

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

**REGULAR MEETING**  
**March 11, 2019, 5:00 P.M.**

1. Call to order.
2. Pledge and Prayer.
3. Adoption of Agenda.
4. Public Input.
5. Approval of minutes of February 11, 2019, Board meeting. *(1-3)*.
6. Financial Reports: Budget Report; Balance Sheet; Checkbook Activity; Past Due Accounts Report; Employee Leave *(4-15)*.
7. Bill Adjustment Requests:
  - RTG Hospitality (Beachfront Hotel) *(16-18)*.
  - M.H. Vanlandingham *(19-21)*
8. General Manager Report *(22)*.
9. Commissioner Comments.
10. Public Input.
11. Adjourn.

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All persons are advised that if they decide to appeal any decision made at the above-referenced public hearing, they will need a record of the proceedings, and that, for such purpose, they may need to insure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal will be based.

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

**Minutes of Regular Meeting  
Board of Commissioners  
February 11, 2019**

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

Others Present: John McPherson, Mack Cox, Heath Davis, Mandy Offerle.

1. Meeting called to order at 5:00 p.m. by Stephen Rosenthal, Chair.
2. Pledge and Prayer.
3. Adoption of Agenda. **Motion** by Dottie Haldeman to adopt the agenda as presented. **Second** by Leslie Sturmer. Passed by a vote of 5-0.
4. Public Input. Public input was provided by Heath Davis, Mayor, City of Cedar Key, who addressed the Board about the draft interlocal agreement. The Mayor stated that he was there to hear concerns of the Board so that progress might be made towards finalizing the agreement. He and the General Manager reviewed the history of the agreement, and the latest sticking point involving the use of the water tower railing by the City to install facilities to improve internet service in Cedar Key. The General Manager pointed out that there are ongoing discussions with AT&T regarding the placement of antennas on the railing, and that there would need to be coordination with the City on this issue. There was discussion and general agreement that the City and District should continue to work towards finalizing the agreement. The Board directed the General Manager to get additional needed information from AT&T and then work with the Mayor to draft acceptable language for inclusion in the agreement, with the revised draft to be brought back to the Board at the March meeting.
5. Approval of Minutes. **Motion** by Dottie Haldeman to accept the minutes of the January 11, 2019, meeting as presented. **Second** by Chris Reynolds. Passed by a vote of 5-0.
6. Financial Reports. Budget, Balance Sheet, Checkbook Activity, Past Due Accounts, and Employee Leave reports were presented for review. The General Manager reviewed several accounts with high expenditures and explained the reasons therefor. **Motion** by Dottie Haldeman to accept the financial reports as presented. **Second** by Chris Reynolds. Passed by a vote of 5-0.
7. Bill Adjustment: A request by Thomas Simpson for an adjustment from \$208.21 to \$143.50 due to a broken water line under the driveway. **Motion** by Leslie Sturmer to approve the adjustment as meeting the standards for adjustments. **Second** by Dottie Haldeman. Passed by a vote of 5-0.

8. General Manager Report.

a. *Water Plant Issues.*

- (1) **Disinfectant Byproducts:** The GM reported that samples were taken and sent to the lab on February 6, 2019. He also noted a recent peer-reviewed article in the AWWA Journal finding that there is little evidence to support a conclusion that THMs cause cancer in humans. The GM was asked to post the article on the District's website and provide copies to the Board members.
- (2) **TwinOxide:** The GM reported that the application for authorization to proceed with the second TwinOxide test has been approved by DEP, that the engineers are doing the needed upgrades to hardware and software, and that notice to customers will go out before the test begins.
- (3) **Phosphate:** The GM reported that work on getting approval for adding phosphate to the water continues. Joe Hand asked the GM to determine what impact this might have on phosphorus discharges from the wastewater treatment plant.

b. *Wastewater Treatment Plant Permit Renewal.* The GM reported that Tim Norman has submitted the application and additional information to DEP and we are awaiting DEP's response.

c. *Wastewater Bridge Lines Directional Drills.* The GM reported that Tim Norman has completed the design work on this project, and that permitting with DOT and DEP is next, to be followed by putting the project out to bid.

d. *Water Tower.* The GM reported that Utility Service Group successfully completed the interior washout on January 24.

e. *Election.* The GM reported that Seat 2 (Reynolds) and Seat 4 (Rosenthal) are up for election this spring and that the qualifying period is March 18 to March 22.

f. *Letter of Appreciation.* The GM presented to the Board a letter from a customer commending Billy and Alicia for their excellent service.

g. *Groundwater Levels.* The GM presented the following groundwater levels to the Board:

DATE	ROSEWOOD	SUWANNEE	NOTE
1.1.12	7.62	1.64	6 months before saltwater intrusion
5.23.12	6.67	-.54	Near start of intrusion event
8.1.12	9.76	3.76	Near end of intrusion event
1.1.17	9.88	2.99	Start of 2017
1.1.18	10.46	3.53	Start of this year
1.08.19	11.50	4.68	Previous reading
2.5.19	11.60	4.75	Current

9. Commissioner Comments: The Board asked the GM to check with Away From the World about finding the persistent water leak at that business.
10. Public Input: Public input was requested but none was provided.
11. Adjournment: There being no further business to conduct, the meeting was adjourned at 6:10 p.m.

