

CEDAR KEY WATER AND SEWER DISTRICT NOTICE OF PUBLIC MEETING

Notice is hereby given that at 5:00 PM on February 13, 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 January 9, 2023 Regular Board Meeting. (pages 1-3)
6. Financial Reports: Balance Sheet; Budget Report; Checkbook Activity; Past Due Accounts Report; Employee Leave. (pages 4-18)
7. Bill Adjustment Requests (pages 19-27)
8. Board Discussion of Process for Filling Vacant Commission Seat. (page 28)
9. First Reading of Resolution Establishing Public Records Request. (pages 29-38)
10. General Manager Report (page 39)
11. Attorney Report (pages 40-47)
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
January 9, 2023

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

Other Presents: Evan Rosenthal, Ann Richburg, James McCain, Darin Kilfoyl, Malcom Cox, Mandy Offerle, and Sue Colson.

1. Meeting called to order at 5:01 p.m. by Dottie Haldeman, Chair.
2. Pledge and Prayer.
3. Public Comment. Evan Rosenthal ask the Board, since there were four members physically present to make a motion to approve Dottie Haldeman to participate in and vote in tonight's meeting. **Motion** by Stephen Rosenthal to approve Dottie Haldeman to participate in and vote in tonight's meeting. **Second** by Tabitha Lauer. Passed by vote of 4-0. Sue Colson presented to the Board her idea to have the outhouse, that was behind the building at 497 2nd Street, that the Carmen Project gave to the City, is being moved to the Chamber property to be used as an informative kiosk once it is restored. Mrs. Colson asked the Board for a donation towards the Story Board that will be made for the Outhouse Kiosk that will cost around \$2000 to \$2500. **Motion** by Tabitha Lauer to donate \$500 to the Outhouse Project and for James to help with moving the outhouse if he is needed. **Second** by Joe Hand. Passed by a vote 5-0.
4. Adoption of the Agenda. **Motion** by Dottie Haldeman to accept the agenda. **Second** by Joe Hand. Passed by vote 5-0.
5. Approval of Minutes. **Motion** by Stephen Rosenthal to approve the minutes for the December 12, 2022 meeting. **Second** by Joe Hand. Leslie ask for Alicia to make a few changes to the December 12, 2022 minutes. Passed by vote 5-0.
6. Financial Reports. Balance Sheet, Budget Report, Checkbook Activity, Past Due Accounts Report, Employee Leave reports were presented for review. Stephen brought up his concern to the Board about the District possibly not getting the total amount of Ad Valorem money budgeted for this fiscal year, since the District has only gotten about 68% of what was to be collected for this fiscal year so far. The Board also discussed the penalties and a few items on the P & L and Balance sheet. Tabitha ask James and Ann why the pay by date on the bills was changed from the 20th of the month to the 26th of the month and if the Board and staff would like it changed back to the 20th of the month. Ann explained that the reason it was original changed from the 20th to the 28th of the month was because the District was also doing the billing for the City Garbage and that when the City took the Garbage Billing back the Board then changed the date again to the 26th at the request of the staff so that it was not so close to the end of the month because some times it caused the bills to not go out until a couple of days into the next month because of the 28th falling on a weekend and causing the customers to have fewer days to pay their bill, so it was changed to the 26th of the month. **Motion** by Stephen Rosenthal to accept the Financial Statements. **Second** by Joe Hand. Passed by vote 5-0.



7. Bill Adjustment Request. **Motion** by Dottie Haldeman to approve the bill adjustment request for 83 West. **Second** by Joe Hand. Passed by vote 5-0. **Motion** by Stephen Rosenthal to approve bill adjustment for Luke Sresovich. **Second** by Joe Hand. Passed by vote 5-0.
8. Election Interlocal Agreement. Evan and the Board briefly discussed what was in the interlocal agreement between the District and the Supervisor of Elections. Evan advised the Board to accept the interlocal agreement. **Motion** by Stephen Rosenthal to accept the Election Interlocal Agreement. **Second** by Joe Hand. Passed by vote 5-0.
9. First Reading of Resolution Related to Point of Connection and Extension Charges. The Board, Evan, and James discussed the changes that have been made to this Resolution. Stephen ask for clarification on who who would be paying the initial connection charges, Evan explained that those charges would only apply to new home builders and not to existing services. James ask that the sewer connection fee be changed to \$3000 and the Board thought that was fair and ask Evan to make the change to the Resolution for the second reading of the Resolution that would put into effect upon approval from the Board. **Motion** by Tabitha Lauer to have the Sewer Connection fee changed from \$2500 to \$3000 for second reading and approval of Resolution. **Second** by Joe Hand. Passed by vote 5-0.
10. First Reading of Resolution Related to Disconnection of Service for Nonpayment of Utility Bills and Authorization of Payment Plans for Delinquent Accounts. Tabitha ask Evan why he made this into a Resolution when it was her understanding that he would just bring back to the Board some suggestions for payment plan options. Evan explained that he went ahead and formed the payment plan options into a Resolution so that if the Board liked the suggestions this could be the first reading of said Resolution, but if the Board did not like the proposed suggestions the Resolution could be discarded. After a lot of discussion on the pros and cons of this Resolution it was decided that the Board would table this Resolution for further discussion at future meetings.
11. First Reading of Resolution Related to Notice Requirements for District Resolutions Concerning Operating Millage and Annual Budget. Evan let the Board know that the District was complying with this through the TRIM package, but wanted to make it a little clearer through the Resolution what the responsibilities were noticing these particular Resolutions. **Motion** by Stephen Rosenthal to approve the first reading of Resolution Related to Notice Requirements for District Resolutions Concerning Operating Millage and Annual Budget. **Second** by Joe Hand. Passed by vote of 5-0.
12. General Managers Report. James let the Board know that he would be attending the Levy County Legislative meeting on January 20, 2023, in Bronson to support the W3C Pipeline Project Funding. James reported that there have been no issues at the Water Plant, however, the #6 Lift Station across from the Big Blue Marina went down and had to have some repairs. James then went on to discuss with the Board how he felt about the District servicing customers Individual Pumping Units. After some discussion on the time it takes from other jobs the District's Maintenance Crew could be performing it was decided that upon new customers buying homes with an IPU the District should inform said customer of their responsibilities for the upkeep of said IPU.

Ann thanked James for donating some of his sick/vacation time to her when she was out on leave. The Board and staff then discussed the issue of the job description of the Administrative Secretary and the Billing Clerk and after a lengthy discussion it was decided that Ann and Alicia were happy with the way were working together on things no matter whose job it was. Mandy Offerle ask the Board if they had possibly thought about bringing someone in part-time to help out with all the Legislative concerns to help take some of the load off James. The Board replied that they had previously discussed it but made no final decision on the matter.

13. Attorney Report. Evan let the Board know that he has not seen a revised copy of the W3C Interlocal Agreement and will be getting in touch with the legal counsel for both the City of Bronson and the City of Otter Creek to get status update. Evan also reported that he would try to get a draft of the W3C Cooperative Agreement for the Board by next meeting. Evan reported that he would be contacting Scott Knight on getting the cost feasibility study results for the W3C Cooperative so the Board can see what the cost would be for each entity to support the Cooperative. The Board discussed having a few workshops to invite different Cooperatives and let them explain to the Board their experiences with how they were form, funded, and operate. Evan stated that he would be happy to tell the Board about his experiences with working with different Cooperatives. No date for these workshops were decided on at this time.
14. Commissioner Comments. No Commissioner Comments
15. Public Input. No Public Input.
16. Adjournment: There being no more business to conduct, the meeting was adjourned at 6:48 p.m.

Dottie Haldeman, Chairperson

Leslie Sturmer, Commissioner &
Secretary of the Board

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

	<u>Oct '22 - Jan 23</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Income			
300 - Income			
305 - Water Revenue	174,439.06	526,000.00	33.16%
310 - Sewer Revenues	144,138.13	435,000.00	33.14%
325 - Penalties	3,525.99	2,958.00	119.2%
330 - Earned Interest	846.76	20.00	4,233.8%
335 - New Meter Charges	600.00	5,600.00	10.71%
350 - Misc Income	1,176.12	12,500.00	9.41%
365. Meter Installation Fee	240.00	1,200.00	20.0%
Total 300 - Income	<u>324,966.06</u>	<u>983,278.00</u>	<u>33.05%</u>
390 Special Legislative Appr	65,378.19		
Other Sources Of Income			
315 - Ad Valorem Tax			
315.100 - Ad Valorem	183,771.94	262,275.00	70.07%
Total 315 - Ad Valorem Tax	<u>183,771.94</u>	<u>262,275.00</u>	<u>70.07%</u>
340 - Rental Income	10,798.96	30,123.00	35.85%
370 - Service Charge New Connection	11,000.00	11,300.00	97.35%
333 - Other Miscellaneous	285.30	530.00	53.83%
Total Other Sources Of Income	<u>205,856.20</u>	<u>304,228.00</u>	<u>67.67%</u>
Total Income	<u>596,200.45</u>	<u>1,287,506.00</u>	<u>46.31%</u>
Gross Profit	596,200.45	1,287,506.00	46.31%
Expense			
500 - GENERAL AND ADMINISTRATIVE			
510 - Payroll			
510.01 - Salaries	99,131.21	304,048.00	32.6%
510.02 - Social Security/Medicare	7,425.58	23,259.68	31.93%
510.03 - Retirement	8,681.34	30,405.00	28.55%
510.04 - Health, Dental & Life Ins	26,947.78	79,613.32	33.85%
510.05 - Workers Comp.	0.00	8,400.00	0.0%
Total 510 - Payroll	<u>142,185.91</u>	<u>445,726.00</u>	<u>31.9%</u>
520 - Office			
520.01 - Supplies	1,519.51	2,000.00	75.98%
520.02 - Postage & Shipping	2,261.73	6,220.00	36.36%
520.03 - Copier, Computer, Billing, Etc.	1,818.97	3,465.00	52.5%
520.04 - Printing and Copying	746.93	1,148.00	65.06%
520.05 - Web Portal/E-Billing	204.49	0.00	100.0%
520.07 - Bank Service Charge	-12.00		
Total 520 - Office	<u>6,539.63</u>	<u>12,833.00</u>	<u>50.96%</u>
530 - Utilities			
530.01 - Fuel For Equipment	3,853.51	13,200.00	29.19%
530.02 - Solid Waste Disposal	659.02	1,130.00	58.32%
530.03 - Telephone	4,682.94	10,000.00	46.83%
Total 530 - Utilities	<u>9,195.47</u>	<u>24,330.00</u>	<u>37.8%</u>

