

**NOTICE AND AGENDA**  
**CEDAR KEY WATER & SEWER DISTRICT**  
**510 3<sup>RD</sup> STREET, CEDAR KEY, FL32625**

**REGULAR MEETING**  
**July 11, 2022**  
**5:00 P.M.**

1. Call to order
2. Pledge and Prayer
3. Adoption of Agenda
4. Approval of minutes of the June 20, 2022 Regular Meeting
5. Alan Hart with Baskerville-Donovan, Inc.
6. Financial Reports: Balance Sheet; Budget Report; Tentative Budget; Checkbook Activity; Past Due Accounts Report; Employee Leave
7. Bill Adjustment Request
8. General Manager Report
9. Attorney Report
10. Commissioner Comments
11. Public Input
12. Adjourn

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  
June 20, 2022**

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

Other Presents: John McPherson, Alicia Johns, James McCain, Mandy Offerle, Frank Offerle, Sue Colson, Jan Childers, Clay Childers, Michael Bobbitt, Evan Rosenthal, Kristen Mood, Nancy Sera, Claudette Nelson, Robert Robertson, Ken Daniel, Heath Davis, Doug Maple, Barbara Maple, James Wortham, Phil Prescott, Patty Jett, Wade Wetherington, Zach Conomos, Anne Miller, Scott Wright.

1. Meeting called to order at 5:00 p.m. by Dottie Haldeman, Chair.
2. Pledge and Prayer.
3. Adoption of the Agenda. **Motion** by Leslie Sturmer to adopt Agenda. **Second** by Joe Hand. Leslie ask to change the order of some of the items on the agenda. **Motion** by Tabitha Lauer to move James McCain's resignation that was to be discussed under the GM's Report to top of Agenda. **Second** by Joe Hand. Passed by a vote 5-0.

Ms. Dottie gave a brief summary of the current situation with James McCain concerning his resignation. She informed all who attended the meeting tonight that she had spoken to James on the reason he was resigning and on what could be done to resolve the issue and they could not come up with a solution. Dottie told the audience and the other members of the Board how sad she was to be losing such a valued employee who has been with the District for 44 years, unless a resolution could be made, in which she and the other Board members were hoping to accomplish. **Motion** Tabitha Lauer to deny James McCain's letter of resignation. **Second** by Leslie Sturmer, she also mentioned that Bill Pittman had sent an email to all Board members earlier in the day stating that he was suspending his application for employment pending the outcome of tonight's meeting. Mr. Pittman was not in attendance tonight he thought things could be better resolved without his presence. Passed by a vote of 5-0. **Motion** by Tabitha Lauer to accept Bill Pittman's resignation and make James McCain the GM/Superintendent of the Maintenance and for Dottie Haldeman to manage the office. Tabitha went on to explain why she thought James was very capable of doing the job of GM and his current job of Superintendent. James explained that he did not want to be over the office, but he thought we could work together and come to a solution. Leslie explained that she had printed out the job descriptions for the GM and Superintendent to see what their similarities and differences were and to see if there were some things that could maybe contracted out like grant writing, or someone to do contracts if needed. Leslie also, mentioned that if James did want to spend less time in field, so that

he would be able to tackle more of the GM responsibilities that we could hire another tech person and start training Gabe or Billy to take on more of the tasks James does as the Superintendent. James and Leslie discussed the job descriptions for GM and Leslie thought James was capable of doing the job. Dottie ask James about his mention of retiring in the next few years and wondered who would take over for him if the District doesn't have someone who can perform the tasks he is capable of doing. James mentioned that if he was still capable of working in the next few years he would still work for the District, and that he would like to see the Board get more involved and work together to get things done and that if after a period of time the Board thinks the District needs a GM then the District can post another job listing for the position. Mr. Rosenthal expressed his opinion on how fast we filled the GM position and agreed that James is a valuable employee. Tabitha expressed that she felt that James was more than capable of handling the job of GM and Superintendent. Comments were heard from the public on how capable James would be at the job of GM and ask if given the new position would a pay raise be given. It was asked by an audience member if Ms. Dottie would manage the office if James managed the maintenance crew, to which she replied that if all the job entailed was for her to come in and check on Ann and Alicia a few times a week, that would be fine, but she would not be willing to sit as the GM and try to do some of the things the GM would need to do. Leslie ask James if he could work with Ann and Alicia on things that needed to be done in the office, to which he replied that he would be able to work with Ann and Alicia, but he thought that it would be a learning curve for all three of them since they have worked so long together it might take some time to get adjusted. **Motion** by Tabitha Lauer for James McCain to be the District's GM with the same pay as the previous GM's of \$70,000. Leslie stated that she didn't think that we needed a separate office manager that James was capable and that if we needed someone to help with grants and such that we could find someone to help with those things and James accepted that and proposed that we try him as the GM and if it was thought that he wasn't doing the job as needed that we change the arrangement. **Second** by Leslie Sturmer. Joe asked John about his experience as GM that if he thought we would need anyone to help out with some of the office work so as not to take away from James being in the field, and he thought that if James thinks he can do the job he saw no reason to not let him try and that he only worked part time doing the administrative side of the GM position. Passed by vote of 5-0.

The Board discussed what needed to be done in regards to Bill Pittman. John told the Board that he and Evan Rosenthal would work together to come up with a letter to send to Bill on the decision of the Board on his employment and the return of the Districts laptop.

4. Approval of Minutes. **Motion** by Stephen Rosenthal to approve the minutes from May 9, May 12, and May 20, 2022 meetings. **Second** by Joe Hand. Passed by a vote of 5-0.
5. Financial Reports. Balance Sheet, Budget Report, Checkbook Activity, Past Due Accounts Report, Employee Leave reports were presented for review. **Motion** by Stephen Rosenthal to accept the Financial Reports. **Second** by Tabitha Lauer. Leslie Sturmer was concerned with Account 730.02 on the PL Budget vs Actual in the Financial Reports as it was very high and wanted to make sure it was not a typo, James told the Board he would get with

Ann and see why this amount was so high. Tabitha would like to see when customers on the penalty register have paid. Alicia said that she will now write on the penalty register when the customer has paid their past due bill. Passed by a vote of 5-0.

6. Bill Adjustment Request. **Motion** by Stephen Rosenthal to accept all the bill adjustment requests. **Second** by Leslie Sturmer. Passed by vote of 5-0.
  
7. General Manager Report. John read since Bill Pittman was not at the meeting. Dottie gave the Board a copy of the first phase draft of the Feasibility Study. Leslie ask if the Board could get a copy in color or if it could be sent electronically to each Board member so that it could be seen in color. Joe relayed to the Board that he had three separate parts of the draft that he would send to the other Board members. Bill expressed how well the Hurricane Awareness day went and that he meet a lot of people from the other attending agencies and would like to make the District's spot more visual friendly while conveying the important information we provide. Bill expressed how well the office staff has helped him in his transition of GM, while still getting a grasp on the current state of the utility and will provide updates as he moves forward. Bill went to the June 7, 2022 City Council meeting in which he was introduced as the new GM for the District. He reported that James and Tabitha gave a brief presentation on how the COVID money from the City helped to rehab the District's digestors for the sewer plant. It was reported that the paperwork for the reimbursement for the remaining \$60,000 from the Legislative Grant. It was also reported that the House Bill 53 would be submitted by the end of the month due date. There was some concern on whether this would get done on time now that Bill is no longer employed by the District and James informed the Board that he would find out what else needed to be done so that the paperwork would be submitted on time. Bill had been working with Mittauer on the Resilient Florida Grant Program that would need to be done between July 1-September 1, 2022. It was reported that the HB 9155 bill was signed by the Governor and will go into effect July 1, 2022 in the amount of \$2.5 million dollars for the Rehabilitation on the District's lift stations. Kim Green from Brown & Brown submitted the renewal rates for the Blue Cross Blue Shield plan for the District employees. **Motion** by Leslie Sturmer to accept the Brown & Brown renewal for the District employees Blue Cross Blue Shield insurance. **Second** by Stephen Rosenthal. Passed by a vote of 5-0. Zach Conomos from American Pipe & Tank gave a brief proposal on why we should select their company for our sludge hauling needs. James told the Board he had not had a chance to look over their proposal or the one from A-Able Septic, but that he would be doing so and letting the Board know his recommendation at the next Board meeting. The Board discussed what would need to be done if the District wanted to use another engineer besides Mittauer & Associates.

8. Attorney Report.

- a. Chad Wisdom has been paid up to date. After much discussion the Board decided to pay Chad 25% of his accrued sick leave and be paid a prorated rate for his vacation for the four months he has been employed for this year. **Motion** by Leslie Sturmer to pay Chad Wisdom a prorated rate for his vacation time from February 1, 2022 to June 1, 2022 and 25% of his accrued sick leave. **Second** by Tabitha Lauer. Passed by a vote of 5-0.
- b. Contract review for Evan Rosenthal with Nabors, Giblin, & Nickerson, PA. Evan asked the Board if it would be possible for the Board to change their meetings to any other day than the second Monday of the month because he has a conflict with another clients meeting which is on the same day, but that if it was not something that could be changed, he would still be available for the District's monthly meetings and other aspects of the Legal Counsel Contract and what if any changes needed to be made so that the contract could be signed at the July Board meeting. The Board, John, and Evan discussed what could be done so that more Board members could attend the Pipeline meetings and not violate the Sunshine Law. The Board and Evan also discussed how the Board would be billed for travel and other expenses per month as needed for District Meetings. **Motion** by Joe Hand to accept the Contract for Legal Counsel. **Second** Stephen Rosenthal. Passed by a vote 5-0.
- c. The Board members who were not up for re-election this term will need to file their Form 1 to the Supervisor of Elections. Alicia reported that only the Board members who were not up for re-election this term did not have to file a Form 1 because they had already done so with their Qualifying paperwork per Tammy Jones, Supervisor of Elections.

9. Commissioner Comments. The Board discussed having a workshop to see where the District and the GM are at to see if any outside help is needed to get some of the administrative work done. It was decided to see how everything went over the next few weeks and then see if we needed a workshop.