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Stephen Rosenthal, Chairperson

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Leslie Sturmer, Commissioner &  
Secretary of the Board

Date: \_\_\_\_\_

# Cedar Key Water & Sewer District

## Balance Sheet

As of February 28, 2019

Feb 28, 19

### ASSETS

#### Current Assets

##### Checking/Savings

##### Unrestricted Cash Funds

100 - Operating Account	42,331.17
102 Petty Cash	175.00
113.3 Unrestricted Savings	40,016.85

Total Unrestricted Cash Funds	82,523.02
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##### Restricted Cash Funds

103.1 Security Deposit	12,401.02
113.00 Water Capital Facility	2,084.94
114.00 RD Payment	48,265.00
114.02 RD RESERVE ACCOUNT	29,462.00

Total Restricted Cash Funds	92,212.96
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Total Checking/Savings	174,735.98
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##### Other Current Assets

134 - Accounts Receivable	85,255.84
135 - Allowance for A/R	-16,000.00
160 - Inventory & Materials	50,491.87
170 - Utility Deposit	141.19

Total Other Current Assets	119,888.90
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Total Current Assets	294,624.88
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#### Fixed Assets

301 - Land	125,195.95
302 - Other Improvements	2,275,950.23
304 - Plant and Equipment	7,530,935.97
306 - Other Equipment	116,229.81
307 - Sewer Machinery	158,704.72
308 - Computer S/W	9,540.64
309 - Vehicles	110,495.02
311 - Less Accum Depreciation	-5,473,100.38

Total Fixed Assets	4,853,951.96
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#### Other Assets

##### 311.50 - CIP - New Water Treatment Plant

312 - CIP-SRF Project	140,250.00
313 - CIP - SRF District Match	26,000.00
313.25 - CIP - Special Legislative 38091	64,750.00
313.50 - CIP - (Sp Leg 38091) District	20,628.19

Total 311.50 - CIP - New Water Treatment Plant	251,628.19
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Total Other Assets	251,628.19
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TOTAL ASSETS	5,400,205.03
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### LIABILITIES & EQUITY

#### Liabilities

##### Current Liabilities

##### Other Current Liabilities

**Cedar Key Water & Sewer District**  
**Balance Sheet**  
**As of February 28, 2019**

Feb 28, 19

403- Emplo Ret Con Payabale	500.00
407-01 SS Tax Payable	242.18
408 - Sales Tax Payable	49.78
411 - Deferred Revenue	6,067.08
450 - Fed. Income Taxes Payable	-116.81
482 - Accrued Int Pay	2,460.07
483 - Accrued Compensated Absences	14,320.00
484 -Security Deposit Payable	12,372.67
<b>Total Other Current Liabilities</b>	<b>35,894.97</b>
<b>Total Current Liabilities</b>	<b>35,894.97</b>
<b>Long Term Liabilities</b>	
460 - N/P-Rural Development	1,126,000.00
500 - Accrd Compen Absences-LT	8,970.00
<b>Total Long Term Liabilities</b>	<b>1,134,970.00</b>
<b>Total Liabilities</b>	<b>1,170,864.97</b>
<b>Equity</b>	
597 Restricted for Construction	2,850.45
598 - Restricted for Debt Service	24,560.00
3900 - Retained Earnings	170,921.75
599 - Investment in Capital Assets -	3,979,580.15
<b>Net Income</b>	<b>51,427.71</b>
<b>Total Equity</b>	<b>4,229,340.06</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>5,400,205.03</b>

**Cedar Key Water & Sewer District**  
**2018-2019 Profit & Loss Budget vs. Actual**  
2018 thru 2019

	Oct '18 - Feb 19	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>300 - Income</b>				
305 - Water Charge	180,955.67	445,000.00	-264,044.33	40.66%
310 - Sewer Charges	150,159.49	389,000.00	-238,840.51	38.6%
<b>315 - Ad Valorem Tax</b>				
315.100 - Ad Valorem	157,641.03			
315 - Ad Valorem Tax - Other	3,231.04	203,712.00	-200,480.96	1.59%
Total 315 - Ad Valorem Tax	160,872.07	203,712.00	-42,839.93	78.97%
325 - Penalties	1,829.77	2,000.00	-170.23	91.49%
330 - Earned Interest	9.52	12.00	-2.48	79.33%
335 - New Meter Charges	400.00	2,000.00	-1,600.00	20.0%
340 - Rent	1,464.04	4,600.00	-3,135.96	31.83%
350 - Misc Income	1,429.00	500.00	929.00	285.8%
360 - Carry Forward	0.00	50,000.00	-50,000.00	0.0%
365. Meter Installation Fee	240.00	1,000.00	-760.00	24.0%
382 - Grant - Legislative 2016	7,746.00	180,000.00	-172,254.00	4.3%
386 - Grant SRWMD 2018	2,340.00	95,000.00	-92,660.00	2.46%
Total 300 - Income	507,445.56	1,372,824.00	-865,378.44	36.96%
Total Income	507,445.56	1,372,824.00	-865,378.44	36.96%
Gross Profit	507,445.56	1,372,824.00	-865,378.44	36.96%
<b>Expense</b>				
<b>500 - GENERAL AND ADMINISTRATIVE</b>				
<b>510 - Payroll</b>				
510.01 - Salaries	105,801.26	219,200.00	-113,398.74	48.27%
510.02 - Social Security/Medicare	7,860.12	16,800.00	-8,939.88	46.79%
510.03 - Retirement	9,644.17	27,300.00	-17,655.83	35.33%
510.04 - Health, Dental & Life Ins	22,146.26	51,400.00	-29,253.74	43.09%
510.05 - Workers Comp.	8,222.00	6,600.00	1,622.00	124.58%
Total 510 - Payroll	153,673.81	321,300.00	-167,626.19	47.83%
<b>520 - Office</b>				
520.01 - Supplies	836.09	2,000.00	-1,163.91	41.81%
520.02 - Postage & Shipping	1,441.15	6,000.00	-4,558.85	24.02%
520.03 - Copier, Computer, Billing, Etc.	853.60	4,500.00	-3,646.40	18.97%
520.04 - Printing and Copying	0.00	1,500.00	-1,500.00	0.0%
Total 520 - Office	3,130.84	14,000.00	-10,869.16	22.36%
<b>530 - Utilities</b>				
530.01 - Fuel For Equipment	2,538.51	6,000.00	-3,461.49	42.31%
530.02 - Solid Waste Disposal	705.95	1,700.00	-994.05	41.53%
530.03 - Telephone	3,082.48	9,000.00	-5,917.52	34.25%
Total 530 - Utilities	6,326.94	16,700.00	-10,373.06	37.89%
<b>540 - Professional Fees</b>				
540.01 - Audit & Accounting	10,350.00	17,000.00	-6,650.00	60.88%
540.02 - Management/Legal	18,000.00	54,000.00	-36,000.00	33.33%

