

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

**Minutes of Regular Meeting  
Board of Commissioners  
September 14, 2020**

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

Others Present: John McPherson, Jan Childers, Clay Childers, Jim Wortham, Steve Priessman, Laura Goodwin, Michael Johns.

1. Meeting called to order at 5:01 p.m. by Stephen Rosenthal, Chair.
2. Pledge and Prayer.
3. Adoption of Agenda. **Motion** by Dottie Haldeman to adopt the agenda as presented. **Second** by Chris Reynolds. Passed by a vote of 5-0.
4. Resolution No: 2020-05

A RESOLUTION OF THE CEDAR KEY WATER AND SEWER DISTRICT;  
ADOPTING THE TENTATIVE LEVYING OF AD VALOREM TAXES FOR FISCAL  
YEAR 2020-2021; AND ESTABLISHING AN EFFECTIVE DATE.

The resolution was read in full by John McPherson, General Manager. There was general discussion by the Board and a request for public input. **Motion** by Dottie Haldeman to adopt Resolution 2020-05 as presented. **Second** by Leslie Sturmer. Passed by a vote of 5-0 at 5:06 p.m.

5. Resolution No: 2020-06

A RESOLUTION OF THE CEDAR KEY WATER AND SEWER DISTRICT; ADOPTING  
THE TENTATIVE BUDGET FOR FISCAL YEAR 2020-2021; AND ESTABLISHING AN  
EFFECTIVE DATE.

The resolution was read in full by John McPherson, General Manager. John McPherson advised the Board that the budget amount shown in the resolution should be changed from \$1,135,120 to \$1,308,120. There was general discussion by the Board and a request for public input. **Motion** by Leslie Sturmer to adopt Resolution 2020-06 with the change to the budget amount. **Second** by Dottie Haldeman. Passed by a vote of 5-0 at 5:17 p.m.

6. Public Input. Public input was requested but none was provided.

7. Approval of Minutes. **Motion** by Leslie Sturmer to accept the minutes of the regular meeting of August 10, 2020, as presented. **Second** by Joe Hand. Passed by a vote of 5-0.
8. Financial Reports. Budget, Balance Sheet, Checkbook Activity, and Employee Leave reports were presented for review. The General Manager explained that the Past Due Accounts report was missing due to Alicia being off work the prior week. **Motion** by Dottie Haldeman to accept the financial reports as presented. **Second** by Chris Reynolds. Passed by a vote of 5-0.
9. WiFiber Update. Michael Johns with WiFiber presented an update on the internet services being provided on a test basis from antennas attached to the water tower. He reported that all reports he had heard were that the test users were very happy with the service. Those at the meeting using the service agreed that it was working well. Mr. Johns stated that four more antennas would be needed on the water tower to fully cover the city. The Board requested that Mr. Johns provide a proposed contract for using the water tower for the provision of permanent internet service to the city.
10. General Manager Report.
  - a. *Water Plant.* The GM reported that the GAC equipment has been successfully installed and is working properly, with the DEP protocol for the test period being followed.
  - b. *Wastewater System.* The GM reported that after the beginning of the new budget year, work will begin with CROM to address the needed concrete repairs on the WWTP.
  - c. *Cell Service.* The GM reported that he had heard from Paul Rozeman who stated that there was no definite time for Verizon to move ahead with executing the leases and installing the antennas. The GM was instructed to contact Verizon and see if there is anything that can be done to speed this up, including a reconsideration of the rent to be charged.
  - d. *Covid 19.* The GM reported that one District employee had cold/flu symptoms, was told to stay away from work until tested, and after testing negative was allowed to come back to work. The GM requested guidance from the Board on how to handle the days that the employee was well, but was told to stay home pending test results; specifically whether the employee should be charged sick leave for the 2-day period that he was home awaiting results. After discussion, the Board asked the GM to find out what other government and private entities are doing and report back at the next meeting.
  - e. *Insurance Renewal.* The GM reported that it is time to renew the District's general property/liability and workers compensation policies with Egis Insurance. He presented the following with regard to the workers compensation proposal: 1 year renewal at a substantially lower rate than last year: \$5,416 renewal versus \$6,301 last year. **Motion** by Leslie Sturmer to renew with Egis as proposed. **Second** by Chris Reynolds. Passed by a vote of 5-0.

The GM presented the following options with regard to the renewal of property/liability with Egis: 1-year term: \$46,338/year or 2-year term: \$47,938/year.

The GM reported that the District's insurance advisor with Egis suggested that the 2-year term might be better given the uncertainty caused by Covid which creates the possibility that rates could go way up for 2021-2022. **Motion** by Chris Reynolds to renew at the 2-year option with Egis. **Second** by Joe Hand. Passed by a vote of 5-0.

- f. *Agreements with City of Cedar Key.* The GM reported that he has been working with City Commissioner Jim Wortham on proposed agreements to resolve longstanding issues relating to fire hydrants, the water tower site, and the City's public works yard adjacent to the water treatment plant. He reported that at a recent meeting, the City Commission approved all three of the proposed agreements, and so they are now coming to the Board for consideration. He reminded the Board that it had already approved the fire hydrant MOA so that did not need to be addressed. The GM reviewed the most important elements of the public works yard lease and of the water tower site interlocal agreement. He strongly recommended that the Board approve the lease and interlocal agreement in order to provide clarity on a number of issues and resolve longstanding issues with the City regarding these properties. **Motion** by Chris Reynolds to approve both the public works yard lease and the water tower site interlocal with an effective date for both as October 1, 2020. **Second** by Joe Hand. Passed by a vote of 5-0.
- h. *Accounting Services.* The GM reported that it is time to renew the District's annual contract for accounting services. He reported that Beauchamp and Edwards had presented a proposal for continuing to provide such services with an annual increase of from \$8,300 last year to \$8,400 this year. **Motion** by Dottie Haldeman to renew the contract with Beauchamp and Edwards as proposed. **Second** by Leslie Sturmer. Passed by a vote of 5-0.
- g. *Auditing Services.* The GM proposed that, in light of the District's experience with Carr Riggs over the past two years, and based on a recommendation by Robert Beauchamp, the District should go through an auditor selection process for the 2020 audit. He presented a draft RFP for review by the Board, and advised the Board that as part of the state-mandated audit selection process, there needs to be an Audit Committee made up of three members of the Board. **Motion** by Leslie Sturmer to initiate the auditor selection process and appoint Stephen Rosenthal, Dottie Haldeman, and Leslie Sturmer to serve as the audit committee. **Second** by Dottie Haldeman. Passed by a vote of 5-0.
- h. *TRIM Schedule.* The GM reviewed the TRIM schedule as follows:
- 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 29: 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

11. Commissioner Comments: Dottie Haldeman asked the GM to resend her the information about overtime, etc requested at the last meeting. Leslie Sturmer reminded the Board to sign up for the Coastal Cleanup on the NCBS website.
12. Public Input: Public input was requested, but none was provided.
13. Adjournment: There being no further business to conduct, the meeting was adjourned at 6:41 p.m.

  
Stephen B. Rosenthal, Chairperson

  
Leslie Sturmer, Commissioner &  
Secretary of the Board

Date: 9/29/2020