10. Public Input. No public input.

11. Adjournment: There being no more business to conduct, the meeting was adjourned at 6:34 p.m.

---

Dottie Haldeman, Chairperson

---

Leslie Sturmer, Commissioner &  
Secretary of the Board

**Cedar Key Water & Sewer District**  
**Profit & Loss Budget vs. Actual**  
October 2021 through June 2022

	<u>Oct '21 - Jun 22</u>	<u>Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>300 - Income</b>			
305 - Water Revenue	377,522.56	487,200.00	77.49%
310 - Sewer Revenues	318,030.92	407,400.00	78.06%
315 - Ad Valorem Tax			
315.100 - Ad Valorem	229,399.19	235,800.00	97.29%
<b>Total 315 - Ad Valorem Tax</b>	<u>229,399.19</u>	<u>235,800.00</u>	<u>97.29%</u>
320 - City Solid Waste Billing	-72.62		
325 - Penalties	2,530.00	2,500.00	101.2%
330 - Earned Interest	7.63	20.00	38.15%
331.100 - Proceeds from the City of CK	85,000.00		
335 - New Meter Charges	4,200.00	2,000.00	210.0%
340 - Rent for Water & Sewer Di			
341 City	568.18		
340 - 340-100 Cedar Key Dist.	20,981.14		
340 - Rent for Water & Sewer Di - Other	1,612.00	15,050.00	10.71%
<b>Total 340 - Rent for Water &amp; Sewer Di</b>	<u>23,161.32</u>	<u>15,050.00</u>	<u>153.9%</u>
350 - Misc Income	9,406.48	7,500.00	125.42%
360 - Carry Forward	0.00	40,000.00	0.0%
365. Meter Installation Fee	900.00	1,000.00	90.0%
366 - Recovery of Bad Debt	0.00	0.00	0.0%
382 - Grant - Legislative 2016	0.00	67,000.00	0.0%
<b>Total 300 - Income</b>	<u>1,050,085.48</u>	<u>1,265,470.00</u>	<u>82.98%</u>
<b>Other Sources Of Income</b>			
370 - Capital Facilities Charges	8,500.00		
333 - Other Miscellaneous	395.00		
<b>Total Other Sources Of Income</b>	<u>8,895.00</u>		
390 - Security Deposit			
390.01 - Security Deposit	100.00		
<b>Total 390 - Security Deposit</b>	<u>100.00</u>		
<b>Total Income</b>	<u>1,059,080.48</u>	<u>1,265,470.00</u>	<u>83.69%</u>
<b>Gross Profit</b>	1,059,080.48	1,265,470.00	83.69%
<b>Expense</b>			
<b>500 - GENERAL AND ADMINISTRATIVE</b>			
<b>510 - Payroll</b>			
510.01 - Salaries	265,943.34	359,000.00	74.08%
510.02 - Social Security/Medicare	20,350.35	32,000.00	63.6%
510.03 - Retirement	28,281.77	42,000.00	67.34%
510.04 - Health, Dental & Life Ins	53,872.57	59,000.00	91.31%
510.05 - Workers Comp.	6,293.23	6,000.00	104.89%
<b>Total 510 - Payroll</b>	<u>374,741.26</u>	<u>498,000.00</u>	<u>75.25%</u>
<b>520 - Office</b>			
520.01 - Supplies	1,487.98	3,000.00	49.6%

## Cedar Key Water & Sewer District Profit & Loss Budget vs. Actual October 2021 through June 2022

	<u>Oct '21 - Jun 22</u>	<u>Budget</u>	<u>% of Budget</u>
520.02 · Postage & Shipping	4,664.91	5,200.00	89.71%
520.03 · Copier, Computer, Billing, Etc.	2,599.42	5,000.00	51.99%
520.04 · Printing and Copying	1,001.50	1,500.00	66.77%
520.05 · Web Portal/E-Billing	0.00	0.00	0.0%
<b>Total 520 · Office</b>	<b>9,753.81</b>	<b>14,700.00</b>	<b>66.35%</b>
<b>530 · Utilities</b>			
530.01 · Fuel For Equipment	9,908.39	7,500.00	132.11%
530.02 · Solid Waste Disposal	847.14	2,500.00	33.89%
530.03 · Telephone	7,429.76	10,000.00	74.3%
530 · Utilities - Other	0.00	0.00	0.0%
<b>Total 530 · Utilities</b>	<b>18,185.29</b>	<b>20,000.00</b>	<b>90.93%</b>
<b>540 · Professional Fees</b>			
540.01 · Audit & Accounting	20,350.00	20,000.00	101.75%
540.02 · Management/Legal	12,000.00	21,000.00	57.14%
540.03 · Property Appraiser's Fee	5,939.72	7,200.00	82.5%
540.05 · Tax Collector Fees	4,863.44	6,000.00	81.06%
540.04 · Water/Wastwater Operator	0.00	500.00	0.0%
<b>Total 540 · Professional Fees</b>	<b>43,153.16</b>	<b>54,700.00</b>	<b>78.89%</b>
<b>550 - General Repair &amp; Maint</b>			
550.01 · Vehicle	2,705.25	28,000.00	9.66%
550.02 · Equipment and Tools	4,365.88	7,500.00	58.21%
550.03 · Building	416.05	2,500.00	16.64%
550.04 · Supplies	710.41	1,000.00	71.04%
550.05 · New Tools	0.00	1,000.00	0.0%
<b>Total 550 - General Repair &amp; Maint</b>	<b>8,197.59</b>	<b>40,000.00</b>	<b>20.49%</b>
<b>560 · Other</b>			
560.01 · Property/Liability Ins.	49,250.00	50,000.00	98.5%
560.02 · Election Expenses	0.00	3,000.00	0.0%
560.03 · Continuing Education	71.92	1,500.00	4.8%
560.04 · Annual Fees & Dues	9,196.00	5,000.00	183.92%
560.05 · Ads and Publications	54.68	750.00	7.29%
560.06 · Miscellaneous	1,145.05	1,000.00	114.51%
560.07 · Contingency	35.98	3,460.00	1.04%
<b>Total 560 · Other</b>	<b>59,753.63</b>	<b>64,710.00</b>	<b>92.34%</b>
<b>Total 500 · GENERAL AND ADMINISTRATIVE</b>	<b>513,784.74</b>	<b>692,110.00</b>	<b>74.24%</b>
<b>600 · DIRECT WATER EXPENSES</b>			
<b>610 · Chemicals and Filters</b>			
610.01 · Chemicals	66,246.52	80,000.00	82.81%
610.02 · Miex Resin	41,668.22	18,000.00	231.49%
<b>Total 610 · Chemicals and Filters</b>	<b>107,914.74</b>	<b>98,000.00</b>	<b>110.12%</b>
<b>620 - Laboratory</b>			
620.01 · In House Lab	2,188.17	5,000.00	43.76%
620.02 · Outside Lab	3,252.50	9,000.00	36.14%
<b>Total 620 - Laboratory</b>	<b>5,440.67</b>	<b>14,000.00</b>	<b>38.86%</b>

## Cedar Key Water & Sewer District Profit & Loss Budget vs. Actual October 2021 through June 2022

	<u>Oct '21 - Jun 22</u>	<u>Budget</u>	<u>% of Budget</u>
<b>630 - Regulatory</b>			
630.01 · Permits	0.00	1,000.00	0.0%
<b>Total 630 - Regulatory</b>	<u>0.00</u>	<u>1,000.00</u>	<u>0.0%</u>
<b>640 · Repairs and Maintenance</b>			
640.01 · Piping and Distribution	15,615.71	15,000.00	104.11%
640.02 · Equipment	9,419.11	20,000.00	47.1%
640.03 · Building & Grounds	5,761.69	2,000.00	288.09%
640.04 · Water Tower Maintenance	12,673.50	16,000.00	79.21%
640.05 · Generators Annual Mainte	1,438.70	2,250.00	63.94%
<b>Total 640 · Repairs and Maintenance</b>	<u>44,908.71</u>	<u>55,250.00</u>	<u>81.28%</u>
<b>650 · Utilities</b>			
650.01 · Electric	16,487.76	21,000.00	78.51%
650.02 · Propane	817.32	700.00	116.76%
650.03 · Telephone	1,770.20	3,000.00	59.01%
<b>Total 650 · Utilities</b>	<u>19,075.28</u>	<u>24,700.00</u>	<u>77.23%</u>
<b>660 · Other</b>			
660.01 · Professional Fees	70.00	5,000.00	1.4%
660.20 · Contingency	0.00	3,500.00	0.0%
<b>Total 660 · Other</b>	<u>70.00</u>	<u>8,500.00</u>	<u>0.82%</u>
<b>670 · Capital Expenditures</b>			
670.02 Water Plant Construction	1,425.00	67,000.00	2.13%
<b>Total 670 · Capital Expenditures</b>	<u>1,425.00</u>	<u>67,000.00</u>	<u>2.13%</u>
<b>680 · Loans</b>			
680-05 · RD - Water System Interest	0.00	30,058.00	0.0%
680.06 · RD-Water System Principal	0.00	18,000.00	0.0%
<b>Total 680 · Loans</b>	<u>0.00</u>	<u>48,058.00</u>	<u>0.0%</u>
<b>Total 600 · DIRECT WATER EXPENSES</b>	<u>178,834.40</u>	<u>316,508.00</u>	<u>56.5%</u>
<b>700 · DIRECT WASTEWATER EXPENSES</b>			
<b>710 · Chemicals and Filters</b>			
710.01 · Chemicals	17,485.87	30,000.00	58.29%
<b>Total 710 · Chemicals and Filters</b>	<u>17,485.87</u>	<u>30,000.00</u>	<u>58.29%</u>
<b>720 · Laboratory</b>			
720.01 · In House Lab	152.66	3,000.00	5.09%
720.02 · Outside Lab	10,572.20	15,000.00	70.48%
<b>Total 720 · Laboratory</b>	<u>10,724.86</u>	<u>18,000.00</u>	<u>59.58%</u>
<b>730 · Regulatory</b>			
730.01 · Permits	200.00	2,000.00	10.0%
730.02 · Biosolids Hauling	67,360.00	60,000.00	112.27%
<b>Total 730 · Regulatory</b>	<u>67,560.00</u>	<u>62,000.00</u>	<u>108.97%</u>
<b>740 · Repairs Maintenance Other</b>			
740.01 · Piping & Distribution	91,742.52	7,500.00	1,223.23%
740.02 · Equipment	10,240.62	14,350.00	71.36%
740.03 · Building and Grounds	29,799.76	85,000.00	35.06%
740.04 · Generator-Annual Maintenance	0.00	1,500.00	0.0%