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

	Oct '22 - Jan 23	Budget	% of Budget
540 · Professional Fees			
540.01 · Audit & Accounting	13,600.00	22,200.00	61.26%
540.02 · Management/Legal	8,201.41	30,000.00	27.34%
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%
Total 540 · Professional Fees	21,801.41	64,400.00	33.85%
550 - General Repair & Maint			
550.01 · Vehicle	1,774.21	3,606.00	49.2%
550.02 · Equipment and Tools	199.83	5,830.00	3.43%
550.03 · Building	0.00	600.00	0.0%
550.04 · Supplies	0.00	948.00	0.0%
Total 550 - General Repair & Maint	1,974.04	10,984.00	17.97%
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	6.67%
560.04 · Annual Fees & Dues	7,186.00	11,000.00	65.33%
560.05 · Ads and Publications	1,666.88	500.00	333.38%
560.06 · Miscellaneous	511.26	1,650.00	30.99%
560.07 · Contingency	0.00	43,740.00	0.0%
Total 560 · Other	9,564.14	115,890.00	8.25%
Total 500 · GENERAL AND ADMINISTRATIVE	191,260.60	674,163.00	28.37%
600 · DIRECT WATER EXPENSES			
610 · Chemicals and Filters			
610.01 · Chemicals	19,384.60	88,330.00	21.95%
610.02 · Miex Resin	0.00	30,000.00	0.0%
Total 610 · Chemicals and Filters	19,384.60	118,330.00	16.38%
620 - Laboratory			
620.01 · In House Lab	128.16	2,920.00	4.39%
620.02 · Outside Lab	0.00	4,348.00	0.0%
Total 620 - Laboratory	128.16	7,268.00	1.76%
640 · Repairs and Maintenance			
640.01 · Piping and Distribution	1,122.60	20,850.00	5.38%
640.02 · Equipment	3,722.23	12,560.00	29.64%
640.03 · Building & Grounds	0.00	7,690.00	0.0%
640.04 · Water Tower Maintenance	9,198.86	16,000.00	57.49%
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	14,230.33	89,030.00	15.98%
650 · Utilities			
650.01 · Electric	9,811.82	22,000.00	44.6%
650.02 · Propane	0.00	1,090.00	0.0%
650.03 · Telephone	1,783.52	2,360.00	75.57%

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

	Oct '22 - Jan 23	Budget	% of Budget
Total 650 · Utilities	11,595.34	25,450.00	45.56%
660 · Other			
660.01 · Professional Fees	0.00	10,000.00	0.0%
Total 660 · Other	0.00	10,000.00	0.0%
670 · Capital Expenditures			
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	45,338.43	349,118.00	12.99%
700 · DIRECT WASTEWATER EXPENSES			
710 · Chemicals and Filters			
710.01 · Chemicals	10,272.11	23,320.00	44.05%
Total 710 · Chemicals and Filters	10,272.11	23,320.00	44.05%
720 · Laboratory			
720.01 · In House Lab	128.15	205.00	62.51%
720.02 · Outside Lab	3,953.76	14,100.00	28.04%
Total 720 · Laboratory	4,081.91	14,305.00	28.54%
730 · Regulatory			
730.01 · Permits	0.00	1,000.00	0.0%
730.02 · Biosolids Hauling	28,980.50	89,820.00	32.27%
Total 730 · Regulatory	28,980.50	90,820.00	31.91%
740 · Repairs Maintenance Other			
740.01 · Piping & Distribution	8,838.34	30,000.00	29.46%
740.02 · Equipment	8,474.36	13,660.00	62.04%
740.03 · Building and Grounds	2,935.17	50,000.00	5.87%
740.04 · Generator-Annual Maintenance	0.00	10,000.00	0.0%
Total 740 · Repairs Maintenance Other	20,247.87	103,660.00	19.53%
750 · Utilities			
750.01 · Electric	12,131.23	26,880.00	45.13%
750.02 · Propane	0.00	1,740.00	0.0%
Total 750 · Utilities	12,131.23	28,620.00	42.39%
760 · Other			
760.01 · Professional Fees -WWTP Permit	0.00	3,500.00	0.0%
Total 760 · Other	0.00	3,500.00	0.0%
Total 700 · DIRECT WASTEWATER EXPENSES	75,713.62	264,225.00	28.66%
Total Expense	312,312.65	1,287,506.00	24.26%
Net Ordinary Income	283,887.80	0.00	100.0%
Net Income	283,887.80	0.00	100.0%

Cedar Key Water & Sewer District
Balance Sheet
 As of January 31, 2023
 Jan 31, 23

ASSETS

Current Assets

Checking/Savings

Unrestricted Cash Funds

100 - Operating Account	244,946.76
102 Petty Cash	175.00
113.3 Unrestricted Savings	70,004.61

Total Unrestricted Cash Funds 315,126.37

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 428,559.89

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 637,329.79

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 5,628,470.77

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 January 31, 2023

Jan 31, 23

Other Current Liabilities	
485 · Note Payable -RD - Current	20,000.00
403- Emplo Ret Con Payabale	580.20
408 - Sales Tax Payable	1.01
411 - Unearned Revenues	11,100.72
450 · Fed. Income Taxes Payable	-910.92
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	64,260.79
Total Current Liabilities	64,705.56
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	1,114,651.56
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	283,887.80
Total Equity	4,513,819.21
TOTAL LIABILITIES & EQUITY	5,628,470.77



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

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510.05 - Workers Comp.	0.00	8,400.00	0.0%
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520.03 - Copier, Computer, Billing, Etc.	1,818.97	3,465.00	52.5%
520.04 - Printing and Copying	746.93	1,148.00	65.06%
520.05 - Web Portal/E-Billing	204.49	0.00	100.0%
520.07 - Bank Service Charge	-12.00		
Total 520 - Office	<u>6,539.63</u>	<u>12,833.00</u>	<u>50.96%</u>
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530.02 - Solid Waste Disposal	659.02	1,130.00	58.32%
530.03 - Telephone	4,682.94	10,000.00	46.83%
Total 530 - Utilities	<u>9,195.47</u>	<u>24,330.00</u>	<u>37.8%</u>



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

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540.02 · Management/Legal	8,201.41	30,000.00	27.34%
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%
Total 540 · Professional Fees	21,801.41	64,400.00	33.85%
550 - General Repair & Maint			
550.01 · Vehicle	1,774.21	3,606.00	49.2%
550.02 · Equipment and Tools	199.83	5,830.00	3.43%
550.03 · Building	0.00	600.00	0.0%
550.04 · Supplies	0.00	948.00	0.0%
Total 550 - General Repair & Maint	1,974.04	10,984.00	17.97%
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	6.67%
560.04 · Annual Fees & Dues	7,186.00	11,000.00	65.33%
560.05 · Ads and Publications	1,666.88	500.00	333.38%
560.06 · Miscellaneous	511.26	1,650.00	30.99%
560.07 · Contingency	0.00	43,740.00	0.0%
Total 560 · Other	9,564.14	115,890.00	8.25%
Total 500 · GENERAL AND ADMINISTRATIVE	191,260.60	674,163.00	28.37%
600 · DIRECT WATER EXPENSES			
610 · Chemicals and Filters			
610.01 · Chemicals	19,384.60	88,330.00	21.95%
610.02 · Miex Resin	0.00	30,000.00	0.0%
Total 610 · Chemicals and Filters	19,384.60	118,330.00	16.38%
620 - Laboratory			
620.01 · In House Lab	128.16	2,920.00	4.39%
620.02 · Outside Lab	0.00	4,348.00	0.0%
Total 620 - Laboratory	128.16	7,268.00	1.76%
640 · Repairs and Maintenance			
640.01 · Piping and Distribution	1,122.60	20,850.00	5.38%
640.02 · Equipment	3,722.23	12,560.00	29.64%
640.03 · Building & Grounds	0.00	7,690.00	0.0%
640.04 · Water Tower Maintenance	9,198.86	16,000.00	57.49%
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	14,230.33	89,030.00	15.98%
650 · Utilities			
650.01 · Electric	9,811.82	22,000.00	44.6%
650.02 · Propane	0.00	1,090.00	0.0%
650.03 · Telephone	1,783.52	2,360.00	75.57%

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

	Oct '22 - Jan 23	Budget	% of Budget
Total 650 · Utilities	11,595.34	25,450.00	45.56%
660 · Other			
660.01 · Professional Fees	0.00	10,000.00	0.0%
Total 660 · Other	0.00	10,000.00	0.0%
670 · Capital Expenditures			
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	45,338.43	349,118.00	12.99%
700 · DIRECT WASTEWATER EXPENSES			
710 · Chemicals and Filters			
710.01 · Chemicals	10,272.11	23,320.00	44.05%
Total 710 · Chemicals and Filters	10,272.11	23,320.00	44.05%
720 · Laboratory			
720.01 · In House Lab	128.15	205.00	62.51%
720.02 · Outside Lab	3,953.76	14,100.00	28.04%
Total 720 · Laboratory	4,081.91	14,305.00	28.54%
730 · Regulatory			
730.01 · Permits	0.00	1,000.00	0.0%
730.02 · Biosolids Hauling	28,980.50	89,820.00	32.27%
Total 730 · Regulatory	28,980.50	90,820.00	31.91%
740 · Repairs Maintenance Other			
740.01 · Piping & Distribution	8,838.34	30,000.00	29.46%
740.02 · Equipment	8,474.36	13,660.00	62.04%
740.03 · Building and Grounds	2,935.17	50,000.00	5.87%
740.04 · Generator-Annual Maintenance	0.00	10,000.00	0.0%
Total 740 · Repairs Maintenance Other	20,247.87	103,660.00	19.53%
750 · Utilities			
750.01 · Electric	12,131.23	26,880.00	45.13%
750.02 · Propane	0.00	1,740.00	0.0%
Total 750 · Utilities	12,131.23	28,620.00	42.39%
760 · Other			
760.01 · Professional Fees -WWTP Permit	0.00	3,500.00	0.0%
Total 760 · Other	0.00	3,500.00	0.0%
Total 700 · DIRECT WASTEWATER EXPENSES	75,713.62	264,225.00	28.66%
Total Expense	312,312.65	1,287,506.00	24.26%
Net Ordinary Income	283,887.80	0.00	100.0%
Net Income	283,887.80	0.00	100.0%



