

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

**Minutes of Regular Meeting
Board of Commissioners
May 11, 2020**

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

Others Present: John McPherson, Jim Wortham, Mack Cox, Jan Childers, Clay Childers.

1. Meeting called to order at 5:00 p.m. by Stephen Rosenthal, Chair.
2. Pledge and Prayer.
3. Adoption of Agenda. **Motion** by Leslie Sturmer to adopt the agenda as presented. **Second** by Dottie Haldeman. Passed by a vote of 5-0.
4. Public Input. Public input was requested but none was provided.
5. Approval of Minutes. **Motion** by Joe Hand to accept the minutes of the regular meeting of March 9, 2020. **Second** by Dottie Haldeman. 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 Leslie Sturmer to accept the financial reports as presented. **Second** by Dottie Haldeman. Passed by a vote of 5-0.
7. General Manager Report.
 - a. *Water Plant*. The GM reported that the District has completed testing of 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 was added to that treatment train with the following lab results:

2-STAGE ION EXCHANGE (IE) PLUS GRANULATED ACTIVATED CARBON (GAC) FILTRATION Test conducted: 3/12/20		
Sample Location	TTHM POTENTIAL	Note
Influent to Column 1 IE	604.84	Miex off; After accelator and sand filters
Effluent from Column 1 IE	102.90	Same; plus Column 1 Ion Exchange
Effluent from Column 2 IE	66.65	Same; plus Column 1 and 2 Ion Exchange
Effluent from GAC Filtration	23.45	Same; plus Column 1 and 2 Ion Exchange, plus GAC

- Pursuant to a recommendation from the Florida Rural Water Association, we tested a GAC treatment process that has shown good results for the City of Palatka in lowering DBP levels. That test involved injecting a high dose of chlorine at the wells to maximize DBP creation early in the process, and then running that high-DBP water through the usual treatment process followed by GAC filtration. He reported that the test was run offline with none of the high DBP water going out into the system. The following test results were received:

EARLY CHLORINATION PLUS GAC (Palatka Approach) Test conducted: 4/1/20			
Sample Location	HAA5 POTENTIAL	TTHM POTENTIAL	Note
GAC Influent	214.41	373.33	Chlorination at wells; After Miex, accelator, sand filters
GAC, Effluent	3.51	20.45	Same, plus GAC

The GM reported that, as can be seen from the tables, the results for the “Palatka Approach” were very promising, as they have been in Palatka, and that, based on these results, information is being collected on the cost of the GAC filtration units and their operating costs with the hope of quickly moving towards installing GAC units at the existing plant, with those units then being moved for use at the new plant. The GM reminded the Board that the District has State grant funds that could be used for the purchase of the GAC units.

The GM further reported that in the meantime, DEP sent a revised consent order that follows on the conclusion of the chlorine dioxide testing. The GM went over the provisions of the draft consent order with the Board. **Motion** by Dottie Haldeman to

authorize the general manager to execute the consent order as proposed by DEP. **Second** by Chris Reynolds. Passed by a vote of 5-0.

The GM finally noted that DBP testing for the second quarter of this year took place on May 6, and that the public notice for the 1st quarter had been published in the Chiefland Citizen.

- b. *Cell Service.* The GM reminded the Board that the District has received draft lease agreements from Verizon—one for the tower and one for the ground space, and that it is Verizon’s position that the City needs to be a party to the ground lease. He stated that he is working with the city attorney in reviewing these leases, and that when the outstanding issues are worked out he will go ahead and sign the leases based on prior authorization of the Board.

The GM also reported that “Access Agreements” for the ground area and the tower had been received from Verizon and he and the City Attorney were able to negotiate needed changes to these agreements with Verizon and the modified agreements have been executed and sent back to Verizon.

- c. *Internet Service:* The GM reported that, although delayed due to virus issues, WiFiber plans on moving ahead with its test of providing internet service by way of transmitters on the water tower. He reported that there has been some delay on this due to changes being made to WiFiber’s tower facilities in Chiefland.
- d. *Election:* The GM reminded the Board that the incumbant candidates for Seats 1, 3, and 5 were the only candidates to qualify so no election was held, and that the swearing in will be held at the June meeting.
- e. *Health and Life Insurance Renewal.* The GM reported that it is time to decide on renewal of the health insurance policy with Brown and Brown and Florida Blue. He reported that there will be the usual premium increases as shown on the comparison of existing and renewal prices provided to the Board. He related to the Board that the employees are all happy with the policy, and he recommended staying with the existing policy for the coming year. **Motion** by Dottie Haldeman to renew of the existing health insurance policy with increase rates as quoted by Florida Blue. **Second** by Leslie Sturmer. Passed by a vote of 5-0.

The GM reported that the increased rate for the employee life insurance policy was insignificant and recommended renewal. **Motion** by Chris Reynolds to renew the existing life insurance policy with increased rates as quoted by Florida Blue. **Second** by Dottie Haldeman. Passed by a vote of 5-0.

- f. *General Manager Position:* The GM reminded the Board that a contract had been entered into with Robin Bain to provide services to the district. He reported that to date Ms. Bain has provided good service to the District with regard to several wastewater issues, but that, unfortunately, Ms. Bain has taken a full time position in Naples,

Florida, so that her service to the District will be coming to an end, subject to her availability to do consulting work on specific issues.

- g. *Covid 19*. The GM reported that consistent with the general re-opening in Cedar Key, the District office re-opened on May 5, with the following precautions being taken:
- Only one customer at the front counter at a time.
 - Alicia and Ann are to wear masks when dealing with customers.
 - The counter and doorknob are disinfected after every visit by a customer.

The Board suggested that additional steps be taken to keep customers at a distance from Alicia at the front desk.

He reported that James, Billy and Gabe have worked normal onsite hours and have kept things running as usual. He reported that Ann and Alicia are working a combination of office hours and work-at-home hours and are being paid for a full 40-hour week. He stated that the District has continued with the cessation of all discretionary expenditures until such time as the shut down's impact on revenues can be determined, and that so far the impact on revenues has not been substantial:

February Gross Billings:	\$61,227
March Gross Billings:	\$73,820
April Gross Billings:	\$69,600

The GM also reported that two sets of wastewater samples had been taken for testing for the Covid 19 virus by the University of Florida, and that no results have yet been reported. The Board asked the GM to encourage UF to continue weekly testing.

- h. *MOU Agreement with City*. The GM presented a proposed Memorandum of Understanding with the City relating to water and fire hydrants. He reviewed the provisions with the Board and recommended approval as it simply re-stated current practices between the City and the District, and was consistent with the 1973 lease between the City and the District. **Motion** by Chris Reynolds to authorize the General Manager to execute the MOU with the City as presented. **Second** by Joe Hand. Passed by a vote of 5-0.
- g. *Wastewater Treatment Plant*. The GM reported that as required by the WWTP permit renewal, railings had been installed around the clarifiers, and that consultants are looking at the concrete cracking issues.
- h. *Licensing*. The GM reported that Gabe Doty had completed his course work for a Wastewater C license, and will be taking the test soon.
8. Commissioner Comments: None.
9. Public Input: Public input was requested, but none was provide.

10. Adjournment: There being no further business to conduct, the meeting was adjourned at 6:18 p.m.


Stephen B. Rosenthal, Chairperson


Leslie Sturmer, Commissioner &
Secretary of the Board

Date: Jun 10, 2020