loved our time getting to live in Cedar Key a couple of years ago, and hold its residents as some of our favorite people. We would find it as quite the blessing to get to live here again.

Feel free to reach out to me with any questions that you may have. Along with that, we are currently staying in Chiefland even though my resume still says Colorado.

Sincerely,
Thomas Chad Wisdom

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Thomas Wisdom

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Professional Profile

CURRENT POSITION

I am currently employed by CEMEX Cement at their Lyons Colorado facility. I am the Electrical Coordinator with an Hourly Lead electrician and 6 E&I Tech positions, as well as an automation engineer and 2 instrument tech positions under my supervision. This is a Union facility. I was brought in to help re-establish the electrical department and build a quality team due to numerous retiring employees in a very short time as well as the departure of their previous electrical coordinator and supervisor. I was also tasked with "training" my replacement. It was expected that this would require 18 months to 2 years, but I am about to complete this task in approximately 10 months and am starting to look at other positions.

PREVIOUS WORK EXPERIENCE

I previously was employed with Capital Materials as the Electrical Coordinator/Safety Manager. I spent 2 months in West Texas as Assistant Plant Manager to a new 3 million ton a year frack sand plant and 93 hourly and 14 salaried employees. I was with Capital in that position for over 2 years while fulfilling my duties, I fulfilled many other roles as well. My role encompasses 10 asphalt plants and 10 quarries with 106 employees. During this time it was my responsibility to manage the day to day of the 10 asphalt plants. I handled the safety budget as well as all MSHA paperwork and safety training. I assisted in mine planning and did 2 safety audits per location per year. In addition to my Safety responsibilities, I coordinated all electrical maintenance and projects spread over 6 separate contractor companies, and 4 full time electrical maintenance technicians. My role included investigating all incidents, accidents and near misses. I was the company liaison on all MSHA site inspections. I set up and coordinated all drug tests and physicals and do the associated record keeping. I did the mine openings and closings with associated MSHA documentation. I monitored and schedule all employee MSHA refresher as well as first aid, CPR, and AED training. I handled the MSHA and OSHA onboarding safety training. I do the bulk of the MSHA annual refresher training. I maintained and ordered our company provided PPE, and scheduled an outside contractor to maintain our first aid supplies. I carried out and documented all site MSHA required ground checks and null ground checks. I teach basic electrical safety to all necessary employees. I keep abreast of changes to the NEC and NFPA 70E. I calibrated our gas testers on their yearly's, and have trained several others on the "each use" bump tests. I documented the daily and weekly toolbox/tail gate safety meetings and lead the monthly safety stand downs, as well as assisted with the quarterly and annual corporate safety meetings.

I worked with the Argos Cement Company as an Electrical supervisor for 2 years.

- Supervisor over the E&I department consisting of 6 electricians, and worked with the programmer, planner and tech.
- This is a 2 Kiln-2line pre-calciner cement manufacturing facility at 1 million+ tons of finished product per year with a hydrated limestone quarry providing the required feed.

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- All associated electrical installations supported by my electrical crew. Largest motor is a 4160 volt 6500HP motor on the ball/finish mills and then endless 4-20 ma instrumentation devices from high level, to pressure transducers, flow meters, to RTD's, to thermo couples.
- Maintain/Repair drag line
- Maintain vertical roller mills(2) and all associated equipment
- Maintain 90+ vent/cooling/dedusting fans from 5 HP to 400HP
- Maintain MSHA ground check log and Null ground testing information
- Conduct daily safety meetings with electrical department
- Conduct/document Weekly safety training refreshers
- Keep all electricians time and log in our KRONOS time keeping software
- Management/Leadership training Nov. 2015 and again in Nov. 2016
- SAP computer training
- Cross trained with electrical Planner/scheduler for 3 months
- Current with all MSHA certifications with annual refresher

I spent 18 ½ years with the Doe Run Mining Co. While with the Doe Run Co. I completed an Associates of Applied Sciences in Electrical Engineering. This was done while working by way of Penn Foster College, in association with the electrical department at the Doe Run Company for hands on.