Cedar Key Water and Sewer District

Penalty Register

Detailed

For charges due before 01/31/2023

Account Balance as of 02/01/2023

Disconnect Date 02/13/2023

Sorted by: Route + Reading Sequence

Location No	Account No	Name	Address	Meter No.	Prev. Balance	Penalty	Tax	Account Balance
43001	43001	BENJAMIN BURNSED	12250 SR 24					
WATER	P1			2100185277	48.94	20.00	0.00	68.94
SEWER					27.76	0.00	0.00	27.76
		BENJAMIN BURNSED	Total		76.70	20.00	0.00	96.70
81001	81001	W.E. KNIGHT	12406 SR 24					
WATER	P1			14346305	63.80	20.00	0.00	83.80
SEWER					40.24	0.00	0.00	40.24
		W.E. KNIGHT	Total		104.04	20.00	0.00	124.04
1051001	1051001	WILL KNIGHT	12406 SR 24					
WATER	P1			18258673	49.25	20.00	0.00	69.25
		WILL KNIGHT	Total		49.25	20.00	0.00	69.25
104001	104002	RICHARD MALAD	12516 SR 24					
WATER	P1			2100160599	34.78	20.00	0.00	54.78
SEWER					32.47	0.00	0.00	32.47
		RICHARD MALAD	Total		67.25	20.00	0.00	87.25
110001	110001	CHRIS REYNOLDS	12594 SR 24- SHOP					
WATER	P1			14062237	56.15	20.00	0.00	76.15
SEWER					33.58	0.00	0.00	33.58
		CHRIS REYNOLDS	Total		89.73	20.00	0.00	109.73
161001	161001	ANNETTE BLACK	1141 WHIDDEN AVE.-					
WATER	P1			2100160665	20.39	20.00	0.00	40.39
SEWER					15.65	0.00	0.00	15.65
		ANNETTE BLACK	Total		36.04	20.00	0.00	56.04
168001	168001	DAVID MEDEIROS	1181 GULF BLVD					
WATER	P1			19125724	33.61	20.00	0.00	53.61
SEWER					31.53	0.00	0.00	31.53
		DAVID MEDEIROS	Total		65.14	20.00	0.00	85.14
185001	185001	JAMES MOORE	1157 PALMETTO DRIVE					
WATER	P1			13943798	28.00	20.00	0.00	48.00
SEWER					27.00	0.00	0.00	27.00
		JAMES MOORE	Total		55.00	20.00	0.00	75.00
249001	249001	JONATHAN KAPLAN	16741 SW 133RD ST.					
WATER	P1			14280664	36.12	20.00	0.00	56.12
SEWER					33.56	0.00	0.00	33.56
		JONATHAN KAPLAN	Total		69.68	20.00	0.00	89.68
266001	266001	MICHAEL GILFILEN	1350 HAWTHORNE AVE.					
WATER	P1			13658421	34.44	20.00	0.00	54.44
SEWER					32.20	0.00	0.00	32.20
		MICHAEL GILFILEN	Total		66.64	20.00	0.00	86.64
268001	268001	PAT HIBBITS	1169 HAWTHORNE AVE					
WATER	P1			13379859	29.68	20.00	0.00	49.68
SEWER					28.36	0.00	0.00	28.36
		PAT HIBBITS	Total		58.04	20.00	0.00	78.04
290001	290001	DIANA BIBLE	1170 PARODA AVE					
WATER	P1			13658397	41.00	20.00	0.00	61.00
SEWER					38.61	0.00	0.00	38.61
		DIANA BIBLE	Total		79.61	20.00	0.00	99.61
355001	355001	MICHEAL SMITH	12270 SW 165TH AVE					
WATER	P1			14062468	32.42	20.00	0.00	52.42

Location No	Account No	Name	Address	Meter No.	Prev. Balance	Penalty	Tax	Account Balance
355001	355001	MICHEAL SMITH	12270 SW 165TH AVE					
SEWER					30.57	0.00	0.00	30.57
		MICHEAL SMITH	Total		62.99	20.00	0.00	82.99
1086001	1086001	TODD THOMPSON	12191 SW 165TH AVENUE					
WATER	P1			2100185338	28.00	20.00	0.00	48.00
SEWER					27.00	0.00	0.00	27.00
		TODD THOMPSON	Total		55.00	20.00	0.00	75.00
381001	381001	CHRISTOPHER	11871 RYE KEY DR.					
WATER	P1			14062244	53.59	20.00	0.00	73.59
SEWER					31.51	0.00	0.00	31.51
		CHRISTOPHER	Total		85.10	20.00	0.00	105.10
400001	400001	JAMES MOORE	12291 SW 166TH COURT					
WATER	P1			2100185307	30.71	20.00	0.00	50.71
SEWER					29.19	0.00	0.00	29.19
		JAMES MOORE	Total		59.90	20.00	0.00	79.90
423001	423001	RICHARD AEBERLY	16850 ANNA ST.					
WATER	P1			13658453	29.34	20.00	0.00	49.34
SEWER					28.08	0.00	0.00	28.08
		RICHARD AEBERLY	Total		57.42	20.00	0.00	77.42
1098001	1098001	P & G HOSPITALITY #201	192 2ND STREET - CC 201					
WATER	P1			17023637	60.73	20.00	0.00	80.73
SEWER					54.32	0.00	0.00	54.32
		P & G HOSPITALITY #201	Total		115.05	20.00	0.00	135.05
1099001	1099001	P & G HOSPITALITY #202	192 2ND STREET - CC 202					
WATER	P1			17023621	60.50	20.00	0.00	80.50
SEWER					55.48	0.00	0.00	55.48
		P & G HOSPITALITY #202	Total		115.98	20.00	0.00	135.98
1100001	1100001	P & G HOSPITALITY #203	192 2ND STREET - CC 203					
WATER	P1			17023620	60.98	20.00	0.00	80.98
SEWER					54.02	0.00	0.00	54.02
		P & G HOSPITALITY #203	Total		115.00	20.00	0.00	135.00
1110001	1110001	P & G HOSPITALITY #204	192 2ND STREET - CC 204					
WATER	P1			2000047476	60.51	20.00	0.00	80.51
SEWER					58.72	0.00	0.00	58.72
		P & G HOSPITALITY #204	Total		119.23	20.00	0.00	139.23
1120001	1120001	P & G HOSPITALITY #205	192 2ND STREET - CC 205					
WATER	P1			17023624	58.98	20.00	0.00	78.98
SEWER					56.85	0.00	0.00	56.85
		P & G HOSPITALITY #205	Total		115.83	20.00	0.00	135.83
1130001	1130001	P & G HOSPITALITY #206	192 2ND STREET - CC 206					
WATER	P1			17023625	61.21	20.00	0.00	81.21
SEWER					57.29	0.00	0.00	57.29
		P & G HOSPITALITY #206	Total		118.50	20.00	0.00	138.50
1140001	1140001	P & G HOSPITALITY #207	192 2ND STREET - CC 207					
WATER	P1			17023627	61.34	20.00	0.00	81.34
SEWER					60.00	0.00	0.00	60.00
		P & G HOSPITALITY #207	Total		121.34	20.00	0.00	141.34
1150001	1150001	P & G HOSPITALITY #208	192 2ND STREET - CC 208					
WATER	P1			17023635	64.89	20.00	0.00	84.89
SEWER					61.13	0.00	0.00	61.13
		P & G HOSPITALITY #208	Total		126.02	20.00	0.00	146.02
1160001	1160001	P & G HOSPITALITY #209	192 2ND STREET - CC 209					
WATER	P1			2100160657	62.82	20.00	0.00	82.82
SEWER					58.00	0.00	0.00	58.00
		P & G HOSPITALITY #209	Total		120.82	20.00	0.00	140.82
504001	504001	L&M SOL.	192 2ND ST - POOL					
WATER	P1			13458140	89.05	20.00	0.00	109.05
		L&M SOL.	Total		89.05	20.00	0.00	109.05
1170001	1170001	P & G HOSPITALITY #301	192 2ND STREET - CC 301					
WATER	P1			17023631	61.02	20.00	0.00	81.02

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Location No	Account No	Name	Address	Meter No.	Prev. Balance	Penalty	Tax	Account Balance
1170001	1170001	P & G HOSPITALITY #301	192 2ND STREET - CC 301		54.65	0.00	0.00	54.65
		SEWER						
		P & G HOSPITALITY #301Total			115.67	20.00	0.00	135.67
1180001	1180001	P & G HOSPITALITY #302	192 2ND STREET - CC 302		60.84	20.00	0.00	80.84
		WATER		17023630	56.74	0.00	0.00	56.74
		SEWER						
		P & G HOSPITALITY #302Total			117.58	20.00	0.00	137.58
1190001	1190001	P & G HOSPITALITY #303	192 2ND STREET - CC 303		61.06	20.00	0.00	81.06
		WATER		17023628	54.05	0.00	0.00	54.05
		SEWER						
		P & G HOSPITALITY #303Total			115.11	20.00	0.00	135.11
1200001	1200001	P & G HOSPITALITY #304	192 2ND STREET - CC 304		60.07	20.00	0.00	80.07
		WATER		17023629	55.04	0.00	0.00	55.04
		SEWER						
		P & G HOSPITALITY #304Total			115.11	20.00	0.00	135.11
1210001	1210001	P & G HOSPITALITY #305	192 2ND STREET - CC 305		60.02	20.00	0.00	80.02
		WATER		2100160666	56.63	0.00	0.00	56.63
		SEWER						
		P & G HOSPITALITY #305Total			116.65	20.00	0.00	136.65
1220001	1220001	P & G HOSPITALITY #306	192 2ND STREET - CC 306		59.90	20.00	0.00	79.90
		WATER		22114900	56.02	0.00	0.00	56.02
		SEWER						
		P & G HOSPITALITY #306Total			115.92	20.00	0.00	135.92
1230001	1230001	P & G HOSPITALITY #307	192 2ND STREET - CC 307		60.60	20.00	0.00	80.60
		WATER		2100160622	55.38	0.00	0.00	55.38
		SEWER						
		P & G HOSPITALITY #307Total			115.98	20.00	0.00	135.98
1240001	1240001	P & G HOSPITALITY #308	192 2ND STREET - CC 308		61.22	20.00	0.00	81.22
		WATER		17023632	61.91	0.00	0.00	61.91
		SEWER						
		P & G HOSPITALITY #308Total			123.13	20.00	0.00	143.13
1250001	1250001	P & G HOSPITALITY #309	192 2ND STREET - CC 309		59.54	20.00	0.00	79.54
		WATER		17023626	62.51	0.00	0.00	62.51
		SEWER						
		P & G HOSPITALITY #309Total			122.05	20.00	0.00	142.05
506001	506001	SPA- LAUNDRY-	192 2ND STREET		59.99	20.00	0.00	79.99
		WATER		14280705	71.16	0.00	0.00	71.16
		SEWER						
		SPA- LAUNDRY- Total			131.15	20.00	0.00	151.15
507001	507001	P & G HOSPITALITY #310	192 2ND STREET CC-310		61.72	20.00	0.00	81.72
		WATER		14062479	63.89	0.00	0.00	63.89
		SEWER						
		P & G HOSPITALITY #310Total			125.61	20.00	0.00	145.61
508001	508001	WILLIAM GRONDON	82 2ND ST-CC 311		61.98	20.00	0.00	81.98
		WATER		12915222	56.37	0.00	0.00	56.37
		SEWER						
		WILLIAM GRONDON Total			118.35	20.00	0.00	138.35
509001	509001	CHRISTINA CULVER #312	192 2ND ST-CC 312		60.61	20.00	0.00	80.61
		WATER		13379998	56.72	0.00	0.00	56.72
		SEWER						
		CHRISTINA CULVER #312Total			117.33	20.00	0.00	137.33
511001	511001	CAROL GRAHAM #314	192 2ND ST-CC 314		62.68	20.00	0.00	82.68
		WATER		2100160630	58.97	0.00	0.00	58.97
		SEWER						
		CAROL GRAHAM #314 Total			121.65	20.00	0.00	141.65
514001	514001	M. WHITE #317	192 2ND ST-CC 317		59.17	20.00	0.00	79.17
		WATER		13658399	56.35	0.00	0.00	56.35
		SEWER						
		M. WHITE #317 Total			115.52	20.00	0.00	135.52
515001	515001	GLADYS BRAMI #210	192 2ND ST-CC 210					

