

CEDAR KEY WATER AND SEWER DISTRICT NOTICE OF PUBLIC MEETING

Notice is hereby given that at 5:00 PM on May 8, 2023, 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. James Moore & Company Presentation of FY 2022 Audit.
6. Approval of Board Meeting Minutes from April 10, 2023 Regular Board Meeting. (pages 1-3)
7. Financial Reports: Balance Sheet; Budget Report; Checkbook Activity; Past Due Accounts Report; Employee Leave. (pages 4-16)
8. Bill Adjustment Requests
9. First Reading of Resolution Related to New Water and Wastewater Connections and Miscellaneous Charges. (pages 17-20)
10. General Manager Report
11. Attorney Report
12. Commissioner Comments
13. Public Input
14. 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.

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

**Minutes of Regular Meeting
Board of Commissioners
April 10, 2023**

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

Other Presents: Evan Rosenthal, Alicia Johns, James McCain, Darin Kilfoyl, Mandy Offerle, Frank Offerle, Clay Childers, Jan Childers, Michael Borelli, Patty Jett, Chris Reynolds, Linda Seyfert, and Tony Caparis.

1. Meeting called to order at 5:01 p.m. by Dottie Haldeman, Chair.
2. Pledge and Prayer.
3. Public Comment. No Public Comment at this time.
4. Adoption of the Agenda. **Motion** by Stephen Rosenthal to accept tonight's agenda. **Second** by Joe Hand.
5. Board Vote of Applications received for the Vacant Commission Seat. Evan Rosenthal explained the voting process and ballot of candidates to the Board. The Board then voted on the candidates and once votes were tallied by Evan Rosenthal it was determined that Michael Borelli was voted as the newest Board member. Evan then swore in Stephen Rosenthal and Michael Borelli for their two-year term. The Board then voted on District Chairman, which went to Dottie Haldeman, Passed by vote of 5-0. Then the Board voted on District Secretary, which went to Leslie Sturmer, Passed by vote of 5-0.
6. Approval of Board Meeting Minutes from the March 13, 2023, Regular Board Meeting. **Motion** by Joe Hand to approve the March 12, 2023 Board Meeting Minutes. **Second** by Stephen Rosenthal. Passed by vote of 5-0.
7. Financial Reports. Balance Sheet, Budget Report, Checkbook Activity, Past Due Accounts Report, Employee Leave reports were presented for review. **Motion** by Stephen Rosenthal to accept the Financial Reports with discussion. **Second** by Leslie Sturmer. Stephen Rosenthal ask why there was a -\$12.00 on the P/L sheet under Bad Check. Alicia explained why the -\$12 shows up under the Bad Check line. Leslie then ask why Line 383-DEP Sewer Grant is still showing up on the P/L. James said that the District did have a Lift Station Sewer Grant at this time. The Board also had a question about the Line 560.04 Annual Fees and Dues on the P/L. The Board then ask if Ann could start coming to the Board Meetings to answer questions regarding the Financial Reports. The Board also commented on the Generator Maintenance since Hurricane Season is here. Stephen Rosenthal ask about the low rental income on the P/L sheet. Alicia told the Board that she had recently deposited some of the rental income and it had not been posted yet. Passed by vote of 5-0.

8. Bill Adjustment Request. No Bill Adjustment Requests.

9. General Managers Report.

Water

James reported on a few of the things going on at the Water Plant regarding the MIEX and Excelators. James also reported to the Board about some of the issues that Billy has been having each month when he reads meters for billing. Each month Billy has between 150 to 200 meters he must reread due to them not reading or they show a low read. James reported that he is working on the issue and that he, Billy, and Gabe are in the process of doing a meter audit to see what kinds of meter the District has so he can get the meter issues fixed. James, Evan, and the Board discussed irrigation meters for District customers. There was a lot of discussion on the cost of installing an irrigation meter for a customer and Evan was advised to add that to the current Resolution of Connection Charges he was working on for the next Board Meeting. James then talked to the Board about a meter on a vacant lot that belonged to a couple that is deceased and now is in the ownership of the couple's daughter who does not want to pay a for a vacant lot that is not using any water or sewer. After a lot of discussion, in which James and Alicia relayed to the Board about the past practices by the District in these matters. James and Alicia expressed in the past that the only way to disconnect service and not have to pay the minimum water and sewer charges was to have the meter pulled and that if service was to be restored the customer would have to pay current meter fee and the current installation fee to have service restored, however that is not stated in the current Resolution of Service and Connection Charges so Evan was instructed to add that back into the Resolution for approval at the next Board Meeting. It was decided by the Board that the meter for the vacant lot in Rye Key could be turned off and locked out by the District and no further charges would be billed to the customer unless customer asked for the services to be restored in which the customer would be billed for those services. James presented the Board with another proposal from NexTower to buyout there lease on the District's tower. The Board looked over the proposal and once again declined the buyout. James introduced Darin Kilfoyl from North Florida Professional Service, with whom James has been working with on the Community Planning Technical Assistance Grant to help with repairs that need to be done at the District's Water Plant. Darin explained to the Board the work he has been doing to get the Grant application ready for submittal and what would be done if the Grant was awarded to the District. **Motion** by Leslie Sturmer to approve the submittal of the DOE Community Planning Technical Assistance Grant Application on behalf of the District. **Second** by Joe Hand. Passed by a vote of 5-0.

Wastewater

James reported to the Board that he had Tim Faison come and fix the control panel in the Main Lift Station. James also reported that the District did not get the approved for Phase II of the Lift Station Repair, but that he would be going to Tallahassee to meet with Senator Perry's Aides, DEP members, and Engineers to talk and see what other funding or help could be done to help get approved for next year. James let the Board know that he found a work truck through Duval Chevrolet and provided the Board with a quote for approval. **Motion** by Michael Borelli to approve the Duval Chevrolet quote for District purchase. **Second** by Joe Hand. Passed by a vote of 5-0.

10. Attorney Report. Evan let the Board know that he would be continuing to work on the Resolution for Service Charges and Connection to have ready for the May Board Meeting. Evan also let the Board know that he was still working on updating the District's Purchasing Policy for the Board's approval.

