

CEDAR KEY WATER AND SEWER DISTRICT NOTICE OF PUBLIC MEETING

Notice is hereby given that at 5:00 PM on January 9, 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. Approval of Board Meeting Minutes from December 12, 2022 Regular Board Meeting. (pages 1-5)
6. Financial Reports: Balance Sheet; Budget Report; Checkbook Activity; Past Due Accounts Report; Employee Leave. (pages 6-19)
7. Bill Adjustment Requests (pages 20-23)
8. Approval of Election Interlocal Agreement (pages 24-27)
9. First Reading of Resolution Related to Point of Connection and Extension Charges. (pages 28-30)
10. First Reading of Resolution Related to Discontinuance of Service for Nonpayment of Utility Bills and Authorization of Payment Plans for Delinquent Accounts. (pages 31-33)
11. First Reading of Resolution Related to Notice Requirements for District Resolutions Concerning Operating Millage and Annual Budget. (pages 34-36)
12. General Manager Report (pages 37-39)
13. Attorney Report
14. Commissioner Comments
15. Public Input
16. 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
December 12, 2022**

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

Other Presents: Evan Rosenthal, Alicia Johns, James McCain, Darin Kilfoyl, Malcom Cox, Mandy Offerle, and Jim Wortham.

1. Meeting called to order at 5:00 p.m. by Dottie Haldeman, Chair.
2. Pledge and Prayer.
3. Public Comment. Jim Wortham ask if anyone from the District attended the County Commission meeting that was held on December 6, 2022, and ask if the Waccasassa Water and Wastewater Cooperative Interlocal Agreement was signed. Joe Hand replied that he attended the meeting by phone and that the Levy County Commissioners did sign saying that they would support the project. Mr. Wortham also stated that the City Commission will be discussing a Resolution of endorsing the Cooperative. Mr. Wortham ask the Board if they had considered instead of joining the Cooperative appealing to Tallahassee and extending the Water and Sewer District Boundaries. The Board responded by saying that it had been discussed, but only to extending its boundaries to the Rosewood area and no further, but that nothing had been finalized on whether the District would pursue that route or not. It was also stated that it would be much easier for the County to handle that area instead of extending the District's boundaries, because the State Legislature was not really in favor of establishing anymore Special Districts. Leslie Sturmer brought up that at one of the previous District meetings Greg Lang discussed a few different alternatives that the Board could consider if they did not want to be a part of the Cooperative or extend the District's boundaries. Ms. Dottie thanked the gentleman from North Florida Professional Services for the lovely fruit basket that he brought for the District employees. Leslie ask if the Board would be discussing the County Meeting any further and Joe Hand said that he would report on the meeting during Commissioner Comments.
4. Adoption of the Agenda. **Motion** by Leslie Sturmer to accept the Agenda. **Second** by Joe Hand. Stephen Rosenthal ask about the new verbiage at the top of the Meeting Agenda and had issue with the last line of the new verbiage that states, "The District may consider and take action with respect to matters not listed on the draft agenda." Mr. Rosenthal stated that in his six years on the Board that has never been done and he would not like that to become standard practice due to the fact that we post what will be discussed at said meetings in the agenda and is concerned that if this happens often citizens might have an issue with that becoming standard practice as they would not really know what was going to be discussed at the District's meetings. Dottie Haldeman replied that sometimes the Board has had to add things to the Agenda at the meeting because things have come up that needed to be added after the Meeting Agenda has been posted, since the Agenda has to be posted seven days prior to the meeting, and that she thinks that is why the new verbiage has been added. Mr. Stephen ask how and who added the new verbiage, to which the District's legal council Evan Rosenthal responded that at the time of posting the agenda it is pretty much the same from month to month and that sometimes things come up that need to be added so they can be discussed that it was a good idea from a legal standpoint to add the new verbiage to the agenda. Alicia then added an item to the Agenda for the discussion by the Board about the approval of the

District's Credit card through Seacoast Bank (Drummond Bank) that will be discussed under the GM's report. Tabitha let the Board know that she will have to excused from the discussion and vote on that particular item since she works for Seacoast Bank. Joe Hand ask to add his report on the County Commission meeting before item 8 in the agenda. Dottie ask for approval from the other members of the Board for the added agenda items and to Leslie Sturmer since she made the motion of Agenda Approval, all were in favor of the added agenda items. Passed by a vote of 5-0.

5. Approval of Minutes. **Motion** by Stephen Rosenthal with the purpose of discussion. **Second** by Joe Hand. James ask for clarification on if just the minutes were being approved at this time and the Board replied with a yes. With no further discussion. Passed by a vote of 5-0.
6. Financial Reports. Balance Sheet, Budget Report, Checkbook Activity, Past Due Accounts Report, Employee Leave reports were presented for review. **Motion** by Stephen Rosenthal to approve all Financial Reports in this section with purpose of discussion. **Second** by Leslie Sturmer. James ask the Board to turn back to page two of the minutes and he reported that items 8-11 have been signed and sent in and returned to the District, and that item 12 for the State of FL DEP Standard Grant Agreement LPA0260 has been signed and sent in but has not been returned to the District. James then ask the Board to look on page 5, Balance Sheet, under line item 311 Construction in Progress and let the Board know that he was not aware of what that line item was for since we did not have any projects under the SRF. James let the Board know that he would be having a meeting with Robert Beauchamp on Friday, December 16, 2022 at 9:00 am to discuss some things in the budget that he has question about and any others that the Board would like answered. James ask the Board to look at line item 390 on the P/L sheet and stated that was the money that was refunded for money we spent last year and that he was going to ask Robert Beauchamp if that money could be transferred to line item 640.06 Water Plant Maintenance. Leslie stated that this line item has been discussed many times and she thought it would not continue to keep showing up and she thought Ann had spoken to him about that line item. James said he would discuss this with Robert at their meeting on Friday. Leslie ask James to discuss line 770.01 under Capital Expenditures and see why it still shows up on the P/L. The Board then went on to discuss the Past Due Accounts. One account in particular that has a very high balance was cause for concern. Alicia explained to the Board why it had been so high what was being done to get the bill caught up. Alicia also explained that the payment agreement that was made with the customer had not been kept up on the customers part so said customer will be getting a 7 day shut off notice along with the Notice to Customers about the Shut Off Policy and a copy of both will be sent to the Housing Authority. Tabitha ask that the Board be given a list of customers that are shut off. Tabitha and Dottie were concerned if when customers water gets shut off if the District needed to contact the Public Health Department and after a brief discussion no clear answer to whether the Health Department needed to be contacted after a customers water was shut off. The Board ask that someone find the answer and report back to the Board. The Board, James, and Evan discussed different possible payment plan options. The Board then decided to have Evan draft up a payment plan to be brought back at the next Board Meeting for discussion and review. James and the Board then went on to discuss the employee leave and gave the Board a copy of the report that Ann's QuickBooks prints out and a copy of the Excel Spreadsheet that he created to show the employee leave. The Board and James then discussed why there was a difference between what QuickBooks prints out verses what James figures are because the sick time was the same on both reports but the vacation time differed. The Board ask that James recheck his figures, but liked the way the Excel Spreadsheet broke everything down verses the way it was shown in the QuickBooks report. Financial Reports were accepted and Passed by a vote of 5-0. **Motion** by Leslie Sturmer for Evan Rosenthal, the District's Legal Counsel, to draft a proposal for customer payment plan for discussion and review at the next Board Meeting. **Second** by Joe Hand. Passed by vote 5-0.
7. Bill Adjustment Request. No Bill adjustment requests.

8. Approval for Wetland Solutions on behalf of Waccasassa Water and Wastewater to submit funding application. Joe Hand gave a brief update on what needed to be done by Friday, December 16, 2022. Joe let the Board know that Scott Knight would be putting his name on the application that will be submitted on December 16th for the Waccasassa Water & Wastewater Cooperative that has not been formed yet. Tabitha ask why the District could not just have an interlocal agreement with all the entities involved in the project instead of creating or being a part of the Waccasassa Water & Wastewater Cooperative? Evan then replied that this is the direction the Water Management District is pushing as a way to funnel the Grants through. Evan also stated that this might be an easier way than having to address boundary issues and other potential water and wastewater issues that would or could come up if the District tried to go through this process as a separate entity. Dottie stated that it was her understanding that their would be a person from each of the separate entities on the Waccasassa Water & Wastewater Cooperative, so that each entity would have a say every step of the process. Evan let the Board know that joining the Cooperative would also be easier than trying to go through the Legislative Process to extend the District's Boundaries. Joe let the Board know that as of right know the W3C would be made up of Cedar Key, Bronson, and Otter Creek with Levy County possibly coming on board at a later date. Joe also let the Board know that Scott Knight would be requesting \$69 million for the Wastewater Project and another \$36 million for the Drinking Water Project. It was by a few of the Board members if Rosewood and Sumner would be included in the project and Joe stated that as of right know they were not included but could be if the County decided to become a part of the W3C. Joe then told the Board about all the different ways this project would or could be funded. Leslie ask Joe if he knew if it would Scott Knight or would someone else be hired to try to find other ways to fund the W3C Project without having to get a loan. Joe and James, both stated it was there understanding that the W3C would be responsible for hiring someone to explore those different options. James also brought up the question of who is going to fund the W3C and Evan replied that he and Scott Knight had discussed having a feasibility study done to show what all the costs of creating the W3C and how long that would need to be funded by each entity until the Project was finished and started gaining its own revenue. **Motion** Joe Hand to support the grant that Wetland Solutions is pursuing through SRWMD. **Second** by Tabitha Lauer. Passed by vote of 4-1. Stephen Rosenthal opposed.

