

CEDAR KEY WATER AND SEWER DISTRICT NOTICE OF PUBLIC MEETING

Notice is hereby given that at 5:01 PM on January 15, 2024, the Cedar Key Water and Sewer District (“District”) will hold a public meeting at the District’s office, 510 3RD STREET, CEDAR KEY, FL 32625, to which members of the public are invited to attend and participate. A copy of the draft agenda is listed below, The District may consider and take action with respect to matters not listed on the draft agenda.

1. Call to order
2. Pledge and Prayer
3. Public Comment
4. Adoption of Agenda
5. Discussion of General Manager Applicant Questions for Interviews
6. Disaster Recovery Scoring
6. Commissioner Comments
7. Public Comment
8. Adjourn

If a person decides to appeal any decision made by the District with respect to any matter considered at the meeting, such person will need a record of the proceedings and may need to ensure that a verbatim record is made, including the testimony and evidence upon which the appeal is made. In accordance with the Americans with Disabilities Act, persons needing special accommodations or an interpreter to participate in the meeting should contact the District Office at (352) 543-5285 at least three (3) business days prior to the dates of the hearing.

General manager applicants

Our 2 general manager applicants are scheduled to interview with the board on Monday January 29. :

2 pm. John will tour facilities with James and meet Gabe and Billy

~3 PM John wil interview with CKWSD Board

4 pm Pam will interview with CKWSD Board

Attached are the 3 reference questionnaires from Johns references. Logan Askew returned a rather brief questionnaire and I followed up with a phone conversation with him.

Response from Wynn Radford for John Rittenhouse GM applicant

Dear Joe:

Thank you for the opportunity to provide a reference for John Rittenhouse, formerly of Hopkinsville, Kentucky. I have known John for 30+ years and worked with John in his capacity as the GM of our local water authority, as the head of the nearby Lake Barkley State Park, and in different civic clubs. I have always found John a pleasure to work with, honest, and a person with “attack skills.” That is, when a problem arises, John seeks the opinions of others and once he has thought through the issue, does not have any problem making a final decision.

Particularly with a four person staff, I believe John will get to know each staff member on a one on one basis and work together for whatever is best for the community and overall organization. Simply put, I am unaware of any reason why John would not make an excellent GM for your organization. If I were making a similar decision, I would hire John without any reservations.

Please do not hesitate to contact me again if you or anyone on the selection committee have any additional concerns. Thank you for the opportunity to provide input and have a great day!

**Wynn Radford
Hopkinsville, Ky.
Wynn2500@gmail.com**

1) Does the applicant have the knowledge and experience to oversee existing and future improvements to the District's plants by working with contractors, engineering firms, state agencies, funding entities, and others?

Absolutely. John has worked with similar, larger organizations and this should not be a problem whatsoever. I would imagine John is more experienced in dealing with people from the State and funding entities than most people.

2) How would you rate (provide scale?) the applicant's expertise in the following responsibilities of the General Manager position?

- a. Planning-10
- b. Budgeting-10
- c. Administration-10
- d. Customer Services-10
- e. Engineering-**I am not sure if John has an engineering degree, I think he does. If so, a 10.**
- f. Construction-9
- g. Permitting-9
- h. Operations for all utilities-10

3) What are the applicant's strong points in being able to successfully fill the General Manager position? **See above. In addition, John is very easy going and I've never seen him with a need to dominate or control an issue. To me, John simply works to resolve the issue at hand and moves on.**

4) What are drawbacks, if any, of the applicant being able to fill the General Manager position?

Will John need to reside within the community or can much of the work be handled online? But from a personal ability standpoint, there are no drawbacks in my mind.

5) What is he/she like with subordinates and co-workers?
Excellent, my experience is that John tries to build a consensus before making a decision. To me, John is hard not to like.

6) Can you describe the applicant's day-to-day approach to performing their job?
Open-minded, disciplined, diligent, and efficient. This job will never define to John who he is or his mission in life. John simply gets the work done in a thoughtful matter and moves on to the next problem or crisis. To summarize, I believe John's management approach would be to get everyone involved and where "one good argument devours another," with the best argument surviving and everyone's ego not playing a factor

Response from Melissa Kemp for John Rittenhouse GM applicant

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References for General Manager Position

First a brief description of position...you may want to send the job description to the reference prior to your phone call....

The CKWSD provides water and wastewater services to 1,018 customers in Cedar Key, Florida. It is a special district operating under the authority of a charter granted by the Florida Legislature. The General Manager oversees 4 employees, a budget of \$1.4 million, and reports to a five-member Board.

The District is a member of a recently formed cooperative with two other municipalities in which a pipeline is being planned to provide water and wastewater services from a location 30+ miles inland to Cedar Key. It is projected this will not be operational for 5 to 8 years.

Currently, the District's water and wastewater plants are 40+ years old and in need of being upgraded ("hardened") until the pipeline project is completed. In addition, Hurricane Idalia recently impacted these facilities. The District is working with their insurance company and FEMA in obtaining funds to make necessary repairs. Further, the District has a \$2.5 million state appropriation to revamp 5 lift stations and is currently seeking additional funding to upgrade another 12 stations. Other funded projects?

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- 1) Does the applicant have the knowledge and experience to oversee existing and future improvements to the District's plants by working with contractors, engineering firms, state agencies, funding entities, and others?