Location No	Account No	Name	Address	Meter No.	Prev. Balance	Penalty	Tax	Account Balance
515001	515001	GLADYS BRAMI #210	192 2ND ST-CC 210					
	WATER	P1		14280693	59.58	20.00	0.00	79.58
	SEWER				56.09	0.00	0.00	56.09
		GLADYS BRAMI #210	Total		115.67	20.00	0.00	135.67
516001	516001	M. WHITE #211	192 2ND ST-CC 211					
	WATER	P1		14280475	58.25	20.00	0.00	78.25
	SEWER				62.62	0.00	0.00	62.62
		M. WHITE #211	Total		120.87	20.00	0.00	140.87
517001	517001	M. WHITE #212	192 2ND STREET CC-212					
	WATER	P1		2000047497	58.78	20.00	0.00	78.78
	SEWER				56.58	0.00	0.00	56.58
		M. WHITE #212	Total		115.36	20.00	0.00	135.36
518001	518001	B. PRESS	82 2ND ST -CC 213					
	WATER	P1		14280478	28.03	20.00	0.00	48.03
	SEWER				27.02	0.00	0.00	27.02
		B. PRESS	Total		55.05	20.00	0.00	75.05
520001	520001	RENEE SMITH	82 2ND ST-CC 215					
	WATER	P1		22114901	29.14	20.00	0.00	49.14
	SEWER				27.92	0.00	0.00	27.92
		RENEE SMITH	Total		57.06	20.00	0.00	77.06
521001	521001	P & G HOSPITALITY #216	82 2ND ST -CC 216					
	WATER	P1		14280472	59.60	20.00	0.00	79.60
	SEWER				55.40	0.00	0.00	55.40
		P & G HOSPITALITY #216	Total		115.00	20.00	0.00	135.00
522001	522001	P & G HOSPITALITY #217	82 2ND ST-CC 217					
	WATER	P1		18258677	61.22	20.00	0.00	81.22
	SEWER				56.00	0.00	0.00	56.00
		P & G HOSPITALITY #217	Total		117.22	20.00	0.00	137.22
523001	523001	P & G HOSPITALITY -	190 2ND ST-CC MARINA					
	WATER	P1		13379826	88.00	20.00	0.00	108.00
		P & G HOSPITALITY -	Total		88.00	20.00	0.00	108.00
529001	529001	A. HAGAR - TH6	52 2ND ST- TH6					
	WATER	P1		12943666	86.17	20.00	0.00	106.17
	SEWER				84.70	0.00	0.00	84.70
		A. HAGAR - TH6	Total		170.87	20.00	0.00	190.87
569001	569001	PAT MERGO	11 OLD MILL DRIVE 9A					
	WATER	P1		2100023766	41.58	20.00	0.00	61.58
	SEWER				5.74	0.00	0.00	5.74
		PAT MERGO	Total		47.32	20.00	0.00	67.32
583001	583001	JERRY GROVE	193 2ND STREET					
	WATER	P1		12943628	20.24	20.00	0.00	40.24
	SEWER				17.76	0.00	0.00	17.76
		JERRY GROVE	Total		38.00	20.00	0.00	58.00
596001	596001	PETER MCELWAN	211 2ND ST 21-224					
	WATER	P1		2100185317	30.28	20.00	0.00	50.28
	SEWER				28.84	0.00	0.00	28.84
		PETER MCELWAN	Total		59.12	20.00	0.00	79.12
622001	622001	RICCARDO BARRANTES	7030 DEPOT STREET					
	WATER	P1		22114892	28.46	20.00	0.00	48.46
	SEWER				27.37	0.00	0.00	27.37
		RICCARDO BARRANTES	Total		55.83	20.00	0.00	75.83
636001	636001	JOSEPH WARD	7041 DEPOT ST 101A					
	WATER	P1		12943646	30.17	20.00	0.00	50.17
	SEWER				28.75	0.00	0.00	28.75
		JOSEPH WARD	Total		58.92	20.00	0.00	78.92
652001	652001	D. STEAKLEY	7041 DEPOT ST 201C					
	WATER	P1		14346389	33.04	20.00	0.00	53.04
	SEWER				31.07	0.00	0.00	31.07
		D. STEAKLEY	Total		64.11	20.00	0.00	84.11
719001	719001	GALLOGLAIGH LLC	550 1ST ST IP#206					

Handwritten: Paid 2/19

Location No	Account No	Name	Address	Meter No.	Prev. Balance	Penalty	Tax	Account Balance
719001	719001	GALLOGLAIGH LLC	550 1ST ST IP#206	13484063	32.39	20.00	0.00	52.39
					30.54	0.00	0.00	30.54
					62.93	20.00	0.00	82.93

760001	760001	WILEY FAMILY TRUST	549 1ST STREET	14280413	30.88	20.00	0.00	50.88
					29.32	0.00	0.00	29.32
					60.20	20.00	0.00	80.20

791001	791001	ROB PALMER	774 2ND STREET - 2	2100160651	10.78	20.00	0.00	30.78
					31.67	0.00	0.00	31.67
					42.45	20.00	0.00	62.45

808001	808001	NAPA	573 3RD STREET	2000047491	41.51	20.00	0.00	61.51
					38.23	0.00	0.00	38.23
					79.74	20.00	0.00	99.74

817001	817001	NICOLE HARPER	633 4TH ST.	14280376	56.04	20.00	0.00	76.04
					34.32	0.00	0.00	34.32
					90.36	20.00	0.00	110.36

862001	862001	HORRY BAYLOR	641 3RD STREET	14346451	28.00	20.00	0.00	48.00
					27.00	0.00	0.00	27.00
					55.00	20.00	0.00	75.00

885001	885001	KRISTIE SCIALDONE	782 4TH ST	14280385	102.05	20.00	0.00	122.05
					92.73	0.00	0.00	92.73
					194.78	20.00	0.00	214.78

926001	926001	MATTHEW CHATOWSKY	782 7TH ST	14346509	33.70	20.00	0.00	53.70
					31.60	0.00	0.00	31.60
					65.30	20.00	0.00	85.30

950001	950001	REBECCA CULLINAN	926 8TH ST.	14346491	38.47	20.00	0.00	58.47
					35.58	0.00	0.00	35.58
					74.05	20.00	0.00	94.05

Total Customers 66
 Prev. Balance \$6,084.37
 Penalty \$1,320.00
 Total Tax \$0.00
 Account Balance \$7,404.37

Previously Posted Penalty \$0.00

Customers 53
 total = \$6,331.33

**Cedar Key Water & Sewer District Employee Time Off Accrued and Used
January 1, 2023 to January 31, 2023**

Doty, Gabriel T

Date	Chk Num	Period Start	Period End	Hours Vac	Accrued	Vac Used	Vac Balance	Sick Accrued	Sick Used	Sick Balance
01/13/2023	31365	01/07/2023	01/13/2023	46.00	1.90	-	83.62	2.00	8.00	14.00
01/19/2023	31370	01/14/2023	01/20/2023	61.00	1.90	-	85.52	2.00	-	16.00
01/27/2023	31379	01/21/2023	01/27/2023	46.00	1.90	-	87.42	2.00	3.00	15.00
01/06/2023	31334	12/31/2022	01/06/2023	40.00	1.90	-	89.32	2.00	-	17.00
				193.00	7.60	0.00	89.32	8.00	11.00	17.00

Johns, Alicia M.

Date	Chk Num	Period Start	Period End	Hours Vac	Accrued	Vac Used	Vac Balance	Sick Accrued	Sick Used	Sick Balance
01/13/2023	31366	01/07/2023	01/13/2023	40.00	3.13	-	75.15	2.00	4.00	38.95
01/19/2023	31369	01/14/2023	01/20/2023	40.00	3.13	-	78.28	2.00	-	40.95
01/27/2023	31378	01/21/2023	01/27/2023	40.00	3.13	-	81.42	2.00	-	42.95
01/05/2023	31330	12/31/2022	01/06/2023	40.00	3.13	-	84.55	2.00	5.00	39.95
				160.00	12.53	0.00	84.55	8.00	9.00	39.95

McCain, James E.

Date	Chk Num	Period Start	Period End	Hours Vac	Accrued	Vac Used	Vac Balance	Sick Accrued	Sick Used	Sick Balance
01/12/2023	31360	01/07/2023	01/13/2023	55.00	3.13	-	260.45	2.00	-	1,053.80
01/20/2023	31374	01/14/2023	01/20/2023	40.00	3.13	-	263.58	2.00	-	1,055.80
01/27/2023	31380	01/21/2023	01/27/2023	40.00	3.13	14.00	252.72	2.00	-	1,057.80
01/06/2023	31338	12/31/2022	01/06/2023	46.00	3.13	-	255.85	2.00	-	1,059.80
				181.00	12.53	14.00	255.85	8.00	0.00	1,059.80

Quinn, William M.