9. General Manager Report.

a.) *Water Treatment Plant/Well.*

High Service Pump #1 shorted out and had to be repaired and electrician came and put in internal heaters were installed to keep the moisture out which was causing part of the problem. James ask the Board to look at 4.05 Point of Connection and Extension Charges, Section B, in the Codified Resolutions. James and the Board discussed why the District was paying the \$1500 for part of the directional drilling if the customer lives on the opposite side of the street from the water or sewer lines. **Motion** by Tabitha Lauer to have Evan bring back a Resolution that modifies the 4.05 Point of Connection and Extension Charges to make the customer responsible for all directional drilling costs if water and sewer laterals are on opposite side of street from customers property. **Second** by Leslie Sturmer. Passed by vote 5-0. James then brought up 5.04 Miscellaneous Charges line G Service Charges for initial wastewater connection. James was unclear where the \$2,500 charge for sewer connection came from since that cost is usually more than the water. Leslie stated that John McPherson came to the Board and presented them with figures to reflect the charges that are now currently being charged, but that if that charge is not enough should it be raised. James said that it should. James also wanted the Board to clarify line F charge for removal and installation of water meter. James ask the Board if he was to shut off a customer and remove their meter if the District is to charge that customer \$3,000. Leslie ask if James really had to pull a customers meter if he shut them on for nonpayment and he said yes, if he was not able to lock the meter out. Evan was asked by the Board to bring back a modified Resolution for this section as well for the next Board Meeting.

James and the Board discussed the Water Pumped vs. Water Billed report that is given to the Auditors every year. James explained that the water pumped numbers came from his MOR reports from the water plant and the water billed numbers come from the Billing Register that the billing system creates from the customer water meters that are read each month. James and the Board discussed some of the reasons that these numbers may be off and what to do to try and find out why these numbers are so different each month.

b.) Water and Wastewater Treatment Plant/Lift Station.

James reported that there have been no issues at the Wastewater Plant.

c.) Day Off Request

James ask the Board if they would give the employees December 23, 2022 the day off without them having to take a sick or vacation day. He stated that he was the one on call that weekend and would take his scheduled day off at a later date. The Board thought it was a good idea. **Motion** by Tabitha Lauer to give the District employees December 23, 2022 off without using vacation or sick time and to forgo the Christmas Party and James close the office and take the District employees to lunch and for the District to not purchase the employees hams this year. **Second** by Joe Hand. Passed by vote 5-0.

d.) District Credit Card.

With the buyout of Drummond Community Bank, which is now Seacoast Bank, the District is now required to reapply for the District's Credit Card that has to be turned in by January 9, 2023 and needs to have a set of Board Meeting minutes with it approving the Boards decision to apply for the Credit Card. **Motion** by Stephen Rosenthal to approve the District's Credit Card application with Seacoast Bank. **Second** by Leslie Sturmer. Tabitha Lauer recused herself from this vote due to a conflict of interest since she works for Seacoast Bank. Passed by vote of 4-0.

10. Attorney Report. Evan let the Board know of the potential of a conflict of interest in regards to the Waccasassa Water & Wastewater Cooperative. The Board expressed there understanding and have no issues. **Motion** by Stephen Rosenthal to thank Evan Rosenthal for advising them on the potential conflict of interest between the District and the Town of Bronson in regards to the Waccasassa Water & Wastewater Cooperative. **Second** by Tabitha Lauer. Passed by vote 5-0.
11. Commissioners Comments. James brought up to the Board that since she has been out for so long, she has run out of sick and vacation time and would like to know what the Board would like to do as far as her weekly paycheck. Leslie stated that in the past the Board had approved for other employees to give sick or vacation time to other employees. After a lot of discussion James decided to give Ann 40 hours of his sick time. Dottie ask the Board to consider a \$1.00 raise for Alicia based on the extra duties she performs and after much discussion it was decided that when it is time for the Budget review all employee raises will be considered then.

12. Public Input. No Public Input at this time.

13. Adjournment: There being no more business to conduct, the meeting was adjourned at 7:30 p.m.

Dottie Haldeman, Chairperson

Leslie Sturmer, Commissioner &
Secretary of the Board

Cedar Key Water & Sewer District
Balance Sheet
 As of December 31, 2022
 Dec 31, 22

ASSETS

Current Assets

Checking/Savings

Unrestricted Cash Funds

100 - Operating Account	202,802.96
102 Petty Cash	175.00
113.3 Unrestricted Savings	70,000.00

Total Unrestricted Cash Funds 272,977.96

Restricted Cash Funds

103.1 Security Deposit	18,930.49
114.00 RD Payment	49,862.50
114.02 RD RESERVE ACCOUNT	49,070.00

Total Restricted Cash Funds 117,862.99

Total Checking/Savings 390,840.95

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 599,610.85

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 5,590,751.83

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

330 - Accounts Payable	444.77
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Total Accounts Payable 444.77



Cedar Key Water & Sewer District Balance Sheet

As of December 31, 2022

Dec 31, 22

Other Current Liabilities	
485 · Note Payable -RD - Current	20,000.00
403- Emplo Ret Con Payabale	730.20
408 - Sales Tax Payable	-27.00
411 - Unearned Revenues	11,100.72
450 · Fed. Income Taxes Payable	-14.34
482 - Accrued Int Pay	2,307.53
483 · Accrued Compensated Absences	16,625.00
484 -Customer Deposits Payable	14,257.25
Total Other Current Liabilities	64,979.36
Total Current Liabilities	65,424.13
Long Term Liabilities	
460 · N/P-Rural Development	1,036,000.00
500 - Accrd Compn Absences-LT	13,946.00
Total Long Term Liabilities	1,049,946.00
Total Liabilities	1,115,370.13
Equity	
598 · Restricted for Debt Service	38,217.00
3900 · Retained Earnings	300,626.60
599 · Investment in Capital Assets -	3,891,295.66
Net income	245,242.44
Total Equity	4,475,381.70
TOTAL LIABILITIES & EQUITY	5,590,751.83



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

	Oct - De...	Budget	% of Bu...
Ordinary Income/Expense			
Income			
300 - Income			
305 - Water Revenue	120,166.07	526,000.00	22.8%
310 - Sewer Revenues	98,400.03	435,000.00	22.6%
325 - Penalties	1,020.02	2,958.00	34.5%
330 - Earned Interest	846.76	20.00	4,233.8%
335 - New Meter Charges	300.00	5,600.00	5.4%
350 - Misc Income	481.12	12,500.00	3.8%
360 - Carry Forward	0.00	0.00	0.0%
365. Meter Installation Fee	120.00	1,200.00	10.0%
382 - Grant - Legislative 2016	0.00	0.00	0.0%
Total 300 - Income	221,334.00	983,278.00	22.5%
390 Special Legislative Appr	65,378.19		
Other Sources Of Income			
315 - Ad Valorem Tax			
315.100 - Ad Valorem	168,194.70	262,275.00	64.1%
315 - Ad Valorem Tax - Other	-3,963.85		
Total 315 - Ad Valorem Tax	164,230.85	262,275.00	62.6%
340 - Rental Income	8,052.72	30,123.00	26.7%
370 - Service Charge New Connection	5,500.00	11,300.00	48.7%
333 - Other Miscellaneous	285.30	530.00	53.8%
Total Other Sources Of Income	178,068.87	304,228.00	58.5%
Total Income	464,781.06	1287506.00	36.1%
Gross Profit	464,781.06	1287506.00	36.1%
Expense			
500 - GENERAL AND ADMINISTRATIVE			
510 - Payroll			
510.01 - Salaries	75,830.25	304,048.00	24.9%
510.02 - Social Security/Medicare	5,680.23	23,259.68	24.4%
510.03 - Retirement	5,368.10	30,405.00	17.7%
510.04 - Health, Dental & Life Ins	16,207.62	79,613.32	20.4%
510.05 - Workers Comp.	0.00	8,400.00	0.0%
Total 510 - Payroll	103,086.20	445,726.00	23.1%
520 - Office			
520.01 - Supplies	1,344.03	2,000.00	67.2%
520.02 - Postage & Shipping	1,891.99	6,220.00	30.4%
520.03 - Copier, Computer, Billing, Etc.	1,529.78	3,465.00	44.1%
520.04 - Printing and Copying	746.93	1,148.00	65.1%
520.05 - Web Portal/E-Billing	0.00	0.00	0.0%
Total 520 - Office	5,512.73	12,833.00	43.0%
530 - Utilities			
530.01 - Fuel For Equipment	2,926.88	13,200.00	22.2%
530.02 - Solid Waste Disposal	390.16	1,130.00	34.5%
530.03 - Telephone	3,890.00	10,000.00	38.9%
530 - Utilities - Other	0.00	0.00	0.0%
Total 530 - Utilities	7,207.04	24,330.00	29.6%