## Cedar Key Water & Sewer District Profit & Loss Budget vs. Actual October 2021 through June 2022

	<u>Oct '21 - Jun 22</u>	<u>Budget</u>	<u>% of Budget</u>
Total 740 · Repairs Maintenance Other	131,782.90	108,350.00	121.63%
750 · Utilities			
750.01 · Electric	20,159.72	29,002.00	69.51%
750.02 · Propane	1,304.80	1,000.00	130.48%
Total 750 · Utilities	21,464.52	30,002.00	71.54%
760 · Other			
760.01 · Professional Fees -WWTP Permit	1,612.00	5,000.00	32.24%
760.02 · Contingency	0.00	3,500.00	0.0%
Total 760 · Other	1,612.00	8,500.00	18.97%
770 · Capital Expenditures			
770.01 · Bridge 1,2,3 Drills	0.00	0.00	0.0%
Total 770 · Capital Expenditures	0.00	0.00	0.0%
<b>Total 700 · DIRECT WASTEWATER EXPENSES</b>	<b>250,630.15</b>	<b>256,852.00</b>	<b>97.58%</b>
6560 · Payroll Expenses	0.00		
<b>Total Expense</b>	<b>943,249.29</b>	<b>1,265,470.00</b>	<b>74.54%</b>
<b>Net Ordinary Income</b>	<b>115,831.19</b>	<b>0.00</b>	<b>100.0%</b>
<b>Net Income</b>	<b>115,831.19</b>	<b>0.00</b>	<b>100.0%</b>

# Cedar Key Water & Sewer District

## Monthly Checkbook Activity

As of June 30, 2022

Date	Num	Name	Memo	Amount
<b>Unrestricted Cash Funds</b>				
06/01/2022	30904	US Postmaster	794 X .40= \$ 317.60	-317.60
06/01/2022		Deposit	Deposit	158.31
06/01/2022		Deposit	Deposit	245.00
06/01/2022		Deposit	Worker ,Motor Start Cap kit	395.00
06/01/2022		Deposit	Deposit	200.00
06/01/2022		Deposit	NEXTOWER	936.36
06/01/2022	Bankdraft	MetLife	MetLife Insurance Group #05391065	-105.97
06/01/2022		Deposit	Deposit	667.64
06/02/2022	30905	Pittman {manager}, William H.	Pay Check	-2,760.36
06/02/2022	30906	Quinn, William M.	Pay Check	-1,078.42
06/02/2022	30907	CROM COATINGS and RESTORATIONS	W.O.# 3 - Aerobic Interior Coating Finded By Cit	-60,743.01
06/02/2022	30908	LANIER MUNICIPAL SUPPLY CO.,INC.	Invoice NO:211047 5/18/22	-175.12
06/02/2022	30909	Hawkins, Inc.d/b/a Dumont	Invoice NO: 61610338, 6161039 4/12/22	-6,453.08
06/02/2022	30910	Gator Works Computing	Invoice NO: 22-2486 5/25/22	-181.00
06/02/2022		Deposit	Deposit	542.40
06/02/2022	30972	Bad Check	ACH Return Ryan Thomas	-53.93
06/03/2022	30903	Johns, Alicia M.	Pay Check	-491.04
06/03/2022	30911	Doty, Gabriel T	Pay Check	-471.38
06/03/2022	30912	McCain, James E.	Pay Check	-1,040.43
06/03/2022	30913	Richburg, Margaret A.	Pay Check	-637.90
06/03/2022	Bankdraft	EFTPS	59-1156008	-1,974.92
06/03/2022		Deposit	Deposit	126.10
06/04/2022		Deposit	Deposit	125.30
06/05/2022		Deposit	Deposit	57.12
06/06/2022		Deposit	Deposit	467.35
06/06/2022	Bankdraft	Quick Books		-650.00
06/07/2022	30914	US Postmaster	4 rolls stamps @ 58.00 ea= \$ 232.00	-232.00
06/07/2022		Deposit	Deposit	9,681.26
06/07/2022		Deposit	Deposit	267.11
06/07/2022		Deposit	Deposit	110.32
06/07/2022		Deposit	Deposit	58.98
06/08/2022		Deposit	Deposit	53.00
06/09/2022	30915	McCain, James E.	Pay Check	-1,279.30
06/09/2022		Deposit	Deposit	1,694.17
06/09/2022	30916	IXOM Watercare, Inc.	VOID: Invoice No: 6536796 06/07/2022	0.00
06/09/2022	30917	Sensible Water Solutions	Invoice No 4/13/2022	-5,570.00
06/09/2022	30918	All Around Testing, Inc.	2 testing Gabe Doty, William Quinn + \$ 50.00 t	-190.00
06/09/2022	30919	Johns, Alicia M.	Pay Check	-491.05
06/09/2022	30920	Richburg, Margaret A.	Pay Check	-637.90
06/09/2022	30921	IXOM Watercare, Inc.	Invoice No: 6535796 06/07/2022	-20,942.10
06/10/2022	30922	Doty, Gabriel T	Pay Check	-662.17
06/10/2022	30923	Quinn, William M.	Pay Check	-688.98
06/10/2022	Bankdraft	EFTPS	59-1156008	-1,159.38

## Cedar Key Water & Sewer District Monthly Checkbook Activity As of June 30, 2022

Date	Num	Name	Memo	Amount
06/10/2022		Deposit	Deposit	661.15
06/12/2022		Deposit	Deposit	118.70
06/13/2022	30924	Central FL Electric	Electric Bills 05/2022	-4,842.14
06/13/2022		Deposit	Deposit	24,848.52
06/13/2022		Deposit	Deposit	61.87
06/13/2022		Deposit	Deposit	139.51
06/14/2022	Transfer	Cedar Key Water & Sewer District	Transfer to cover \$350 drafted out of wrong accc	-350.00
06/14/2022	30925	Margaret Ann Richburg	06/14/2022 Mileage to Ocala Lab	-84.68
06/14/2022		Deposit	Deposit	99.53
06/15/2022	30926	Doty, Gabriel T	Pay Check	-866.67
06/15/2022		Deposit	Deposit	375.71
06/16/2022	30927	FDOT	FDOT Toll Charges	-6.41
06/16/2022	30932	McCain, James E.	Pay Check	-1,874.80
06/16/2022	30934	Richburg, Margaret A.	Pay Check	-637.89
06/16/2022	30928	Haldeman, Hattie B.	Pay Check	-369.40
06/16/2022	30929	Hand, Joseph G.	Pay Check	-369.40
06/16/2022	30930	Johns, Alicia M.	Pay Check	-491.04
06/16/2022	30931	Lauer, Tabitha	Pay Check	-369.40
06/16/2022	30932	Pittman {manager}, William H.	Pay Check	-2,760.36
06/16/2022	30935	Rosenthal, Stephen B.	Pay Check	-369.40
06/16/2022	30936	Sturmer, Leslie N.	Pay Check	-369.40
06/16/2022	30937	Quinn, William M.	Pay Check	-783.99
06/17/2022	Bankdraft	EFTPS	59-1156008	-2,637.52
06/17/2022	Bankdraft	City Of Cedar Key	Solid Waste Billing	-141.19
06/17/2022	Bankdraft	Wex Bank Marathon Fleet	Invoice No: 7560-00-129850-4 812684118 08/2	-1,460.15
06/17/2022	30938	AT&T # 1		-1,019.45
06/17/2022	30939	AT & T # 2	352-543-6405 937 1988	-232.06
06/17/2022	30940	Aqua Pure Water & Sewerage Service , LLC	Invoice No:85588 May 2022	-556.50
06/17/2022	30941	Hach Company	Invoice NO: 12984785 5/14/22	-132.05
06/17/2022	30942	John K. McPherson. P.A.	Management, Invoice No: 49 05/2022	-1,500.00
06/17/2022	30943	Marina Hardware At Cedar Key, Inc.		-341.93
06/17/2022	30944	Verizon Wireless # 1	Invoice No: Acct. 522628596-00001 05/202	-96.86
06/17/2022	30945	Verizon # 2	Invoice NoAcct.842009805-00001	-108.19
06/18/2022		Deposit	Deposit	59.17
06/19/2022		Deposit	Deposit	333.12
06/20/2022		Deposit	Deposit	100.00
06/22/2022	30947	Wisdom, Thomas C.	Pay Check	-1,993.29
06/22/2022	Bankdraft	Transferred		-100.00
06/22/2022		Deposit	Deposit	92.36
06/23/2022	30946	Quinn, William M.	Pay Check	-927.50
06/23/2022		Deposit	Deposit	15,161.92
06/23/2022	30948	FDOT	FDOT Toll Charges	-2.50
06/23/2022		Deposit	Deposit	4,209.84
06/23/2022		Deposit	Deposit	90.55
06/24/2022	30949	Doty, Gabriel T		-579.98

**Cedar Key Water & Sewer District**  
**Monthly Checkbook Activity**  
 As of June 30, 2022

Date	Num	Name	Memo	Amount
06/24/2022	30951	McCain, James E.		-1,040.42
06/24/2022	30952	Richburg, Margaret A.		-637.89
06/24/2022	30950	Johns, Alicia M.		-491.05
06/24/2022	Bankdraft	EFTPS	59-1156008	-1,918.92
06/27/2022	30953	Margaret Ann Richburg	06/14/2022 Mileage to Ocala Lab	-84.68
06/27/2022		Deposit	Deposit	28,955.01
06/27/2022		Deposit	Deposit	286.12
06/27/2022		Deposit	Deposit	693.05
06/28/2022		Deposit	Deposit	9,814.73
06/29/2022	30955	AFLAC	ATF27	-1,262.45
06/29/2022	30956	Transamerica Employee Benefits	33859	-56.08
06/29/2022	30957	US Postmaster	791 pc @ .40 ea = \$ 316.40	-316.40
06/29/2022	30958	DAVISVISION	90866	-15.48
06/29/2022	30960	A-Able Septic-Sewer Service, Inc.	Invoice No: 54800,54627	-9,275.00
06/29/2022	30961	Custom Pump & Control	Invoice No:41975 6/18/22	-9,230.97
06/29/2022	30962	Hawkins, Inc.d/b/a Dumont	Invoice NO: 607644,60744,6217809	-8,993.14
06/29/2022	30963	INDUSTRIAL CHEM LABS	LIFT STATION DEGREASER	-749.22
06/29/2022	30964	Konica Minolta Business Solutions	Invoice No: 280496450 5/22	-96.45
06/29/2022	30965	Levy County Property Appraiser	Invoice:9/30/22	-5,772.23
06/29/2022	30966	NAPA Gulf Coast Parts, LLC	Acct #1999	-121.00
06/29/2022	30967	Print Shop	Invoice No:76254	-40.00
06/30/2022	Bankdraft	FMP,TF Pension Service	Retirement June 2022	-3,209.14
06/30/2022	30974	Bad Check	ACH Return Dennis Gill	-291.70
06/30/2022	30975	Bad Check	ACH Return Keith hill	-53.00
06/30/2022	30976	Bad Check	ACH Return Thomas Ryan	-61.48
06/30/2022	30977	Bad Check	ACH Return John Morrison	-67.26
				<u>-77,258.87</u>
Total Unrestricted Cash Funds				<u>-77,258.87</u>
<b>TOTAL</b>				<b><u>-77,258.87</u></b>