**Cedar Key Water & Sewer District**  
**2018-2019 Profit & Loss Budget vs. Actual**  
2018 thru 2019

	Oct '18 - Feb 19	Budget	\$ Over Budget	% of Budget
540.03 · Property Appraiser's Fee	0.00	6,000.00	-6,000.00	0.0%
540.05 · Tax Collector Fees	3,764.59			
540.04.Water/Wastewater Operator	880.00	5,000.00	-4,120.00	17.6%
<b>Total 540 · Professional Fees</b>	<b>32,994.59</b>	<b>82,000.00</b>	<b>-49,005.41</b>	<b>40.24%</b>
<b>550 - General Repair &amp; Maint</b>				
550.01 · Vehicle	1,043.75	4,000.00	-2,956.25	26.09%
550.02 · Equipment and Tools	753.77	55,000.00	-54,246.23	1.37%
550.03 · Building	96.00	35,000.00	-34,904.00	0.27%
550.04 · Supplies	769.97	2,500.00	-1,730.03	30.8%
550.05 · New Tools	350.93	4,000.00	-3,649.07	8.77%
<b>Total 550 - General Repair &amp; Maint</b>	<b>3,014.42</b>	<b>100,500.00</b>	<b>-97,485.58</b>	<b>3.0%</b>
<b>560 · Other</b>				
560.01 · Property/Liability Ins.	43,286.00	43,300.00	-14.00	99.97%
560.02 · Election Expenses	0.00	1,000.00	-1,000.00	0.0%
560.03 · Continuing Education	0.00	1,800.00	-1,800.00	0.0%
560.04 · Annual Fees & Dues	2,617.00	2,000.00	617.00	130.85%
560.05 · Ads and Publications	166.32	500.00	-333.68	33.26%
560.06 · Miscellaneous	651.16	2,000.00	-1,348.84	32.56%
560.07 · Contingency	0.00	17,124.00	-17,124.00	0.0%
<b>Total 560 · Other</b>	<b>46,720.48</b>	<b>67,724.00</b>	<b>-21,003.52</b>	<b>68.99%</b>
<b>Total 500 · GENERAL AND ADMINISTRATIVE</b>	<b>245,861.08</b>	<b>602,224.00</b>	<b>-356,362.92</b>	<b>40.83%</b>
<b>600 · DIRECT WATER EXPENSES</b>				
<b>610 · Chemicals and Filters</b>				
610.01 · Chemicals	28,096.53	40,000.00	-11,903.47	70.24%
610.02 · Miex Resin	0.00	36,000.00	-36,000.00	0.0%
610.03 · Twin Oxide Inst., Rent,Chemical	0.00	90,000.00	-90,000.00	0.0%
<b>Total 610 · Chemicals and Filters</b>	<b>28,096.53</b>	<b>166,000.00</b>	<b>-137,903.47</b>	<b>16.93%</b>
<b>620 - Laboratory</b>				
620.01 · In House Lab	1,142.42	1,000.00	142.42	114.24%
620.02 · Outside Lab	615.00	2,500.00	-1,885.00	24.6%
620.03 · Instrument Calibration	0.00	3,500.00	-3,500.00	0.0%
<b>Total 620 - Laboratory</b>	<b>1,757.42</b>	<b>7,000.00</b>	<b>-5,242.58</b>	<b>25.11%</b>
<b>630 - Regulatory</b>				
630.01 · Permits	0.00	1,000.00	-1,000.00	0.0%
<b>Total 630 - Regulatory</b>	<b>0.00</b>	<b>1,000.00</b>	<b>-1,000.00</b>	<b>0.0%</b>
<b>640 · Repairs and Maintenance</b>				
640.01 · Piping and Distribution	13,809.62	15,000.00	-1,190.38	92.06%
640.02 · Equipment	4,321.53	25,000.00	-20,678.47	17.29%
640.03 · Building & Grounds	0.00	3,000.00	-3,000.00	0.0%
640.04 · Water Tower Maintenance	17,751.94	35,500.00	-17,748.06	50.01%
640.05 · Generators Annual Mainte	250.00	2,250.00	-2,000.00	11.11%
<b>Total 640 · Repairs and Maintenance</b>	<b>36,133.09</b>	<b>80,750.00</b>	<b>-44,616.91</b>	<b>44.75%</b>
<b>650 · Utilities</b>				
650.01 · Electric	6,959.23	20,000.00	-13,040.77	34.8%