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

	Oct - De...	Budget	% of Bu...
540 - Professional Fees			
540.01 · Audit & Accounting	8,700.00	22,200.00	39.2%
540.02 · Management/Legal	6,201.41	30,000.00	20.7%
540.03 · Property Appraiser's Fee	0.00	7,000.00	0.0%
540.05 · Tax Collector Fees	0.00	5,200.00	0.0%
540.04 · Water/Wastewater Operator	0.00	0.00	0.0%
Total 540 - Professional Fees	14,901.41	64,400.00	23.1%
550 - General Repair & Maint			
550.01 · Vehicle	1,554.66	3,606.00	43.1%
550.02 · Equipment and Tools	199.83	5,830.00	3.4%
550.03 · Building	0.00	600.00	0.0%
550.04 · Supplies	0.00	948.00	0.0%
550.05 · New Tools	0.00	0.00	0.0%
Total 550 - General Repair & Maint	1,754.49	10,984.00	16.0%
560 - Other			
560.01 · Property/Liability Ins.	0.00	52,000.00	0.0%
560.02 · Election Expenses	0.00	4,000.00	0.0%
560.03 · Continuing Education	200.00	3,000.00	6.7%
560.04 · Annual Fees & Dues	593.00	11,000.00	5.4%
560.05 · Ads and Publications	1,613.76	500.00	322.8%
560.06 · Miscellaneous	487.26	1,650.00	29.5%
560.07 · Contingency	0.00	43,740.00	0.0%
Total 560 - Other	2,894.02	115,890.00	2.5%
Total 500 - GENERAL AND ADMINISTRATIVE	135,355.89	674,163.00	20.1%
600 - DIRECT WATER EXPENSES			
610 - Chemicals and Filters			
610.01 · Chemicals	13,768.33	88,330.00	15.6%
610.02 · Miex Resin	0.00	30,000.00	0.0%
Total 610 - Chemicals and Filters	13,768.33	118,330.00	11.6%
620 - Laboratory			
620.01 · In House Lab	128.16	2,920.00	4.4%
620.02 · Outside Lab	0.00	4,348.00	0.0%
Total 620 - Laboratory	128.16	7,268.00	1.8%
630 - Regulatory			
630.01 · Permits	0.00	0.00	0.0%
Total 630 - Regulatory	0.00	0.00	0.0%
640 - Repairs and Maintenance			
640.01 · Piping and Distribution	959.71	20,850.00	4.6%
640.02 · Equipment	3,008.50	12,560.00	24.0%
640.03 · Building & Grounds	0.00	7,690.00	0.0%
640.04 · Water Tower Maintenance	4,599.43	16,000.00	28.7%
640.05 · Generators Annual Mainte	0.00	1,930.00	0.0%
640.06 · Water Plant Maintenance	0.00	30,000.00	0.0%
640 · Repairs and Maintenance - Other	186.64		
Total 640 - Repairs and Maintenance	8,754.28	89,030.00	9.8%
650 - Utilities			
650.01 · Electric	7,286.03	22,000.00	33.1%
650.02 · Propane	0.00	1,090.00	0.0%
650.03 · Telephone	1,675.15	2,360.00	71.0%
Total 650 - Utilities	8,961.18	25,450.00	35.2%



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

	Oct - De...	Budget	% of Bu...
660 · Other			
660.01 · Professional Fees	0.00	10,000.00	0.0%
660.20 · Contingency	0.00	0.00	0.0%
Total 660 · Other	0.00	10,000.00	0.0%
670 · Capital Expenditures			
670.02 Water Plant Construction	0.00	0.00	0.0%
670.04 · New Vehicle	0.00	50,000.00	0.0%
Total 670 · Capital Expenditures	0.00	50,000.00	0.0%
680 · Loans			
680-05 · RD - Water System Interest	0.00	29,040.00	0.0%
680.06 · RD-Water System Principal	0.00	20,000.00	0.0%
Total 680 · Loans	0.00	49,040.00	0.0%
Total 600 · DIRECT WATER EXPENSES	31,611.95	349,118.00	9.1%
700 · DIRECT WASTEWATER EXPENSES			
710 · Chemicals and Filters			
710.01 · Chemicals	8,998.11	23,320.00	38.6%
Total 710 · Chemicals and Filters	8,998.11	23,320.00	38.6%
720 · Laboratory			
720.01 · In House Lab	128.15	205.00	62.5%
720.02 · Outside Lab	3,400.40	14,100.00	24.1%
Total 720 · Laboratory	3,528.55	14,305.00	24.7%
730 · Regulatory			
730.01 · Permits	0.00	1,000.00	0.0%
730.02 · Biosolids Hauling	15,330.50	89,820.00	17.1%
Total 730 · Regulatory	15,330.50	90,820.00	16.9%
740 · Repairs Maintenance Other			
740.01 · Piping & Distribution	4,242.89	30,000.00	14.1%
740.02 · Equipment	8,474.36	13,660.00	62.0%
740.03 · Building and Grounds	2,935.17	50,000.00	5.9%
740.04 · Generator-Annual Maintenance	0.00	10,000.00	0.0%
Total 740 · Repairs Maintenance Other	15,652.42	103,660.00	15.1%
750 · Utilities			
750.01 · Electric	9,061.20	26,880.00	33.7%
750.02 · Propane	0.00	1,740.00	0.0%
Total 750 · Utilities	9,061.20	28,620.00	31.7%
760 · Other			
760.01 · Professional Fees -WWTP Permit	0.00	3,500.00	0.0%
760.02 · Contingency	0.00	0.00	0.0%
Total 760 · Other	0.00	3,500.00	0.0%
770 · Capital Expenditures			
770.01 · Bridge 1,2,3 Drills	0.00	0.00	0.0%
Total 770 · Capital Expenditures	0.00	0.00	0.0%
Total 700 · DIRECT WASTEWATER EXPEN...	52,570.78	264,225.00	19.9%
Total Expense	219,538.62	1287506.00	17.1%
Net Ordinary Income	245,242.44	0.00	100.0%
Net Income	245,242.44	0.00	100.0%

Cedar Key Water & Sewer District Monthly Checkbook Activity As of December 31, 2022

Date	Num	Name	Memo	Amount
Unrestricted Cash Funds				
100 - Operating Account				
12/01/22	31274	Doty, Gabriel T	Pay Check	-849.90
12/01/22	31275	US Postmaster	801 bills @ .44 = \$352.44	-352.44
12/02/22	31272	Johns, Alicia M.	Pay Check	-505.68
12/02/22	31277	McCain, James E.	Pay Check	-1,434.41
12/02/22	31278	Quinn, William M.	Pay Check	-708.10
12/02/22	Bankdraft	EFTPS	59-1156008	-1,305.36
12/02/22		Deposit	Deposit	62.52
12/02/22		Deposit	Deposit	62.16
12/03/22		Deposit	Deposit	70.25
12/03/22		Deposit	dARLING oUTDOOR GREASE	82.87
12/05/22	31279	Transamerica Em...	33859	-36.08
12/05/22	31280	Gulf Coast Busin...	Laser Utility Bill Paper Invoice N...	-533.40
12/05/22	31281	Marina Hardware ...	220 11/2022	-407.78
12/05/22	31282	America Water ...	Invoice No: 00869314 01/11/23	-418.00
12/05/22	31283	Verizon Wireless ...	Invoice No: Acct. 9921298259...	-98.18
12/05/22	31284	Gator Works Co...	Invoice NO: 22-25407 11/30/...	-181.00
12/05/22	31285	Verizon # 2	Invoice NoAcct.9921347933 1...	-108.89
12/05/22	31286	AT&T # 1	Acct # 3525435285 938 1989	-585.87
12/05/22	31287	AT & T # 2	352-543-6405 937 1988	-108.37
12/05/22	31288	Central FL Electric	Electric Bills 11/22	-5,396.78
12/05/22	31289	NAPA Gulf Coast...		-226.81
12/05/22		Deposit	Deposit	346.49
12/06/22		Deposit	Deposit	37.59
12/06/22		Deposit	Deposit	25,579.40
12/06/22		Deposit	Deposit	1,141.88
12/06/22		Deposit	Deposit	433.20
12/06/22		Deposit	Deposit Rent	936.36
12/06/22		Deposit	Deposit	243.27
12/07/22		Deposit	Deposit	59.64
12/08/22	31291	McCain, James E.	Pay Check	-1,607.75
12/08/22		Deposit	Deposit	10,972.30
12/08/22		Deposit	Deposit	1,080.01
12/08/22		Deposit	Deposit	55.00
12/09/22	31290	Johns, Alicia M.	Pay Check	-505.66
12/09/22	31292	Doty, Gabriel T	Pay Check	-554.31
12/09/22	31296	Quinn, William M.	Pay Check	-805.88
12/09/22	31297	Richburg, Margar...	Pay Check	-628.78
12/09/22	31293	Haldeman, Hattie...	Pay Check	-369.40
12/09/22	31294	Hand, Joseph G.	Pay Check	-369.40
12/09/22	31295	Lauer, Tabitha	Pay Check	-369.40
12/09/22	31298	Rosenthal, Steph...	Pay Check	-369.40
12/09/22	31299	Sturmer, Leslie N.	Pay Check	-369.40
12/09/22	Bankdraft	EFTPS	59-1156008	-1,645.78
12/09/22	31300	A-Able Septic-Se...	Invoice No: 56355 & 56372 12/...	-2,000.00
12/09/22	31301	Hawkins, Inc.d/b/...	Invoice NO: 6353031	-1,402.15
12/09/22	31302	FASON ELECTR...	Invoice # 12/09/...	-400.00
12/09/22	31303	Konica Minolta B...	Invoice No:284071210 12/22	-93.82
12/09/22	Bankdraft	Wex Bank Marat...	Invoice No: 7560-00-129850-4 ...	-806.77
12/09/22		Deposit	Deposit	151.68
12/09/22	31304	Xylem Water Sol...	Invoice No: 3556C50530	-7,370.00
12/09/22	31305	TAW LAKE CITY...	Pump motor for Water Plant ...	-2,608.50
12/09/22		Deposit	Deposit	200.00
12/12/22		Deposit	Deposit	55.00
12/13/22	31306	Aqua Pure Water...	Invoice No:85944 11/2022	-719.00
12/13/22	31307	VISA	11/22	-209.87
12/13/22		Deposit	Deposit WiFiber	200.00
12/13/22		Deposit	Deposit	180.14
12/15/22		Deposit	Deposit	113.91
12/16/22	31309	Johns, Alicia M.	Pay Check	-562.93
12/16/22	31308	Doty, Gabriel T	Pay Check	-680.84
12/16/22	31310	McCain, James E.	Pay Check	-1,434.40
12/16/22	31311	Quinn, William M.	Pay Check	-1,002.42
12/16/22	31312	A-Able Septic-Se...	Invoice No: 56355 & 56372 12/...	-2,000.00
12/16/22	Bankdraft	EFTPS	59-1156008	-1,246.46
12/16/22	31313	USA Blue Book	Invoice No:192666 12/01/22	-279.80
12/18/22		Deposit	Deposit	59.64



