

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

REGULAR MEETING  
April 13, 2020, 5:00 P.M.

**NOTE: NO ACTUAL MEETING WILL BE HELD DUE TO CORONA VIRUS.  
MATERIALS PREPARED AND SENT TO BOARD MEMBERS, PRESS, AND OTHERS.  
MATERIALS AVAILABLE ONLINE AT CKWATER.ORG  
NO DECISIONS WILL BE MADE BY THE BOARD**

1. Call to order.
2. Financial Reports: Balance Sheet; Budget Report; Checkbook Activity; Past Due Accounts Report; Employee Leave. (1-10).

Note: There is a problem with Line 660 in the Profit and Loss Report. This has to do with funds expended to complete the chlorine dioxide pilot study. I'll have to work with Ann to get this fixed.

3. Bill Adjustment: John Andrews (11-12)

Note: Dr. Andrews had a plumber check for leaks and toilet issues inside the house and could find no problem. It would appear that the problem was outside, possibly someone turned on a hose--no one was living at the house during the high water usage. I am going to grant the adjustment and then bring it back to the Board at the next meeting for ratification.

4. General Manager Report (13)
5. Adjourn.

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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.

# Cedar Key Water & Sewer District Balance Sheet

As of March 31, 2020

Mar 31, 20

**ASSETS**

Current Assets

Checking/Savings

Unrestricted Cash Funds

100 - Operating Account	63,209.25
102 Petty Cash	175.00
113.3 Unrestricted Savings	2,015.26

<b>Total Unrestricted Cash Funds</b>	<b>65,399.51</b>
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Restricted Cash Funds

103.1 Security Deposit	12,401.02
114.00 RD Payment	1,300.00
114.02 RD RESERVE ACCOUNT	29,462.00

<b>Total Restricted Cash Funds</b>	<b>43,163.02</b>
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<b>Total Checking/Savings</b>	<b>108,562.53</b>
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Other Current Assets

138.10 - Due from Other Governmental Uni	-0.03
134 - Accounts Receivable	85,506.36
135 - Allowance for A/R	-17,550.00
160 - Inventory & Materials	36,966.00
170 - Utility Deposit	141.19

<b>Total Other Current Assets</b>	<b>105,063.52</b>
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<b>Total Current Assets</b>	<b>213,626.05</b>
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Fixed Assets

301 - Land	125,195.95
302 - Other Improvements	2,275,950.23
304 - Plant and Equipment	7,530,935.97
306 - Other Equipment	117,452.81
307 - Sewer Machinery	158,704.72
308 - Computer S/W	9,540.64
309 - Vehicles	110,495.02
311 - Less Accum Depreciation	-5,734,852.43

<b>Total Fixed Assets</b>	<b>4,593,422.91</b>
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Other Assets

311 - Construction in Progress

315.25 - CIP-WW Lines 3 bridges-District	125,019.87
315.00 - CIP-WW lines 3 bridges-SRWMD	95,000.00
312 - CIP-SRF Project	140,250.00
313 - CIP - SRF District Match	26,000.00
313.25 - CIP - Special Legislative 38091	166,661.36
313.50 - CIP - (Sp Leg 38091) District	20,702.94

<b>Total 311 - Construction in Progress</b>	<b>573,634.17</b>
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<b>Total Other Assets</b>	<b>573,634.17</b>
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<b>TOTAL ASSETS</b>	<b>5,380,683.13</b>
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LIABILITIES & EQUITY

Liabilities

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**Cedar Key Water & Sewer District**  
**Balance Sheet**  
As of March 31, 2020  
Mar 31, 20

<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
403- Emplo Ret Con Payabale	-439.84
407-01 SS Tax Payable	654.88
408 - Sales Tax Payable	66.64
411 - Deferred Revenue	9,802.39
450 · Fed. Income Taxes Payable	58.19
482 - Accrued Int Pay	2,425.27
483 · Accrued Compensated Absences	15,775.00
484 -Security Deposit Payable	12,401.02
<b>Total Other Current Liabilities</b>	<u>40,743.55</u>
<b>Total Current Liabilities</b>	<u>40,743.55</u>
<b>Long Term Liabilities</b>	
460 · N/P-Rural Development	1,110,000.00
500 - Accrd Compen Absences-LT	8,373.00
<b>Total Long Term Liabilities</b>	<u>1,118,373.00</u>
<b>Total Liabilities</b>	<u>1,159,116.55</u>
<b>Equity</b>	
598 · Restricted for Debt Service	29,462.00
3900 · Retained Earnings	62,783.49
599 · Investment in Capital Assets -	4,057,057.08
<b>Net Income</b>	<u>72,264.01</u>
<b>Total Equity</b>	<u>4,221,566.58</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>5,380,683.13</u></u>