**Cedar Key Water & Sewer District**  
**Balance Sheet**  
 As of June 30, 2022

Jun 30, 22

**ASSETS**

**Current Assets**

**Checking/Savings**

**Unrestricted Cash Funds**

100 - Operating Account	52,485.18
102 Petty Cash	175.00
113.3 Unrestricted Savings	80,005.16

<b>Total Unrestricted Cash Funds</b>	<b>132,665.34</b>
--------------------------------------	-------------------

**Restricted Cash Funds**

103.1 Security Deposit	14,201.02
114.00 RD Payment	49,357.50
114.02 RD RESERVE ACCOUNT	44,168.00

<b>Total Restricted Cash Funds</b>	<b>107,726.52</b>
------------------------------------	-------------------

<b>Total Checking/Savings</b>	<b>240,391.86</b>
-------------------------------	-------------------

**Other Current Assets**

134 - Accounts Receivable	96,279.95
135 - Allowance for A/R	-9,700.00
160 - Inventory & Materials	56,809.57

<b>Total Other Current Assets</b>	<b>143,389.52</b>
-----------------------------------	-------------------

<b>Total Current Assets</b>	<b>383,781.38</b>
-----------------------------	-------------------

**Fixed Assets**

301 - Land	125,195.95
302 - Other Improvements	2,504,213.86
304 - Plant and Equipment	7,888,890.37
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

<b>Total Fixed Assets</b>	<b>4,805,049.79</b>
---------------------------	---------------------

**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

<b>Total 311 - Construction in Progress</b>	<b>166,250.00</b>
---	-------------------

<b>Total Other Assets</b>	<b>166,391.19</b>
---------------------------	-------------------

<b>TOTAL ASSETS</b>	<b>5,355,222.36</b>
---------------------	---------------------

**LIABILITIES & EQUITY**

**Liabilities**

**Current Liabilities**

**Other Current Liabilities**

485 - Note Payable -RD - Current	19,000.00
403- Emplo Ret Con Payabale	-19.80
408 - Sales Tax Payable	136.00

**Cedar Key Water & Sewer District**  
**Balance Sheet**  
As of June 30, 2022

Jun 30, 22

411 - Unearned Revenues	9,222.29
450 - Fed. Income Taxes Payable	-366.77
482 - Accrued Int Pay	2,349.00
483 - Accrued Compensated Absences	20,193.00
484 -Customer Deposits Payable	14,101.02
<b>Total Other Current Liabilities</b>	<b>64,614.74</b>
<b>Total Current Liabilities</b>	<b>64,614.74</b>
<b>Long Term Liabilities</b>	
460 - N/P-Rural Development	1,056,000.00
500 - Accrd Compen Absences-LT	9,379.00
<b>Total Long Term Liabilities</b>	<b>1,065,379.00</b>
<b>Total Liabilities</b>	<b>1,129,993.74</b>
<b>Equity</b>	
598 - Restricted for Debt Service	37,990.50
3900 - Retained Earnings	180,111.27
599 - Investment in Capital Assets -	3,891,295.66
Net Income	115,831.19
<b>Total Equity</b>	<b>4,225,228.62</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>5,355,222.36</b>

# Cedar Key Water and Sewer District

## Penalty Register

Detailed

For charges due before 06/28/2022

Account Balance as of 06/28/2022

Disconnect Date 07/13/2022

Sorted by: Route + Reading Sequence

Location No	Account No	Name	Address	Meter No.	Prev. Balance	Penalty	Tax	Account Balance
1610001	1610001	BRIAN ANDREWS	15725 SUNSET POINT					
WATER	P1			2100182425	54.00	20.00	0.00	74.00
		BRIAN ANDREWS	Total		54.00	20.00	0.00	74.00
28001	28001	BARBARA WOODHOUSE	15780 SUNSET PT DRIVE					
WATER	P1			13380016	28.05	20.00	0.00	48.05
SEWER					30.97	0.00	0.00	30.97
		BARBARA WOODHOUSE	Total		59.02	20.00	0.00	79.02
43001	43001	BENJAMIN BURNSSED	12250 SR 24					
WATER	P1			2100185277	32.23	20.00	0.00	52.23
SEWER					30.23	0.00	0.00	30.23
		BENJAMIN BURNSSED	Total		62.46	20.00	0.00	82.46
200001	200001	TIMOTHY HOPKINS	16425 SW AIRPORT ROAD					
WATER	P1			19125735	27.08	20.00	0.00	47.08
SEWER					26.07	0.00	0.00	26.07
		TIMOTHY HOPKINS	Total		53.15	20.00	0.00	73.15
219001	219001	NINA JENKINS	16664 SW AIRPORT RD.					
WATER	P1			13943785	27.54	20.00	0.00	47.54
SEWER					26.44	0.00	0.00	26.44
		NINA JENKINS	Total		53.98	20.00	0.00	73.98
235001	235001	PHIL (PP)	16810 SW 136TH PLACE					
WATER	P1			2100035383	92.80	20.00	0.00	112.80
SEWER					84.31	0.00	0.00	84.31
		PHIL (PP)	Total		177.11	20.00	0.00	197.11
1620001	1620001	GJH OF MITCHELL	13870 SW AIRPORT ROAD					
WATER	P1			2100182429	252.34	20.00	0.00	272.34
		GJH OF MITCHELL	Total		252.34	20.00	0.00	272.34
249001	249001	MARK SALTER	16741 SW 133RD ST.					
WATER	P1			14280664	34.51	20.00	0.00	54.51
SEWER					32.07	0.00	0.00	32.07
		MARK SALTER	Total		66.58	20.00	0.00	86.58
277001	277001	CHERI THOMAS	1182 SHELLCREST-DBL					
WATER	P1			2100160616	36.50	20.00	0.00	56.50
SEWER					33.77	0.00	0.00	33.77
		CHERI THOMAS	Total		70.27	20.00	0.00	90.27
279001	279001	DAVID ROACH	1251 SHELL CREST					
WATER	P1			19125755	29.47	20.00	0.00	49.47
SEWER					27.99	0.00	0.00	27.99
		DAVID ROACH	Total		57.46	20.00	0.00	77.46
280001	280001	DAVID ROACH	1265 SHELLCREST AVE.					
WATER	P1			17336204	40.67	20.00	0.00	60.67
SEWER					37.41	0.00	0.00	37.41
		DAVID ROACH	Total		78.08	20.00	0.00	98.08
290001	290001	DIANA BIBLE	1170 PARODA AVE					
WATER	P1			13658397	43.31	20.00	0.00	63.31
SEWER					39.72	0.00	0.00	39.72
		DIANA BIBLE	Total		83.03	20.00	0.00	103.03
300001	300001	JENNIFER MCCAIN	1266 GULF BLVD					
WATER	P1			14346408	80.56	20.00	0.00	100.56
SEWER					73.17	0.00	0.00	73.17

Location No	Account No	Name	Address	Meter No.	Prev. Balance	Penalty	Tax	Account Balance
300001	300001	JENNIFER MCCAIN	1266 GULF BLVD					
		JENNIFER MCCAIN	Total		153.73	20.00	0.00	173.73
496001	496001	ARTHUR PIEGER	12350 E. POINT RD.					
WATER	P1			14280703	39.45	20.00	0.00	59.45
SEWER					36.34	0.00	0.00	36.34
		ARTHUR PIEGER	Total		75.79	20.00	0.00	95.79
1098001	1098001	P & G HOSPITALITY #201	192 2ND STREET - CC 201					
WATER	P1			17023637	29.41	20.00	0.00	49.41
SEWER					27.95	0.00	0.00	27.95
		P & G HOSPITALITY #201	Total		57.36	20.00	0.00	77.36
1099001	1099001	P & G HOSPITALITY #202	192 2ND STREET - CC 202					
WATER	P1			17023621	28.65	20.00	0.00	48.65
SEWER					27.34	0.00	0.00	27.34
		P & G HOSPITALITY #202	Total		55.99	20.00	0.00	75.99
1100001	1100001	P & G HOSPITALITY #203	192 2ND STREET - CC 203					
WATER	P1			17023620	27.00	20.00	0.00	47.00
SEWER					26.00	0.00	0.00	26.00
		P & G HOSPITALITY #203	Total		53.00	20.00	0.00	73.00
1110001	1110001	P & G HOSPITALITY #204	192 2ND STREET - CC 204					
WATER	P1			2000047476	28.98	20.00	0.00	48.98
SEWER					27.60	0.00	0.00	27.60
		P & G HOSPITALITY #204	Total		56.58	20.00	0.00	76.58
1120001	1120001	P & G HOSPITALITY #205	192 2ND STREET - CC 205					
WATER	P1			17023624	30.69	20.00	0.00	50.69
SEWER					28.98	0.00	0.00	28.98
		P & G HOSPITALITY #205	Total		59.67	20.00	0.00	79.67
1130001	1130001	P & G HOSPITALITY #206	192 2ND STREET - CC 206					
WATER	P1			17023625	28.71	20.00	0.00	48.71
SEWER					27.38	0.00	0.00	27.38
		P & G HOSPITALITY #206	Total		56.09	20.00	0.00	76.09
1140001	1140001	P & G HOSPITALITY #207	192 2ND STREET - CC 207					
WATER	P1			17023627	31.50	20.00	0.00	51.50
SEWER					29.64	0.00	0.00	29.64
		P & G HOSPITALITY #207	Total		61.14	20.00	0.00	81.14
1150001	1150001	P & G HOSPITALITY #208	192 2ND STREET - CC 208					
WATER	P1			17023635	30.52	20.00	0.00	50.52
SEWER					28.85	0.00	0.00	28.85
		P & G HOSPITALITY #208	Total		59.37	20.00	0.00	79.37
1160001	1160001	P & G HOSPITALITY #209	192 2ND STREET - CC 209					
WATER	P1			2100160657	29.93	20.00	0.00	49.93
SEWER					28.37	0.00	0.00	28.37
		P & G HOSPITALITY #209	Total		58.30	20.00	0.00	78.30
1170001	1170001	P & G HOSPITALITY #301	192 2ND STREET - CC 301					
WATER	P1			17023631	27.35	20.00	0.00	47.35
SEWER					26.28	0.00	0.00	26.28
		P & G HOSPITALITY #301	Total		53.63	20.00	0.00	73.63
1180001	1180001	P & G HOSPITALITY #302	192 2ND STREET - CC 302					
WATER	P1			17023630	27.73	20.00	0.00	47.73
SEWER					26.59	0.00	0.00	26.59
		P & G HOSPITALITY #302	Total		54.32	20.00	0.00	74.32
1190001	1190001	P & G HOSPITALITY #303	192 2ND STREET - CC 303					
WATER	P1			17023628	54.00	20.00	0.00	74.00
SEWER					52.00	0.00	0.00	52.00
		P & G HOSPITALITY #303	Total		106.00	20.00	0.00	126.00
1200001	1200001	P & G HOSPITALITY #304	192 2ND STREET - CC 304					
WATER	P1			17023629	28.60	20.00	0.00	48.60
SEWER					27.29	0.00	0.00	27.29
		P & G HOSPITALITY #304	Total		55.89	20.00	0.00	75.89
1210001	1210001	P & G HOSPITALITY #305	192 2ND STREET - CC 305					
WATER	P1			2100160666	29.52	20.00	0.00	49.52