11:38 AM

01/05/23

Accrual Basis

Cedar Key Water & Sewer District Monthly Checkbook Activity As of December 31, 2022

Date	Num	Name	Memo	Amount
12/19/22	31315	Florida Departme...	Certiricate NO: 48-8012445825...	-163.00
12/19/22		Deposit	Deposit	13,116.97
12/20/22	31316	Nabors Giblin & ...	Invoice No: 1108-22064 47783 ...	-2,085.60
12/21/22	31317	Doty, Gabrial T	Pay Check	-807.37
12/21/22		Deposit	Deposit	132,100.65
12/21/22	31318	Department of En...	Gabe Doty Water License	-100.00
12/21/22	31319	Johns, Alicia M.	Pay Check	-505.67
12/21/22		Deposit	Deposit	244.57
12/21/22		Deposit	Deposit	5,172.78
12/22/22	31314	Richburg, Margar...	Pay Check	-657.06
12/22/22	31320	Quinn, William M.	Pay Check	-708.10
12/22/22	31321	Richburg, Margar...	Pay Ceck	-525.35
12/22/22	31322	McCain, James E.	Pay Check	-1,341.23
12/23/22		Deposit	Deposit	58.20
12/23/22		Deposit	Deposit	130.73
12/26/22		Deposit	Deposit	164.15
12/27/22	Bankdraft	EFTPS	59-1156008	-1,382.86
12/27/22	Bankdraft	Transfer		-49,067.50
12/27/22	Bankdraft	Transfer		-4,902.00
12/27/22		Deposit	Automotive Parts Antitrust Litiga...	143.05
12/28/22	Bankdraft	Transfer	Funds Transfer	-34,975.46
12/28/22	31323	McCain, James E.	Pay Check	-1,840.20
12/28/22		Deposit	Deposit	132.00
12/29/22	31324	Johns, Alicia M.	Pay Check	-505.67
12/29/22	31325	Richburg, Margar...	Pay Check	-525.34
12/30/22	31326	Doty, Gabrial T	Pay Check	-554.31
12/30/22	31327	Quinn, William M.	Pay Check	-805.88
12/30/22	Bankdraft	EFTPS	59-1156008	-1,428.76
12/30/22		Deposit	Deposit	59.23
12/30/22		Deposit	Deposit	27,173.18
12/30/22	31328	US Postmaster	805 bills @ .44 = \$354.20	-354.20
12/30/22	31329	US Postmaster	4 Rolls Stamps @ &60.00 = \$24...	-240.00
12/30/22		Deposit	Deposit	380.25
12/30/22	31331	AFLAC	ATF27	-1,167.45
Total 100 - Operating Account				72,686.89
Total Unrestricted Cash Funds				72,686.89
TOTAL				72,686.89

Cedar Key Water and Sewer District

Penalty Register

Detailed

For charges due before 12/30/2022

Account Balance as of 12/30/2022

Disconnect Date 01/13/2023

Sorted by: Route + Reading Sequence

Location No	Account No	Name	Address	Meter No.	Prev. Balance	Penalty	Tax	Account Balance
9001	9001	FAITH ELLIOTT	11571 SW 154TH AVE.					
WATER	P1			14062462	28.00	20.00	0.00	48.00
SEWER					27.00	0.00	0.00	27.00
		FAITH ELLIOTT	Total		55.00	20.00	0.00	75.00
37001	37001	CLAMTASTIC	11990 HWY 24					
WATER	P1			2100185297	88.50	20.00	0.00	108.50
SEWER					82.22	0.00	0.00	82.22
		CLAMTASTIC	Total		170.72	20.00	0.00	190.72
42001	42001	DAVID COLSON	12232 SW SR 24					
WATER	P1			14346385	29.77	20.00	0.00	49.77
		DAVID COLSON	Total		29.77	20.00	0.00	49.77
43001	43001	BENJAMIN BURNS	12250 SR 24					
WATER	P1			2100185277	29.91	20.00	0.00	49.91
SEWER					28.54	0.00	0.00	28.54
		BENJAMIN BURNS	Total		58.45	20.00	0.00	78.45
58001	58001	PATRICIA MILANS	12391 LIVE OAK ST.					
WATER	P1			13379861	33.53	20.00	0.00	53.53
SEWER					31.46	0.00	0.00	31.46
		PATRICIA MILANS	Total		64.99	20.00	0.00	84.99
81001	81001	W.E. KNIGHT	12406 SR 24					
WATER	P1			14346305	229.25	20.00	0.00	249.25
SEWER					174.92	0.00	0.00	174.92
		W.E. KNIGHT	Total		404.17	20.00	0.00	424.17
1051001	1051001	WILL KNIGHT	12406 SR 24					
WATER	P1			18258673	205.88	20.00	0.00	225.88
		WILL KNIGHT	Total		205.88	20.00	0.00	225.88
110001	110001	CHRIS REYNOLDS	12594 SR 24- SHOP					
WATER	P1			14062237	33.24	20.00	0.00	53.24
SEWER					31.23	0.00	0.00	31.23
		CHRIS REYNOLDS	Total		64.47	20.00	0.00	84.47
176001	176001	JOSEPH ALLEN SR	1274 WHIDDEN AVE.					
WATER	P1			12943638	80.10	20.00	0.00	100.10
SEWER					57.31	0.00	0.00	57.31
		JOSEPH ALLEN SR	Total		137.41	20.00	0.00	157.41
179001	179001	SCOTT SYKES	1218 WHIDDON AVE.					
WATER	P1			19125744	31.93	20.00	0.00	51.93
SEWER					30.17	0.00	0.00	30.17
		SCOTT SYKES	Total		62.10	20.00	0.00	82.10
182001	182001	ALLEN ZWICKEL	1181 PALMETTO DR.					
WATER	P1			14062459	29.85	20.00	0.00	49.85
SEWER					28.50	0.00	0.00	28.50
		ALLEN ZWICKEL	Total		58.35	20.00	0.00	78.35
200001	200001	TIMOTHY HOPKINS	16425 SW AIRPORT ROAD					
WATER	P1			19125735	32.13	20.00	0.00	52.13
SEWER					30.34	0.00	0.00	30.34
		TIMOTHY HOPKINS	Total		62.47	20.00	0.00	82.47
289001	289001	WELLS HAMLIN	1171 GULF BLVD.-					
WATER	P1			14346417	64.23	20.00	0.00	84.23
SEWER					40.61	0.00	0.00	40.61