Date	Chk Num	Period Start	Period End	Hours Vac	Accrued	Vac Used	Vac Balance	Sick Accrued	Sick Used	Sick Balance
01/13/2023	31367	01/07/2023	01/13/2023	40.00	3.13	-	138.43	2.00	-	275.00
01/20/2023	31375	01/14/2023	01/20/2023	46.00	3.13	-	141.57	2.00	-	277.00
01/26/2023	31377	01/21/2023	01/27/2023	55.00	3.13	-	144.70	2.00	-	279.00
01/05/2023	31333	12/31/2022	01/06/2023	59.00	3.13	-	147.83	2.00	-	281.00
				200.00	12.53	0.00	147.83	8.00	0.00	281.00

Richburg, Margaret A.

Date	Chk Num	Period Start	Period End	Hours Vac	Accrued	Vac Used	Vac Balance	Sick Accrued	Sick Used	Sick Balance
01/13/2023	31368	01/07/2023	01/13/2023	42.00	3.13	-	12.53	2.00	-	8.00
01/20/2023	31376	01/14/2023	01/20/2023	32.00	3.13	-	15.67	2.00	-	10.00
01/27/2023	31381	01/21/2023	01/27/2023	40.00	3.13	8.00	10.80	2.00	8.00	4.00
01/06/2023	31339	12/31/2022	01/06/2023	40.00	3.13	-	13.93	2.00	-	6.00
				154.00	12.53	8.00	13.93	8.00	8.00	6.00



Cedar Key Water & Sewer District

Sick and Annual Leave Balances

January 31, 2023 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	17:00	11:00	89:19	0:00
Johns, Alicia M.	39:57	9:00	84:33	0:00
McCain, James E.	1059:48	0:00	255:51	14:00
Quinn, William M.	281:00	0:00	147:50	0:00
Richburg, Margaret A.	6:00	8:00	13:56	8:00



CEDAR KEY WATER AND SEWER DISTRICT

REQUEST FOR BILL ADJUSTMENT

Date: 2/3/2023

Name: Richard Hains

Name on Account if Different: _____

Physical Address of Account: 12281 Live Oak Street

Description of water loss including dates over which loss occurred:

Broken line going to manway on property.

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

Alicia M. Jones
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.

Adjusted Bill Calculation

Adjustment Information

Date Requested: 2/3/2023
 Month of Service: Jan-23
 Metered Usage: 12,910 Gal
 Am't Billed (W&S): \$215.97

Customer Name: Richard Rains

Account No.: 60001

Service Address: 12281 Live Oak Street

*Previous 12 Months

Average W&S Usage: 2,008 gallons/Month

Justification: Busted pipe going to raceway on the property.

	Water	Sewer
Base Charges:	\$28.00	\$27.00

Water Usage

Gallons: **12,910**

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	\$38.04
Total:			\$113.14

Adjusted Sewer Usage

Gallons*: **2,008**

0 to 3K	@	\$2.30/K	\$4.62
3 to 6 K	@	\$4.66/K	\$0.00
6 to 9 K	@	\$6.77/K	\$0.00
9K+	@	\$8.86/K	\$0.00
Total:			\$31.62

Adjusted Water and Sewer, Total: \$144.76



Usage Report

From: 01/01/2022 Through: 02/03/2023
 Sorted By: Account Number
 For 60001

2,008 gpd avg

Location No	Acct No.	Name	Service	Tran Date	Measure	Act Usage	Bill Usage	Adj Usage	Adj Amt	Charges	Prior Date	Prior Read	Current Date	Current Read
60001	60001	RICHARD RAINS				12281 LIVE OAK STREET			03					
2100185288	5/8" METER	WATER		01/31/2022	Gallons	2290	2290	0	0.00	33.21	12/20/2021	886	01/19/2022	1115
2100185288	5/8" METER	WATER		03/02/2022	Gallons	1770	1770	0	0.00	31.80	01/19/2022	1115	02/17/2022	1292
2100185288	5/8" METER	WATER		04/01/2022	Gallons	1710	1710	0	0.00	31.63	02/17/2022	1292	03/21/2022	1463
2100185288	5/8" METER	WATER		04/28/2022	Gallons	3320	3320	0	0.00	36.76	03/21/2022	1463	04/20/2022	1795
2100185288	5/8" METER	WATER		05/31/2022	Gallons	1630	1630	0	0.00	31.42	04/20/2022	1795	05/20/2022	1958
2100185288	5/8" METER	WATER		06/28/2022	Gallons	2020	2020	0	0.00	32.47	05/20/2022	1958	06/21/2022	2160
2100185288	5/8" METER	WATER		07/29/2022	Gallons	1780	1780	0	0.00	31.82	06/21/2022	2160	07/21/2022	2338
2100185288	5/8" METER	WATER		08/30/2022	Gallons	1840	1840	0	0.00	31.99	07/21/2022	2338	08/22/2022	2522
2100185288	5/8" METER	WATER		09/27/2022	Gallons	2570	2570	0	0.00	33.96	08/22/2022	2522	09/20/2022	2779
2100185288	5/8" METER	WATER		10/28/2022	Gallons	1630	1630	0	0.00	32.65	09/20/2022	2779	10/19/2022	2942
2100185288	5/8" METER	WATER		12/01/2022	Gallons	1660	1660	0	0.00	32.73	10/19/2022	2942	11/18/2022	3108
2100185288	5/8" METER	WATER		12/30/2022	Gallons	1880	1880	0	0.00	33.36	11/18/2022	3108	12/19/2022	3296
2100185288	5/8" METER	WATER		02/01/2023	Gallons	12910	12910	0	0.00	113.14	12/19/2022	3296	01/18/2023	4587
Totals for Customer/Location/Service: 60001 / 60001 / WATER						37,010	37,010	0	0.00	506.94				

Grand Totals

WATER	Gallons	37010	37010	0	0.00	506.94
Number of Accounts		1				
Number of Locations		1				
Account/Location Combinations		1				

(Handwritten mark)

CEDAR KEY WATER AND SEWER DISTRICT

REQUEST FOR BILL ADJUSTMENT

Date: 2/3/2023

Name: Napa

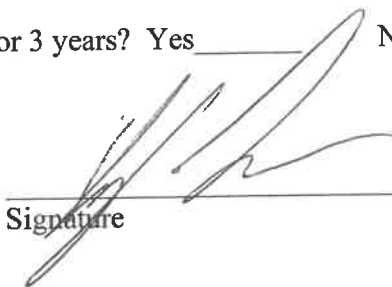
Name on Account if Different: _____

Physical Address of Account: 573 3rd Street

Description of water loss including dates over which loss occurred:

Busted pipe under Napa Auto Shop Office

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


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.



Adjusted Bill Calculation

Adjustment Information

Date Requested: 2/3/2023
 Month of Service: Jan-23
 Metered Usage: 12,500 Gal
 Am't Billed (W&S): \$208.36

Customer Name: Napa

Account No.: 808001

Service Address: 573 3rd Street

*Previous 12 Months

Average W&S Usage: 4,209 gallons/Month

Justification: Busted pipe under building in the Auto Shop Office.

	Water	Sewer
Base Charges:	\$28.00	\$27.00

Water Usage	Adjusted Sewer Usage
Gallons: 12,500	Gallons*: 4,209
0 to 3K @ \$2.85/K \$8.55	0 to 3K @ \$2.30/K \$6.90
3 to 6 K @ \$5.33/K \$15.99	3 to 6 K @ \$4.66/K \$5.63
6 to 9 K @ \$7.52/K \$22.56	6 to 9 K @ \$6.77/K \$0.00
9K+ @ \$9.73/K \$34.06	9K+ @ \$8.86/K \$0.00
Total: \$109.16	Total: \$39.53

Adjusted Water and Sewer, Total: \$148.69



Usage Report

From: 01/01/2022 Through: 02/03/2023
 Sorted By: Account Number
 For 808001

4,209 gallons

Location No	Acct No.	Name	Service	Tran Date	Measure	Act Usage	Bill Usage	Adj Usage	Adj Amt	Charges	Prior Date	Prior Read	Current Date	Current Read
808001	808001	NAPA	WATER	01/31/2022	Gallons	6060	6060	0	0.00	50.80	12/20/2021	7220	01/19/2022	7826
2000047491	5/8" METER	WATER	WATER	03/02/2022	Gallons	6150	6150	0	0.00	51.44	01/19/2022	7826	02/17/2022	8441
2000047491	5/8" METER	WATER	WATER	04/01/2022	Gallons	6270	6270	0	0.00	52.30	02/17/2022	8441	03/21/2022	9068
2000047491	5/8" METER	WATER	WATER	04/28/2022	Gallons	4390	4390	0	0.00	42.19	03/21/2022	9068	04/20/2022	9507
2000047491	5/8" METER	WATER	WATER	05/31/2022	Gallons	6660	6660	0	0.00	55.10	04/20/2022	9507	05/20/2022	10173
2000047491	5/8" METER	WATER	WATER	06/28/2022	Gallons	2910	2910	0	0.00	34.89	05/20/2022	10173	06/21/2022	10464
2000047491	5/8" METER	WATER	WATER	07/29/2022	Gallons	2360	2360	0	0.00	33.40	06/21/2022	10464	07/21/2022	10700
2000047491	5/8" METER	WATER	WATER	08/30/2022	Gallons	2670	2670	0	0.00	34.24	07/21/2022	10700	08/22/2022	10967
2000047491	5/8" METER	WATER	WATER	09/27/2022	Gallons	2550	2550	0	0.00	33.91	08/22/2022	10967	09/20/2022	11222
2000047491	5/8" METER	WATER	WATER	10/28/2022	Gallons	3240	3240	0	0.00	37.83	09/20/2022	11222	10/19/2022	11546
2000047491	5/8" METER	WATER	WATER	12/01/2022	Gallons	3320	3320	0	0.00	38.26	10/19/2022	11546	11/18/2022	11878
2000047491	5/8" METER	WATER	WATER	12/30/2022	Gallons	3930	3930	0	0.00	41.51	11/18/2022	11878	12/19/2022	12271
2000047491	5/8" METER	WATER	WATER	02/01/2023	Gallons	12500	12500	0	0.00	109.16	12/19/2022	12271	01/18/2023	13521
Totals for Customer/Location/Service: 808001 / 808001 / WATER						63,010	63,010	0	0.00	615.03				

Grand Totals

WATER	Gallons	63010	63010	0	0.00	615.03
Number of Accounts		1				
Number of Locations		1				
Account/Location Combinations		1				



CEDAR KEY WATER AND SEWER DISTRICT

REQUEST FOR BILL ADJUSTMENT

Date: 2/16/2023

Name: Doug Telgen

Name on Account if Different: _____

Physical Address of Account: 12810 Jernigan Avenue

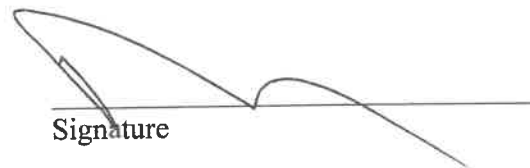
Description of water loss including dates over which loss occurred:

Went out of town before extrem

cold snap. I have 60+ citrus on drip irrigation

Googled what to do said saturate ground so I
Turned on irrigation before I left, gone 4 days all but
the trees survived

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


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.