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**Cedar Key Water & Sewer District**  
**Profit & Loss Budget vs. Actual**  
October 2019 through March 2020

50%

Ordinary Income/Expense	Oct '19 - Mar 20	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
<b>300 - Income</b>				
305 - Water Charge	221,019.36	459,000.00	-237,980.64	48.15%
310 - Sewer Charges	186,990.65	402,000.00	-215,009.35	46.52%
315 - Ad Valorem Tax				
315.100 · Ad Valorem	164,715.52			
315 - Ad Valorem Tax - Other	9,955.60	213,000.00	-203,044.40	4.67%
<b>Total 315 - Ad Valorem Tax</b>	<b>174,671.12</b>	<b>213,000.00</b>	<b>-38,328.88</b>	<b>82.01%</b>
325 · Penalties	1,576.77	2,500.00	-923.23	63.07%
330 - Earned Interest	8.52	20.00	-11.48	42.6%
335 · New Meter Charges	400.00	1,000.00	-600.00	40.0%
340 - Rent	2,274.84	16,500.00	-14,225.16	13.79%
350 - Misc Income	11,621.02	3,500.00	8,121.02	332.03%
360 · Carry Forward	0.00	50,000.00	-50,000.00	0.0%
365. Meter Installation Fee	240.00	1,000.00	-760.00	24.0%
382 - Grant - Legislative 2016	14,912.40	50,000.00	-35,087.60	29.83%
386 - Grant SRWMD 2018	0.00			
<b>Total 300 - Income</b>	<b>613,714.68</b>	<b>1,198,520.00</b>	<b>-584,805.32</b>	<b>51.21%</b>
<b>Total Income</b>	<b>613,714.68</b>	<b>1,198,520.00</b>	<b>-584,805.32</b>	<b>51.21%</b>
<b>Gross Profit</b>	<b>613,714.68</b>	<b>1,198,520.00</b>	<b>-584,805.32</b>	<b>51.21%</b>
<b>Expense</b>				
<b>500 · GENERAL AND ADMINISTRATIVE</b>				
<b>510 · Payroll</b>				
510.01 · Salaries	129,403.15	232,522.00	-103,118.85	55.65%
510.02 · Social Security/Medicare	9,731.34	17,787.00	-8,055.66	54.71%
510.03 · Retirement	14,737.93	29,174.00	-14,436.07	50.52%
510.04 · Health, Dental & Life Ins	26,807.01	51,400.00	-24,592.99	52.15%
510.05 · Workers Comp.	4,259.97	8,000.00	-3,740.03	53.25%
<b>Total 510 · Payroll</b>	<b>184,939.40</b>	<b>338,883.00</b>	<b>-153,943.60</b>	<b>54.57%</b>
<b>520 · Office</b>				
520.01 · Supplies	1,382.22	2,000.00	-617.78	69.11%
520.02 · Postage & Shipping	2,557.20	4,500.00	-1,942.80	56.83%
520.03 · Copier, Computer, Billing, Etc.	1,896.09	6,000.00	-4,103.91	31.6%
520.04 · Printing and Copying	669.90	1,500.00	-830.10	44.66%
<b>Total 520 · Office</b>	<b>6,505.41</b>	<b>14,000.00</b>	<b>-7,494.59</b>	<b>46.47%</b>
<b>530 · Utilities</b>				
530.01 · Fuel For Equipment	2,843.10	6,500.00	-3,656.90	43.74%
530.02 · Solid Waste Disposal	847.14	2,250.00	-1,402.86	37.65%
530.03 · Telephone	4,091.93	8,000.00	-3,908.07	51.15%
530 · Utilities - Other	0.00			
<b>Total 530 · Utilities</b>	<b>7,782.17</b>	<b>16,750.00</b>	<b>-8,967.83</b>	<b>46.46%</b>
<b>540 · Professional Fees</b>				
540.01 · Audit & Accounting	7,610.00	18,000.00	-10,390.00	42.28%