**Cedar Key Water & Sewer District**  
**2018-2019 Profit & Loss Budget vs. Actual**  
2018 thru 2019

	Oct '18 - Feb 19	Budget	\$ Over Budget	% of Budget
650.02 · Propane	486.42	400.00	86.42	121.61%
650.03 · Telephone	1,139.55	2,000.00	-860.45	56.98%
<b>Total 650 · Utilities</b>	<b>8,585.20</b>	<b>22,400.00</b>	<b>-13,814.80</b>	<b>38.33%</b>
<b>660 · Other</b>				
660.01 · Professional Fees	27,855.00	90,000.00	-62,145.00	30.95%
660.20 · Contingency	0.00	9,500.00	-9,500.00	0.0%
<b>Total 660 · Other</b>	<b>27,855.00</b>	<b>99,500.00</b>	<b>-71,645.00</b>	<b>28.0%</b>
<b>680 · Loans</b>				
680.05 · RD - Water System Interest	0.00	31,000.00	-31,000.00	0.0%
680.06 · RD - Water System Principal	0.00	16,000.00	-16,000.00	0.0%
<b>Total 680 · Loans</b>	<b>0.00</b>	<b>47,000.00</b>	<b>-47,000.00</b>	<b>0.0%</b>
<b>Total 600 · DIRECT WATER EXPENSES</b>	<b>102,427.24</b>	<b>423,650.00</b>	<b>-321,222.76</b>	<b>24.18%</b>
<b>700 · DIRECT WASTEWATER EXPENSES</b>				
<b>710 · Chemicals and Filters</b>				
710.01 · Chemicals	11,562.27	36,000.00	-24,437.73	32.12%
<b>Total 710 · Chemicals and Filters</b>	<b>11,562.27</b>	<b>36,000.00</b>	<b>-24,437.73</b>	<b>32.12%</b>
<b>720 · Laboratory</b>				
720.01 · In House Lab	-116.63	1,500.00	-1,616.63	-7.78%
720.02 · Outside Lab	3,078.00	13,000.00	-9,922.00	23.68%
720.03 · Instrument Calibration	0.00	3,600.00	-3,600.00	0.0%
<b>Total 720 · Laboratory</b>	<b>2,961.37</b>	<b>18,100.00</b>	<b>-15,138.63</b>	<b>16.36%</b>
<b>730 · Regulatory</b>				
730.01 · Permits	0.00	200.00	-200.00	0.0%
730.02 · Biosolids Hauling	21,420.00	45,000.00	-23,580.00	47.6%
<b>Total 730 · Regulatory</b>	<b>21,420.00</b>	<b>45,200.00</b>	<b>-23,780.00</b>	<b>47.39%</b>
<b>740 · Repairs Maintenance Other</b>				
740.01 · Piping & Distribution	2,704.07	5,000.00	-2,295.93	54.08%
740.02 · Equipment	7,572.21	15,000.00	-7,427.79	50.48%
740.03 · Building and Grounds	0.00	1,000.00	-1,000.00	0.0%
740.04 · Generator-Annual Maintenance	475.00	1,150.00	-675.00	41.3%
<b>Total 740 · Repairs Maintenance Other</b>	<b>10,751.28</b>	<b>22,150.00</b>	<b>-11,398.72</b>	<b>48.54%</b>
<b>750 · Utilities</b>				
750.01 · Electric	10,454.98	20,000.00	-9,545.02	52.28%
750.02 · Propane	341.63	1,000.00	-658.37	34.16%
<b>Total 750 · Utilities</b>	<b>10,796.61</b>	<b>21,000.00</b>	<b>-10,203.39</b>	<b>51.41%</b>
<b>760 · Other</b>				
760.01 · Professional Fees -WWTP Permit	1,538.00	0.00	1,538.00	100.0%
760.02 · Contingency	0.00	9,500.00	-9,500.00	0.0%
<b>Total 760 · Other</b>	<b>1,538.00</b>	<b>9,500.00</b>	<b>-7,962.00</b>	<b>16.19%</b>
<b>770 · Capital Expenditures</b>				
770.01 · Bridge 1,2,3 Drills	48,700.00	195,000.00	-146,300.00	24.97%
<b>Total 770 · Capital Expenditures</b>	<b>48,700.00</b>	<b>195,000.00</b>	<b>-146,300.00</b>	<b>24.97%</b>
<b>Total 700 · DIRECT WASTEWATER EXPENSES</b>	<b>107,729.53</b>	<b>346,950.00</b>	<b>-239,220.47</b>	<b>31.05%</b>
<b>Total Expense</b>	<b>456,017.85</b>	<b>1,372,824.00</b>	<b>-916,806.15</b>	<b>33.22%</b>

**Cedar Key Water & Sewer District**  
**2018-2019 Profit & Loss Budget vs. Actual**  
2018 thru 2019

Net Ordinary Income  
Net Income

Oct '18 - Feb 19	Budget	\$ Over Budget	% of Budget
51,427.71	0.00	51,427.71	100.0%
51,427.71	0.00	51,427.71	100.0%

# Cedar Key Water & Sewer District Monthly Checkbook Activity

As of February 28, 2019

Date	Num	Name	Memo	Amount
<b>Unrestricted Cash Funds</b>				
02/01/2019	28192	Doty, Gabriel T	Pay Check	-489.07
02/01/2019	28193	McCain, James E.	Pay Check	-1,206.01
02/01/2019	28194	Quinn, William M.	Pay Check	-628.19
02/01/2019	28195	Richburg, Margaret A.	Pay Check	-558.12
02/01/2019	Bankdraft	EFTPS	59-1156008	-963.94
02/01/2019		Deposit	Deposit	396.31
02/01/2019		Deposit	Deposit	3,259.50
02/01/2019		Deposit	449001 72.28,925001 120.00,266001 76.90, 923	370.23
02/06/2019		Deposit	Deposit	56.94
02/07/2019		Deposit	Deposit	250.00
02/08/2019	28201	Doty, Gabriel T	Pay Check	-429.58
02/08/2019	28202	Johns, Alicia M.	Pay Check	-417.66
02/08/2019	28203	McCain, James E.	Pay Check	-1,485.44
02/08/2019	28205	Richburg, Margaret A.	Pay Check	-558.12
02/08/2019	28204	Quinn, William M.	VOID: Pay Check	0.00
02/08/2019	28196	Void Check	VOID:	0.00
02/08/2019	28197	Void Check	VOID	0.00
02/08/2019	28198	Void Check	VOID	0.00
02/08/2019	28199	Void Check	VOID	0.00
02/08/2019	28200	Void Check	VOID	0.00
02/08/2019	28208	Quinn, William M.	Pay Check	-727.56
02/08/2019	28206	Haldeman, Hattie B.	Pay Check	-369.40
02/08/2019	28207	Hand, Joseph G.	Pay Check	-369.40
02/08/2019	28209	Reynolds, Chris	Pay Check	-369.40
02/08/2019	28210	Rosenthal, Stephen B.	Pay Check	-369.40
02/08/2019	28211	Sturmer, Leslie N.	Pay Check	-369.40
02/10/2019		Deposit	Deposit	675.00
02/11/2019	Bankdraft	Wex Bank Marathon Fleet	Fuel Invoice: 575770320 January 2019	-625.47
02/11/2019		Deposit	Deposit	36,831.38
02/11/2019		Deposit	Deposit	13,938.57
02/11/2019		Deposit	FWCC #4001	163.91
02/11/2019		Deposit	Deposit	7,729.56
02/11/2019	28212	A-Able Septic-Sewer Service, Inc.	Biosolids Hauling: Invoice: 42959 02/06/2019	-1,860.00
02/11/2019	28213	Aqua Pure Water & Sewerage Service	Outside Lab, Invoice 83262	-606.00
02/11/2019	28214	AT&T Internet Service	Invoice No: 122314242	-105.66
02/11/2019	28215	AT&T	Invoice No: 35254352859381989,352543640593	-543.37
02/11/2019	28216	Beauchamp & Edwards	Invoice # 12636	-250.00
02/11/2019	28217	Central FL Electric	Electric January 2019	-4,370.20
02/11/2019	28218	Gator Works Computing	Backup, Invoice 17- 21277 Feb.2019	-98.45
02/11/2019	28219	Hach Company	Invoice No: 11315785	-110.60
02/11/2019	28220	John K. McPherson. P.A.	Management, Invoice No: 784 January 2019	-4,500.00
02/11/2019	28221	Konica Minolta Business Solutions	Maintenance, Invoice No:256642563	-84.76
02/11/2019	28222	Marina Hardware At Cedar Key, Inc.	Miscellaneous Parts/Supplies Account #: 220 Ja	-255.81