11. Commissioner Comments. Ms. Leslie gave an update on the upcoming Workshop being held at the UF IFAS 3rd Floor Classroom on April 24, 2023 from 5:00 to 7:00 pm. The District has invited four speakers from four different Water Authorities to come and tell the District and the Public about their experiences of forming and working within a Water Authority. Flyers will be placed around town, be put on the District's website, posted on the Cedar Key News site, and be placed in the Chiefland Citizen. Mr. Joe gave a brief presentation on the Pipeline Project letting the Board know that there has been a lot of discussion on the cost of forming the W3C Cooperative and what needs to be done to get the W3C formed in the near future.
12. Public Input. Clay Childers complimented Mr. Stephen for bringing up the PFA's and PFOA's. Mr. Childers expressed his concern and would like to have the District do certain test to make sure the water coming from Bronson is in fact good water. James ask Mr. Childers if he would mind getting in touch with him at a later date to discuss the testing and together they could get with the testing lab the District uses to make sure they can run those particular tests. Mrs. Mandy ask how many irrigation meters the District has? James told Mrs. Mandy that he was not sure of the number, but he would find out and let her know. Mrs. Mandy then ask that the District start making the Pipeline discussion an Agenda item instead of discussing it during Commissioner Comments.
13. Adjournment: There being no more business to conduct, the meeting was adjourned at 6:26 p.m.

Dottie Haldeman, Chairperson

Leslie Sturmer, Commissioner &
Secretary of the Board

Cedar Key Water & Sewer District
Balance Sheet
As of May 4, 2023
May 4, 23

ASSETS

Current Assets

Checking/Savings

Unrestricted Cash Funds

100 - Operating Account	261,766.45
102 Petty Cash	175.00
113.3 Unrestricted Savings	70,011.44

Total Unrestricted Cash Funds 331,952.89

Restricted Cash Funds

103.1 Security Deposit	14,501.02
114.00 RD Payment	49,862.50
114.02 RD RESERVE ACCOUNT	49,070.00

Total Restricted Cash Funds 113,433.52

Total Checking/Savings 445,386.41

Other Current Assets

134 - Accounts Receivable	100,192.36
135 - Allowance for A/R	-9,700.00
136 - Prepaid Expense	61,467.97
160 - Inventory & Materials	56,809.57

Total Other Current Assets 208,769.90

Total Current Assets 654,156.31

Fixed Assets

301 - Land	125,195.95
302 - Other Improvements	2,504,213.86
304 - Plant and Equipment	7,908,590.37
306 - Other Equipment	103,095.34
307 - Sewer Machinery	130,629.33
308 - Computer S/W	11,313.24
309 - Vehicles	125,128.96
311 - Less Accum Depreciation	-6,083,417.26

Total Fixed Assets 4,824,749.79

Other Assets

170 - Utility Deposit	141.19
311 - Construction in Progress	
312 - CIP-SRF Project	140,250.00
313 - CIP - SRF District Match	26,000.00

Total 311 - Construction in Progress 166,250.00

Total Other Assets 166,391.19

TOTAL ASSETS 5,645,297.29

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

330 - Accounts Payable	444.77
------------------------	--------

Total Accounts Payable 444.77

Cedar Key Water & Sewer District Balance Sheet

As of May 4, 2023
May 4, 23

Other Current Liabilities	
485 · Note Payable -RD - Current	20,000.00
403- Emplo Ret Con Payabale	-19.80
407-01 SS Tax Payable	122.55
408 - Sales Tax Payable	85.04
411 - Unearned Revenues	11,100.72
450 · Fed. Income Taxes Payable	-1,259.39
482 - Accrued Int Pay	2,307.53
483 · Accrued Compensated Absences	16,625.00
484 -Customer Deposits Payable	14,557.25
Total Other Current Liabilities	63,518.90
Total Current Liabilities	63,963.67
Long Term Liabilities	
460 · N/P-Rural Development	1,036,000.00
500 - Accrd Compen Absences-LT	13,946.00
Total Long Term Liabilities	1,049,946.00
Total Liabilities	1,113,909.67
Equity	
598 · Restricted for Debt Service	38,217.00
3900 · Retained Earnings	300,418.75
599 · Investment in Capital Assets -	3,891,295.66
Net Income	301,456.21
Total Equity	4,531,387.62
TOTAL LIABILITIES & EQUITY	5,645,297.29

Cedar Key Water & Sewer District
Profit & Loss Budget vs. Actual
October 2022 through September 2023

	<u>Oct '22 - Sep 23</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Income			
300 - Income			
305 - Water Revenue	308,616.17	526,000.00	58.67%
310 - Sewer Revenues	255,942.14	435,000.00	58.84%
325 - Penalties	7,666.99	2,958.00	259.2%
330 - Earned Interest	853.59	20.00	4,267.95%
335 - New Meter Charges	1,200.00	5,600.00	21.43%
350 - Misc Income	1,293.54	12,500.00	10.35%
365. Meter Installation Fee	505.00	1,200.00	42.08%
383- DEP Sewer Grant	79,000.00		
Total 300 - Income	<u>655,077.43</u>	<u>983,278.00</u>	<u>66.62%</u>
390 Special Legislative Appr	65,378.19		
Other Sources Of Income			
315 - Ad Valorem Tax			
315.100 - Ad Valorem	230,957.74	262,275.00	88.06%
Total 315 - Ad Valorem Tax	<u>230,957.74</u>	<u>262,275.00</u>	<u>88.06%</u>
331 - City Contribution	1,620.55		
340 - Rental Income	15,475.66	30,123.00	51.38%
370 - Service Charge New Co	22,000.00	11,300.00	194.69%
333 - Other Miscellaneous	777.64	530.00	146.73%
Total Other Sources Of Income	<u>270,831.59</u>	<u>304,228.00</u>	<u>89.02%</u>
Total Income	<u>991,287.21</u>	<u>1,287,506.00</u>	<u>76.99%</u>
Gross Profit	991,287.21	1,287,506.00	76.99%
Expense			
500 - GENERAL AND ADMINISTRATIVE			
510 - Payroll			
510.01 - Salaries	174,919.32	304,048.00	57.53%
510.02 - Social Security/M	13,104.27	23,259.68	56.34%
510.03 - Retirement	20,060.27	30,405.00	65.98%
510.04 - Health, Dental &	48,445.47	79,613.32	60.85%
510.05 - Workers Comp.	0.00	8,400.00	0.0%
Total 510 - Payroll	<u>256,529.33</u>	<u>445,726.00</u>	<u>57.55%</u>
520 - Office			
520.01 - Supplies	1,720.52	2,000.00	86.03%
520.02 - Postage & Shipp	4,042.97	6,220.00	65.0%
520.03 - Copier, Compute	2,653.55	3,465.00	76.58%
520.04 - Printing and Cop	946.93	1,148.00	82.49%
520.05 - Web Portal/E-Bill	204.49	0.00	100.0%
Total 520 - Office	<u>9,568.46</u>	<u>12,833.00</u>	<u>74.56%</u>
530 - Utilities			
530.01 - Fuel For Equipm	6,342.59	13,200.00	48.05%
530.02 - Solid Waste Disq	1,168.27	1,130.00	103.39%
530.03 - Telephone	7,076.66	10,000.00	70.77%