**Cedar Key Water & Sewer District**  
**Profit & Loss Budget vs. Actual**  
October 2019 through March 2020

*50%*

	Oct '19 - Mar 20	Budget	\$ Over Budget	% of Budget
540.02 · Management/Legal	25,000.00	60,000.00	-35,000.00	41.67%
540.03 · Property Appraiser's Fee	0.00	6,000.00	-6,000.00	0.0%
540.05 · Tax Collector Fees	3,897.27			
540.04 · Water/Wastwater Operator	1,200.00	5,000.00	-3,800.00	24.0%
<b>Total 540 · Professional Fees</b>	<b>37,707.27</b>	<b>89,000.00</b>	<b>-51,292.73</b>	<b>42.37%</b>
<b>550 - General Repair &amp; Maint</b>				
550.01 · Vehicle	1,547.81	25,000.00	-23,452.19	6.19%
550.02 · Equipment and Tools	57,873.00	52,000.00	5,873.00	111.29%
550.03 · Building	2,677.79	2,000.00	677.79	133.89%
550.04 · Supplies	-57.69	2,500.00	-2,557.69	-2.31%
550.05 · New Tools	188.90	4,000.00	-3,811.10	4.72%
<b>Total 550 - General Repair &amp; Maint</b>	<b>62,229.81</b>	<b>85,500.00</b>	<b>-23,270.19</b>	<b>72.78%</b>
<b>560 · Other</b>				
560.01 · Property/Liability Ins.	43,314.00	43,300.00	14.00	100.03%
560.02 · Election Expenses	0.00	1,000.00	-1,000.00	0.0%
560.03 · Continuing Education	307.00	1,800.00	-1,493.00	17.06%
560.04 · Annual Fees & Dues	677.00	2,000.00	-1,323.00	33.85%
560.05 · Ads and Publications	115.00	750.00	-635.00	15.33%
560.06 · Miscellaneous	2,347.22	2,000.00	347.22	117.36%
560.07 · Contingency	0.00	16,012.00	-16,012.00	0.0%
<b>Total 560 · Other</b>	<b>46,760.22</b>	<b>66,862.00</b>	<b>-20,101.78</b>	<b>69.94%</b>
<b>Total 500 · GENERAL AND ADMINISTRATIVE</b>	<b>345,924.28</b>	<b>610,995.00</b>	<b>-265,070.72</b>	<b>56.62%</b>
<b>600 · DIRECT WATER EXPENSES</b>				
<b>610 · Chemicals and Filters</b>				
610.01 · Chemicals	39,221.51	60,000.00	-20,778.49	65.37%
610.02 · Miex Resin	0.00	36,000.00	-36,000.00	0.0%
610.03 · Twin Oxide Inst., Rent, Chemical	777.96	74,000.00	-73,222.04	1.05%
610.04 · RO Filters and Membranes	0.00	0.00	0.00	0.0%
610 · Chemicals and Filters - Other	0.00	0.00	0.00	0.0%
<b>Total 610 · Chemicals and Filters</b>	<b>39,999.47</b>	<b>170,000.00</b>	<b>-130,000.53</b>	<b>23.53%</b>
<b>620 - Laboratory</b>				
620.01 · In House Lab	523.67	1,000.00	-476.33	52.37%
620.02 · Outside Lab	3,078.00	2,500.00	578.00	123.12%
620.03 · Instrument Calibration	0.00	3,500.00	-3,500.00	0.0%
<b>Total 620 - Laboratory</b>	<b>3,601.67</b>	<b>7,000.00</b>	<b>-3,398.33</b>	<b>51.45%</b>
<b>630 - Regulatory</b>				
630.01 · Permits	0.00	1,000.00	-1,000.00	0.0%
<b>Total 630 - Regulatory</b>	<b>0.00</b>	<b>1,000.00</b>	<b>-1,000.00</b>	<b>0.0%</b>
<b>640 · Repairs and Maintenance</b>				
640.01 · Piping and Distribution	2,912.30	20,000.00	-17,087.70	14.56%
640.02 · Equipment	19,812.46	15,000.00	4,812.46	132.08%
640.03 · Building & Grounds	0.00	3,000.00	-3,000.00	0.0%
640.04 · Water Tower Maintenance	9,489.00	35,500.00	-26,011.00	26.73%
640.05 · Generators Annual Mainte	250.00	2,250.00	-2,000.00	11.11%