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Location No	Account No	Name	Address	Meter No.	Prev. Balance	Penalty	Tax	Account Balance
289001	289001	WELLS HAMLIN	1171 GULF BLVD.-					
		WELLS HAMLIN	Total		104.84	20.00	0.00	124.84
309001	309001	DAVID WEIBLE	16490 PARODA AVE.					
WATER	P1			17336210	31.05	20.00	0.00	51.05
SEWER					29.46	0.00	0.00	29.46
		DAVID WEIBLE	Total		60.51	20.00	0.00	80.51
312001	312001	LISA CORNELL	1249 INGLESIDE DRIVE					
WATER	P1			2100185281	48.00	20.00	0.00	68.00
SEWER					27.00	0.00	0.00	27.00
		LISA CORNELL	Total		75.00	20.00	0.00	95.00
319001	319001	MARTIN KEARIN	1250 INDIANA AVE					
WATER	P1			12943661	57.31	20.00	0.00	77.31
SEWER					53.16	0.00	0.00	53.16
		MARTIN KEARIN	Total		110.47	20.00	0.00	130.47
380001	380001	F. CATFISH ABBOTT	11871 OSPREY CIRCLE					
WATER	P1			2000047478	206.57	20.00	0.00	226.57
SEWER					176.25	0.00	0.00	176.25
		F. CATFISH ABBOTT	Total		382.82	20.00	0.00	402.82
381001	381001	CHRISTOPHER	11871 RYE KEY DR.					
WATER	P1			14062244	31.14	20.00	0.00	51.14
SEWER					29.53	0.00	0.00	29.53
		CHRISTOPHER	Total		60.67	20.00	0.00	80.67
400001	400001	CHRISTIE LAVOIE	12291 SW 166TH COURT					
WATER	P1			2100185307	28.88	20.00	0.00	48.88
SEWER					27.71	0.00	0.00	27.71
		CHRISTIE LAVOIE	Total		56.59	20.00	0.00	76.59
408001	408001	MARY MARTIN	16790 SW 121ST LANE					
WATER	P1			2100160637	38.26	20.00	0.00	58.26
SEWER					35.39	0.00	0.00	35.39
		MARY MARTIN	Total		73.65	20.00	0.00	93.65
474001	474001	CRAIG MCCALL	16691 ANNA ST.					
WATER	P1			19125725	51.10	20.00	0.00	71.10
SEWER					46.62	0.00	0.00	46.62
		CRAIG MCCALL	Total		97.72	20.00	0.00	117.72
1098001	1098001	P & G HOSPITALITY #201	192 2ND STREET - CC 201					
WATER	P1			17023637	96.63	20.00	0.00	116.63
SEWER					54.51	0.00	0.00	54.51
		P & G HOSPITALITY #201	Total		151.14	20.00	0.00	171.14
1099001	1099001	P & G HOSPITALITY #202	192 2ND STREET - CC 202					
WATER	P1			17023621	98.53	20.00	0.00	118.53
SEWER					56.05	0.00	0.00	56.05
		P & G HOSPITALITY #202	Total		154.58	20.00	0.00	174.58
1100001	1100001	P & G HOSPITALITY #203	192 2ND STREET - CC 203					
WATER	P1			17023620	96.03	20.00	0.00	116.03
SEWER					54.02	0.00	0.00	54.02
		P & G HOSPITALITY #203	Total		150.05	20.00	0.00	170.05
1110001	1110001	P & G HOSPITALITY #204	192 2ND STREET - CC 204					
WATER	P1			2000047476	104.50	20.00	0.00	124.50
SEWER					60.86	0.00	0.00	60.86
		P & G HOSPITALITY #204	Total		165.36	20.00	0.00	185.36
1120001	1120001	P & G HOSPITALITY #205	192 2ND STREET - CC 205					
WATER	P1			17023624	102.16	20.00	0.00	122.16
SEWER					58.96	0.00	0.00	58.96
		P & G HOSPITALITY #205	Total		161.12	20.00	0.00	181.12
1130001	1130001	P & G HOSPITALITY #206	192 2ND STREET - CC 206					
WATER	P1			17023625	99.59	20.00	0.00	119.59
SEWER					56.90	0.00	0.00	56.90
		P & G HOSPITALITY #206	Total		156.49	20.00	0.00	176.49
1140001	1140001	P & G HOSPITALITY #207	192 2ND STREET - CC 207					
WATER	P1			17023627	102.55	20.00	0.00	122.55

Location No	Account No	Name	Address	Meter No.	Prev. Balance	Penalty	Tax	Account Balance
1140001	1140001	P & G HOSPITALITY #207	192 2ND STREET - CC 207		59.29	0.00	0.00	59.29
					161.84	20.00	0.00	181.84
1150001	1150001	P & G HOSPITALITY #208	192 2ND STREET - CC 208	17023635	102.36	20.00	0.00	122.36
					59.13	0.00	0.00	59.13
					161.49	20.00	0.00	181.49
1160001	1160001	P & G HOSPITALITY #209	192 2ND STREET - CC 209	2100160657	101.56	20.00	0.00	121.56
					58.48	0.00	0.00	58.48
					160.04	20.00	0.00	180.04
504001	504001	L&M SOL.	192 2ND ST - POOL	13458140	108.60	20.00	0.00	128.60
					108.60	20.00	0.00	128.60
1170001	1170001	P & G HOSPITALITY #301	192 2ND STREET - CC 301	17023631	96.52	20.00	0.00	116.52
					54.42	0.00	0.00	54.42
					150.94	20.00	0.00	170.94
1180001	1180001	P & G HOSPITALITY #302	192 2ND STREET - CC 302	17023630	99.20	20.00	0.00	119.20
					56.58	0.00	0.00	56.58
					155.78	20.00	0.00	175.78
1190001	1190001	P & G HOSPITALITY #303	192 2ND STREET - CC 303	17023628	96.00	20.00	0.00	116.00
					54.00	0.00	0.00	54.00
					150.00	20.00	0.00	170.00
1200001	1200001	P & G HOSPITALITY #304	192 2ND STREET - CC 304	17023629	97.77	20.00	0.00	117.77
					55.43	0.00	0.00	55.43
					153.20	20.00	0.00	173.20
1210001	1210001	P & G HOSPITALITY #305	192 2ND STREET - CC 305	2100160666	101.05	20.00	0.00	121.05
					58.08	0.00	0.00	58.08
					159.13	20.00	0.00	179.13
1220001	1220001	P & G HOSPITALITY #306	192 2ND STREET - CC 306	22114900	98.88	20.00	0.00	118.88
					56.32	0.00	0.00	56.32
					155.20	20.00	0.00	175.20
1230001	1230001	P & G HOSPITALITY #307	192 2ND STREET - CC 307	2100160622	98.40	20.00	0.00	118.40
					55.93	0.00	0.00	55.93
					154.33	20.00	0.00	174.33
1240001	1240001	P & G HOSPITALITY #308	192 2ND STREET - CC 308	17023632	162.70	20.00	0.00	182.70
					112.49	0.00	0.00	112.49
					275.19	20.00	0.00	295.19
1250001	1250001	P & G HOSPITALITY #309	192 2ND STREET - CC 309	17023626	106.94	20.00	0.00	126.94
					62.83	0.00	0.00	62.83
					169.77	20.00	0.00	189.77
506001	506001	SPA- LAUNDRY-	192 2ND STREET	14280705	113.34	20.00	0.00	133.34
					68.23	0.00	0.00	68.23
					181.57	20.00	0.00	201.57
507001	507001	P & G HOSPITALITY #310	192 2ND STREET CC-310	14062479	106.80	20.00	0.00	126.80
					62.72	0.00	0.00	62.72
					169.52	20.00	0.00	189.52
508001	508001	WILLIAM GRONDON	82 2ND ST-CC 311	12915222	98.28	20.00	0.00	118.28

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Location No	Account No	Name	Address	Meter No.	Prev. Balance	Penalty	Tax	Account Balance
508001	508001	WILLIAM GRONDON	82 2ND ST-CC 311		55.84	0.00	0.00	55.84
		SEWER						
		WILLIAM GRONDON	Total		154.12	20.00	0.00	174.12
509001	509001	CHRISTINA CULVER #312	192 2ND ST-CC 312					
		WATER		13379998	99.85	20.00	0.00	119.85
		SEWER			57.12	0.00	0.00	57.12
		CHRISTINA CULVER #312	Total		156.97	20.00	0.00	176.97
511001	511001	CAROL GRAHAM #314	192 2ND ST-CC 314					
		WATER		2100160630	100.56	20.00	0.00	120.56
		SEWER			57.68	0.00	0.00	57.68
		CAROL GRAHAM #314	Total		158.24	20.00	0.00	178.24
514001	514001	M. WHITE #317	192 2ND ST-CC 317					
		WATER		13658399	100.44	20.00	0.00	120.44
		SEWER			57.59	0.00	0.00	57.59
		M. WHITE #317	Total		158.03	20.00	0.00	178.03
515001	515001	GLADYS BRAMI #210	192 2ND ST-CC 210					
		WATER		14280693	99.45	20.00	0.00	119.45
		SEWER			56.78	0.00	0.00	56.78
		GLADYS BRAMI #210	Total		156.23	20.00	0.00	176.23
516001	516001	M. WHITE #211	192 2ND ST-CC 211					
		WATER		14280475	108.40	20.00	0.00	128.40
		SEWER			64.00	0.00	0.00	64.00
		M. WHITE #211	Total		172.40	20.00	0.00	192.40
517001	517001	M. WHITE #212	192 2ND STREET CC-212					
		WATER		2000047497	100.53	20.00	0.00	120.53
		SEWER			57.66	0.00	0.00	57.66
		M. WHITE #212	Total		158.19	20.00	0.00	178.19
521001	521001	P & G HOSPITALITY #216	82 2ND ST - CC 216					
		WATER		14280472	99.85	20.00	0.00	119.85
		SEWER			57.10	0.00	0.00	57.10
		P & G HOSPITALITY #216	Total		156.95	20.00	0.00	176.95
522001	522001	P & G HOSPITALITY #217	82 2ND ST-CC 217					
		WATER		18258677	98.50	20.00	0.00	118.50
		SEWER			56.02	0.00	0.00	56.02
		P & G HOSPITALITY #217	Total		154.52	20.00	0.00	174.52
523001	523001	P & G HOSPITALITY -	190 2ND ST-CC MARINA					
		WATER		13379826	96.00	20.00	0.00	116.00
		P & G HOSPITALITY -	Total		96.00	20.00	0.00	116.00
529001	529001	A. HAGAR - TH6	52 2ND ST- TH6					
		WATER		12943666	102.03	20.00	0.00	122.03
		SEWER			59.09	0.00	0.00	59.09
		A. HAGAR - TH6	Total		161.12	20.00	0.00	181.12
567001	567001	SAMANTHA BENFIELD	11 OLD MILL DRIVE- 8E					
		WATER		14280446	35.52	20.00	0.00	55.52
		SEWER			33.07	0.00	0.00	33.07
		SAMANTHA BENFIELD	Total		68.59	20.00	0.00	88.59
578001	578001	KRISTI NELSON	11 OLD MILL DRIVE 10D					
		WATER		14280453	33.76	20.00	0.00	53.76
		SEWER			31.65	0.00	0.00	31.65
		KRISTI NELSON	Total		65.41	20.00	0.00	85.41
597001	597001	KEN SCHWARTZ	211 2ND ST 33-324					
		WATER		2100035374	28.74	20.00	0.00	48.74
		SEWER			27.60	0.00	0.00	27.60
		KEN SCHWARTZ	Total		56.34	20.00	0.00	76.34
658001	658001	RICHARD GRIER	7041 DEPOT ST 303C					
		WATER		14280849	54.50	20.00	0.00	74.50
		SEWER			32.24	0.00	0.00	32.24
		RICHARD GRIER	Total		86.74	20.00	0.00	106.74
1048001	1048001	LIAM & MADI'S	360 DOCK STREET					
		WATER		14346388	90.89	20.00	0.00	110.89