Location No	Account No	Name	Address	Meter No.	Prev. Balance	Penalty	Tax	Account Balance
1210001	1210001	P & G HOSPITALITY #305	192 2ND STREET - CC 305		28.04	0.00	0.00	28.04
		SEWER						
		P & G HOSPITALITY #305Total			57.56	20.00	0.00	77.56
1220001	1220001	P & G HOSPITALITY #306	192 2ND STREET - CC 306					
		WATER		17023622	28.87	20.00	0.00	48.87
		SEWER			27.51	0.00	0.00	27.51
		P & G HOSPITALITY #306Total			56.38	20.00	0.00	76.38
1230001	1230001	P & G HOSPITALITY #307	192 2ND STREET - CC 307					
		WATER		2100160622	28.14	20.00	0.00	48.14
		SEWER			26.92	0.00	0.00	26.92
		P & G HOSPITALITY #307Total			55.06	20.00	0.00	75.06
1240001	1240001	P & G HOSPITALITY #308	192 2ND STREET - CC 308					
		WATER		17023632	45.95	20.00	0.00	65.95
		SEWER			42.03	0.00	0.00	42.03
		P & G HOSPITALITY #308Total			87.98	20.00	0.00	107.98
1250001	1250001	P & G HOSPITALITY #309	192 2ND STREET - CC 309					
		WATER		17023626	33.72	20.00	0.00	53.72
		SEWER			31.43	0.00	0.00	31.43
		P & G HOSPITALITY #309Total			65.15	20.00	0.00	85.15
506001	506001	SPA- LAUNDRY-	192 2ND STREET					
		WATER		14280705	45.09	20.00	0.00	65.09
		SEWER			41.27	0.00	0.00	41.27
		SPA- LAUNDRY-	Total		86.36	20.00	0.00	106.36
507001	507001	P & G HOSPITALITY #310	192 2ND STREET CC-310					
		WATER		14062479	31.09	20.00	0.00	51.09
		SEWER			29.31	0.00	0.00	29.31
		P & G HOSPITALITY #310Total			60.40	20.00	0.00	80.40
508001	508001	WILLIAM GRONDON	82 2ND ST-CC 311					
		WATER		12915222	30.04	20.00	0.00	50.04
		SEWER			28.45	0.00	0.00	28.45
		WILLIAM GRONDON	Total		58.49	20.00	0.00	78.49
509001	509001	CHRISTINA CULVER #312	192 2ND ST-CC 312					
		WATER		13379998	30.71	20.00	0.00	50.71
		SEWER			29.00	0.00	0.00	29.00
		CHRISTINA CULVER #312Total			59.71	20.00	0.00	79.71
511001	511001	CAROL GRAHAM #314	192 2ND ST-CC 314					
		WATER		2100160630	30.88	20.00	0.00	50.88
		SEWER			29.13	0.00	0.00	29.13
		CAROL GRAHAM #314	Total		60.01	20.00	0.00	80.01
514001	514001	M. WHITE #317	192 2ND ST-CC 317					
		WATER		13658399	41.38	20.00	0.00	61.38
		SEWER			38.03	0.00	0.00	38.03
		M. WHITE #317	Total		79.41	20.00	0.00	99.41
515001	515001	GLADYS BRAMI #210	192 2ND ST-CC 210					
		WATER		14280693	52.52	20.00	0.00	72.52
		SEWER			47.83	0.00	0.00	47.83
		GLADYS BRAMI #210	Total		100.35	20.00	0.00	120.35
516001	516001	M. WHITE #211	192 2ND ST-CC 211					
		WATER		14280475	49.00	20.00	0.00	69.00
		SEWER			44.69	0.00	0.00	44.69
		M. WHITE #211	Total		93.69	20.00	0.00	113.69
517001	517001	M. WHITE #212	192 2ND STREET CC-212					
		WATER		2000047497	29.11	20.00	0.00	49.11
		SEWER			27.71	0.00	0.00	27.71
		M. WHITE #212	Total		56.82	20.00	0.00	76.82
520001	520001	RENEE SMITH	82 2ND ST-CC 215					
		WATER		14280470	27.00	20.00	0.00	47.00
		SEWER			26.00	0.00	0.00	26.00
		RENEE SMITH	Total		53.00	20.00	0.00	73.00
521001	521001	P & G HOSPITALITY #216	82 2ND ST -CC 216					

Location No	Account No	Name	Address	Meter No.	Prev. Balance	Penalty	Tax	Account Balance
521001	521001	P & G HOSPITALITY #216	82 2ND ST -CC 216					
		WATER		14280472	29.20	20.00	0.00	49.20
		SEWER			27.77	0.00	0.00	27.77
		P & G HOSPITALITY #216Total			56.97	20.00	0.00	76.97
522001	522001	P & G HOSPITALITY #217	82 2ND ST-CC 217					
		WATER		18258677	29.66	20.00	0.00	49.66
		SEWER			28.15	0.00	0.00	28.15
		P & G HOSPITALITY #217Total			57.81	20.00	0.00	77.81
523001	523001	P & G HOSPITALITY -	190 2ND ST-CC MARINA					
		WATER		13379826	27.00	20.00	0.00	47.00
		P & G HOSPITALITY - Total			27.00	20.00	0.00	47.00
528001	528001	MITCHELL WILKINS	52 2ND ST-TH #5					
		WATER		2100160617	33.91	20.00	0.00	53.91
		SEWER			31.58	0.00	0.00	31.58
		MITCHELL WILKINS Total			65.49	20.00	0.00	85.49
529001	529001	A. HAGAR - TH6	52 2ND ST- TH6					
		WATER		12943666	33.04	20.00	0.00	53.04
		SEWER			30.88	0.00	0.00	30.88
		A. HAGAR - TH6 Total			63.92	20.00	0.00	83.92
547001	547001	EDWARD WILKINSON	11 OLD MILL DRIVE 3C					
		WATER		14280522	86.16	20.00	0.00	106.16
		SEWER			61.84	0.00	0.00	61.84
		EDWARD WILKINSON Total			148.00	20.00	0.00	168.00
565001	565001	KALEE WADE	11 OLD MILL DRIVE 8C					
		WATER		14280445	32.23	20.00	0.00	52.23
		SEWER			30.23	0.00	0.00	30.23
		KALEE WADE Total			62.46	20.00	0.00	82.46
622001	622001	RICCARDO BARRANTES	7030 DEPOT STREET					
		WATER		12943626	30.28	20.00	0.00	50.28
		SEWER			28.65	0.00	0.00	28.65
		RICCARDO BARRANTES Total			58.93	20.00	0.00	78.93
663001	663001	CHARLES WILTSE	234 3RD ST					
		WATER		12601493	33.64	20.00	0.00	53.64
		SEWER			31.37	0.00	0.00	31.37
		CHARLES WILTSE Total			65.01	20.00	0.00	85.01
666001	666001	AMINTA CREVASSE	282 3RD ST.					
		WATER		17336203	37.42	20.00	0.00	57.42
		SEWER			34.57	0.00	0.00	34.57
		AMINTA CREVASSE Total			71.99	20.00	0.00	91.99
683001	683001	C.K. HARBOUR MASTER	450 DOCK ST					
		WATER		14621648	261.02	20.00	0.00	281.02
		SEWER			238.97	0.00	0.00	238.97
		C.K. HARBOUR MASTER Total			499.99	20.00	0.00	519.99
719001	719001	GALLOGLAIGH LLC	550 1ST ST IP#206					
		WATER		13484063	50.96	20.00	0.00	70.96
		SEWER			29.20	0.00	0.00	29.20
		GALLOGLAIGH LLC Total			80.16	20.00	0.00	100.16
761001	761001	HARBOUR MASTER	557 1ST. ST./BLUE					
		WATER		2100185328	39.35	20.00	0.00	59.35
		SEWER			36.26	0.00	0.00	36.26
		HARBOUR MASTER Total			75.61	20.00	0.00	95.61
906001	906001	JENNIFER WITWER	741 5TH STREET					
		WATER		12943660	58.74	20.00	0.00	78.74
		SEWER			35.72	0.00	0.00	35.72
		JENNIFER WITWER Total			94.46	20.00	0.00	114.46
932001	932001	SHERRIE ANN CASWELL	858 7TH ST.					

