

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

**Minutes of Regular Meeting
Board of Commissioners
July 13, 2020**

Board Members Present: Joe Hand, Stephen Rosenthal, Dottie Haldeman (by phone), Chris Reynolds and Leslie Sturmer.

Others Present: John McPherson, Jan Childers, Clay Childers, Doris Hellermann.

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 regular meeting of June 6, 2020, and special meeting of June 24, 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. Dottie Haldeman asked about two separate paychecks being written to Billy Quinn on June 11, 2020. The General Manager said he would report back to the Board on that. **Motion** by Dottie Haldeman to accept the financial reports as presented. **Second** by Leslie Sturmer. Passed by a vote of 5-0.
7. General Manager Report.
 - a. *Water Plant.* The GM reminded the Board that at the special meeting on June 24, the Board approved moving ahead with purchase of the GAC equipment if the following conditions were met:
 - Approval by DEP of the application for doing the GAC pilot test.
 - Confirmation by the District's engineer, Tim Norman, that the equipment is appropriate for use by the District in the short term, and also that it will be usable in the new water treatment plant.
 - Confirmation by DEP that remaining funds from the special legislative appropriation for construction of the new water treatment plant may be used for purchase of the GAC equipment.

The GM reported that each of these conditions has been met, that the equipment has been ordered, and that delivery is expected during the first half of August.

- b. *Cell Service.* The GM reported that he is awaiting final drafts of the tower and ground leases from Verizon so that they can be executed. He also reported that Verizon had provided final site plans and that Verizon had agreed to remove the razor wire from the fencing and to use the closest power source located on 8th Street.
- c. *Internet Service:* The GM reported that WiFiber has completed installation of its test equipment on the water tower and is making progress toward beginning the test with selected homes and businesses.
- d. *Covid 19.* The GM reported that a shield has been constructed at the front desk to provide separation between staff and customers. A discussion ensued as to whether additional measures were needed due to the Florida increase in cases. The GM was directed to take the following additional steps:
 - Place a sign on the door directing that payments be made at the outdoor drop box unless change or a receipt were needed.
 - Direct office staff to wear masks when dealing with the public.
 - Try to increase separation between office staff and field staff.
 - Check on the possibility of using hepa air filters in the office.
- e. *2020-2021 Budget and TRIM.* The GM provided the Board with a draft budget with the following important components:
 - Keeps the millage rate at the current 1.2 mills.
 - Increases rates by 3%, except for the large user base rate which stays the same.
 - Provides a 3% COL salary increase to all employees, with an extra 2% for James, Billy and Gabe to compensate for hazardous full-time work during the virus shut down.
 - Includes purchase of one new pick up truck, and a new equipment trailer.
 - Includes new generator and concrete repairs at wastewater treatment plant.

He submitted the following proposed schedule for TRIM compliance:

- July Board Meeting: Set current year proposed millage rate and set date, time, and place of tentative budget hearing. (Proposed millage: 1.2; Proposed meeting date: September 14)
- By August 24: TRIM Notices go out.
- September 14: Tentative Budget Hearing
- September 24: Publish Newspaper Notice
- September 28: Final Budget Hearing
- By October 1: Budget Resolutions to Property Appraiser, Tax Collector, and DOR
- By October 28: Certificate of Compliance to Department of Revenue and post final budget on website

He requested that the Board set the proposed millage rate and date for tentative budget hearing

There was discussion about whether the field workers should get an extra 2% raise for the coming year as compensation for onsite work during the virus shut down when the office workers were allowed to work from home. This idea was rejected by the Board. There was discussion about the possibility of a one-time bonus for the field workers, but that was put off until the next meeting.

There was discussion about the 3% salary increase for each employee which is characterized as a cost of living increase. The GM was directed to check on the actual cost of living and have that information at the preliminary budget hearing.

Motion by Leslie Sturmer to set the millage at the existing rate of 1.2 mils for purposes of the TRIM notice, and to schedule the preliminary budget hearing for September 14, 2020, at 5:01 p.m. **Second** by Joe Hand. Passed by a vote of 5-0.

8. Commissioner Comments: None.
9. Public Input: Public input was requested, but none was provided.
10. Adjournment: There being no further business to conduct, the meeting was adjourned at 6:37 p.m.


Stephen B. Rosenthal, Chairperson


Leslie Sturmer, Commissioner &
Secretary of the Board

Date: 8/10/20