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## Cedar Key Water & Sewer District Profit & Loss Budget vs. Actual October 2019 through March 2020

50%

	Oct '19 - Mar 20	Budget	\$ Over Budget	% of Budget
<b>Total 640 · Repairs and Maintenance</b>	32,463.76	75,750.00	-43,286.24	42.86%
<b>650 · Utilities</b>				
650.01 · Electric	8,476.84	20,000.00	-11,523.16	42.38%
650.02 · Propane	0.00	600.00	-600.00	0.0%
650.03 · Telephone	738.86	3,500.00	-2,761.14	21.11%
<b>Total 650 · Utilities</b>	9,215.70	24,100.00	-14,884.30	38.24%
<b>660 · Other</b>				
660.01 · Professional Fees	0.00			
660.04 Prof. Fees- Water Plant	25,863.20			
660.20 · Contingency	0.00	20,000.00	-20,000.00	0.0%
<b>Total 660 · Other</b>	25,863.20	20,000.00	5,863.20	129.32%
<b>680 · Loans</b>				
680.05 · RD - Water System Interest	0.00	31,000.00	-31,000.00	0.0%
680.06 · RD - Water System Principal	0.00	17,000.00	-17,000.00	0.0%
<b>Total 680 · Loans</b>	0.00	48,000.00	-48,000.00	0.0%
<b>Total 600 · DIRECT WATER EXPENSES</b>	111,143.80	345,850.00	-234,706.20	32.14%
<b>700 · DIRECT WASTEWATER EXPENSES</b>				
<b>710 · Chemicals and Filters</b>				
710.01 · Chemicals	10,452.89	30,000.00	-19,547.11	34.84%
710 · Chemicals and Filters - Other	0.00	0.00	0.00	0.0%
<b>Total 710 · Chemicals and Filters</b>	10,452.89	30,000.00	-19,547.11	34.84%
<b>720 · Laboratory</b>				
720.01 · In House Lab	464.45	1,500.00	-1,035.55	30.96%
720.02 · Outside Lab	6,620.16	13,000.00	-6,379.84	50.92%
720.03 · Instrument Calibration	-384.00	3,600.00	-3,984.00	-10.67%
<b>Total 720 · Laboratory</b>	6,700.61	18,100.00	-11,399.39	37.02%
<b>730 · Regulatory</b>				
730.01 · Permits	200.00	200.00	0.00	100.0%
730.02 · Biosolids Hauling	28,920.00	50,000.00	-21,080.00	57.84%
<b>Total 730 · Regulatory</b>	29,120.00	50,200.00	-21,080.00	58.01%
<b>740 · Repairs Maintenance Other</b>				
740.01 · Piping & Distribution	3,923.71	6,000.00	-2,076.29	65.4%
740.02 · Equipment	6,916.74	25,000.00	-18,083.26	27.67%
740.03 · Building and Grounds	3,373.14	60,000.00	-56,626.86	5.62%
740.04 · Generator-Annual Maintenance	475.00	1,375.00	-900.00	34.55%
<b>Total 740 · Repairs Maintenance Other</b>	14,688.59	92,375.00	-77,686.41	15.9%
<b>750 · Utilities</b>				
750.01 · Electric	12,556.74	30,000.00	-17,443.26	41.86%
750.02 · Propane	0.00	1,000.00	-1,000.00	0.0%
<b>Total 750 · Utilities</b>	12,556.74	31,000.00	-18,443.26	40.51%
<b>760 · Other</b>				
760.01 · Professional Fees -WWTP Permit	0.00	20,000.00	-20,000.00	0.0%
760.02 · Contingency	0.00	0.00	0.00	0.0%
<b>Total 760 · Other</b>	0.00	20,000.00	-20,000.00	0.0%

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**Cedar Key Water & Sewer District**  
**Profit & Loss Budget vs. Actual**  
 October 2019 through March 2020