Adjusted Bill Calculation

Adjustment Information

Date Requested: 2/6/2023
 Month of Service: Jan-23
 Metered Usage: 80,170 Gal
 Am't Billed (W&S): \$1,466.34

Customer Name: Doug Telgen

Account No.: 456001

Service Address: 12810 Jernigan Avenue

*Previous 12 Months
 Average W&S Usage: 6,022 gallons/Month

Justification: Went out of town before extreme coldsnap and had 60 fruit trees on drip irrigation.

	Water	Sewer
Base Charges:	\$28.00	\$27.00

Water Usage

Gallons: **80,170**

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	\$692.48
Total:			\$767.58

Adjusted Sewer Usage

Gallons*: **6,022**

0 to 3K	@	\$2.30/K	\$6.90
3 to 6 K	@	\$4.66/K	\$13.98
6 to 9 K	@	\$6.77/K	\$0.15
9K+	@	\$8.86/K	\$0.00
Total:			\$48.03

Adjusted Water and Sewer, Total: \$815.61



Usage Report

From: 01/01/2022 Through: 02/06/2023

Sorted By: Account Number
For 450001

6,022 yr aug

Location No	Act No.	Name	Service	Tran Date	Measure	Act Usage	Bill Usage	Adj Usage	Adj Amt	Charges	Prior Date	Prior Read	Current Date	Current Read
450001	450001	DOUG TELGEN	WATER	01/31/2022	Gallons	4080	4080	0	0.00	40.62	12/20/2021	330	01/19/2022	738
2100160605	5/8" METER	WATER	WATER	03/02/2022	Gallons	3410	3410	0	0.00	37.21	01/19/2022	738	02/17/2022	1079
2100160605	5/8" METER	WATER	WATER	04/01/2022	Gallons	3710	3710	0	0.00	38.74	02/17/2022	1079	03/21/2022	1450
2100160605	5/8" METER	WATER	WATER	04/28/2022	Gallons	3600	3600	0	0.00	38.18	03/21/2022	1450	04/20/2022	1810
2100160605	5/8" METER	WATER	WATER	05/31/2022	Gallons	5810	5810	0	0.00	49.40	04/20/2022	1810	05/20/2022	2391
2100160605	5/8" METER	WATER	WATER	06/28/2022	Gallons	8010	8010	0	0.00	64.76	05/20/2022	2391	06/21/2022	3192
2100160605	5/8" METER	WATER	WATER	07/29/2022	Gallons	6850	6850	0	0.00	56.46	06/21/2022	3192	07/21/2022	3877
2100160605	5/8" METER	WATER	WATER	08/30/2022	Gallons	8240	8240	0	0.00	66.41	07/21/2022	3877	08/22/2022	4701
2100160605	5/8" METER	WATER	WATER	09/27/2022	Gallons	7120	7120	0	0.00	58.39	08/22/2022	4701	09/20/2022	5413
2100160605	5/8" METER	WATER	WATER	10/28/2022	Gallons	6720	6720	0	0.00	57.95	09/20/2022	5413	10/19/2022	6085
2100160605	5/8" METER	WATER	WATER	12/01/2022	Gallons	7470	7470	0	0.00	63.59	10/19/2022	6085	11/18/2022	6832
2100160605	5/8" METER	WATER	WATER	12/30/2022	Gallons	7240	7240	0	0.00	61.86	11/18/2022	6832	12/19/2022	7556
2100160605	5/8" METER	WATER	WATER	02/01/2023	Gallons	80170	80170	0	0.00	767.58	12/19/2022	7556	01/18/2023	15573
Totals for Customer/Location/Service: 450001 / 450001 / WATER						152,430	152,430	0	0.00	1401.15				

Grand Totals

WATER	Gallons	152430	152430	0	0.00	1401.15
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Number of Accounts	1
Number of Locations	1
Account/Location Combinations	1

(27)

**Cedar Key Water and Sewer District Board of
Commissioners
Agenda Request**

Date of Meeting: February 13, 2023

Date Submitted: February 7, 2023

To: Cedar Key Water and Sewer District Board of Commissioners

From: Evan Rosenthal, District Attorney

Subject: Discussion Regarding Process for Filling Vacant Board Seat

Statement of Issue:

This agenda item provides the Board with information related to the procedures for filling a vacant seat on the Board of Commissioners.

Background and Analysis:

The seats held on the Board by Commissioners Tabitha Lauer and Stephen Rosenthal are up for election in April 2023. Commissioner Rosenthal was the sole candidate to qualify to run for his seat. Commissioner Lauer has decided not to seek re-election and no other person qualified to run during the qualifying period which ended on January 27, 2023. Commissioner Lauer has further confirmed to the District in writing that she will serve out the remainder of her term of office and step down effective as of April 5, 2023 (the day after the April 4, 2023 election).

Thus, the Board is faced with the issue of filling the vacant seat which will exist on the Board as of April 5, 2023. Section 2.F. of the District's Charter provides as follows:

“In case of a vacancy in the membership of the Board, the remaining four members shall appoint a qualified person to serve until the next election.”

Following a review of the issue, including the Florida Election Code and interpretive case law and attorney general opinions, it appears that the above-cited provision from the District Charter would control, and thus the remaining four members of the Board will be responsible for the appointment of a qualified person to serve on the Board for a two-year term that will conclude following the District election to be held in 2025.

While there are provisions within the Florida Election Code that provide for special elections to be held under certain circumstances, none of them apply to the situation at hand. Notably, the qualifications periods are established by law, and there does not appear to be any method for extending or modifying the qualification period in this instance.

RESOLUTION NO. ____

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF CEDAR KEY WATER AND SEWER DISTRICT, FLORIDA, ESTABLISHING A PUBLIC RECORDS POLICY; PROVIDING FINDINGS; PROVIDING DEFINITIONS; PROVIDING PURPOSE, SCOPE AND APPLICABILITY; DESIGNATING THE PUBLIC RECORDS CUSTODIAN AND PROVIDING FOR THE DUTIES THEREOF; PROVIDING PROCEDURES FOR PUBLIC RECORDS REQUESTS; PROVIDING FOR RECORDS RETENTION AND DISPOSAL; PROVIDING FEES TO BE CHARGED FOR PUBLIC RECORDS REQUESTS; PROVIDING FOR REDACTION OF PERSONAL INFORMATION; AUTHORIZING THE CUSTODIAN TO DEVELOP FORMS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Article I, Section 24, Florida Constitution, and Chapter 119, Florida Statutes, provides that District records shall be made available to the public upon reasonable request; and

WHEREAS, the Cedar Key Water and Sewer District Board of Commissioners advocates a policy of full compliance with the Public Records Law in order to encourage transparency and participation in its government; and

WHEREAS, the Board now desires to establish this amended and restated policy for all its officers, employees, and agents in order to ensure full compliance with the Public Records Law and to provide guidance to its officers, employees, agents, and the public on processing of Public Records requests.

NOW, THEREFORE, BE IT RESOVLED by the Board of Commissioners of the Cedar Key Water and Sewer District, Florida, as follows:

SECTION 1. FINDINGS. The above findings are true and correct and are hereby incorporated herein by reference.

SECTION 2. DEFINITIONS. As used in this resolution, the following terms shall have the following meanings, unless the context hereof otherwise requires:

"Actual Cost" means the base hourly salary plus benefits for District employees or the applicable contractual rates for contracted District services.

"Board" means the Board of Commissioners of the District.

"Confidential" means those records, or portions thereof, specifically designated as "confidential" by applicable law. The District may not release records designated by law as confidential.

"District" means Cedar Key Water and Sewer District, an independent special district governmental entity.

"Custodian" or "Public Records Custodian" means the District Manager or their designee, which is the designated entity responsible for the management of District Public Records.

"Electronic Communications" means all Public Records, regardless of the technology or means of transmission, sent electronically from one device to another and pertaining to official District business. This includes electronic mail (e-mail), SMS messages (text messages), MMS (including multimedia and picture messages), and social media records (Facebook, Instagram, YouTube, Twitter, Snapchat, Tik Tok etc.).

"Employee" means all persons who are full-time or part-time employees of the District and shall also include any non-paid volunteers and interns, as well as all members (whether elected or appointed) of any District dependent special district, advisory board, or committee.

"Exempt" means those records, or portions thereof, specifically designated as "exempt" by applicable law. As exempt records, the District may release such records, in whole or part, in its discretion.

"Extensive Request" means a Public Records request that due to the nature or volume of the records requested will require in excess of 30 minutes of information technology resources, clerical, legal, or supervisory time.

"Officers" means a member of the Cedar Key Water and Sewer District Board of Commissioners.

"Public Record" shall have the definition as specified by §119.011(12), F.S., as may be amended from time to time, which currently states "all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency." This definition shall be interpreted liberally to include all records prepared in connection with official District business, including Electronic Communications, which are intended to perpetuate, communicate, or formalize knowledge. This definition includes e-mails and text messages created or transmitted in connection with the transaction of official business, regardless if the communications were sent from a District-owned device or a privately owned device.

"Public Records Act" means Article I, Section 24, Florida Constitution, and Chapter 119, Florida Statutes.

"Public Records Policy" or "Policy" means this Resolution, as it may be amended from time to time.

"Redact/Redaction" means the act of censoring all or part of a Public Record to obscure or excise Exempt or Confidential information contained therein, thereby preventing public disclosure of the protected content.

"Special Service Charge" means a charge for Extensive Requests to be calculated as the Actual Cost based on the time and effort incurred in fulfilling the request for the lowest cost employee or contractor who is able to fulfill the request.

SECTION 3. PURPOSE, SCOPE AND APPLICABILITY.

(A) It is the purpose of this Policy to ensure that the Public Records of the District are effectively retained, managed, and disposed in a manner consistent with Florida law embodied in the Public Records Act, Section 257.36, Florida Statutes (records disposition), Chapters 1B-24 and 1B-26, Florida Administrative Code (disposal of records and electronic record-keeping), the Florida General Records Schedules (GS1-SL) established by the Florida Department of State, and other applicable laws.