160

Location No	Account No	Name	Address	Meter No.	Prev. Balance	Penalty	Tax	Account Balance
1048001	1048001	LIAM & MADY'S	360 DOCK STREET		160.69	0.00	0.00	160.69
					251.58	20.00	0.00	271.58
Total <i>Paid 1/3</i>								
728001	728001	JEANA MILLIGAN	509 1ST ST.	13935882	29.43	20.00	0.00	49.43
					28.15	0.00	0.00	28.15
Total								
782001	782001	JEFFERY WIGSTEN	697 1ST ST.	13658465	38.04	20.00	0.00	58.04
					35.20	0.00	0.00	35.20
Total								
817001	817001	NICOLE HARPER	633 4TH ST.	14280376	79.68	20.00	0.00	99.68
					99.33	0.00	0.00	99.33
Total								
818001	818001	ANNE O'STEEN	5051 D ST.- HW24	18189957	32.62	20.00	0.00	52.62
					30.73	0.00	0.00	30.73
Total <i>Paid 12/30</i>								
826001	826001	HINKLES CLAMS LLC	1 DOCK/ALLEN	13935880	28.00	20.00	0.00	48.00
					28.00	20.00	0.00	48.00
Total								
828001	828001	TRIPLE THREAT	1071 D STREET	14280427	28.00	20.00	0.00	48.00
					28.00	20.00	0.00	48.00
Total								
845001	845001	TERESE SEARS	741 6TH ST	2000047454	94.86	20.00	0.00	114.86
					69.34	0.00	0.00	69.34
Total <i>Paid 12/30</i>								
874001	874001	SHRADER MILLER	850 3RD STREET	12943643	53.48	20.00	0.00	73.48
					31.44	0.00	0.00	31.44
Total								
888001	888001	NANCY SERA	750 4TH STREET	14280382	32.65	20.00	0.00	52.65
					30.75	0.00	0.00	30.75
Total								
899001	899001	ELADIO LAMBERSON	610 5TH ST.	14346865	402.64	20.00	0.00	422.64
					427.23	0.00	0.00	427.23
Total <i>Paid 12/30 \$125.00</i>								
922001	922001	KERRIE BRIDGES	882 6TH ST.	14346441	39.53	20.00	0.00	59.53
					36.51	0.00	0.00	36.51
Total <i>Paid 1/5</i>								
923001	923001	TRACI ARGAVES	850 6TH ST.	14346512	30.91	20.00	0.00	50.91
					29.35	0.00	0.00	29.35
Total								
956001	956001	JOE VASTOLA	882 8TH ST.	14346507	77.91	20.00	0.00	97.91
					55.54	0.00	0.00	55.54
Total								
958001	958001	SARAH CANNON	857 7TH STREET	19125766	30.74	20.00	0.00	50.74
					29.21	0.00	0.00	29.21
Total								
959001	959001	CINDY PETRIE	909 6TH STREET	14346498	19.06	20.00	0.00	39.06
					31.69	0.00	0.00	31.69
Total								

Location No	Account No	Name	Address	Prev. Balance	Penalty	Tax	Account Balance
959001	959001	CINDY PETRIE	909 6TH STREET				
		CINDY PETRIE	Total	50.75	20.00	0.00	70.75

Total Customers		73					
Prev. Balance		\$9,964.84					
Penalty		\$1,460.00	Previously Posted Penalty		\$0.00		
Total Tax		\$0.00					
Account Balance		\$11,424.84					

Customers 64
 \$9,762.59

Cedar Key Water & Sewer District

Sick and Annual Leave Balances

December 31, 2022 Amount Used 2022

<u>Employee</u>	<u>Sick Available</u>	<u>Sick Used</u>	<u>Vacation Available</u>	<u>Vacation Used</u>
Doty, Gabriel T	20:00	16:00	81:43	43:00
Johns, Alicia M.	34:57	8:00	75:09	0:00
McCain, James E.	1051:48	117:30	257:19	170:00
Quinn, William M.	273:00	99:00	135:18	143:00
Richburg, Margaret A.	6:00	146:00	9:24	248:44

Adjusted Bill Calculation

Adjustment Information

Date Requested: 1/5/2023
 Month of Service: Dec-22
 Metered Usage: 29,850 Gal
 Am't Billed (W&S): \$1,544.76

Customer Name: 83 West

Account No.: 681001

Service Address: 310 Dock Street

*Previous 12 Months
 Average W&S Usage: 29,775 gallons/Month

Justification: 2" pipe damage on water softner due to fallen object.

	Water	Sewer
Base Charges:	\$67.00	\$64.00

Water Usage

Gallons: **80,300**

0 to 3K @	\$2.85/K	\$8.55
3 to 6 K @	\$5.33/K	\$15.99
6 to 9 K @	\$7.52/K	\$22.56
9K+ @	\$9.73/K	\$693.75
Total:		\$807.85

Adjusted Sewer Usage

Gallons*: **29,775**

0 to 3K @	\$2.30/K	\$6.90
3 to 6 K @	\$4.66/K	\$13.98
6 to 9 K @	\$6.77/K	\$20.31
9K+ @	\$8.86/K	\$184.73
Total:		\$289.92

Adjusted Water and Sewer, Total: \$1,097.77

CEDAR KEY WATER AND SEWER DISTRICT

REQUEST FOR BILL ADJUSTMENT

Date: 12/16/22
Name: 83 West, Inc. - Jordan Keeton / Shannon Keeton
Name on Account if Different: _____
Physical Address of Account: 315 Dock St.

Description of water loss including dates over which loss occurred:

2" pipe damaged by falling object
from wind on my water
softener and broke open -
approx 8.5 hours

Have you requested another adjustment over the prior 3 years? Yes _____ No

Shannon Keeton
Signature

Submit:

Mail: CKWSD, P.O. Box 309, Cedar Key, FL, 32625.
Email: alicia@ckwater.org
Fax: 866-278-7502
Hand: 510 3rd Street, Cedar Key.

Jordan
352.317.4808

Shannon
443.231.8084
(21)

Usage Report

From: 12/01/2021 Through: 01/05/2023

Sorted By: Account Number

For 681001

20,850 y avg



Location No	Acct No.	Name	Service Address	Route	Prior Date	Prior Read	Current Date	Current Read
681001	681001	83 WEST	310 DOCK ST	11				
17017496		1 1/2" METER WATER	Gallons		12/29/2021	17905	12/20/2021	18158
17017496		1 1/2" METER WATER	Gallons		01/31/2022	18158	01/19/2022	18415
17017496		1 1/2" METER WATER	Gallons		03/02/2022	18415	02/17/2022	18699
17017496		1 1/2" METER WATER	Gallons		04/01/2022	18699	03/21/2022	19127
17017496		1 1/2" METER WATER	Gallons		04/28/2022	19127	04/20/2022	19476
17017496		1 1/2" METER WATER	Gallons		05/31/2022	19476	05/20/2022	19822
17017496		1 1/2" METER WATER	Gallons		06/28/2022	19822	06/21/2022	20218
17017496		1 1/2" METER WATER	Gallons		07/29/2022	20218	07/21/2022	20529
17017496		1 1/2" METER WATER	Gallons		08/30/2022	20529	08/22/2022	20715
17017496		1 1/2" METER WATER	Gallons		09/27/2022	20715	09/20/2022	20926
17017496		1 1/2" METER WATER	Gallons		10/28/2022	20926	10/19/2022	21216
17017496		1 1/2" METER WATER	Gallons		12/01/2022	21216	11/18/2022	21487
17017496		1 1/2" METER WATER	Gallons		12/30/2022	21487	12/19/2022	22290
Totals for Customer/Location/Service: 681001 / 681001 / WATER					438,500	438,500	0	0

Grand Totals

WATER	Gallons	438500	438500	0	0.00	4481.43
Number of Accounts		1				
Number of Locations		1				
Account/Location Combinations		1				