Location No	Account No	Name	Address	Meter No.	Prev. Balance	Penalty	Tax	Account Balance
932001	932001	SHERRIE ANN CASWELL	858 7TH ST.					
				14346500	31.09	20.00	0.00	51.09
					29.31	0.00	0.00	29.31
					60.40	20.00	0.00	80.40
-----								
951001	951001	GLYNDA DOVER	918 8TH ST.					
				14346496	13.69	20.00	0.00	33.69
					34.75	0.00	0.00	34.75
					48.44	20.00	0.00	68.44
-----								
953001	953001	LYDIA HICKS	857 8TH STREET					
				14346495	28.44	20.00	0.00	48.44
					27.16	0.00	0.00	27.16
					55.60	20.00	0.00	75.60

715

Total Customers 60  
 Prev. Balance \$4,771.12  
 Penalty \$1,200.00  
 Total Tax \$0.00  
 Account Balance \$5,971.12

Previously Posted Penalty \$0.00

# Cedar Key Water & Sewer District

## Sick and Annual Leave Balances

May31, 2022 Amount Used 2022

<u>Employee</u>	<u>Sick Available</u>	<u>Sick Used</u>	<u>Vacation Available</u>	<u>Vacation Used</u>
Doty, Gabriel T	12:00	76:00	89:25	8:00
Johns, Alicia M.	21:27	75:00	49:25	111:30
McCain, James E.	1055:18	60:00	253:13	89:30
Quinn, William M.	262:00	56:00	112:29	88:00
Richburg, Margaret A.	5:00	53:00	90:02	83:30

# Cedar Key Water & Sewer District 2022 - 2023 Budget Worksheet

	For the Year Ending Oct '19 - Sep 20	For the Year Ending Oct '20 - Sep 21	For the 9 Months Ending Oct '21 - Jun 22	Proposed Budget 2022- 2023	
--	--	--	---	----------------------------------	--

	For the Year Ending Oct '19 - Sep 20	For the Year Ending Oct '20 - Sep 21	For the 9 Months Ending Oct '21 - Jun 22	Proposed Budget 2022- 2023	
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
<b>300 - Income</b>					
305 - Water Revenue	467,203.95	500,308.73	377,522.56	503,363.00	
310 - Sewer Revenues	389,406.57	414,335.40	318,030.92	424,000.00	
315 - Ad Valorem Tax					
315.100 - Ad Valorem	197,100.65	217,031.20	229,399.19	235,800.00	
315 - Ad Valorem Tax - Other	9,955.60	0.00	0.00		
<b>Total 315 - Ad Valorem Tax</b>	<b>207,056.25</b>	<b>217,031.20</b>	<b>229,399.19</b>	<b>235,800.00</b>	
320 - City Solid Waste Billing	0.00	0.00	-72.62	0.00	
325 - Penalties	1,596.77	1,880.00	2,530.00	3,373.00	
330 - Earned Interest	9.27	17.75	7.63	20.00	
331.100 - Proceeds from the City of CK	0.00	0.00	85,000.00	0.00	
335 - New Meter Charges	1,000.00	1,500.00	4,200.00	5,600.00	
340 - Rent for Water & Sewer Di					
341 City	0.00	0.00	568.18		
340 - 340-100 Cedar Key Dist.	0.00	0.00	20,981.14	27,974.00	
340 - Rent for Water & Sewer Di - Other	11,289.84	8,660.00	1,612.00	2,149.00	
<b>Total 340 - Rent for Water &amp; Sewer Di</b>	<b>11,289.84</b>	<b>8,660.00</b>	<b>23,161.32</b>	<b>30,881.00</b>	
350 - Misc Income	8,293.67	16,013.65	9,406.48	12,500.00	
365. Meter Installation Fee	480.00	1,020.00	900.00	1,200.00	
382 - Grant - Legislative 2016	145,902.20	90,014.79	0.00	0.00	
<b>Total 300 - Income</b>	<b>1,232,238.52</b>	<b>1,250,781.52</b>	<b>1,050,085.48</b>	<b>1,400,155.00</b>	
<b>Other Sources Of Income</b>					
370 - Capital Facilities Charges	0.00	0.00	8,500.00	11,300.00	
333 - Other Miscellaneous	0.00	0.00	395.00	530.00	
364 - Gain on Sale of Equipment	10,150.00	1,000.00	0.00	0.00	
<b>Total Other Sources Of Income</b>	<b>10,150.00</b>	<b>1,000.00</b>	<b>8,895.00</b>		
390 - Security Deposit					
390.01 - Security Deposit	0.00	0.00	100.00	0.00	
<b>Total 390 - Security Deposit</b>	<b>0.00</b>	<b>0.00</b>	<b>100.00</b>	<b>0.00</b>	

**Cedar Key Water & Sewer District  
2022 - 2023**

**Budget Worksheet**

For the 9  
Months

	For the Year Ending Oct '19 - Sep 20	For the Year Ending Oct '20 - Sep 21	For the 9 Months Ending Oct '21 - Jun 22	Proposed Budget 2022- 2023	Comments
Total Income	1,242,388.52	1,251,781.52	1,059,080.48	1,043,860.00	
Gross Profit	1,242,388.52	1,251,781.52	1,059,080.48	1,043,860.00	
Expense					
<b>500 - GENERAL AND ADMINISTRATIVE</b>					
<b>510 - Payroll</b>					
510.01 - Salaries	260,858.32	313,228.25	265,943.34	354,591.00	
510.02 - Social Security/Medicare	19,308.64	23,277.27	20,350.35	27,135.00	
510.03 - Retirement	29,136.88	34,713.99	28,281.77	37,710.00	
510.04 - Health, Dental & Life Ins	54,673.86	65,436.10	53,872.57	71,830.00	
510.05 - Workers Comp.	6,299.97	5,733.11	6,293.23	8,400.00	
510.06 - Compensated Absence Expense	-313.00	5,737.00	0.00	0.00	
<b>Total 510 - Payroll</b>	369,964.67	448,125.72	374,741.26	499,666.00	
<b>520 - Office</b>					
520.01 - Supplies	1,953.13	2,162.94	1,487.98	2,000.00	
520.02 - Postage & Shipping	5,481.15	6,163.32	4,664.91	6,220.00	
520.03 - Copier, Computer, Billing, Etc.	5,336.70	3,808.88	2,599.42	3,465.00	
520.04 - Printing and Copying	669.90	1,384.20	1,001.50	1,335.00	
520.08 - Bad Debt Expense	-7,850.00	0.00	0.00		
<b>Total 520 - Office</b>	5,590.88	13,519.34	9,753.81	13,020.00	
<b>530 - Utilities</b>					
530.01 - Fuel For Equipment	6,237.37	8,180.80	9,908.39	13,200.00	
530.02 - Solid Waste Disposal	1,694.28	2,072.97	847.14	1,130.00	
530.03 - Telephone	10,219.95	10,812.15	7,429.76	10,000.00	
<b>Total 530 - Utilities</b>	18,151.60	21,065.92	18,185.29	24,330.00	
<b>540 - Professional Fees</b>					
540.01 - Audit & Accounting	20,050.00	19,905.00	20,350.00	27,200.00	
540.02 - Management/Legal	60,000.00	35,500.00	12,000.00	16,000.00	
540.03 - Property Appraiser's Fee	6,348.10	6,646.11	5,939.72	8,000.00	
540.05 - Tax Collector Fees	4,740.10	4,925.51	4,863.44	6,500.00	
540.04 - Water/Wastewater Operator	8,086.75	200.00	0.00		

# Cedar Key Water & Sewer District 2022 - 2023 Budget Worksheet

For the 9

	For the Year Ending Oct '19 - Sep 20	For the Year Ending Oct '20 - Sep 21	Months Ending Oct '21 - Jun 22	Proposed Budget 2022- 2023	Comments
Total 540 - Professional Fees	99,224.95	67,176.62	43,153.16	57,700.00	
550 - General Repair & Maint					
550.01 - Vehicle	4,244.52	6,835.67	2,705.25	3,606.00	
550.02 - Equipment and Tools	848.98	8,393.25	4,365.88	5,830.00	
550.03 - Building	2,941.53	511.69	416.05	600.00	
550.04 - Supplies	1,419.69	2,084.51	710.41	948.00	
550.05 - New Tools	786.84	482.30	0.00		
Total 550 - General Repair & Maint	10,241.56	18,307.42	8,197.59	10,984.00	
560 - Other					
560.01 - Property/Liability Ins.	43,299.00	49,011.00	49,250.00	52,000.00	
560.02 - Election Expenses	0.00	2,700.00	0.00	0.00	
560.03 - Continuing Education	347.00	606.00	71.92	3,000.00	
560.04 - Annual Fees & Dues	2,100.23	5,291.52	9,196.00	12,300.00	
560.05 - Ads and Publications	787.70	738.47	54.68	500.00	
560.06 - Miscellaneous	1,730.88	2,027.36	1,145.05	1,650.00	
560.07 - Contingency	0.00	0.00	35.98	100.00	
560.08 - Bank Interest	0.00	777.09	0.00	0.00	
Total 560 - Other	48,264.81	61,151.44	59,753.63	69,550.00	
Total 500 - GENERAL AND ADMINISTRATIVE	551,438.47	629,346.46	513,784.74	685,046.00	
600 - DIRECT WATER EXPENSES					
610 - Chemicals and Filters					
610.01 - Chemicals	61,535.98	65,974.86	66,246.52	88,330.00	
610.02 - Miex Resin	18,498.87	5,135.00	41,668.22	55,560.00	
610.03 - Twin Oxide Inst., Rent,Chemical	777.96	0.00	0.00		
Total 610 - Chemicals and Filters	80,812.81	71,109.86	107,914.74	143,890.00	
620 - Laboratory					
620.01 - In House Lab	2,500.68	5,438.63	2,188.17	2,920.00	
620.02 - Outside Lab	6,939.00	14,503.92	3,252.50	4,348.00	
Total 620 - Laboratory	9,439.68	19,942.55	5,440.67	7,255.00	
630 - Regulatory					