50%

	Oct '19 - Mar 20	Budget	\$ Over Budget	% of Budget
770 · Capital Expenditures				
770.01 · Bridge 1,2,3 Drills	10,863.76			
Total 770 · Capital Expenditures	10,863.76			
Total 700 · DIRECT WASTEWATER EXPENSES	84,382.59	241,675.00	-157,292.41	34.92%
Total Expense	541,450.67	1,198,520.00	-657,069.33	45.18%
Net Ordinary Income	72,264.01	0.00	72,264.01	100.0%
Net Income	72,264.01	0.00	72,264.01	100.0%

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# Cedar Key Water & Sewer District Monthly Checkbook Activity

As of March 31, 2020

Date	Num	Name	Memo	Amount
<b>Unrestricted Cash Funds</b>				
<b>100 - Operating Account</b>				
03/02/2020	29054	US Postmaster	782 pieces @ \$0.35 = \$273.70	-273.70
03/02/2020		Deposit	Deposit	408.66
03/02/2020		Deposit	Deposit	82.42
03/03/2020		Deposit	Refund	34.99
03/03/2020		Deposit	Deposit	289.00
03/03/2020	Bankdraft	FMP,TF Pension Service	Retirement February	-2,831.49
03/04/2020	29055	Ann Richburg	Reimbursement Request mileage to Ocala	-84.68
03/04/2020		Deposit	Deposit	112.09
03/05/2020	29056	Doty, Gabriel T	Pay Check	-747.96
03/05/2020	29057	Johns, Alicia M.	Pay Check	-433.63
03/06/2020	29058	Richburg, Margaret A.	Pay Check	-579.61
03/06/2020	29059	McCain, James E.	Pay Check	-817.00
03/06/2020	29060	Quinn, William M.	Pay Check	-646.97
03/06/2020		Deposit	Deposit	206.21
03/09/2020	29061	Ann Richburg	Reimbursement Request mileage to Ocala	-84.68
03/09/2020	29062	Haldeman, Hattie B.	Pay Check	-369.40
03/09/2020	29063	Hand, Joseph G.	Pay Check	-369.40
03/09/2020	29064	Reynolds, Chris	Pay Check	-369.40
03/09/2020	29065	Rosenthal, Stephen B.	Pay Check	-369.40
03/09/2020	29066	Sturmer, Leslie N.	Pay Check	-369.40
03/10/2020		Deposit	Deposit	134.67
03/11/2020	29067	John K. McPherson. P.A.	Management, Invoice No: 810 02/29/2020	-5,000.00
03/11/2020	29068	Johns, Alicia M.	Pay Check	-433.61
03/11/2020		Deposit	Deposit	15,396.73
03/11/2020	Bankdraft	City Of Cedar Key	Solid Waste	-141.19
03/12/2020	29069	Doty, Gabriel T	Pay Check	-594.59
03/12/2020	29070	Quinn, William M.	Pay Check	-736.76
03/12/2020		Deposit	#773001	51.77
03/13/2020	29071	McCain, James E.	Pay Check	-892.37
03/13/2020	29072	Richburg, Margaret A.	Pay Check	-579.61
03/13/2020	29073	A-Able Septic-Sewer Service, Inc.	Invoice NO:46372, 46423	-3,540.00
03/13/2020	29074	AT&T		-594.09
03/13/2020	29075	Aqua Pure Water & Sewerage Ser	Invoice No: 84012 02/2020	-2,809.00
03/13/2020	29076	Bay Pointe Utilities , Inc.	Invoice # BFO200023 02/2020	-150.00
03/13/2020	29077	Central FL Electric	Electricity 022020	-4,569.80
03/13/2020	29078	DIGITAL DEPLOYMENT	Invoice No: 103215 Member fee	-200.00
03/13/2020	29079	Gator Works Computing	Backup, Invoice 19-22396 02/2020	-502.45
03/13/2020	29080	Hawkins, Inc.d/b/a Dumont	Invoice # 4674138,4674139,4673354	-3,943.82
03/13/2020	29081	Konica Minolta Business Solutions	Maintenance, Invoice No: 264554333 4/2020	-85.38
03/13/2020	29082	NAPA Gulf Coast Parts, LLC	Account # 1999 02/2020	-47.23
03/13/2020	29083	Quill Corporation	Invoice No. 5026102	-129.92
03/13/2020	29084	Quill Corporation	Invoice No. 5128701 2/28/2020	-293.98
03/13/2020	29085	USA Blue Book	Invoice No: 160231,162961	-302.24