SEND PAYMENTS TO:
 CEDAR KEY WATER AND SEWER DISTRICT
 P.O. BOX 309
 CEDAR KEY, FL 32625-0309
 PHONE #: (352) 543-5285

SERVICE		ACCOUNT NUMBER
FROM 11/18/22	TO 12/19/22	681001
PREV. READING 21487	PRES. READING 22290	UNITS USED 80300
Water		807.85
Sewer		736.91
After 26th \$20.00 penalty, if 26th falls on the weekend, you have until the following Monday to pay your balance.		
DATE DUE 01/26/23	TOTAL DUE	1544.76
SERVICE ADDRESS 310 DOCK ST		

PLEASE RETURN THIS STUB WITH PAYMENT.	
ACCOUNT NUMBER: 681001	
DATE DUE 01/26/23	TOTAL AMOUNT DUE 1544.76
AMOUNT ENCLOSED: \$	
MAKE CHECKS PAYABLE TO: CEDAR KEY WATER AND SEWER DISTRICT	

83 WEST
 BOX 475
 CEDAR KEY, FL 32625-0475

**INTERLOCAL AGREEMENT
BETWEEN THE LEVY COUNTY SUPERVISOR OF ELECTIONS AND THE CEDAR
KEY WATER AND SEWER DISTRICT**

This interlocal agreement made and entered into this _____ day of _____, 2023, by and between TAMMY JONES, SUPERVISOR OF ELECTIONS OF LEVY COUNTY, FLORIDA, a constitutional officer of the State of Florida, (hereafter "Elections Supervisor"), and the Cedar Key Water and Sewer District, an independent special district unit of government (hereafter "District").

ARTICLE I. PURPOSE.

The purpose of this Agreement is to provide for the administration of the District Election to be held on the 4th day of April, 2023, for the purpose of electing District elected officers. The parties have determined it to be in their best interest and that of the public that the duties and responsibilities of each party concerning this election are agreed upon and set forth in a formal agreement.

ARTICLE II. DATE OF ELECTION.

The Election shall be held and conducted on Tuesday, April 4, 2023. If needed, a run-off election will take place on the 25 day of April, 2023. If a run-off election is needed this agreement will extend to this run-off election.

ARTICLE III. ELECTIONS SUPERVISOR'S RESPONSIBILITIES.

1. The Elections Supervisor shall prepare the artwork for ballot printing based on information received from the District Clerk/Manager, or the City of Cedar Key ("City") Clerk/Manager on the District's behalf. Upon request and approval of ballot artwork, the Elections Supervisor shall arrange for the printing and testing of the ballots to be used in the District Election.
2. The Elections Supervisor shall prepare poll lists, automatic tabulating equipment, (if requested) and other polling place supplies. Equipment and supplies will be issued to the District Clerk/Manager, or the City Clerk/Manager on the District's behalf, the day before the election,. All equipment and supplies will be picked up from the polling place the Monday following the election.
3. Upon request, a Logic and Accuracy Test will be scheduled for voting tabulation equipment. Canvassing Board members must be present during this testing to ensure accuracy of the voting equipment.
4. Upon request, the Elections Supervisor will provide signatures of all voters registered to vote within the District for verifying signatures on Vote-by-Mail ballots. This information is solely for the current election and may not be used for any other purpose.

5. Upon request, the Elections Supervisor shall provide the District Clerk/Manager, or the City Clerk/Manager on the District's behalf, with a list of Poll Workers who served in previous county elections who may be available for hire.
6. Upon request, the Elections Supervisor will provide poll worker training. The District Clerk/Manager or a representative from the District is expected to attend to ensure all procedures are covered. Alternatively, a representative from the City may attend on the District's behalf.
7. The Elections Supervisor shall provide staff support (on site or by phone) to assist Poll Workers, the District Clerk/Manager, and the Canvassing Board on Election Day. Hours of phone support will be from 6:00 a.m. to 9:00 p.m.
8. The Elections Supervisor will collect the precinct register(s) or electronic poll books from the District Clerk/Manager, or the City Clerk/Manager on the District's behalf, to update voting history. If precinct registers are used, the precinct register(s) will be mailed or delivered back to the District, or the City on the District's behalf, within two weeks after processing.

ARTICLE IV. DISTRICT RESPONSIBILITIES.

1. The District Clerk/Manager shall be responsible for confirming the accuracy of all dates and times and any information contained to ensure compliance with the City Charter and the Florida Statutes.
2. The District Clerk/Manager is responsible for conducting qualifying for the election and shall act as the sole qualifying officer. Upon completion of qualifying, the District Clerk/Manager will, no later than close of business on the last day of qualifying provide to the Elections Supervisor the Candidate Oaths and Candidate Form 1's. Official title of each office to be on the ballot and language for referendums must be provided as well.
3. Within 48 hours of receipt of preliminary ballot artwork, the District Clerk/Manager shall review and approve by email before printing will commence.
4. The District Clerk/Manager shall determine how many ballots will be ordered.
5. The District shall publish all public notices required by Florida Statutes in a timely manner.
6. The District shall mail and receive Vote by Mail ballots for the District Election.
7. The District Clerk/Manager shall ensure themselves and any staff take the Division of Elections signature verification course before validating signatures on any vote-by-mail request forms or returned Vote-by-Mail ballots. (F.S. 101.68).
8. The District shall compensate Poll Workers for the time they have spent in training and working on Election Day.

9. The Parties acknowledge and agree that certain District responsibilities described in this Article IV may be performed by the City pursuant to the interlocal agreement between the City and the District dated March 18, 2014.

ARTICLE V. MISCELLANEOUS

Nothing herein shall constitute a waiver of the District's sovereign immunity, and the parties shall in all respects be bound by all provisions of Section 768.28, Florida Statutes. Each party shall be responsible for all liability, claims, and damages arising out of its own acts or omissions and shall hold the other party harmless from such liability, claims and damages. In the event of litigation, each party shall be responsible for its own costs of litigation, including its own attorney fees.

WHEREFORE, the parties hereto have agreed and set their hands as of the date set forth above.

APPROVED:

DATED: _____

WITNESSED:

DATED: _____

APPROVED:

Tammy Jones
TAMMY JONES
SUPERVISOR OF ELECTIONS
LEVY COUNTY, FLORIDA
DATED: 1/5/2023

WITNESSED:

Jordan Lindsay

DATED: 1/5/23

RESOLUTION NO. 2023-___

A RESOLUTION OF THE CEDAR KEY WATER AND SEWER DISTRICT RELATED TO NEW WATER AND WASTEWATER CONNECTIONS; AMENDING SECTION 4.05 OF THE DISTRICT'S CODIFIED RESOLUTIONS RELATED TO POINT OF CONNECTION AND EXTENSION CHARGES; AMENDING SECTION 5.04.F RELATED TO SERVICE CHARGES FOR THE REMOVAL AND INSTALLATION OF WATER METERS; 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. 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 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 connection fees described in Section 5.04. ~~the following rules shall apply:~~

a. ~~If the proposed connection is on the same side of the street as the water or~~

wastewater line to be connected to, the relevant connection fees in Section 5.04 shall be required to be paid by the applicant.

~~b. If the proposed connection is on the opposite side of the street as the water or wastewater main line to be connected to, so that exceptional costs must be incurred to run the water and/or wastewater lateral(s) under the roadway, the District shall pay for one half of the cost of such work, up to a maximum of \$1,500, with the Applicant paying the balance. This connection fee shall apply to each wastewater and water lateral that needs to be drilled.~~

* * *

Section 2. 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; ~~striketrough~~ indicates deletion; * * * indicates text following/prior to * * * remains unchanged]

5.04 Miscellaneous Charges

The following 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 for initial water connection
~~removal or installation of water meter~~ \$3,000.00*
- G. Service charge for initial wastewater connection..... \$2,500.00*

*Subject to the line extension rules and charges in Section 4.05 above.

Section 3. Codification.

It is the intention of the Board and it is hereby ordained that the provisions of Sections 1 and 2 of this Ordinance shall be incorporated into the District’s Codified Resolutions.

Section 4. 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

RESOLUTION NO. 2023-__

A RESOLUTION OF THE CEDAR KEY WATER AND SEWER DISTRICT RELATED TO THE DISCONTINUANCE OF SERVICE FOR NONPAYMENT OF UTILITY BILLS; AMENDING SECTION 3.01 OF THE DISTRICT'S CODIFIED RESOLUTIONS TO AUTHORIZE THE DISTRICT TO ENTER INTO PAYMENT PLANS WITH CUSTOMERS WHOSE BILLS ARE DELINQUENT IN LIEU OF DISCONNECTION OF SERVICE; 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. Amendment of Section 3.01, Codified Resolutions.