10

# Cedar Key Water & Sewer District Monthly Checkbook Activity

As of February 28, 2019

Date	Num	Name	Memo	Amount
02/11/2019	28223	McCall Service, Inc.	# 1000001449 Invoice No: 58142110	-48.00
02/11/2019	28224	NAPA Gulf Coast Parts, LLC	Vehicle January 2019	-174.96
02/11/2019	28225	Verizon Wireless	Cell Phones, Invoice No: 9820921298,98209701	-202.65
02/11/2019	28226	VISA	Invoice No7054	-950.95
02/12/2019		Deposit	956001,181.76 773001 55.62	237.38
02/13/2019	Bankdraft	CKSW&S DIST.	Solid Waste, Invoive 733001	-141.19
02/13/2019	Bankdraft	Transfer	For RD Payment on 09/01/2019	-16,965.00
02/14/2019	28227	Johns, Alicia M.	Pay Check	-417.67
02/14/2019	28228	Quinn, William M.	Pay Check	-877.11
02/14/2019	28229	Hawkins, Inc.d/b/a Dumont	Invoice, 4434266,4434269,4440881,44440880	-8,526.18
02/14/2019	28230	Richburg, Margaret A.	Pay Check	-558.11
02/14/2019	28231	Cedar Key Water & Sewer District	301001	-75.00
02/14/2019		Deposit	474001 Craig McCall	140.00
02/15/2019	28232	Doty, Gabrial T	Pay Check	-489.07
02/15/2019	28233	McCain, James E.	Pay Check	-841.85
02/15/2019	28234	CARD SERVICE CENTER	XXXX XXXX XXXX 0185 Invoice No: 8660958 Jc	-15.60
02/15/2019	Bankdraft	EFTPS	59-1156008	-923.84
02/15/2019		Deposit	Deposit	9,535.66
02/15/2019		Deposit	32001 SunSetIsles	1,293.34
02/17/2019		Deposit	682001 \$325.00 , 359001 \$ 48.14	373.14
02/19/2019	Bankdraft	Blue Cross Blue Shield of FL	Group:90866 Division: 001 Invoice 73824651 Ma	-4,201.13
02/20/2019		Deposit	Deposit	59.54
02/20/2019	28235	Central Hydraulics Of Ocala, Inc.	Invoice No: 126950	-818.56
02/20/2019	28236	Hawkins, Inc.d/b/a Dumont	Invoice 4448336,4448337,4448347	-2,795.12
02/20/2019	28237	USA Blue Book	Invoice No: 807521	-227.64
02/21/2019	28238	Doty, Gabrial T	Pay Check	-577.79
02/22/2019	28239	Johns, Alicia M.	Pay Check	-420.21
02/22/2019	28240	McCain, James E.	Pay Check	-990.05
02/22/2019	28241	Quinn, William M.	Pay Check	-656.74
02/22/2019	28242	Richburg, Margaret A.	Pay Check	-561.67
02/22/2019		Deposit	449001 Mary Cronin	51.00
02/25/2019		Deposit	Deposit	200.00
02/26/2019	Bankdraft	EFTPS	59-1156008	-924.66
02/26/2019	Bankdraft	EFTPS	59-1156008	-1,395.10
02/26/2019		Deposit	Deposit	7,795.56
02/27/2019	28243	AFLAC	ATF27	-1,009.96
02/27/2019	28244	DAVISVISION	90866	-89.28
02/27/2019	28245	Transamerica Worksite Marketing	33859	-56.08
02/27/2019	28246	A-Able Septic-Sewer Service, Inc.	Biosolids Hauling: Invoice: 43108 02/20/2019	-1,680.00
02/27/2019	28247	AT & T MOBILITY	Account # 287283253088 February 2019	-23.88
02/27/2019	28248	CORE & MAIN LP	Invoice No: K144540 02/18/2019	-451.06
02/27/2019	28249	JAC-PAC DISTRIBUTORS	Invoice No: 1022417-0001-01 02/22/2019	-428.28
02/27/2019	28250	Quill Corporation	Invoice No: 5181935 C3406032	-54.06
02/27/2019		Deposit	Account # 310001,474001	197.63
02/28/2019	28252	McCain, James E.	Pay Check	-1,209.57



**Cedar Key Water & Sewer District**  
**Monthly Checkbook Activity**  
**As of February 28, 2019**

Date	Num	Name	Memo	Amount
02/28/2019	28251	Mittauer & Associates, Inc.	Invoice No: 19092	-5,541.00
02/28/2019	28253	Mittauer & Associates, Inc.	Invoice No: 19093	-20,280.00
02/28/2019		Deposit	Account # 171001	47.00
02/28/2019		Deposit	Deposit	6,350.35
02/28/2019		Deposit	Deposit	16,303.79
02/28/2019	28258	Deposit	Account # 115001	47.00
				<u>7,982.76</u>
				<u>7,982.76</u>
				<u>7,982.76</u>