(B) It is the policy of the District to comply with the Public Records Act by making the District's Public Records available for inspection at reasonable times and under reasonable circumstances and, upon request, provide copies of such records at costs authorized by Florida Statutes and this Policy. Furthermore, all District Officers and Employees have a duty to preserve and retain all Public Records, including Electronic Communications, in compliance with Florida law.

(C) This Public Records Policy shall apply to all Officers and Employees when acting in furtherance of official District business and to all departments of the District.

SECTION 4. CUSTODIAN.

(A) While Public Records requests may be submitted to any District Officer or Employee, for the most expeditious processing, the District recommends that Public Records requests be submitted directly to the Public Records Custodian.

(B) Persons wishing to submit a Public Records request may do so via telephone, email, U.S. mail, or in person. Mailed and in person Public Records requests may be submitted to and/or made at the following address:

Cedar Key Water and Sewer District, Florida
Attn: Custodian of Records
510 3rd St, Cedar Key, FL 32625

(C) The District shall prominently post the contact information, including the name, address, phone number, email address, and fax number (if applicable) for the Public Records Custodian in those areas where the public can request records in the District's primary administrative building, the courthouse, each District department with public access, and on the District's website.

SECTION 5. PUBLIC RECORDS REQUESTS.

(A) Members of the public shall not be required to submit Public Records requests in writing or upon any preprinted form. A request may be submitted in any format including written, orally, or via electronic communication including telephone, e-mail, or fax. The requestor does not have to show any special or legitimate interest in the record requested. The request may be made anonymously. Employees must honor a Public Records request in any format and/or means of submittal. However, the District *encourages* requestors to submit written requests, thereby providing documentation of their request should any dispute arise.

(B) The Custodian shall serve as a centralized coordinator of all requests for District records.

(1) Upon receipt of a Public Records request, the Officer or Employee to whom such request was made shall promptly forward the request to the Custodian for processing in accordance with this Policy. Within three (3) business days of receipt of the request, the Custodian shall provide an acknowledgment of its receipt to the requestor. The acknowledgment shall indicate the date and time of the request, the documents requested, an initial estimated processing time, an initial estimated cost and the required deposit, if any.

(2) In the event the individual or entity requesting access to Public Records is involved in active or threatened litigation or is representing such persons, or in the event the subject matter of the request involves active or threatened litigation, such request shall be shared with to the District Attorney's Office.

(3) Upon notification of a Public Records request, all Officers and Employees shall promptly provide all relevant information related to the request to the Custodian. The Custodian shall process the request in accordance with the policies and procedures established herein.

(4) The Custodian shall keep a log of all Public Records requests. All Public Records shall be tracked in a manner that identifies the specific Public Records requested and a telephone number or other means of communication with that person to advise when the documents requested are ready for pick up or available for review. Such written records are to ensure that persons requesting documents obtain the requested records.

(C) In processing a Public Records request, all potentially responsive records that are known or suspected to contain Exempt or Confidential content shall be reviewed by a properly trained employee.

(1) Any public record containing information that is a "Confidential" under applicable law shall not be made available for inspection or copying unless and until the Confidential portions of such record are sufficiently Redacted to prevent disclosure.

(2) At the discretion of the District, Public Records containing information that is "Exempt" from disclosure under applicable law may be Redacted to remove any such Exempt information prior to the records being made available for inspection or copying.

(3) If a Public Record is Exempt or Confidential pursuant to applicable law, the basis for the refusal to release should be provided in writing. If only a portion of the Public Record is exempt, only that portion can be Redacted, but the remaining record must be provided for examination. All exemptions of a Public Record or portions of a Public Record must be specifically authorized by law.

(4) At the request of the Custodian, the District Attorney's Office shall assist with the evaluation of potentially exempt or confidential information contained in Public Records.

(D) It is the goal of the District to fulfill Public Records requests within seven (7) business days, provided that it is not an Extensive Request, that the requested records are readily accessible, and absent of Exempt or Confidential information. Extensive Requests, requests spanning multiple District departments, or requests for records requiring Redaction of statutorily Exempt or Confidential information may result in longer response times. When these or other circumstances arise requiring a longer response time, the Custodian will contact the requestor to inform them of a revised estimated processing time.

(E) Upon receipt of a Public Records request, the Custodian cannot refuse a request because the request is over broad, but can request clarification from the person requesting records. For an Extensive Request the District will charge, in addition to the cost of duplication, a Special Service Charge in accordance with Section 8 of this Policy.

(F) The District is required to produce Public Records in a timely manner; however, the District is not required to conduct research or extract data to create documents. Additionally, the Custodian and other District Employees and Officers are not required to answer questions or create or reformat Public Records in a particular form if the Public Records are not already available in that format or form. If Public Records are available in more than one format, the requestor may choose which format/medium to receive; however, staff are not required to convert records into a new medium or format. Furthermore, staff shall not convert records from one format to another with the intent of frustrating or inconveniencing the requestor, or hindering the requestor's ability to easily and conveniently utilize the records or data.

(G) The District shall not accept any "standing request" for Public Records that do not yet exist, or for records that may be created or received by the District at some future date. The

District is only obligated to respond to requests by providing records that exist at the time a Public Records request is submitted.

(H) Although it is not required, persons making Public Records request are encouraged to provide as much detail and specificity in each request so as to positively identify the records sought. Specifically, it is helpful for the requestor to:

- (1) Provide a date range;
- (2) Provide the name(s) of the specific employees, individuals, District departments, and/or business entities pertaining to your inquiry;
- (3) Provide a list of relevant keywords or search parameters;
- (4) If the request pertains to e-mail, provide the relevant e-mail address(es) and/or domain name(s), if known; and
- (5) If the request pertains to property, provide the address, parcel number, or owner's name, if known.

Providing such detail assists District Employees in narrowing the scope of the request to encompass only those records sought, which can reduce the staff time required to process the request as well as the fees charged to the requestor.

(I) The Custodian must keep Public Records secure, reasonably protected from alteration or destruction, and readily available. In that, the Custodian must ensure that original Public Records are not defaced, removed or altered in any fashion. The Custodian must allow Public Records to be inspected and examined by any person desiring to do so, at any reasonable time. Inspection can be done under reasonable conditions, but the Custodian may not impose a condition of inspection which operates to restrict the right of access. When a person desires to review original Public Records, it is necessary that an Employee be present to ensure the integrity of the Public Records is maintained. As such, the District will impose a Special Service Charge for staff time that is in excess of 30 minutes needed to oversee a person's review of original Public Records in the manner provided in Section 8 of this Policy.

SECTION 6. RECORDS RETENTION.

(A) Public Records must be retained in accordance with Florida law. Records may not be disposed until the longest applicable retention period has been satisfied, per the published retention schedules. The State of Florida, Department of State, Division of Library & Information Services (DLIS), has developed a set of records retention schedules containing individual record series defining various Public Records and establishing minimum retention requirements. Such retention schedules are primarily based on the type of record rather than the format in which it is in (i.e. paper document or electronic file).

(1) All District Officers and Employees must adhere to these schedules and shall keep records in compliance with the longest retention period imposed therein.

(2) To the extent District Officer and Employees have questions concerning the application of the retention schedules to a particular District record, they should consult with the District Attorney.

(3) Upon leaving District service, all District Officers and Employees shall transfer all Public Records in their possession to the Custodian or their successor in function, as applicable.

(B) All Electronic Communications that are Public Records must be retained in accordance with Florida law.

(1) Should any Officer or Employee receive e-mail communications that are Public Records to their private/personal e-mail account, it is the duty of the Officer or Employee to preserve and retain all communications meeting the definition of a Public Record and to promptly transfer those records to the custody of the District, either by forwarding the communication to the individual's District e-mail account or providing same directly to the Custodian with instructions that the records be preserved in accordance with this Policy.

(2) Should any Officer or Employee receive messaging communications (e.g. SMS messages, text messages, instant messages, social media direct messages, etc.) that are Public Records to their private/personal mobile device, it is the duty of the Officer or Employee to preserve and retain all communications meeting the definition of a Public Record and to promptly transfer those records to the custody of the District, either by forwarding the communication to the individual's District e-mail account or providing same directly to the Custodian with instructions that the records be preserved in accordance with this Policy.

(C) If the District establishes and maintains social media pages, the District shall acquire, implement, and maintain a retention system to collect and store all content posted to District-owned or maintained social media accounts. All District departments who manage a District-sponsored social media account shall enroll such accounts into the retention system. All District Officers who maintain an official social media account for their office shall enroll such accounts into the retention system.

(D) To the greatest extent practicable, Public Records shall be kept and maintained in a District owned or operated facility. In addition, employees shall not store Public Records on equipment or devices not owned, leased, or controlled by the District. Any Public Records stored on non-District equipment or on non-District premises shall be promptly returned to the custody of the District.

SECTION 7. PUBLIC RECORD DISPOSAL.

(A) No Public Record that is the subject of an active Public Records request or which pertain to active, pending, threatened, or anticipated litigation shall be disposed without the written consent of the District Attorney. Upon the conclusion of litigation, the District Attorney, or his/her designee, shall inform the parties to lift the legal hold placed upon the records.

(B) All other Public Records may be disposed upon the expiration of the longest applicable retention period. When disposal is conducted, all Public Records containing Exempt or Confidential information shall be disposed using a means of destruction authorized by the Florida Administrative Code.

(C) All procedures for the destruction of public records promulgated by the Florida Department of State shall be complied with prior to the destruction of any Public Records. Departments shall notify the Custodian upon the destruction of any Public Records in the custody of the District.

(D) In accordance with Chapter 257, Florida Statutes, the Custodian shall complete and return the annual statement to the Florida Department of State summarizing the records disposed during the year.

SECTION 8. FEES.

(A) The District shall assess the following fees for Public Records requests in accordance with section 119.07(4), Florida Statutes, as it may be amended from time to time:

\$.15 per page for single page copies (8.5" x 11" and 8.5" x 14")

\$. 20 per page for double sided copies (8.5" x 11" and 8.5" x 14")

\$0.20 per page for single page copies (11" x 17")

\$0.25 per page for double sided copies (11" x 17")

\$5.00 per page for larger documents (building plans, maps etc.)

\$1.00 per page for certified copies of public records

\$1.00 per CD/DVD

\$5.00 per USB Flash Drive

Special Service Charge for Extensive Requests

For other documents not specifically addressed, the actual cost of duplication, materials, and postage shall be charged

(B) Eligible records in District custody may be certified upon request by affixing the District Seal and the signature of the Custodian or his/her designee. The Custodian will assess the fee noted above for certification of records.