Section 3.01 of the District's Codified Resolutions entitled "Mandatory Connection to Water Facilities" is hereby amended as follows:

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

3.01 Mandatory Connection to Water Facilities

* * *

D. Discontinuance of Service For Non-Payment. Upon the failure of any owner or occupant to pay the District within thirty (30) days of the date of its mailing by the District the full amount of any bill rendered pursuant to this Resolution, the District may discontinue any or all utility service rendered by the District to such property against which such charges remain delinquent. The delinquent customer shall be given notice at least seven days prior to the discontinuation of any service. The notice shall be sent by U.S. Mail and shall be deemed delivered three (3) days following the date deposited in the mail, or upon the customer's

receipt of actual notice, whichever occurs first. The District, at its option, may also provide notice to the delinquent customer by other means, including but not limited to hand delivery and posting the property. Service shall not be disconnected if the customer pays all amounts owed within the seven-day notice period or enters into a payment plan consistent with paragraph E of this Section. The notice shall be posted on the premises where there service is rendered, or otherwise personally delivered to the customer. The notice shall state the amount owed and shall inform the customer that the amount due may be contested by contacting the District office during normal working hours. If the District Superintendent finds that there is any doubt as to the amount owed, the matter shall be placed on the agenda of the next District meeting at which the delinquent customer may be heard and a final decision shall be rendered by the Board.

E. Payment Plans. The District wishes to provide customers who face financial hardship and/or exigent circumstances and are unable to pay the full amount of their bill the opportunity to enter into a payment plan agreement with the District in lieu of having their utility service disconnected. Payment plans shall only be available to residential customers. Any customer wishing to enter into a payment plan shall make application on a form provided by the District. The application shall be submitted prior to expiration of the seven (7) day period following the District's issuance of the notice of disconnection referenced in paragraph D hereof and shall provide evidence of hardship and/or exigent circumstances. Upon receipt, the District General Manager shall review the application and upon determining the existence of a financial hardship and/or exigent circumstances, shall provide the applicant with a payment plan agreement for execution. The terms of the payment plan agreement shall provide for the following:

1. Payment of the full balance of the outstanding charges in installments over a period of not to exceed 12 months.
2. Each installment payment will be added to the bill for current charges and must be paid by the customer within 30 days of the date of its mailing.
3. Failure to make payments in accordance with the payment plan schedule shall result in the termination of the payment plan agreement and the full balance shall immediately become due and owing. Failure of the customer to satisfy the full balance within seven (7) days of termination of the payment plan shall result in discontinuation of utility service.
4. No late payment fees or charges shall accrue while the payment plan is in effect.
5. Such other terms and conditions as the General Manager or District General Counsel deem necessary or prudent for the protection of the District's interests.

F. E. Penalty for Violation. Any person failing to connect to the public sanitary water line as required by this ordinance shall upon conviction thereof, be guilty of a misdemeanor of the second degree and shall be punished in accordance with §775.082 and §775.083, Florida Statutes.

Section 2. Codification.

It is the intention of the Board and it is hereby ordained that the provisions of Section 1 of this Ordinance shall be incorporated into the District's Codified Resolutions.

Section 3. 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

RESOLUTION NO. 2023-__

A RESOLUTION OF THE CEDAR KEY WATER AND SEWER DISTRICT RELATED TO NOTICE REQUIREMENTS FOR DISTRICT RESOLUTIONS; AMENDING SECTION 1.01 OF THE DISTRICT'S CODIFIED RESOLUTIONS RELATED TO NOTICE POLICY TO AMEND THE NOTICE REQUIREMENTS FOR RESOLUTIONS CONCERNING OPERATING MILLAGE AND THE DISTRICT'S ANNUAL BUDGET TO CONFORM TO STATE LAW; 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. Amendment of Section 1.01, Codified Resolutions.

Section 1.01 of the District's Codified Resolutions entitled "Notice Policy" is hereby amended as follows:

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

1.01 Notice Policy

There is hereby established the following notice policy governing the adoption of resolutions by the Board.

A. Notice Requirements for Resolutions Dealing with Rates and Charges, Connection Requirements, Issuance of Bonds and Levy of Taxes. All resolutions setting rates and charges for services and facilities furnished by the District, establishing connection requirements, issuance of bonds and other revenue-producing certificates, and the levy of any tax other than ad valorem taxes levied for the purpose of funding operating expenses of the District, shall only be voted on by the Board after the following requirements are

met:

1. The proposed resolution must be introduced in writing and must embrace only one subject and matters properly connected therewith. The subject is to be clearly stated in the title.
2. The proposed resolution may be read by title, or in full, on at least two (2) separate days and shall, at least ten (10) days prior to adoption, be noticed once in a newspaper of general circulation in the county.
3. The notice of the proposed enactment shall state the date, time, and place of the meeting; the title of the proposed resolution; and the place where the proposed resolution may be inspected by the public. The notice shall also advise that interested parties may appear at the meeting and be heard with respect to the proposed resolution.
4. Emergency resolutions may be enacted by a two-thirds vote without complying with the above notice requirements.

B. Notice Requirements for Other Resolutions. All resolutions that establish District policy, other than those covered by Section A above, shall be considered for adoption by the Board only after the following notice requirement is met:

1. The proposed resolution must be introduced in writing and must embrace only one subject and matters properly connected therewith. The subject is to be clearly stated in the title.
2. The proposed resolution may be read by title, or in full, and shall, prior to adoption, be noticed once in a newspaper of general circulation in the City of Cedar Key as an agenda item to be acted upon by the Board at a meeting of the Board. Publication of the entire resolution shall not be required. The agenda item shall provide reasonable notice of the nature of the resolution to be considered.
3. As an alternative to publication in a newspaper, the Board may, after determining that equally or more effective notice would be given by posting rather than publication, post the notice in at least three locations within the City of Cedar Key, with one of the locations being the front entrance to the District office.
4. Emergency resolutions may be enacted by a two-thirds vote without complying with the above notice requirements.

C. The provisions of this Section 1.01 shall not apply to proposed resolutions related to the District's operating millage rate or annual budget, which shall be advertised and adopted pursuant to Chapter 200, Florida Statutes.

Section 3. Codification.

It is the intention of the Board and it is hereby ordained that the provisions of Section 1 of this Ordinance shall be incorporated into the District's Codified Resolutions.

Section 4. 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

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JOB DESCRIPTION - ADMINISTRATIVE SECRETARY

The Administrative Secretary is responsible for office management, performing the payroll, keeping track of bank accounts and records, any required legal reporting, setting up meetings as required, preparing legal advertising and preparing the budget. Responsibilities further include dealing with customer complaints and questions, taking applications for service, generating bills for service, overseeing the expenditures for the office, and supervision of the Billing Clerk.

Responsibilities:

1. Manage the office including keeping track of bank accounts and records, performing bookkeeping functions, preparing vouchers, performing all Payroll functions, including Quarterly Reports, preparing annual budgets and collecting delinquent accounts.
2. Setting up Board meetings as required, including proper legal advertising and maintenance of proper minutes.
3. Attend all Board meetings and prepare minutes summarizing discussions occurring at said meetings.
4. Maintenance of correspondence, personnel and other files of the District.
5. Be familiar with and have working knowledge of billing system.
6. Collect, account for, and refund all security and other deposits paid to and held by the District.
7. Generating reports of vacation and sick leave status of all employees and provide a copy of each such report to the Board of Commissioners on a monthly basis.
8. In conjunction with the Clerk of the City of Cedar Key, oversee elections and proper legal advertising associated with the elections.
9. Assist customers with complaints and provide information; generate work orders and ensure that proper statements are issued and receipts are entered and accounted for including bank deposits.
10. Supervise and evaluate the Billing Clerk.
11. Assist the General Manager and Plant Superintendent with ordering of office supplies or any typing or other office work needed by the General Manager or Plant Superintendent.
12. Any other duties as assigned by the General Manager.

Reporting and Salary:

The Secretary reports to the Board of commissioners. The position is salaried and shall have a starting salary of \$25,000 - \$30,000 per year depending on experience, education and qualifications. This salary is based upon on a 40-hour work week. Overtime work (in excess of 40 hours per week) shall be compensated at 1.5 times the Administrative Secretary's hourly rate.

Qualifications:

At least 3 years experience with some management experience required. Knowledge of bookkeeping and payroll including computerized bookkeeping. Must be proficient with word processing and bookkeeping software. Must be bondable. High school diploma, required.

Benefits:

Benefits include paid vacation, sick leave, and holidays; paid medical, dental and life insurance; and retirement plan.

JOB DESCRIPTION - BILLING CLERK

The Billing Clerk acts as receptionist and billing clerk for the District's office and maintains customer accounts, accepting and listing payments, generates work orders, deals with customers and others and keeps messages when necessary for employees and Board members. The Billing Clerk shall also provide secretarial assistance to the General Manager.

Responsibilities:

1. Assist with office work including answering the telephone, assisting customers, maintaining customer accounts and typing.
2. Perform the monthly billing cycle including entering meter readings, generating monthly statements and reports and handling customer payments.
3. Handle past due reminders and accept other charges such as meter deposits and capital facility fees.
4. Perform word processing and other secretarial and administrative duties as directed by the General Manager.
5. Any other similar duties as directed by the General Manager.

Reporting and Salary:

The Billing Clerk reports to the General Manager and shall have a starting salary of \$20,000 - \$25,000 per year, depending on experience, education and qualifications. This salary is based on a 40-hour work week. Overtime work (in excess of 40 hours per week) shall be compensated at 1.5 times the Billing Clerk's hourly rate.

Qualifications:

Familiarity with office procedures. Must be good with customers. Must be familiar with computerized billing systems and word processing and spreadsheet software. High school diploma required. Must be bondable.

Benefits:

Benefits include paid vacation, sick leave, and holidays; paid medical, dental and life insurance; and retirement plan.