Total Unrestricted Cash Funds

TOTAL

# Cedar Key Water and Sewer District

## Penalty Register

Detailed

For charges due before 02/28/2019

Account Balance as of 03/01/2019

Disconnect Date 03/08/2019

Sorted by: Route + Reading Sequence

Location No	Account No	Name	Address			Prev. Balance	Penalty	Tax	Account Balance
Service	Code			Meter No.					
28001	28001	BARBARA WOODHOUSE	15780 MILLER ISLAND...						
WATER	P1			13380016		108.37	20.00	0.00	128.37
SEWER						64.27	0.00	0.00	64.27
		BARBARA WOODHOUSE Total				172.64	20.00	0.00	192.64
81001	81001	W.E. KNIGHT	12406 SR 24						
WATER	P1			14346305		57.84	20.00	0.00	77.84
SEWER						177.10	0.00	0.00	177.10
		W.E. KNIGHT Total				234.94	20.00	0.00	254.94
1051001	1051001	WILL KNIGHT	12406 SR 24						
WATER	P1			18258673		699.34	20.00	0.00	719.34
		WILL KNIGHT Total				699.34	20.00	0.00	719.34
122001	122001	JUDY COLLINS	12664 SR 24						
WATER	P1			14280706		75.85	20.00	0.00	95.85
SEWER						73.85	0.00	0.00	73.85
		JUDY COLLINS Total				149.70	20.00	0.00	169.70
186001	186001	GLYNN WARWICK	1149 PALMETTO DR.						
WATER	P1			14280598		29.05	20.00	0.00	49.05
SEWER						24.71	0.00	0.00	24.71
		GLYNN WARWICK Total				53.76	20.00	0.00	73.76
267001	267001	CHRISTENE DANIELS	1370 HAWTHORNE AVE						
WATER	P1			11557325		69.42	20.00	0.00	89.42
		CHRISTENE DANIELS Total				69.42	20.00	0.00	89.42
337001	337001	IRA CARTER	16292 EAST PT. RD						
WATER	P1			17336228		79.72	20.00	0.00	99.72
SEWER						55.50	0.00	0.00	55.50
		IRA CARTER Total				135.22	20.00	0.00	155.22
465001	465001	LISA WEBER	16770 MARGERY ST.						
WATER	P1			14280546		123.93	20.00	0.00	143.93
		LISA WEBER Total				123.93	20.00	0.00	143.93
621001	621001	P. KLOCKSIEEN	211 2ND ST.- 25-332						
WATER	P1			12447019		68.68	20.00	0.00	88.68
SEWER						46.56	0.00	0.00	46.56
		P. KLOCKSIEEN Total				115.24	20.00	0.00	135.24
668001	668001	R.V. WEBSTER	6031 A STREET						
WATER	P1			14280511		96.00	20.00	0.00	116.00
SEWER						92.00	0.00	0.00	92.00
		R.V. WEBSTER Total				188.00	20.00	0.00	208.00
817001	817001	OBDULIA POLIDURA	633 4TH ST.						
WATER	P1			14280376		35.74	20.00	0.00	55.74
SEWER						57.00	0.00	0.00	57.00
		OBDULIA POLIDURA Total				92.74	20.00	0.00	112.74
922001	922001	SOMMER DEADMOND	882 6TH ST.						
WATER	P1			14346441		87.45	20.00	0.00	107.45
SEWER						82.22	0.00	0.00	82.22
		SOMMER DEADMOND Total				169.67	20.00	0.00	189.67

Total Customers	12		
Prev. Balance	\$2,204.60		
Penalty	\$240.00	Previously Posted Penalty	\$0.00
Total Tax	\$0.00		
Account Balance	\$2,444.60		

**Cedar Key Water & Sewer District**  
**Sick and Annual Leave Balances**  
February 28, 2019 Amount Used 2019

<u>Employee</u>	<u>Sick Available</u>	<u>Sick Used</u>	<u>Vacation Available</u>	<u>Vacation Used</u>
Doty, Gabriel T	12:00	32:00	54:56	0:00
Johns, Alicia M.	16:57	15:30	39:08	24:00
McCain, James E.	1193:30	0:00	221:01	8:00
Quinn, William M.	225:30	8:00	231:31	16:00
Richburg, Margaret A.	4:00	15:30	57:28	14:00



### Adjusted Bill Calculation

#### Adjustment Information

Date Requested: 3/4/2019  
Month of Service: Jan-19  
Metered Usage: 87,490 Gal  
Am't Billed (W&S): \$1,452.50

Customer Name: RTG Hospitality (Beachfront)

Account No.: 789001

Service Address: 873 1st street

\*Previous 12 Months

Average W&S Usage: 72,583 gallons/Month

Justification: Water found spraying out under trailer used as the Managers Quarters that has not been used since 2017

	Water	Sewer
Base Charges:	\$66.00	\$63.00

#### Water Usage

Gallons: 87,490

0 to 3K @	\$2.43/K	\$7.29
3 to 6 K @	\$4.56/K	\$13.68
6 to 9 K @	\$6.43/K	\$19.29
9K+ @	\$8.32/K	\$653.04
Total:		\$759.30

#### Adjusted Sewer Usage

Gallons\*: 72,583

0 to 3K @	\$1.97/K	\$5.91
3 to 6 K @	\$3.99/K	\$11.97
6 to 9 K @	\$5.79/K	\$17.37
9K+ @	\$7.58/K	\$481.96
Total:		\$580.21

**Adjusted Water and Sewer, Total: \$1,339.51**

**CEDAR KEY WATER AND SEWER DISTRICT**

**REQUEST FOR BILL ADJUSTMENT**

Date: March 1 2019

Name: Teresa Woods

Name on Account if Different: RTG Hospitality LLC

Physical Address of Account: 872 2nd Street

Description of water loss including dates over which loss occurred:

water "spraying" under trailer (manager quarters)  
trailer has been used since Dec. 2017.  
We just moved back in + discovered water  
spraying. Crystals have formed on the pipe. I  
have sent a video to the office.

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

Leakage = refilling  
the pool

Teresa Woods  
Signature

Submit:

Mail: CKWSD, P.O. Box 309, Cedar Key, FL, 32625.  
Email: [alicia@ckwater.org](mailto:alicia@ckwater.org)  
Fax: 866-278-7502  
Hand: 510 3<sup>rd</sup> Street, Cedar Key.