Mr. Rittenhouse has many years of experience in dealing with the type of operations and future improvements that your District is responsible for. Specifically, I worked with Mr. Rittenhouse during his time at the Hopkinsville Water Environment Authority. HWEA served a much larger customer base and operated with a much larger budget than that of your District. During his time with HWEA, there were numerous upgrades and projects. One such project was a multi-million dollar project to provide our area with water from Lake Barkley (about 30 miles away). There was also an upgrade to one of the wastewater treatment plants and the construction of a new water treatment facility. Through all of this, Mr. Rittenhouse worked successfully with citizens (in obtaining easements), contractors, and engineers.

- 2) How would you rate (provide scale?) the applicant's expertise in the following responsibilities of the General Manager position? On a scale 1 - 10
- a. Planning 9 (Planning was done on a one to five year basis.)
 - b. Budgeting 9 (Budgets were drafted annually and reviewed on a monthly basis.)
 - c. Administration 9
 - d. Customer Services 9 (Mr. Rittenhouse had the responsibility of overseeing the Customer Services Department at HWEA for many years. He was successful in directing the

employees in the Customer Services Department as well as the personal customer service he provided when called upon.)

- e. **Engineering 8** (Although he does not have a background in engineering himself, Mr. Rittenhouse dealt extensively with the in-house Engineering Department at HWEA as well as outside engineers hired to work on expansions and projects.)
- f. **Construction 8**
- g. **Permitting 8**
- h. **Operations for all utilities 9**

- 3) **What are the applicant's strong points in being able to successfully fill the General Manager position?** Mr. Rittenhouse has a rich work history and background in management. From utilities management to state park management, he has been successful in all of his endeavors by bringing years of experience in dealing with people. Whether it be customers, board members, outside contractors or engineers, his communication skills have allowed him to be successful. Because he has dealt with many different types of operations, I have never seen him overwhelmed or faced with a problem he couldn't handle. Mr. Rittenhouse treats others with courtesy and respect. That has served him well in both his personal and professional relationships.
- 4) **What are drawbacks, if any, of the applicant being able to fill the General Manager position?** I have given this answer significant thought. I honestly cannot think of any drawbacks. He may be overqualified but at this stage in his career I believe this position would fit him perfectly.
- 5) **What is he/she like with subordinates and co-workers?** I have a unique perspective on this. When I began my career at HWEA, Mr. Rittenhouse was my direct supervisor. A number of years later, we had both attained a Director position at the utility. As both his subordinate and his co-worker, he showed me respect and courtesy. He was encouraging and supportive as I advanced in my career. He was just as comfortable speaking with a board member as he was speaking to a plumber or water treatment plant operator.
- 6) **Can you describe the applicant's day-to-day approach to performing their job?** If I had one word to describe Mr. Rittenhouse as it pertains to his work performance, it would be DEVOTED. If he agrees to perform a job, he will do it to the best of his ability. He will do whatever necessary to exceed expectations. He has a "get the job done" approach to whatever he does. If this means lending a helping hand to someone or taking on a task that isn't in his written job description, he is always willing to do what it takes to get to a successful outcome.

Response from Logan Askew for John Rittenhouse GM applicant

Mr. Hand:

Attached is the questionnaire with my responses capitalized.

I have know John for over 35 years and consider him to be a good friend. We used to be neighbors.

For many years, John worked in a leadership role at the Hopkinsville Water Environment Authority which runs the sewer and water service in Hopkinsville, Kentucky. He was active in his church and community. He was very well liked and was missed when he left to take the manager's job in Florence, Kentucky.

As you know, he moved back to western Kentucky and worked in state and local government. I was sorry when he moved to Florida as I do not get to see him very often.

John would make a great manager for your sewer and water system and I wholeheartedly recommend him.

I think it would be helpful for us to discuss this by phone.

Is there a good time for me to give you a call? I am on CST.

Thanks.

Logan B. Askew
Attorney-at-Law
4620 Barkers Mill Road
Trenton, Kentucky 42286
859.967.9098

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- 1) Does the applicant have the knowledge and experience to oversee existing and future improvements to the District's plants by working with contractors, engineering firms, state agencies, funding entities, and others? YES

 - 2) How would you rate (provide scale?) the applicant's expertise in the following responsibilities of the General Manager position? TOP RATED
 - a. Planning
 - b. Budgeting
 - c. Administration
 - d. Customer Services
 - e. Engineering
 - f. Construction
 - g. Permitting
 - h. Operations for all utilities

 - 3) What are the applicant's strong points in being able to successfully fill the General Manager position? EXPERIENCE, KNOWLEDGE, PERSONALITY

 - 4) What are drawbacks, if any, of the applicant being able to fill the General Manager position? NONE

 - 5) What is he/she like with subordinates and co-workers? VERY WELL LIKED

- 6) Can you describe the applicant's day-to-day approach to performing their job? GET JOB DONE AND LEADING OTHERS.

Cedar Key Water and Sewer District
510 3rd Street
Cedar Key, Florida
Leslie Sturmer

Questions for Applicants during Interviews for the General Manager Position

- 1) Provide examples of prior work experiences and/or projects that demonstrate the **applicant** has the knowledge and experience to oversee existing and future improvements to the District's plants through collaboration with contractors, engineering firms, state agencies, funding entities, and others?
- 2) How would the **applicant** rate his/her expertise in the following responsibilities of the General Manager position?
 - a. Planning
 - b. Budgeting
 - c. Administration
 - d. Customer Services
 - e. Engineering
 - f. Construction
 - g. Permitting
 - h. Operations
 - i. Grant Writing
- 3) What are the **applicant's** strong points in being able to successfully fill the General Manager position?
- 4) What is the **applicant's** approach to supervising subordinates and working with co-workers?
- 5) Can the **applicant** describe his/her day-to-day approach to performing jobs?