Cedar Key Water & Sewer District Profit & Loss Budget vs. Actual October 2022 through September 2023

	Oct '22 - Sep 23	Budget	% of Budget
Total 530 · Utilities	14,587.52	24,330.00	59.96%
540 · Professional Fees			
540.01 · Audit & Accounti	26,160.00	22,200.00	117.84%
540.02 · Management/Leç	15,382.90	30,000.00	51.28%
540.03 · Property Apprais	0.00	7,000.00	0.0%
540.05 · Tax Collector Fe	0.00	5,200.00	0.0%
Total 540 · Professional Fees	41,542.90	64,400.00	64.51%
550 - General Repair & Maint			
550.01 · Vehicle	2,046.04	3,606.00	56.74%
550.02 · Equipment and T	883.56	5,830.00	15.16%
550.03 · Building	95.42	600.00	15.9%
550.04 · Supplies	656.72	948.00	69.27%
Total 550 - General Repair & I	3,681.74	10,984.00	33.52%
560 · Other			
560.01 · Property/Liability	95.00	52,000.00	0.18%
560.02 · Election Expens	0.00	4,000.00	0.0%
560.03 · Continuing Educ	615.00	3,000.00	20.5%
560.04 · Annual Fees & D	1,097.00	11,000.00	9.97%
560.05 · Ads and Publicat	1,937.96	500.00	387.59%
560.06 · Miscellaneous	1,253.05	1,650.00	75.94%
560.07 · Contingency	0.00	43,740.00	0.0%
Total 560 · Other	4,998.01	115,890.00	4.31%
Total 500 · GENERAL AND ADMIN	330,907.96	674,163.00	49.08%
600 · DIRECT WATER EXPENSES			
610 · Chemicals and Filters			
610.01 · Chemicals	52,052.03	88,330.00	58.93%
610.02 · Miex Resin	0.00	30,000.00	0.0%
Total 610 · Chemicals and Fill	52,052.03	118,330.00	43.99%
620 - Laboratory			
620.01 · In House Lab	1,187.03	2,920.00	40.65%
620.02 · Outside Lab	1,138.00	4,348.00	26.17%
Total 620 - Laboratory	2,325.03	7,268.00	31.99%
630 - Regulatory			
630.01 · Permits	125.00	0.00	100.0%
Total 630 - Regulatory	125.00	0.00	100.0%
640 · Repairs and Maintenance			
640.01 · Piping and Distri	2,943.16	20,850.00	14.12%
640.02 · Equipment	9,841.37	12,560.00	78.36%
640.03 · Building & Grou	0.00	7,690.00	0.0%
640.04 · Water Tower Mai	13,798.29	16,000.00	86.24%
640.05 · Generators Annu	0.00	1,930.00	0.0%
640.06 · Water Plant Mair	0.00	30,000.00	0.0%
Total 640 · Repairs and Maint	26,582.82	89,030.00	29.86%
650 · Utilities			

Cedar Key Water & Sewer District Profit & Loss Budget vs. Actual October 2022 through September 2023

	Oct '22 - Sep 23	Budget	% of Budget
650.01 · Electric	16,593.07	22,000.00	75.42%
650.02 · Propane	470.21	1,090.00	43.14%
650.03 · Telephone	2,109.65	2,360.00	89.39%
Total 650 · Utilities	19,172.93	25,450.00	75.34%
660 · Other			
660.01 · Professional Fee	0.00	10,000.00	0.0%
Total 660 · Other	0.00	10,000.00	0.0%
670 · Capital Expenditures			
670.04 · New Vehicle	41,830.00	50,000.00	83.66%
Total 670 · Capital Expenditur	41,830.00	50,000.00	83.66%
680 · Loans			
680-05 · RD - Water System	0.00	29,040.00	0.0%
680.06 · RD-Water System	0.00	20,000.00	0.0%
Total 680 · Loans	0.00	49,040.00	0.0%
Total 600 · DIRECT WATER EXPENSES	142,087.81	349,118.00	40.7%
700 · DIRECT WASTEWATER EXPENSES			
710 · Chemicals and Filters			
710.01 · Chemicals	20,030.39	23,320.00	85.89%
Total 710 · Chemicals and Filtr	20,030.39	23,320.00	85.89%
720 · Laboratory			
720.01 · In House Lab	128.15	205.00	62.51%
720.02 · Outside Lab	7,766.56	14,100.00	55.08%
Total 720 · Laboratory	7,894.71	14,305.00	55.19%
730 · Regulatory			
730.01 · Permits	0.00	1,000.00	0.0%
730.02 · Biosolids Hauling	48,150.50	89,820.00	53.61%
Total 730 · Regulatory	48,150.50	90,820.00	53.02%
740 · Repairs Maintenance Other			
740.01 · Piping & Distribution	16,415.29	30,000.00	54.72%
740.02 · Equipment	20,417.06	13,660.00	149.47%
740.03 · Building and Grounds	2,935.17	50,000.00	5.87%
740.04 · Generator-Annual	0.00	10,000.00	0.0%
Total 740 · Repairs Maintenance	39,767.52	103,660.00	38.36%
750 · Utilities			
750.01 · Electric	21,070.70	26,880.00	78.39%
750.02 · Propane	921.41	1,740.00	52.96%
Total 750 · Utilities	21,992.11	28,620.00	76.84%
760 · Other			
760.01 · Professional Fee	0.00	3,500.00	0.0%
Total 760 · Other	0.00	3,500.00	0.0%
770.000 · DEP Grant Expenses			
770.100 · DEP Sewer Grant	79,000.00		
Total 770.000 · DEP Grant Expenses	79,000.00		
Total 700 · DIRECT WASTEWATER EXPENSES	216,835.23	264,225.00	82.07%