# Cedar Key Water & Sewer District 2022 - 2023 Budget Worksheet

		For the Year Ending Oct '19 - Sep 20	For the Year Ending Oct '20 - Sep 21	For the 9 Months Ending Oct '21 - Jun 22	Proposed Budget 2022- 2023	Comments
	630.01 · Permits	100.00	0.00	0.00		
	<b>Total 630 - Regulatory</b>	100.00	0.00	0.00		
	<b>640 · Repairs and Maintenance</b>					
	640.01 · Piping and Distribution	8,343.84	24,928.71	15,615.71	20,850.00	
	640.02 · Equipment	39,428.06	33,159.93	9,419.11	12,560.00	
	640.03 · Building & Grounds	885.96	1,514.79	5,761.69	7,690.00	
	640.04 · Water Tower Maintenance	18,978.00	19,783.00	12,673.50	16,900.00	
	640.05 · Generators Annual Mainte	1,850.00	649.60	1,438.70	1,930.00	
	<b>Total 640 · Repairs and Maintenance</b>	69,485.86	80,036.03	44,908.71	59,930.00	
	<b>650 · Utilities</b>					
	650.01 · Electric	20,707.25	22,423.61	16,487.76	22,000.00	
	650.02 · Propane	0.00	528.46	817.32	1,090.00	
	650.03 · Telephone	1,907.93	3,979.12	1,770.20	2,360.00	
	<b>Total 650 · Utilities</b>	22,615.18	26,931.19	19,075.28	25,390.00	
	<b>660 · Other</b>					
	660.01 · Professional Fees	560.00	0.00	70.00	100.00	
	660.02 · Engineering-SRF Planning	1,000.00	0.00	0.00		
	660.04 Prof. Fees- Water Plant	0.00	1,000.00	0.00		
	<b>Total 660 · Other</b>	1,560.00	1,000.00	70.00	100.00	
	<b>670 · Capital Expenditures</b>					
	670.02 Water Plant Construction	0.00	0.00	1,425.00	1,900.00	
	<b>Total 670 · Capital Expenditures</b>	0.00	0.00	1,425.00	1,900.00	
	<b>680 · Loans</b>					
	680.07 · DCB - LOC Interest	332.91	0.00	0.00		
	680-05 · RD - Water System Interest	30,487.59	30,018.64	0.00		
	680.06 · RD-Water System Principal	1,021.87	0.00	0.00		
	<b>Total 680 · Loans</b>	31,842.37	30,018.64	0.00		
	690.1 · Depreciation Water	137,731.95	142,978.41	0.00		
	<b>Total 600 · DIRECT WATER EXPENSES</b>	353,587.85	372,016.68	178,834.40	240,000.00	
	<b>700 · DIRECT WASTEWATER EXPENSES</b>					



**Cedar Key Water & Sewer District  
2022 - 2023  
Budget Worksheet**

For the Year Ending Oct '19 - Sep 20      For the Year Ending Oct '20 - Sep 21      For the 9 Months Ending Oct '21 - Jun 22      Proposed Budget 2022-2023      Comments

710 · Chemicals and Filters									
710.01 · Chemicals	25,500.91	26,849.83	17,485.87	233,200.00					
<b>Total 710 · Chemicals and Filters</b>	25,500.91	26,849.83	17,485.87	233,200.00					
720 · Laboratory									
720.01 · In House Lab	980.45	2,991.99	152.66	205.00					
720.02 · Outside Lab	13,927.28	16,740.66	10,572.20	14,100.00					
<b>Total 720 · Laboratory</b>	14,907.73	19,732.65	10,724.86	14,300.00					
730 · Regulatory									
730.01 · Permits	200.00	0.00	200.00	300.00					
730.02 · Biosolids Hauling	57,265.00	59,745.00	67,360.00	89,820.00					
<b>Total 730 · Regulatory</b>	57,465.00	59,745.00	67,560.00	90,100.00					
740 · Repairs Maintenance Other									
740.01 · Piping & Distribution	11,782.77	9,748.43	91,742.52	122,350.00					
740.02 · Equipment	14,340.82	12,388.75	10,240.62	13,660.00					
740.03 · Building and Grounds	3,881.42	82,040.01	29,799.76	39,740.00					
740.04 · Generator-Annual Maintenance	1,150.00	1,222.16	0.00						
<b>Total 740 · Repairs Maintenance Other</b>	31,155.01	105,399.35	131,782.90	175,750.00					
750 · Utilities									
750.01 · Electric	29,920.72	31,595.61	20,159.72	26,880.00					
750.02 · Propane	980.14	779.91	1,304.80	1,740.00					
<b>Total 750 · Utilities</b>	30,900.86	32,375.52	21,464.52	28,620.00					
760 · Other									
760.01 · Professional Fees -WWTP Permit	2,620.00	0.00	1,612.00	2,200.00					
<b>Total 760 · Other</b>	2,620.00	0.00	1,612.00	2,200.00					
790.1 · Depreciation Sewer	125,467.70	126,650.03	0.00						
<b>Total 700 · DIRECT WASTEWATER EXPENSES</b>	288,017.21	370,752.38	250,630.15	331,200.00					
<b>Total Expense</b>	1,193,043.53	1,372,115.52	943,249.29	1,257,720.00					
<b>Net Ordinary Income</b>	49,344.99	-120,334.00	115,831.19	154,450.00					
<b>Net Income</b>	<b>49,344.99</b>	<b>-120,334.00</b>	<b>115,831.19</b>	<b>154,450.00</b>					

## Adjusted Bill Calculation

**Adjustment Information**

Date Requested: 7/5/2022  
 Month of Service: Jun-22  
 Metered Usage: 21,090 Gal  
 Am't Billed (W&S): \$351.20

Customer Name: R. Edson

Account No.: 849001

Service Address: 766 6th Street

\*Previous 12 Months

Average W&S Usage: 3,040 gallons/Month

Justification: Renter had a plumber move washing machine water line and an valve to outside line was turned on that did not go to washing machine line that was moved.

	<b>Water</b>	<b>Sewer</b>
Base Charges:	\$27.00	\$26.00

**Water Usage**

Gallons: **21,090**

0 to 3K @ \$2.71/K	\$8.13
3 to 6 K @ \$5.08/K	\$15.24
6 to 9 K @ \$7.16/K	\$21.48
9K+ @ \$9.27/K	\$112.07
Total:	\$183.92

**Adjusted Sewer Usage**

Gallons\*: **3,040**

0 to 3K @ \$2.19/K	\$6.57
3 to 6 K @ \$4.44/K	\$0.18
6 to 9 K @ \$6.45/K	\$0.00
9K+ @ \$8.44/K	\$0.00
Total:	\$32.75

**Adjusted Water and Sewer, Total:            \$216.67**

# Usage Report

From: 06/05/2021 Through: 07/05/2022  
 Sorted By: Account Number  
 For 849001

3,040 gal

Location No	Acct No.	Name	Service Address	Route	Change	Out	Size	Service	Tran Date	Measure	Act Usage	Bill Usage	Adj Usage	Adj Amt	Charges	Prior Date	Prior Read	Current Date	Current Read
849001	849001	R.M (JONES) EDSON	766 6TH STREET	13															
14062617	5/8" METER	WATER	4900						07/01/2021	Gallons	4900	4900	0	0.00	42.94	05/19/2021	19802	06/21/2021	20292
14062617	5/8" METER	WATER	4480						07/30/2021	Gallons	4480	4480	0	0.00	40.90	06/21/2021	20292	07/21/2021	20740
14062617	5/8" METER	WATER	2610						09/01/2021	Gallons	2610	2610	0	0.00	32.73	07/21/2021	20740	08/23/2021	21001
14062617	5/8" METER	WATER	2210						09/30/2021	Gallons	2210	2210	0	0.00	31.70	08/23/2021	21001	09/22/2021	21222
14062617	5/8" METER	WATER	1780						10/28/2021	Gallons	1780	1780	0	0.00	31.82	09/22/2021	21222	10/20/2021	21400
14062617	5/8" METER	WATER	3230						11/30/2021	Gallons	3230	3230	0	0.00	36.30	10/20/2021	21400	11/18/2021	21723
14062617	5/8" METER	WATER	4170						12/29/2021	Gallons	4170	4170	0	0.00	41.07	11/18/2021	21723	12/20/2021	22140
14062617	5/8" METER	WATER	3510						01/31/2022	Gallons	3510	3510	0	0.00	37.72	12/20/2021	22140	01/19/2022	22491
14062617	5/8" METER	WATER	3140						03/02/2022	Gallons	3140	3140	0	0.00	35.84	01/19/2022	22491	02/17/2022	22805
14062617	5/8" METER	WATER	2710						04/01/2022	Gallons	2710	2710	0	0.00	34.34	02/17/2022	22805	03/21/2022	23076
14062617	5/8" METER	WATER	2660						04/28/2022	Gallons	2660	2660	0	0.00	34.21	03/21/2022	23076	04/20/2022	23342
14062617	5/8" METER	WATER	1080						05/31/2022	Gallons	1080	1080	0	0.00	29.93	04/20/2022	23342	05/20/2022	23450
14062617	5/8" METER	WATER	21090						06/28/2022	Gallons	21090	21090	0	0.00	183.92	05/20/2022	23450	06/21/2022	25559
Totals for Customer/Location/Service: 849001 / 849001 / WATER											57,570	57,570	0	0.00	613.42				

**Grand Totals**

WATER	Gallons	57570	57570	0	0.00	613.42
Number of Accounts 1						
Number of Locations 1						
Account/Location Combinations 1						

**CEDAR KEY WATER AND SEWER DISTRICT**

**REQUEST FOR BILL ADJUSTMENT**

Date: 7-5-2022

Name: Robert Edson

Name on Account if Different: \_\_\_\_\_

Physical Address of Account: 766 6<sup>th</sup> St

Description of water loss including dates over which loss occurred:

Renter had a plumber move a washing water line, who opened a wrong valve on a out side line. (NO water went to sewer from this)

Approx. 5-25-22 to 5-30-22

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

R. Edson  
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.

## Attorney Report

July 11, 2022

1. General Manager Contract - My understanding is that there was an employment contract (or proposed contract) which governed the terms and conditions of the employment of the prior two general managers. While an employment contract is not legally required, it is considered a best practice. With Board direction, I can work with James to prepare a draft contract for Board consideration at the August Board meeting. The terms and conditions would be the same as those for the prior General Manager, subject to Board direction.
2. Sunshine Law, Public Records, Ethics Training - Proposed refresher in Sunshine Law, Public Records, Ethics applicable to Board members for August Board meeting.
3. Review of Board Policies, Procedures - Proposed review of existing District policies and procedures including the personnel manual, purchasing policy, etc., with the goal of identifying any issues and bring back proposed revisions.
4. Purchasing Restriction in District Charter - Section 2.C of the District's Charter states as follows:

No contract of the Board to purchase, sell, lease, or convey property, real or personal, wherein the consideration involved exceeds \$1,000, shall be valid or binding unless formal action thereon is taken at a meeting of the Board duly convened for that purpose.