## Usage Report

From: 01/01/2018 Through: 02/28/2019

Sorted By: Account Number

For 789001

72583 yr avg

Location No	Acct No.	Name	Service Address	Route	Measure	Tran Date	Act Usage	Bill Usage	Adj Usage	Adj Amt	Charges	Prior Date	Prior Read	Current Date	Current Read
789001	789001	RTG HOSPITALITY LLC					873 1ST STREET (BEACH MOTEL)			12		0			
13658460	5/8" METER	WATER			Gallons	01/31/2018	61390.	61390.	0.	0.00	519.24	12/18/2017	295161	01/19/2018	301300
13658460	5/8" METER	WATER			Gallons	02/28/2018	66940.	66940.	0.	0.00	563.19	01/19/2018	301300	02/19/2018	307994
13658460	5/8" METER	WATER			Gallons	03/30/2018	76280.	76280.	0.	0.00	637.17	02/19/2018	307994	03/19/2018	315622
13658460	5/8" METER	WATER			Gallons	05/01/2018	72890.	72890.	0.	0.00	610.32	03/19/2018	315622	04/20/2018	322911
13658460	5/8" METER	WATER			Gallons	06/01/2018	62460.	62460.	0.	0.00	527.71	04/20/2018	322911	05/21/2018	329157
13658460	5/8" METER	WATER			Gallons	06/29/2018	66820.	66820.	0.	0.00	562.24	05/21/2018	329157	06/20/2018	335839
13658460	5/8" METER	WATER			Gallons	07/31/2018	103090.	103090.	0.	0.00	849.50	06/20/2018	335839	07/20/2018	346148
13658460	5/8" METER	WATER			Gallons	08/31/2018	82680.	82680.	0.	0.00	687.86	07/20/2018	346148	08/20/2018	354416
13658460	5/8" METER	WATER			Gallons	10/01/2018	74280.	74280.	0.	0.00	621.33	08/20/2018	354416	09/20/2018	361844
13658460	5/8" METER	WATER			Gallons	10/31/2018	65480.	65480.	0.	0.00	576.17	09/20/2018	361844	10/22/2018	368392
13658460	5/8" METER	WATER			Gallons	11/30/2018	62470.	62470.	0.	0.00	551.13	10/22/2018	368392	11/19/2018	374639
13658460	5/8" METER	WATER			Gallons	12/31/2018	76210.	76210.	0.	0.00	665.45	11/19/2018	374639	12/20/2018	382260
13658460	5/8" METER	WATER			Gallons	01/29/2019	87490.	87490.	0.	0.00	759.30	12/20/2018	382260	01/22/2019	391009

Grand

Totals

WATER	Gallons	958480.	958480.	0.	0.00	8130.61	0
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Number of Accounts	1
Number of Locations	1
Account/Location Combinations	1

18

### Adjusted Bill Calculation

#### Adjustment Information

Date Requested: 3/4/2019  
Month of Service: Feb-19  
Metered Usage: 36,830 Gal  
Am't Billed (W&S): \$565.01

Customer Name: M. H. Vanlandingham

Account No.: 426001

Service Address: 16791 Anna Street

\*Previous 12 Months

Average W&S Usage: 1,085 gallons/Month

Justification: Water line broke at customers shut off valve.

	<b>Water</b>	<b>Sewer</b>
Base Charges:	\$24.00	\$23.00

#### Water Usage

Gallons: 36,830

0 to 3K @	\$2.43/K	\$7.29
3 to 6 K @	\$4.56/K	\$13.68
6 to 9 K @	\$6.43/K	\$19.29
9K+ @	\$8.32/K	\$231.55
Total:		\$295.81

#### Adjusted Sewer Usage

Gallons\*: 1,085

0 to 3K @	\$1.97/K	\$2.14
3 to 6 K @	\$3.99/K	\$0.00
6 to 9 K @	\$5.79/K	\$0.00
9K+ @	\$7.58/K	\$0.00
Total:		\$25.14

**Adjusted Water and Sewer, Total: \$320.94**

**CEDAR KEY WATER AND SEWER DISTRICT**

**REQUEST FOR BILL ADJUSTMENT**

Date: 3/4/19

Name: M. H. VanLandingham

Name on Account if Different: (same)

Physical Address of Account: 16791 Sandra St.


Description of water loss including dates over which loss occurred:

On 2/21/19 a member of the Water District notified me that

I must have a leak at my property because I had used 36,000  
gallons of water since the last meter reading. We searched

the house and found the leak outside, underground, at the water  
shutoff valve to my residence. The water clearly did not go through

Have you requested another adjustment over the prior 3 years? Yes \_\_\_\_\_ No X  
the sewer system, and  
I am therefore requesting an adjustment to my bill.  
Thank you.

  
Signature

Submit:

Mail: CKWSD, P.O. Box 309, Cedar Key, FL, 32625.  
Email: [alicia@ckwater.org](mailto:alicia@ckwater.org)  
Fax: 866-278-7502  
Hand: 510 3<sup>rd</sup> Street, Cedar Key.