Cedar Key Water & Sewer District Profit & Loss Budget vs. Actual October 2022 through September 2023

	<u>Oct '22 - Sep 23</u>	<u>Budget</u>	<u>% of Budget</u>
Total Expense	689,831.00	1,287,506.00	53.58%
Net Ordinary Income	301,456.21	0.00	100.0%
Net Income	<u>301,456.21</u>	<u>0.00</u>	<u>100.0%</u>

Cedar Key Water & Sewer District Monthly Checkbook Activity

As of April 30, 2023

Date	Num	Name	Memo	Amount
Unrestricted Cash Funds				
100 - Operating Account				
	Num			
04/01/2023		Deposit	Deposit	206.66
04/03/2023		Deposit	Deposit	215.35
04/04/2023	31513	FASON ELECTRIC, INC.	Invoice # 6674	-320.00
04/04/2023		Deposit	Verizon	1,141.88
04/04/2023		Deposit	Deposit Charter	446.01
04/04/2023		Deposit	Deposit	955.09
04/04/2023		Deposit	Deposit	220.98
04/05/2023		Deposit	Deposit	375.79
04/06/2023	31514	Doty, Gabriel T	Pay Check	-810.38
04/06/2023	31515	Johns, Alicia M.	Pay Check	-513.88
04/06/2023		Deposit	Deposit	425.19
04/07/2023	31518	Quinn, William M.	Pay Check	-715.99
04/07/2023	31516	Haldeman, Hattie B.	Pay Check	-369.40
04/07/2023	31517	Hand, Joseph G.	Pay Check	-369.40
04/07/2023	31519	Richburg, Margaret A.	Pay Check	-662.06
04/07/2023	31520	Rosenthal, Stephen B.	Pay Check	-369.40
04/07/2023	31521	Sturmer, Leslie N.	Pay Check	-369.40
04/07/2023	31522	McCain, James E.	Pay Check	-1,358.46
04/07/2023		Bankdra EFTPS	59-1156008	-1,473.24
04/07/2023		Deposit	Deposit	7,724.14
04/10/2023		Deposit	Deposit	834.23
04/11/2023	31524	Suwannee River Water Man	WATER USE PERMITAPI	-125.00
04/11/2023	31523	Richburg, Margaret A.	Mileage to Lab 146 miles (-84.68
04/11/2023		Deposit	Deposit	9,483.02
04/11/2023		Deposit	Deposit	268.65
04/12/2023		Deposit	Deposit	138.11
04/12/2023		Deposit	Deposit	250.00
04/12/2023	31525	AT&T # 1		-538.16
04/12/2023	31526	AT & T # 2	352-543-6405 937 1988	-108.64
04/12/2023	31527	Central FL Electric	Electric Bills 03/23	-4,739.63
04/12/2023	31528	Cedar Key Auto Care	1999 3/23	-103.56
04/12/2023	31529	FORNTLINE WATERWOR	6009230 4/23	-275.00
04/12/2023	31530	Gator Works Computing	Invoice NO: 22-25666 3/2	-181.00
04/12/2023	31531	Grainger Parts	INVOICE NO9653494907,	-2,148.83
04/12/2023	31532	Hach Company	Invoice NO: 13525253	-144.59
04/12/2023	31533	Konica Minolta Business So	Invoice No:286334345 3	-91.38
04/12/2023	31534	Marina Hardware At Cedar I	220 02/23	-131.46
04/12/2023	31535	Nabors Giblin & Nickerson	Invoice No: 1108-22064 4	-2,038.83
04/12/2023	31536	NAPA Gulf Coast Parts, LLC	02/23	-132.97
04/12/2023	31537	SUBURBAN PROPANE-17	Propane	-1,391.62
04/12/2023	31538	TAW, AN IPS Company	2 Hollow shaft motor 4/0	-2,822.64
04/12/2023	31539	USA Blue Book	Invoice No: 313310 3/28/	-558.87
04/12/2023	31540	Utility Service Co., Inc.	Invoice No: 579385 4/202	-4,599.43