## Cedar Key Water & Sewer District Monthly Checkbook Activity

As of March 31, 2020

Date	Num	Name	Memo	Amount
03/13/2020	29086	Verizon Wireless	Cell Phones, Invoice No: 9849076512	-109.02
03/13/2020	29087	Verizon Wireless	Cell Phones, Invoice No: 9849026694	-95.86
03/13/2020	29088	William H. Pittman	.Water/Wastwater Operator	-1,200.00
03/13/2020	29089	Marina Hardware At Cedar Key, Ir	Invoice No & Account No: 220 02/29/2020	-376.84
03/16/2020	Bankdraft	EFTPS	59-1156008	-1,322.88
03/16/2020		Deposit	#359001 & #430001	142.39
03/17/2020	29090	Ann Richburg	Reimbursement Request mileage to Ocala	-84.68
03/17/2020		Deposit	#4001	150.69
03/17/2020		Deposit	Deposit	9,756.49
03/17/2020		Deposit	Deposit	6,964.02
03/17/2020		Deposit	Deposit	408.66
03/17/2020	Bankdraft	Wex Bank Marathon Fleet	Fuel Invoice 64144625 02/2020	-714.97
03/18/2020		Deposit	#474001	61.19
03/18/2020		Deposit	Deposit	13,112.61
03/19/2020	29092	Quinn, William M.	Pay Check	-871.46
03/19/2020	29091	Johns, Alicia M.	Pay Check	-433.62
03/19/2020	29093	Richburg, Margaret A.	Pay Check	-579.62
03/20/2020	29094	Doty, Gabriel T	Pay Check	-441.25
03/20/2020	29095	McCain, James E.	Pay Check	-966.72
03/20/2020	Bankdraft	EFTPS	59-1156008	-1,062.20
03/20/2020		Deposit	Deposit	130.83
03/24/2020	29096	Johns, Alicia M.	Pay Check	-433.62
03/25/2020		Deposit	Deposit	54.31
03/26/2020	29097	Doty, Gabriel T	Pay Check	-534.05
03/26/2020	29098	McCain, James E.	Pay Check	-1,192.78
03/26/2020	29099	Quinn, William M.	Pay Check	-646.97
03/26/2020	29100	Richburg, Margaret A.	Pay Check	-579.61
03/26/2020	Bankdraft	EFTPS	59-1156008	-1,049.90
03/26/2020	Bankdraft	Blue Cross Blue Shield of FL	Group:90866 Division: 001 Invoice No: 744258	-4,200.46
03/26/2020	29101	AT & T MOBILITY	287283253088	-47.00
03/26/2020	Bankdraft	FMP,TF Pension Service	Retirement March 2020	-2,778.33
03/26/2020	29102	Transamerica Employee Benefits	33859	-56.08
03/26/2020	29103	DAVISVISION	90866	-79.26
03/26/2020	29104	Hawkins, Inc.d/b/a Dumont	Invoice # 4681300,4681301	-3,301.60
03/26/2020	29105	A-Able Septic-Sewer Service, Inc.	Invoice NO:46549 3/17/2020	-2,520.00
03/26/2020	29106	AFLAC	ATF27	-1,009.96
03/26/2020	29107	VISA	Invoice No 9274	-547.07
03/26/2020		Deposit	Deposit	49.00
03/26/2020		Deposit	Deposit	15,567.37
03/26/2020		Deposit	Deposit	52.22
03/27/2020		Deposit	Deposit	8,187.46
03/27/2020		Deposit	Deposit	127.71
03/29/2020		Deposit	Deposit	49.78
03/30/2020	29108	US Postmaster	785 pieces @ \$0.35 = \$274.75	-274.75
03/30/2020		Deposit	Deposit	3,395.75

# Cedar Key Water & Sewer District Monthly Checkbook Activity

As of March 31, 2020

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
03/30/2020		Deposit	Sharon Shaw Repair Pumping Unit Grinder Pun	1,375.00
03/30/2020		Deposit	Deposit	106.21
03/30/2020	Bankdraft	Bad Check	Christopher Morrison NS Funds	-49.00
Total 100 - Operating Account				<u>14,955.91</u>
Total Unrestricted Cash Funds				<u>14,955.91</u>
<b>TOTAL</b>				<b><u>14,955.91</u></b>