## Usage Report

From: 02/01/2018 Through: 02/28/2019

Sorted By: Account Number

For 426001

1,085 yr avg

Location No	Acct No.	Name	Service Address					Route						
Meter No.	Change Out	Size	Service	Tran Date	Measure	Act Usage	Bill Usage	Adj Usage	Adj Amt	Charges	Prior Date	Prior Read	Current Date	Current Read
426001	426001		M.H. VANLANDINGHAM			16791 SANDRA ST.			10		0			
12447016		5/8" METER	WATER	02/28/2018	Gallons	1260.	1260.	0.	0.00	25.91	01/19/2018	6285	02/19/2018	6411
12447016		5/8" METER	WATER	03/30/2018	Gallons	1170.	1170.	0.	0.00	25.70	02/19/2018	6411	03/19/2018	6528
12447016		5/8" METER	WATER	05/01/2018	Gallons	1370.	1370.	0.	0.00	26.16	03/19/2018	6528	04/20/2018	6665
12447016		5/8" METER	WATER	06/01/2018	Gallons	1340.	1340.	0.	0.00	26.10	04/20/2018	6665	05/21/2018	6799
12447016		5/8" METER	WATER	06/29/2018	Gallons	1320.	1320.	0.	0.00	26.05	05/21/2018	6799	06/20/2018	6931
12447016		5/8" METER	WATER	07/31/2018	Gallons	1530.	1530.	0.	0.00	26.53	06/20/2018	6931	07/20/2018	7084
12447016		5/8" METER	WATER	08/31/2018	Gallons	840.	840.	0.	0.00	24.94	07/20/2018	7084	08/20/2018	7168
12447016		5/8" METER	WATER	10/01/2018	Gallons	880.	880.	0.	0.00	25.03	08/20/2018	7168	09/20/2018	7256
12447016		5/8" METER	WATER	10/31/2018	Gallons	1350.	1350.	0.	0.00	27.28	09/20/2018	7256	10/22/2018	7391
12447016		5/8" METER	WATER	11/30/2018	Gallons	1330.	1330.	0.	0.00	27.23	10/22/2018	7391	11/19/2018	7524
12447016		5/8" METER	WATER	12/31/2018	Gallons	490.	490.	0.	0.00	25.19	11/19/2018	7524	12/20/2018	7573
12447016		5/8" METER	WATER	01/29/2019	Gallons	140.	140.	0.	0.00	24.34	12/20/2018	7573	01/22/2019	7587

Number of Accounts 1  
Number of Locations 1  
Account/Location Combinations 1

**Cedar Key Water and Sewer District**  
**General Manager Report**  
**March 11, 2019**

**1. Water Plant**

Disinfectant Byproducts: Samples were taken and sent to the lab on February 6, 2019. We have a preliminary report that there were slightly high numbers for one of the THM readings and both of the HAA5 readings.

TwinOxide: The application for authorization to proceed with the second TwinOxide test has been approved by DEP. Notice to customers will go out before the test begins. We have an estimate on the cost of upgrading the electronics and controls (23-24). According to the engineers, these are the upgrades required to make sure the dosing and monitoring work properly. It would be paid for out of the state legislative grant and the equipment would be used in the new water plant.

The once every five years sanitary inspection by DEP will take place on March 7, and I will report on that at the meeting.

**2. Wastewater Treatment Plant Permit Renewal**

No change—still awaiting DEP response to our permit renewal application and response to request for additional information.

**3. Wastewater Bridge Lines Directional Drills**

Tim Norman has completed the design work on this project. DOT has issued its permit and we are awaiting issuance of the DOT permit before the project goes out to bid. Tim Norman expects construction to begin in May.

**4. Election and Finance Disclosure**

Seat 2 (Reynolds) and Seat 4 (Rosenthal) are up for election this spring. The qualifying period is March 18 to March 22. I will have qualifying materials at the meeting.

The annual Financial Disclosure forms are due to be filed by July 1. I will have copies of the form at the meeting.

**5. Communication Towers and Antennas**

There is a lot going on in this area with things changing daily so I will just report on where we are at the meeting.



## Panel Components

	qty	unit cost	markup	total
plc				
co-12dre-d	1	\$ 192.00	0.3	\$ 249.60
analog	1	\$ 90.00	0.3	\$ 117.00
analog	1	\$ 151.00	0.3	\$ 196.30
relay card	1	\$ 44.50	0.3	\$ 57.85
isolator	3	\$ 202.00	0.3	\$ 787.80
isolator screen	3	\$ 51.00	0.3	\$ 198.90
current transducers	3	\$ 74.00	0.3	\$ 288.60
router	1	\$ 59.99	0.3	\$ 77.99
ethernet cables	1	\$ 50.00	0.3	\$ 65.00
ultrasonic level	3	\$ 599.00	0.2	\$ 2,156.40
din rail, terminal, connectors, misc	1	\$ 100.00	0.3	\$ 130.00
panel labor programming install	1	\$ 2,000.00		\$ 2,000.00
		total		\$ 6,325.44

## Metering

clo2 and chlorite metering	rph251	1	\$ 10,000.00	0.2	\$ 12,000.00
labor to install		1	\$ 2,000.00		\$ 2,000.00
filters	gxwhd4f	2	\$ 32.00	0.3	\$ 83.20
pipng, mounting, misc		1	\$ 500.00	0.3	\$ 650.00
			total		\$ 14,733.20

## SCADA

software and tags		1	\$ 1,000.00		\$ 1,000.00
labor screen design on new EA SCADA		1	\$ 1,000.00		\$ 1,000.00
computer		1	\$ 1,000.00	0.2	\$ 1,200.00
ups and relay system		1	\$ 200.00	0.2	\$ 240.00
			total		\$ 3,440.00

## Flow Meter wiring

conduit		1	\$ 200.00	0.3	\$ 260.00
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labor	1	\$	1,000.00		\$	1,000.00
				total	\$	1,260.00

**Optional Components if needed**

screen power supply opt	ea-ac	1	\$	75.00	0.3	\$	97.50
7 inch touch screen option	ea9-t7cl-r	1	\$	472.00	0.2	\$	566.40
15 inch touch screen option	ea9-t15cl-r	1	\$	1,318.00	0.2	\$	1,581.60
touch screen programming optional		1	\$	1,500.00	0.2	\$	1,800.00
labor to install if needed		1	\$	1,000.00		\$	1,000.00

pump replacements if needed	tkm	2	\$	2,700.00	0.2	\$	6,480.00
transfer replacement pump	db5v-t-m613	1	\$	550.00	0.2	\$	660.00
vfd if replacement needed	wj200-007lf	2	\$	250.00	0.2	\$	600.00
pressure guage	bp-050	2	\$	300.00	0.2	\$	720.00
sigma motor pulsation dampener	fl12pv	2	\$	-	0.2	\$	-
back pressure valve	p3n499p	2	\$	200.00	0.2	\$	480.00
pipng and valving ?							

pathtest kit	es400	1	\$	<del>2,350.00</del>	0.2	\$	<del>2,820.00</del>
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**Startup**

labor	1	\$	1,000.00	1	\$	1,000.00
additional labor as need (2 men per hr)	1	\$	100.00	1	\$	100.00

*Total (not including optional) \$ 26,858.64*