Cedar Key Water & Sewer District Monthly Checkbook Activity

As of April 30, 2023

Date	Num	Name	Memo	Amount
04/12/2023	31541	Verizon # 2	Invoice NoAcct.52262859t	-99.14
04/12/2023	31542	Verizon Wireless # 1	Invoice No: Acct. 993090	-154.18
04/12/2023		Deposit	Deposit	430.10
04/13/2023		Deposit	Deposit	888.53
04/14/2023	Bankdr:	Wex Bank Marathon Fleet	Invoice No: 7560-00-1298:	-696.19
04/14/2023	31544	Doty, Gabriel T	Pay Check	-683.84
04/14/2023	31545	Johns, Alicia M.	Pay Check	-533.29
04/14/2023	31546	Quinn, William M.	Pay Check	-716.00
04/14/2023	31547	Richburg, Margaret A.	Pay Check	-662.06
04/14/2023	31543	Borelli, Michael A	Pay Check	-369.40
04/14/2023	31549	McCain, James E.	Pay Check	-1,784.28
04/14/2023	31550	James E McCain	mileage 234 mi @ .58 mil	-135.72
04/14/2023	Bankdr:	EFTPS	59-1156008	-1,447.30
04/14/2023		Deposit	16,000.00	16,000.00
04/14/2023		Deposit	Deposit	1,200.00
04/14/2023		Deposit	Deposit	271.67
04/15/2023		Deposit	Deposit	133.80
04/16/2023		Deposit	Deposit	55.00
04/18/2023	31552	Baskerville-Donovan, Inc.	VF03577 DB 1.25.23 Agre	-16,000.00
04/18/2023	31553	James MoreCertified Public	Invoice No:775729 3/23	-7,000.00
04/18/2023	31551	DUVAL CHEVROLET	New Truck Chevrolet 2023	-41,830.00
04/18/2023		Deposit	Deposit	299.19
04/18/2023		Deposit	Deposit	23,678.87
04/19/2023	Bankdr:	Blue Cross Blue Shield of Fl	Group:90866 76379960 (-5,176.10
04/19/2023	31557	AMERICAN PIPE & TANK,	91263,90774 3195.00 X 2	-6,390.00
04/19/2023	31558	Aqua Pure Water & Sewera	Invoice No: 861747 03/2/2	-519.00
04/19/2023	31559	Egis Insurance Advisors	Invoice No: Policy # WC 1	-95.00
04/19/2023	31560	Quill Corporation	Invoice # 30589746 3/23	-465.79
04/19/2023	31556	Levy County Tax Collector	New Title Original Registr	-90.35
04/20/2023	31554	Johns, Alicia M.	Pay Check	-513.88
04/20/2023	31561	Elan Financial Services	01/23	-1,248.85
04/20/2023	31562	Alicia Johns	Mileage 68 miles @ .58=	-39.44
04/20/2023	31563	Doty, Gabriel T	Pay Check	-810.38
04/20/2023	31564	Richburg, Margaret A.	Pay Check	-563.02
04/21/2023	31565	McCain, James E.	Pay Check	-1,159.12
04/21/2023	31566	Quinn, William M.	Pay Check	-817.77
04/21/2023	Bankdr:	EFTPS	59-1156008	-1,177.20
04/21/2023		Deposit	Deposit	13,071.73
04/24/2023	31567	CHAMBER OF COMMERCIAL	Pledge Donation 2 seater	-500.00
04/24/2023		Deposit	Deposit	200.96
04/24/2023		Deposit	Deposit	95.53
04/25/2023		Deposit	Deposit	65.19
04/25/2023		Deposit	Deposit	64.11
04/25/2023		Deposit	Deposit	9,086.26
04/25/2023	31568	Margaret Ann Richburg	Reimbursement Request r	-84.68



Cedar Key Water & Sewer District Monthly Checkbook Activity

As of April 30, 2023

Date	Num	Name	Memo	Amount
04/25/2023		Deposit	Deposit	90.63
04/26/2023		Deposit	Deposit	29,289.44
04/26/2023		Deposit	Deposit	473.17
04/26/2023	31569	Brenda Rains-Everidge	4 Appetizer Trays for Distr	-100.00
04/26/2023		Deposit	Deposit Charter	446.01
04/26/2023		Deposit	Verizon	1,141.88
04/26/2023		Deposit	Deposit	92.03
04/27/2023	31570	Johns, Alicia M.	Pay Check	-571.12
04/27/2023	31571	Quinn, William M.	Pay Check	-964.91
04/27/2023	31572	Richburg, Margaret A.	Pay Check	-662.06
04/27/2023	31273	CITRUS PUBLISHING		-21.22
04/27/2023	31274	Nabors Giblin & Nickerson	Invoice No: 1108-22064 4	-2,000.00
04/27/2023	31275	AFLAC	ATF27	-933.96
04/27/2023	31276	Transamerica Employee Be	33859	-36.08
04/28/2023	31577	Doty, Gabriel T	Pay Check	-598.82
04/28/2023	31578	McCain, James E.	Pay Check	-1,358.46
04/28/2023	31579	US Postmaster	814 pc @ .48 ea= 390.72	-390.72
04/28/2023		Deposit	Deposit	2,007.99
Total 100 - Operating Account				<u>-5,180.04</u>
Total Unrestricted Cash Funds				<u>-5,180.04</u>
TOTAL				<u>-5,180.04</u>

Cedar Key Water and Sewer District

Penalty Register

Detailed

For charges due before 04/28/2023

Account Balance as of 04/28/2023

Disconnect Date 05/10/2023

Sorted by: Route + Reading Sequence

Location No	Account No	Name	Address	Meter No.	Prev. Balance	Penalty	Tax	Account Balance
7001	7001	GREGORY MALACHUK	11471 SW 154TH AVENUE					
WATER	P1			2000047468	52.96	20.00	0.00	72.96
SEWER					31.00	0.00	0.00	31.00
		GREGORY MALACHUK	Total		83.96	20.00	0.00	103.96
21001	21001	BRENDA SHILLMAN	15651 SUNSET PT DR					
WATER	P1			19125708	36.38	20.00	0.00	56.38
SEWER					33.76	0.00	0.00	33.76
		BRENDA SHILLMAN	Total		70.14	20.00	0.00	90.14
24001	24001	JOHN SPIVEY	15724 MILLER ISLAND					
WATER	P1			19125705	30.76	20.00	0.00	50.76
SEWER					29.23	0.00	0.00	29.23
		JOHN SPIVEY	Total		59.99	20.00	0.00	79.99
82001	82001	DONALD GILLMORE	12412 SR 24					
WATER	P1			19125699	31.51	20.00	0.00	51.51
SEWER					29.83	0.00	0.00	29.83
		DONALD GILLMORE	Total		61.34	20.00	0.00	81.34
110001	110001	CHRIS REYNOLDS	12594 SR 24- SHOP					
WATER	P1			14062237	57.35	20.00	0.00	77.35
SEWER					34.60	0.00	0.00	34.60
		CHRIS REYNOLDS	Total		91.95	20.00	0.00	111.95
117001	117001	RENOTIA HINES	1 BAYSHORE AVENUE					
WATER	P1			14280799	28.20	20.00	0.00	48.20
SEWER					27.16	0.00	0.00	27.16
		RENOTIA HINES	Total		55.36	20.00	0.00	75.36
200001	200001	TIMOTHY HOPKINS	16425 SW AIRPORT ROAD					
WATER	P1			19125735	48.54	20.00	0.00	68.54
SEWER					27.44	0.00	0.00	27.44
		TIMOTHY HOPKINS	Total		75.98	20.00	0.00	95.98
289001	289001	WELLS HAMLIN	1171 GULF BLVD.-					
WATER	P1			14346417	45.40	20.00	0.00	65.40
SEWER					41.64	0.00	0.00	41.64
		WELLS HAMLIN	Total		87.04	20.00	0.00	107.04
312001	312001	LISA CORNELL	1249 INGLESIDE DRIVE					
WATER	P1			2100185281	28.00	20.00	0.00	48.00
SEWER					27.00	0.00	0.00	27.00
		LISA CORNELL	Total		55.00	20.00	0.00	75.00
316001	316001	DORIS SWAN	16350 SW INDIANA AVE.					
WATER	P1			14346851	28.00	20.00	0.00	48.00
SEWER					27.00	0.00	0.00	27.00
		DORIS SWAN	Total		55.00	20.00	0.00	75.00
317001	317001	HAROLD DETT	16490 INDIANNA AVE.					
WATER	P1			19125757	33.27	20.00	0.00	53.27
SEWER					31.26	0.00	0.00	31.26
		HAROLD DETT	Total		64.53	20.00	0.00	84.53
319001	319001	MARTIN KEARIN	1250 INDIANA AVE					
WATER	P1			12943661	20.06	20.00	0.00	40.06
SEWER					12.86	0.00	0.00	12.86
		MARTIN KEARIN	Total		32.92	20.00	0.00	52.92
363001	363001	ROBBIE COLLINS	12051 SW 164TH					