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# Cedar Key Water & Sewer District

## Sick and Annual Leave Balances

March 30, 2020 Amount Used 2020

<u>Employee</u>	<u>Sick Available</u>	<u>Sick Used</u>	<u>Vacation Available</u>	<u>Vacation Used</u>
Doty, Gabriel T	48:00	16:00	54:28	8:00
Johns, Alicia M.	37:27	31:30	29:39	50:00
McCain, James E.	1215:30	19:00	156:45	61:00
Quinn, William M.	264:30	10:00	169:30	8:00
Richburg, Margaret A.	4:00	24:30	58:12	47:00

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### Adjusted Bill Calculation

**Adjustment Information**

Date Requested: 4/7/2020  
 Month of Service: Mar-20  
 Metered Usage: 41,280 Gal  
 Am't Billed (W&S): \$655.51

Justification: Unknown

Customer Name: John Andrews

Account No.: 949001

Service Address: 958 8th Street

\*Previous 12 Months

Average W&S Usage: 338 gallons/Month

	<b>Water</b>	<b>Sewer</b>
Base Charges:	\$25.00	\$24.00

**Water Usage**

Gallons: **41,280**

0 to 3K @	\$2.50/K	\$7.50
3 to 6 K @	\$4.70/K	\$14.10
6 to 9 K @	\$6.62/K	\$19.86
9K+ @	\$8.57/K	\$276.64
Total:		\$343.10

**Adjusted Sewer Usage**

Gallons\*: **338**

0 to 3K @	\$2.03/K	\$0.69
3 to 6 K @	\$4.11/K	\$0.00
6 to 9 K @	\$5.96/K	\$0.00
9K+ @	\$7.81/K	\$0.00
Total:		\$24.69

**Adjusted Water and Sewer, Total: \$367.79**

(11)

3-20-20

Mr. John McPherson  
Cedar Key Water and Sewer board  
Cedar Key, Florida

Dear John,

I received a call yesterday stating that the meter reading at my house at 958 8th Street indicated a water consumption amounting to a charge of over \$600. I have the house on the market and I am living in Gainesville now and I am there infrequently. I had the toilets checked out by David Roach and he could not find any evidence of a malfunctioning toilet though could find no evidence of a leak elsewhere to explain this.

I have the water cut off now until I can decide what to do. I would appreciate you presenting this to the Water Board. Any consideration the Board can give to an adjustment in this charge would be highly appreciated.

Sincerely yours,

  
Dr. John Andrews

cc. Caryn Stephenson

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**Cedar Key Water and Sewer District  
General Manager Report  
April 13, 2020**

**1. Water Plant**

We have 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 and we are awaiting lab results.
- 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. We were able to do this offline with none of the high DBP water going out into the system. We are awaiting lab results.

**2. Cell Service**

As reported at the last meeting, we have received draft lease agreements from Verizon—one for the tower and one for the ground space. It is Verizon's position that the City needs to be a party to the ground lease. I am working with the city attorney in reviewing these leases—there are several issues that will need to be worked out with Verizon. If these issues can be worked out, I will go ahead and sign the leases based on approval of the basic parameters of the leases by the Board at the last meeting.

**3. Internet Service**

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.

**4. Election**

The current board members up for election—Seat 1: Haldeman, Seat 3: Sturmer, and Seat 5: Hand—all qualified for election, with no challengers qualifying. There will thus be no election in May. Thank you very much for your willingness to serve on the District Board for another term. It is an important service to the community.

**5. General Manager Position**

A contract was entered into with Robin Bain to provide services as the District Engineer. To date Ms. Bain has provided good service to the District, and we will continue using her at least through April under the contract approved by the Board.

**6. Covid-19**

The office remains closed with each of us office workers doing a combination of working at home and coming into the office when no one else is here. James, Billy and Gabe are working normal hours and keeping things running as usual. We have ceased all discretionary expenditures until such time as we determine what impact the shut down will have on District revenues. There are no symptoms among staff or staff families.