- I have received training in and worked with voltages from 4-20ma control up to 13800 volt A.C
- Within the last few years I have been working with new installation of variable frequency drives, and plc's in addition to our day to day maintenance and upkeep of industrial processes.
- I was on policy and procedures team for Safety and Mine Rescue.
- One of three on the hearing conservation committee
- Air Quality and mine air flow/ventilation monitoring team.
- Roof and ground control-hand mining and roof bolting (mechanical, resin, and split sets) in a roof bolting machine as well as with a jack leg drill intermittent for 2 years
- Ran a production percussion drill for 2 years and did my own blasting face rounds as well as pillar recovery (Tamrock, MTI, and Joy drills)
- Came through the learner/apprenticeship program while taking the on line associates program
- Worked on the team to achieve ISO 14001 certification
- Installed underground mine leaky feeder radio system
- Installed and maintained/repared several miles of 4160volt distribution cable and 4160/480 pad mounted transformers
- Maintained/repared 11 miles of overhead 13800volt powerline

- Trained and qualified to do splices on voltages up to 14400volts
- Did electrical maintenance on electrical jumbo drills-primarily Joy and Tamrock
- Operated Cat 988, 980, 966, 950 front end loaders, and Volvo 7 yard front end loaders, as well as Wagner ST-8 scoop trams(both cab and Remote) and MTI scoop trams, along with Elfinstone scoop trams, Motor graders, Getman and Tamrock man lift/boom trucks and anfo pumps
- Operated Cat 631 and AD40 dump bed trucks and Elfinstone Haul trucks(40 ton) ,MTI haul trucks, and Volvo30&40 ton articulating haul trucks
- Trained to operate and work around mine locomotives
- Trained to operate underground and surface crushers
- Trained in quarry mining techniques
- Maintain/repair crusher units- jaw/cone
- Maintain 4 Mine ventilation installations and record that their static pressures remain with tolerance
- Maintain 12 Mine water pumping installations with varying size and hp from 40hp flyte and tsurumi submersible to 500hp vertical turbine pumps and all associated floats and control levels and timers
- Maintained and operated 4 separate mine hoist and am a qualified hoistman
- I am FBI/BATF background checked and can work around/with all Mining level explosives
- Tasked with several PLC upgrades over process controls
- Worked in and around surface rock milling processes-crushing, transporting, grinding-pumping- floating-thickening, filtering-to shipping
- Oversaw many lighting upgrade projects
- Worked with and oversaw outside contractors.
- I was part of 17 accident investigations as electrical supervisor/leadman
- Was attached to the utility crew for a year and a half underground and worked with them on ventilation and water quality projects and to meet EPA water outflow regulation

As I completed these tasks and assignments as electrical and production staff, I always worked with the mechanical maintenance crew and was involved in all aspects of the maintenance circle.

Professional Experience

Capital Materials, Jefferson City, Missouri
 June 2017- NOV 2019
 Electrical Coordinator\Safety Manager

Argos Cement Company, Newberry, Florida
 June 2015-2017
 Electrical Supervisor

Training

Variable Frequency Drive (VFD) refresher

PLC for non-programmers refresher

Current on and Refreshed on NFPA 70E training.

Leadership for the non-manager (360 degree leader)

Cement 101 overview of cement manufacturing

OSHA 30 and 10 Current

MSHA Certified Electrician and Annual Refresher current until February 2020

Doe Run Mining Company, Viburnum, Missouri November 1996-2015

Industrial Electrician

Achievements:

- I received a promotion to "Lead Electrician" which is a supervisors position. (7 years)
- Peoplesoft computer training and AS400 time keeping training * Quality Control classes
- Trained in TQM(Total Quality Management)
- 5s training

Responsibilities:

- Installation and maintenance of all electrical components in our industrial setting.
- Responsibility starts at the utilities distribution substation and continue through the entire plant above ground and underground of the mining setting.
- Involved with and maintain 13,800 volt above ground power lines all the way down to 4-20 milli amp control circuits.
- I was required to troubleshoot and repair all systems and voltages, including telephones and 12 volt mine communication systems.
- Work with wiring diagrams and prints.
- Aquatic improvement of water impoundments

Scott Welding Contractors, Sullivan, Missouri
Nov. 1995 – Nov. 1996 **Welder**

Responsibilities:

- Arc and mig welding
- Torch work and fabrication
- General maintenance

Olin Fineweld Tube, Cuba, Missouri
February 1993 – November 1995 **Laborer**

Responsibilities:

- General mill laborer and mill operator

Personal Experiences

- Member of FFA in High School
- Raised on a farm
- Worked soybean farm
- Served on Dent County Farmers association resource board
- Have served on many public councils as a community member
- Served Dent County Baptist Association Advisory Board

Education

Penn and Foster College
**Associates of Applied Sciences in Electrical Engineering
Technology- Nov, 2000**

References

Mike Reed: Maintenance Coordinator/Engineer for the Doe Run Company

(573)689-2228 extension 2000 cell(636)232-6169

Christy Foley: HR Manager Argos Newberry Florida

(352)472-4722 ext.10826

Cell(352) 221-4643

Jeff Gibson: General Mine Foreman
(573)689-2228 extension 2019

Pat Mingucci: Safety Manager for Liberty Risk management (Capital Materials)
(573)291-9463

Jason Hobson: Maintenance Manager, Cemex Lyons Colorado
(720)203-1032

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JOB DESCRIPTION - GENERAL MANAGER

The General Manager is in charge of, and responsible for, overseeing all operations of the combined water and wastewater utilities. Principal responsibilities include management of all planning, administration, customer service, engineering, construction, permitting, and operations for all utility responsibility areas in accordance with District policies. Additionally, the General Manager oversees the preparation and administration of the annual budget and is responsible for preparing and maintaining a capital improvement plan and budget. The General Manager reports directly to the five-member governing board for the District.

Responsibilities:

1. Ensure that the Water Plant and the Wastewater Treatment Plant operate as efficiently as possible and under any rules and regulations of the US government , the State of Florida, the Suwannee River Water Management District, Levy County and the City of Cedar Key, as appropriate, including provisions of the Cedar Key Comprehensive Plan and the Levy County Comprehensive Plan.
2. Issue Water and Sewer Allocations as necessary.
3. Ensure that necessary testing is performed and submit appropriate reports and answer questions for Regulatory Agencies.
4. Ensure that maintenance is performed in buildings, grounds, equipment as necessary.
5. Respond to customer complaints or questions and see that work orders are fulfilled.
6. Hire, fire, supervise, discipline and evaluate all District personnel pursuant to procedures adopted by Resolution of the District Board.
7. Set up and maintain office systems, including computers, software, billing systems, and meter readers.
8. Prepare an annual budget for the District.
9. Prepare monthly reports to the District Board of Commissioners and present at regular monthly meetings of the Board.
10. Handle all administrative responsibilities associated with the effective implementation of the above requirements.
11. Any other duties assigned by the Board of Commissioners of the District.

Reporting and Salary:

The General Manager reports to the Board of Commissioners and shall have a starting salary of \$50,000 - \$70,000 per year, depending on experience, education and qualifications. In the alternative, the General Manager may provide services to the District as an independent contractor at a rate negotiated with the District.

Qualifications:

The following are preferred, but the Board of Commissioners may find that alternative experience, education and/or training in other fields qualify a person to be General Manager:

- 5 years experience in water and wastewater treatment and/or utility management and a high school diploma.
- Must be a professional engineer with water and wastewater experience, and/or have a Class C Operator license for wastewater and water.

Benefits:

Benefits include paid vacation, sick leave, and holidays paid medical, dental and life insurance; and retirement plan.