Location No	Account No	Name	Address	Meter No.	Prev. Balance	Penalty	Tax	Account Balance
363001	363001	ROBBIE COLLINS	12051 SW 164TH					
				12943645	34.41	20.00	0.00	54.41
					32.18	0.00	0.00	32.18
		ROBBIE COLLINS	Total		66.59	20.00	0.00	86.59
381001	381001	CHRISTOPHER	11871 RYE KEY DR.					
				14062244	50.45	20.00	0.00	70.45
					28.98	0.00	0.00	28.98
		CHRISTOPHER	Total		79.43	20.00	0.00	99.43
408001	408001	MARY MARTIN	16790 SW 121ST LANE					
				2100160637	34.38	20.00	0.00	54.38
					32.15	0.00	0.00	32.15
		MARY MARTIN	Total		66.53	20.00	0.00	86.53
448001	448001	JOHN ANASTASI	12750 JERNIGAN AVE.					
				2100035365	20.32	20.00	0.00	40.32
					54.11	0.00	0.00	54.11
		JOHN ANASTASI	Total		74.43	20.00	0.00	94.43
462001	462001	TODD TAYLOR	16851 MARGERY ST.					
				14062242	30.34	20.00	0.00	50.34
					28.89	0.00	0.00	28.89
		TODD TAYLOR	Total		59.23	20.00	0.00	79.23
465001	465001	LISA WEBER	16770 MARGERY ST.					
				14280546	26.81	20.00	0.00	46.81
					40.04	0.00	0.00	40.04
		LISA WEBER	Total		66.85	20.00	0.00	86.85
496001	496001	ARTHUR PIEGER	12350 E. POINT RD.					
				14280703	44.81	20.00	0.00	64.81
					41.12	0.00	0.00	41.12
		ARTHUR PIEGER	Total		85.93	20.00	0.00	105.93
543001	543001	WESLEY DIXON	11 OLD MILL DRIVE 2C					
				14280438	55.21	20.00	0.00	75.21
					32.82	0.00	0.00	32.82
		WESLEY DIXON	Total		88.03	20.00	0.00	108.03
566001	566001	R&M CON.	11 OLD MILL DRIVE 8D					
				2300008298	34.50	20.00	0.00	54.50
					32.24	0.00	0.00	32.24
		R&M CON.	Total		66.74	20.00	0.00	86.74
666001	666001	AMINTA CREVASSE	282 3RD ST.					
				17336203	33.04	20.00	0.00	53.04
					32.07	0.00	0.00	32.07
		AMINTA CREVASSE	Total		65.11	20.00	0.00	85.11
682001	682001	TIPSY COW	360 DOCK STREET					
				14346426	49.66	20.00	0.00	69.66
					45.36	0.00	0.00	45.36
		TIPSY COW	Total		95.02	20.00	0.00	115.02
689001	689001	LEVY CNTY PARKS	1 DOCK STREET PIER					
				2000047463	32.70	20.00	0.00	52.70
					50.80	0.00	0.00	50.80
		LEVY CNTY PARKS	Total		83.50	20.00	0.00	103.50
702001	702001	G. SANTAVICCA	550 1ST ST IP#213					
				13484054	35.04	20.00	0.00	55.04
					32.68	0.00	0.00	32.68
		G. SANTAVICCA	Total		67.72	20.00	0.00	87.72
719001	719001	GALLOGLAIGH LLC	550 1ST ST IP#206					
				13484063	83.21	20.00	0.00	103.21
					59.82	0.00	0.00	59.82
		GALLOGLAIGH LLC	Total		143.03	20.00	0.00	163.03
728001	728001	JEANA MILLIGAN	509 1ST ST.					
				13935882	3.00	20.00	0.00	23.00
					27.00	0.00	0.00	27.00
		JEANA MILLIGAN	Total		30.00	20.00	0.00	50.00