(C) In the event a requestor (or multiple requestors working in concert) attempts to submit multiple requests related to the same or similar subject matter over a period of time in an attempt to avoid paying fees, the District may aggregate the time it expends on each subsequent request in order to calculate the appropriate fee and to determine whether the request qualifies as an Extensive Request for payment of a Special Service Charge.

(D) For requests where a fee or Special Service Charge is assessed, the Custodian shall transmit a cost estimate to the requestor and in the event the cost estimate exceeds \$50, the requestor must pay a deposit in the amount of 50% of the total estimate prior to the District initiating any work relative to the request. In such cases, the responsive records shall not be provided to the requestor until all outstanding assessments have been paid in full. If the requestor proves that the deposit requirement is a hardship, the Custodian is authorized to discuss and approve alternative terms.

(E) Should the District attempt to contact the requestor and/or transmit a cost estimate and the requestor fails to respond in good faith, the District shall deem the request as "abandoned" after a period of seven (7) calendar days and the log shall reflect the abandonment. In cases where holidays or other closures of the District's administrative offices occur, staff shall afford reasonable additional time to the requestor to respond.

SECTION 9. REQUESTS TO REDACT PERSONAL INFORMATION.

(A) Certain current and/or former public employees, victims of certain crimes or domestic abuse, and other persons identified by Florida law are entitled to protection of certain personal information per Florida law.

(B) Persons qualifying for such exemption shall file a written request with the Custodian requesting such protection, on a form prescribed by the Custodian for such purpose. When required by statute, the form shall require a statement from the requesting party that they have made reasonable efforts to protect their personal information from being accessible by the public through other sources. The requesting party shall provide to the District the address of all residences and home telephone numbers to be exempted from disclosure.

(C) Any request for redaction filed with the Custodian shall expire after 5 years, or upon any event that triggers a loss of entitlement to such protection. As a courtesy to those whose redaction request expires, if an e-mail address has been provided to the Custodian, the Custodian shall attempt to notify the registrant within 90 days of expiration. The Custodian shall not be required to contact registrants via telephone or postal mail.

(D) The Custodian is authorized to utilize the data and records of any District

constitutional officer or other public agency for purposes of administering requests for redaction.

SECTION 10. MISCELLANEOUS PROVISIONS.

(A) The Custodian shall be responsible for the preparation of any forms necessary for the implementation of this policy. It shall be his/her responsibility to administer this Policy and to recommend any amendments that may, from time to time, be appropriate.

(B) This Policy does not create a private cause of action, a new duty of care, or a basis of liability, and third parties may not recover damages or seek enforcement action against the District, an officer, or an employee for a violation of this Policy.

SECTION 11. EFFECTIVE DATE. This Resolution shall take effect immediately upon its passage.

DULY ADOPTED this ___ day of _____, 2023.

**BOARD OF COMMISSIONERS
OF CEDAR KEY WATER AND SEWER
DISTRICT, FLORIDA**

Dottie Haldeman, Chair

ATTEST:



Cedar Key Water & Sewer

February 13, 2023

General Manager's Report

- Due date for bills moved from the 26th to the 20th of each month
- Late fees increased from \$20 to \$30
- Close office from 12:00 to 1:00 pm for lunch
- Maintenance of individually owned pump stations

Water

- **Met (1/17) with Mr. Dale Williams and MR. Darin Kilford of North Florida Professional Service to talk about getting a grant to work on the water plant. It is going to be years before pipeline will be turned on.**
- **Attended the January meeting of the Waccasassa Water & Wastewater Co-op.**

Wastewater

- **Baskerville & Donovan is doing data collection on the 5 lift stations that we received the \$2.5 million grant for rehabilitation**
- **Attended the Levy County Legislative Delegation hearing in Bronson to support an addition request for another \$2.5 million grant to rehabilitate an additional 5 lift stations.**
- **Replaced a pump at lift station 6**
- **Replaced a pump at drip irrigation water site**

- **Request March 6 – 10 off**

From: Rosenthal, Evan <erosenthal@ngn-tally.com>
Sent: Wednesday, February 8, 2023 1:22 PM
To: alicia@ckwater.org
Subject: Fwd: Questions re: Wacassassa Water Cooperative

Hi Alicia, please include this email chain and the attached wmd questions document in the agenda. You can include under attorney report. Thanks

From: Marshall, Leroy [mailto:Leroy.Marshall@srwmd.org]
Sent: Monday, February 06, 2023 2:07 PM
To: Rosenthal, Evan; Scott Knight
Cc: joe hand; Robert Partin; Steven Warm (sw@stevenwarm.com); james@ckwater.org; Sue Beaudet
Subject: RE: Questions re: Wacassassa Water Cooperative

Evan,

On the first item, the District cannot guarantee or promise funding, however, the District has a Conceptual Projects Portal. Any project, including a request for funding for the establishment of the cooperative, can be submitted through the portal. Once submitted, District staff will review the proposal and make a recommendation to leadership. The District has funded this type of project before.

On the second item, I spoke with a staff member with FDEP, and they have stated that they will accept the application without the entity being formed. However, the participating cities must be co-applicants and they must provide documentation that the entity is being formed. In addition, if you are awarded funding, the entity must be formed before entering into contract.

If you have any further questions or concerns, please feel free to contact me.

Thanks

Leroy Marshall, P.E., PMP, CFM

Chief Professional Engineer

Office of Agriculture and Environmental Projects

Suwannee River Water Management District

www.mysuwanneeriver.com



From: Rosenthal, Evan <erosenthal@ngn-tally.com>
Sent: Monday, February 6, 2023 10:20 AM
To: Marshall, Leroy <Leroy.Marshall@srwmd.org>; Scott Knight <sknight@wetlandsolutionsinc.com>
Cc: joe hand <joehand1@gmail.com>; Robert Partin <robertcpartin@gmail.com>; Steven Warm (sw@stevenwarm.com) <sw@stevenwarm.com>; james@ckwater.org; Sue Beaudet <townmanager@townofbronson.org>
Subject: RE: Questions re: Wacassassa Water Cooperative

You don't often get email from erosenthal@ngn-tally.com. [Learn why this is important](#)

CAUTION: This email originated from outside of the District. Do not click links or open attachments unless you recognize and have verified the sender and know the content is safe.

Hi Leroy, just wanted to check back in with you on this.

Thanks,

Evan

From: Rosenthal, Evan
Sent: Thursday, January 19, 2023 3:13 PM
To: Leroy.Marshall@srwmd.org; Scott Knight <sknight@wetlandsolutionsinc.com>
Cc: joe hand <joehand1@gmail.com>; Robert Partin <robertcpartin@gmail.com>;
Steven Warm (sw@stevenwarm.com) <sw@stevenwarm.com>; james@ckwater.org;
Sue Beaudet <townmanager@townofbronson.org>
Subject: Questions re: Wacassassa Water Cooperative

Hi Leroy and Scott,

The stakeholders in the Wacassassa Water Cooperative project met yesterday to discuss the project. Several questions were raised at the meeting (see attached document) which we wanted to run by you for your consideration and input. We look forward to your response.

Thanks,

Evan

Evan J. Rosenthal, Esq.

**Nabors
Giblin &
Nickerson**
ATTORNEYS AT LAW

1500 Mahan Drive, Suite 200

Tallahassee, Florida 32308

(850) 224-4070

erosenthal@ngn-tally.com

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Sent: Monday, February 06, 2023 2:07 PM
To: Rosenthal, Evan; Scott Knight
Cc: joe hand; Robert Partin; Steven Warm (sw@stevenwarm.com); james@ckwater.org; Sue Beaudet
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If you have any further questions or concerns, please feel free to contact me.

Thanks

Leroy Marshall, P.E., PMP, CFM
Chief Professional Engineer
Office of Agriculture and Environmental Projects
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www.mysuwanneeriver.com



From: Rosenthal, Evan <erosenthal@ngn-tally.com>
Sent: Monday, February 6, 2023 10:20 AM
To: Marshall, Leroy <Leroy.Marshall@srwmd.org>; Scott Knight <sknight@wetlandsolutionsinc.com>
Cc: joe hand <joehand1@gmail.com>; Robert Partin <robertcpartin@gmail.com>; Steven Warm (sw@stevenwarm.com) <sw@stevenwarm.com>; james@ckwater.org; Sue Beaudet <townmanager@townofbronson.org>
Subject: RE: Questions re: Wacassassa Water Cooperative

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Questions for FDEP

1. The proposed Cooperative members (Cedar Key Water and Sewer District, Bronson, Otter Creek) are small, fiscally constrained entities, who lack the resources to fund a newly created legal entity on their own. While you have represented that there is potentially funding available to pay for the proposed capital cost of the project through a mix of grants and possibly an SRF loan, the Cooperative will incur a variety of operational and administrative expenses such as management expenses (whether through contracted services providers or employees), accounting, insurance, legal, compliance with special district requirements, grant writing and administration, and costs associated with conducting and noticing meetings. What resources (grants or otherwise) are available to the Cooperative members to assist with funding of these costs? Would the WMD be able to provide funding to assist with start-up/activation of the Cooperative? Similarly, would the services of Wetlands Solutions be available to the Cooperative (to be paid for by the WMD) to assist with grant writing and administration, as the Cooperative worked towards applying for and obtaining the mix of grant funding that would be required to fund the project?
2. At a stakeholder meeting in November 2022, the WMD indicated that from a timing perspective, to be eligible for grant funding in the 2023 cycle, the Cooperative would need to be formally established by March or April 2023. The member governments are concerned about being able to meet this timeline. In lieu of formal establishment of the Cooperative, would it be sufficient for the member governments to form a Planning Committee for the purpose of conducting planning and due diligence efforts with respect to the project, with an eye toward standing up the Cooperative later in the year? Alternatively, would it be possible for Bronson or Cedar Key to serve as the applicant on all grant applications for now, with the intention of eventually assigning or subawarding all grants to the Cooperative upon its establishment?

Hi Leroy, just wanted to check back in with you on this.

Thanks,

Evan

From: Rosenthal, Evan

Sent: Thursday, January 19, 2023 3:13 PM

To: Leroy.Marshall@srwmd.org; Scott Knight <sknight@wetlandsolutionsinc.com>

Cc: joe hand <joeand1@gmail.com>; Robert Partin <robertcpartin@gmail.com>; Steven Warm (sw@stevenwarm.com) <sw@stevenwarm.com>; james@ckwater.org; Sue Beaudet <townmanager@townofbronson.org>

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Thanks,

Evan

Evan J. Rosenthal, Esq.

**Nabors
Giblin &
Nickerson**^{PA}
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1500 Mahan Drive, Suite 200

Tallahassee, Florida 32308

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erosenthal@ngn-tally.com

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