Two weeks prior to the meeting, there shall be published notice in a newspaper of general circulation published in Levy County, if any, and, if none is available, then by posting publicly a copy of such notice at the courthouse of the county not less than 14 days prior to the date of the meeting, in words and figures substantially as follows:

Notice to electors and customers in Cedar Key Water and Sewer District. NOTICE IS GIVEN to all electors and customers of the Cedar Key Water and Sewer District as defined by Chapter Laws of Florida, that the Board of the District will, at a meeting of the Board to be held at , consider and dispose of the following official business of the Board:

(Here briefly state the general nature of the business to be transacted.)

All persons having any interest in said matter may appear before the Board at said time and place and they will be heard."

Dated this.  
(Signed).  
Secretary of the Board

The District should consider seeking approval of a Legislative special act to amend the Charter to remove this provision.

## **AGREEMENT FOR GENERAL COUNSEL SERVICES**

This Agreement is made and entered into this \_\_\_ day of \_\_\_\_\_, 2022, by and between CEDAR KEY WATER AND SEWER DISTRICT ("District") and the law firm of NABORS, GIBLIN & NICKERSON, P.A. ("NGN").

### **WITNESSETH**

**WHEREAS**, NGN represents that it has the ability to render the services as required by the District as set forth herein; and

**WHEREAS**, the District seeks to engage NGN to serve as legal counsel to the District.

**NOW THEREFORE**, in consideration of the above and the mutual covenants contained herein, the parties agree as follows:

**ARTICLE I. RECITALS.** The above recitals are true and correct and are incorporated herein as essential terms of this Agreement.

**ARTICLE II. SCOPE OF SERVICES.** NGN shall provide general counsel services to the District as directed and overseen by the District Board ("Board"). Such legal services shall include, but are not limited to:

- a. Attendance at Board meetings and workshops;
- b. Providing legal advice and guidance to District staff and Board members concerning matters related to the District;
- c. Preparing and reviewing contracts, resolutions, procurement documents, and other legal documents;
- d. Reviewing all agenda items for all meetings and workshops, reaching and rendering properly qualified legal opinions, analyses, and memoranda as required by the Board;
- e. Representing the District in all negotiations with third parties and in the acquisition and disposition of real property rights and interests, including accepting or obtaining right-of-way, easements, and other conveyances from third parties;
- f. Representing the District in litigation;
- g. Providing legislative consulting services;
- h. Representing the District with respect to the issuance of bonds, notes, or other obligations of the District;
- i. Issuing title insurance commitments and policies; and
- j. Providing such other legal services as the Board may from time to time direct.

### **ARTICLE III. COMPENSATION AND INVOICES.**

3.1 Compensation. For the services described herein, NGN will be compensated in the amount of \$2,000.00 per month (the "Retainer"), which would include up to sixteen (16)

hours of attorney time per month. The only exceptions to the Retainer would be for the following:

- a. Any attorney time over and above sixteen (16) hours in a given month, which shall be compensated at the rate of \$225.00 per hour.
- b. Litigation in any State or Federal court, representation of the County before the Division of Administrative Hearings, Equal Employment Opportunity Commission, Florida Commission on Human Relations, Unemployment Compensation Commission, or other State, Federal or local administrative proceeding, which shall be compensated at the rate of \$225.00 per hour.
- c. Municipal bond or bank financing, which would be negotiated on a transaction-by-transaction basis.

3.2 Travel and Costs. NGN will not charge for travel time or travel-related costs for one (1) trip per month to Levy County. Travel time associated with additional trips would be charged in accordance with the fee schedule contained in Section 3.1 hereof, and would count toward the 16 hour monthly cap. If more than one trip to Levy County is required in a given month, NGN would also be reimbursed for actual travel costs associated with such additional trip(s), as well as for all other travel incurred in furtherance of District business, in conformity with Chapter 112, Florida Statutes. NG&N will also be reimbursed for actual costs incurred in the provision of legal services including, but not limited to, filing fees, depositions, court reporter fees, witness fees, and other court related expenses, on-line research expenses, overnight delivery charges, copy costs, and other charges incurred in providing services to the County.

3.3 Invoices for Legal Services. NGN shall submit an invoice for compensation of the services described herein on a monthly basis. Each invoice will be for the prior month's services and shall include a summary of the actual services provided.

3.4 In the event a portion of an invoice submitted to the District for payment to NGN, as specified above, is disputed, payment for the disputed amount may be withheld pending resolution of the dispute, and the remainder of the invoice(s) will be processed for payment without regard to that portion which is in dispute.

#### **ARTICLE IV. TERM AND TERMINATION.**

4.1 The term of this Agreement shall be from the date indicated above and shall continue until terminated pursuant to the provisions of this Agreement.

4.2 Termination. The District may terminate this Agreement by giving written notice of its intent to terminate thirty (30) days prior to the actual date of termination. NGN may terminate this Agreement by giving written notice of its intent to terminate sixty (60) days prior to the actual date of termination.

4.3 Upon such notification of termination, the parties shall cooperate to provide for an orderly transfer of responsibilities from NGN to its successor.



4.4 In the event sufficient budgeted funds are not available for a new monthly period, the District shall notify NGN of such occurrence and the Agreement shall terminate on the last day of the current monthly period without penalty or expense to the District.

4.5 The rights, duties and responsibilities of NGN shall continue in full force during the period of notice of termination set forth herein.

4.6 If the Agreement is terminated by the District or NGN as provided herein, NGN will be paid an amount which is equal to the total of all fees or costs incurred on or prior to the date of termination.

**ARTICLE V. INDEPENDENT CONTRACTOR.** NGN is, and shall be, in the performance of the services provided herein an independent contractor and not an employee of the District. All persons engaged in the services provided herein shall at all times, and in all places, be subject to the NGN's sole discretion, supervision, and control. NGN does not have the power or authority to bind the District in any promise, agreement or representation other than as specifically provided for herein.

**ARTICLE VI. OUTSIDE COUNSEL AND EXPERTS.** From time to time, the Board may encounter issues which require retention of outside counsel or other experts with a specialized knowledge in a particular area. If such retention is required, NGN shall have the authority to use or retain on behalf of the District such additional experts or counsel that it deems necessary to implement the related objectives and programs of the District. Such retention shall be subject to the approval of the District. Statements for fees and costs incurred by any approved consultant, expert or counsel, shall be first reviewed by NGN and, upon approval, submitted to the District Administrator and/or the Board for payment, as appropriate.

**ARTICLE VII. CONTRACT ADMINISTRATION.**

7.1 NGN shall accept direction from the Board; however, for ease and convenience of administration, the District hereby also designates the District General Manager to provide policy direction and instructions to NGN in the administration of its duties hereunder to the extent that such direction and instruction does not conflict with the authority, policy or direction of the Board.

7.2 NGN shall be entitled to reasonably rely upon direction received from the General Manager.

**ARTICLE VIII. GENERAL PROVISIONS.**

8.1 Public Records.

**IF NGN HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO NGN'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC**

**RECORDS AT 510 3RD STREET, CEDAR KEY FL 32625  
PHONE: (352) 542-5285, [INSERT EMAIL].**

NGN must comply with the public records laws, Florida Statute Chapter 119, specifically NGN must:

- a. Keep and maintain public records required by the District to perform the service.
- b. Upon request from the District's custodian of public records, provide the District with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119 Florida Statutes or as otherwise provided by law.
- c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the District.
- d. Upon completion of the contract, transfer, at no cost, to the District all public records in possession of the contractor or keep and maintain public records required by the District to perform the service. If the contractor transfers all public records to the public agency upon completion of the contract, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the contractor keeps and maintains public records upon completion of the contract, the contractor shall meet all applicable requirements for retaining the public records. All records stored electronically must be provided to the public agency, upon the request from the public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency.

8.2 Entire Agreement. The foregoing terms and conditions constitute the entire agreement between the parties hereto and any representation not contained herein shall be null and void and of no force or effect. This Agreement supersedes all prior and contemporaneous agreements, understandings, negotiations, and discussions of the parties, whether oral or written, pertaining to the subject matter hereof. NGN has provided services to the District and its Departments through various past agreements. Those past agreements will be deemed to be terminated and superseded by this Agreement. The only exceptions to this provision are set forth in EXHIBIT D.

8.3 Amendments. This Agreement may be amended only in writing upon mutual consent of the parties hereto. No amendment, supplement, modification or waiver of this Agreement shall be binding upon any party hereto unless executed in writing by such party. No waiver of any of the provisions of this Agreement shall be deemed or shall constitute a waiver of any other provision of this agreement, whether or not similar, unless otherwise expressly provided.

8.4 Notices. All notices, certificates or other communications hereunder shall be sufficiently given and shall be deemed given when hand delivered or mailed by registered or certified mail, postage prepaid, to the parties at the following addresses:

**District:** Cedar Key Water and Sewer District  
Attn: Board Chair  
510 3<sup>rd</sup> St,  
Cedar Key, FL 32625

**NGN:** Nabors, Giblin & Nickerson, P.A.  
Attn: Evan Rosenthal  
  
1500 Mahan Drive, Suite 200  
Tallahassee, FL 32308

Either party may, by written notice given to the other party, designate any further or different addresses to which subsequent notices, certificates or other communications shall be sent. Any notice shall be deemed given on the date such notice is delivered by hand or three days after the date mailed.

**IN WITNESS WHEREOF**, the parties hereto have caused these presents to be executed on the day and year first hereinabove written.

**[SIGNATURE PAGE FOLLOWS]**

**CEDAR KEY WATER AND SEWER  
DISTRICT**

\_\_\_\_\_  
, Chair

ATTEST:

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

\_\_\_\_\_

**NABORS, GIBLIN & NICKERSON, P.A**

\_\_\_\_\_

Print Name: \_\_\_\_\_

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