Location No	Account No	Name	Address	Meter No.	Prev. Balance	Penalty	Tax	Account Balance
729001	729001	SEACOAST BANK	7060 C STREET - BANK	13379841	30.59	20.00	0.00	50.59
		WATER			29.09	0.00	0.00	29.09
		SEWER						
		SEACOAST BANK	Total		59.68	20.00	0.00	79.68
731001	731001	SEACOAST BANK	7050 C STREET-BLUE	18189956	29.97	20.00	0.00	49.97
		WATER			28.59	0.00	0.00	28.59
		SEWER						
		SEACOAST BANK	Total		58.56	20.00	0.00	78.56
770001	770001	GLENN DIAL	642 1ST ST.	14346411	38.63	20.00	0.00	58.63
		WATER			35.72	0.00	0.00	35.72
		SEWER						
		GLENN DIAL	Total		74.35	20.00	0.00	94.35
1410001	1410001	ANTHONY BECKHAM	SR 24	18189954	35.64	20.00	0.00	55.64
		WATER			35.64	20.00	0.00	55.64
		SEWER						
		ANTHONY BECKHAM	Total					
828001	828001	TRIPLE THREAT	1071 D STREET	14280427	36.00	20.00	0.00	56.00
		WATER			36.00	20.00	0.00	56.00
		SEWER						
		TRIPLE THREAT	Total					
832001	832001	JOHN CHOLODENKO	634 6TH STREET 2	17308690	30.14	20.00	0.00	50.14
		WATER			28.73	0.00	0.00	28.73
		SEWER						
		JOHN CHOLODENKO	Total		58.87	20.00	0.00	78.87
878001	878001	ROBERT CSERE	866 4TH ST.-HONEYWELL	14280384	30.25	20.00	0.00	50.25
		WATER			28.82	0.00	0.00	28.82
		SEWER						
		ROBERT CSERE	Total		59.07	20.00	0.00	79.07
882001	882001	ROBERT CSERE	858 4TH STREET	2100023769	28.40	20.00	0.00	48.40
		WATER			27.32	0.00	0.00	27.32
		SEWER						
		ROBERT CSERE	Total		55.72	20.00	0.00	75.72
922001	922001	KERRIE BRIDGES	882 6TH ST.	14346441	36.24	20.00	0.00	56.24
		WATER			33.65	0.00	0.00	33.65
		SEWER						
		KERRIE BRIDGES	Total		69.89	20.00	0.00	89.89
925001	925001	AMY BLETCHER	810 6TH ST.	14346514	35.75	20.00	0.00	55.75
		WATER			43.49	0.00	0.00	43.49
		SEWER						
		AMY BLETCHER	Total		79.24	20.00	0.00	99.24
932001	932001	SHERRIE ANN CASWELL	858 7TH ST.	14346500	31.85	20.00	0.00	51.85
		WATER			30.11	0.00	0.00	30.11
		SEWER						
		SHERRIE ANN CASWELL	Total		61.96	20.00	0.00	81.96
1330001	1330001	JOHN FEIBER	2041 H STREET	11542767	29.24	20.00	0.00	49.24
		WATER			28.00	0.00	0.00	28.00
		SEWER						
		JOHN FEIBER	Total		57.24	20.00	0.00	77.24
960001	960001	DIANE WELKER	951 6TH STREET	13658398	4.08	20.00	0.00	24.08
		WATER			44.76	0.00	0.00	44.76
		SEWER						
		DIANE WELKER	Total		48.84	20.00	0.00	68.84

Total Customers 40
 Prev. Balance \$2,686.41
 Penalty \$800.00
 Total Tax \$0.00
 Account Balance \$3,486.41

Previously Posted Penalty \$0.00

17 customers
 \$1,470.43

Employee Time off Accrued and Used

01-Apr-2023 to 30-Apr-2023

Doty, Gabriel T

Date	Chk Num	Period Start	Period End	Hours	Vac Accrued	Vac Used	Vac Balance	Sick Accrued	Sick Used	Sick Balance
04/14/2023	31544	04/08/2023	04/14/2023	46.00	1.90	-	60.32	2.00	-	37.00
04/20/2023	31563	04/15/2023	04/21/2023	55.00	1.90	-	62.22	2.00	-	39.00
04/28/2023	31577	04/22/2023	04/28/2023	40.00	1.90	-	64.12	2.00	-	41.00
04/06/2023	31514	04/01/2023	04/07/2023	55.00	1.90	-	66.02	2.00	-	43.00
				196.00	7.60	0.00	66.02	8.00	0.00	43.00

Johns, Alicia M.

Date	Chk Num	Period Start	Period End	Hours	Vac Accrued	Vac Used	Vac Balance	Sick Accrued	Sick Used	Sick Balance
04/14/2023	31545	04/08/2023	04/14/2023	41.50	3.13	-	45.88	2.00	11.00	29.95
04/20/2023	31554	04/15/2023	04/21/2023	40.00	3.13	8.00	41.02	2.00	-	31.95
04/27/2023	31570	04/22/2023	04/28/2023	43.00	3.13	-	44.15	2.00	-	33.95
04/06/2023	31515	04/01/2023	04/07/2023	40.00	3.13	-	47.28	2.00	1.00	34.95
				164.50	12.53	8.00	47.28	8.00	12.00	34.95

McCain, James E.

Date	Chk Num	Period Start	Period End	Hours	Vac Accrued	Vac Used	Vac Balance	Sick Accrued	Sick Used	Sick Balance
04/14/2023	31549	04/08/2023	04/14/2023	60.00	3.13	-	247.18	2.00	4.00	1,060.80
04/21/2023	31565	04/15/2023	04/21/2023	40.00	3.13	-	250.32	2.00	-	1,062.80
04/28/2023	31578	04/22/2023	04/28/2023	46.00	3.13	-	253.45	2.00	3.00	1,061.80
04/07/2023	31522	04/01/2023	04/07/2023	46.00	3.13	-	256.58	2.00	2.00	1,061.80
				192.00	12.53	0.00	256.58	8.00	9.00	1,061.80

Quinn, William M.

Date	Chk Num	Period Start	Period End	Hours	Vac Accrued	Vac Used	Vac Balance	Sick Accrued	Sick Used	Sick Balance
04/14/2023	31546	04/08/2023	04/14/2023	40.00	3.13	40.00	139.17	2.00	-	282.50
04/21/2023	31566	04/15/2023	04/21/2023	46.00	3.13	-	142.30	2.00	12.00	272.50
04/27/2023	31571	04/22/2023	04/28/2023	55.00	3.13	-	145.43	2.00	-	274.50
04/07/2023	31518	04/01/2023	04/07/2023	40.00	3.13	-	148.57	2.00	-	276.50
				181.00	12.53	40.00	148.57	8.00	12.00	276.50

Richburg, Margaret A.

Date	Chk Num	Period Start	Period End	Hours	Vac Accrued	Vac Used	Vac Balance	Sick Accrued	Sick Used	Sick Balance
04/14/2023	31547	04/08/2023	04/14/2023	40.00	3.13	-	22.27	2.00	8.00	-4.00
04/20/2023	31564	04/15/2023	04/21/2023	34.00	3.13	-	25.40	2.00	-	-2.00
04/27/2023	31572	04/22/2023	04/28/2023	40.00	3.13	6.00	22.53	2.00	2.00	-2.00
04/07/2023	31519	04/01/2023	04/07/2023	40.00	3.13	-	25.67	2.00	-	-
				154.00	12.53	6.00	25.67	8.00	10.00	0.00

RESOLUTION NO. 2023-___

A RESOLUTION OF THE CEDAR KEY WATER AND SEWER DISTRICT RELATED TO NEW WATER AND WASTEWATER CONNECTIONS AND MISCELLANEOUS CHARGES; AMENDING SECTION 4.05 OF THE DISTRICT'S CODIFIED RESOLUTIONS RELATED TO POINT OF CONNECTION AND EXTENSION CHARGES; AMENDING SECTION 5.04 RELATED TO MISCELLANEOUS CHARGES TO PROVIDE FOR A CHARGE OF \$300 FOR THE COST OF A NEW WATER METER AND A CHARGE OF \$120 FOR THE COST OF REMOVING A WATER METER; CLARIFYING THAT SEPARATELY METERED IRRIGATION CONNECTIONS ARE SUBJECT TO THE DISTRICT'S SERVICE CHARGE FOR NEW WATER CONNECTIONS; PROVIDING FOR CODIFICATION; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Cedar Key Water and Sewer District owns and operates a water and wastewater system as part of a combined and integrated water and wastewater system; and

WHEREAS, the District provides potable water and wastewater treatment services to customers within its geographical boundaries as established by the Legislature of the State of Florida; and

WHEREAS, the District Board of Commissioners has determined that it is in the best interests of the District and its customers for the Codified Resolutions of the District to be amended as provided herein.

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE CEDAR KEY WATER AND SEWER DISTRICT:

Section 1. Incorporation of Recitals. The above recitals are true and correct and are hereby incorporated herein by reference.

Section 2. Amendment of Section 4.05, Codified Resolutions.

Section 4.05 of the District's Codified Resolutions entitled "Point of Connection and Extension Charges" is hereby amended to read as follows:

[underline indicates addition; ~~strikethrough~~ indicates deletion; * * * indicates text following/prior to * * * remains unchanged]

4.05 Point of Connection and Extension Charges



A. General.

1. Where a proposed new service connection fronts on a street along which there are existing water and/or wastewater mains, the Applicant shall be responsible for all costs associated with connection of the property to be served to the District's water and/or wastewater system, including but not limited to payment of the relevant Tap Fees connection fees described in Section 5.04. If the proposed connection is on the opposite side of the street as the water or wastewater main line to be connected to, such that boring under the roadway or other work is required to install the water and/or wastewater lateral(s), the Applicant shall be solely responsible for such work and shall furnish all labor and materials in connection with same. All work shall be performed by a qualified contractor or plumber possessing all required licenses. Any work performed by the District shall be limited to meter assembly and installation of any fittings, appurtenances, and/or piping on the supply-side of the meter.

2. Where an applicant is requesting service to a location on a street that does not have water and/or wastewater lines along the street, or to an area within the District to which service has not been extended, then the following rules shall apply:

a. The point of connection of the water or wastewater facilities shall be where the District deems its system adequate to provide service. The Applicant shall pay all costs for the extension of the facility from the stipulated point of connection to the project, except when oversizing is required in accordance with Section 4.05 E.

All extensions from the stipulated point of connection to the lot lines of individual business or residential parcels shall be dedicated to the District to be owned and maintained by the District.

b. The cost of any necessary water and sewer main extensions including pumping stations, shall be the responsibility of the applicant. The cost shall include all labor, materials and equipment, including pavement replacement and site restoration. The line extension may be installed by one of the following methods.

(1) District: District personnel will furnish and install service line extension and charge the applicant based upon the cost of labor and materials expended. Labor costs shall include an additional seventy-five (75%) to cover payroll and overhead costs.

(2) Applicant: Upon approval by the District Board of Commissioners, the applicant may employ a licensed (mechanical) contractor or (licensed) plumber, acceptable to the District Superintendent, to perform the work.

c. Where the District requires the oversizing of the extensions for purposes of

serving future additional development, the Applicant shall be so advised. Applicant will pay all costs of oversizing based on the installed cost of the oversized extension less the District's approved estimated cost of the extension size required for the application only.

- d. Where service is requested by individual property owners, either residential or commercial, in areas adjacent to existing District facilities having adequate capacity, involving potential future customers in addition to those requesting service, the District will determine the feasibility of constructing the necessary line extensions with payment to be by special assessment in accordance with the procedure set forth in Section 153.73, Florida Statutes.

Section 3. Amendment of Section 5.04, Codified Resolutions

Section 5.04 of the District's Codified Resolutions entitled "Miscellaneous Charges" is hereby amended to read as follows:

[underline indicates addition; ~~strike through~~ indicates deletion; * * * indicates text following/prior to * * * remains unchanged]

5.04 Miscellaneous Charges

The following fees and charges are hereby ~~shall be~~ imposed:

- A. Penalty for late payment.....\$20.00
(if payment not made by the 26th of the month)
- B. Disconnect Fee.....\$25.00
- C. Reconnect Fee\$25.00
- D. Service charge for checking meter and
finding no problem\$25.00
- E. Service charge for leak detection download.....\$20.00
- F. ~~Service charge~~ Tap Fee for initial water connection..... \$3,000.00*
- G. ~~Service charge~~ Tap Fee for initial wastewater connection ..\$3,000.00*
- H. Service charge for separately metered irrigation connection ... \$3,000.00*
- I. Charge for cost of new water meter..... \$300.00
- J. Service charge for removal of water meter \$120.00

*Subject to the line extension rules and charges in Section 4.05 above. The tap fees for initial water and wastewater connections and separately metered irrigations connections are charges imposed by the District to recover labor and material costs incurred by the District to facilitate the physical connection of property to be served to the District's water and wastewater system, including but not limited to locating distribution and transmission lines, meter assembly and installation, and installation of fittings, piping, and appurtenances on the supply-side of the meter.

Section 4. Codification.

It is the intention of the Board and it is hereby ordained that the provisions of Sections 2 and 3 of this Resolution shall be incorporated into the District's Codified Resolutions.

Section 5. Effective Date

This Resolution shall take effect upon final adoption.

Read by title or in full on the ____ day of _____, 2023. Passed and adopted on the ____ day of _____, 2023.

CEDAR KEY WATER AND SEWER DISTRICT

BY: _____
Dottie Haldeman, Chairperson

ATTEST:

(SEAL)

Leslie Sturmer, Secretary