

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

REGULAR MEETING
July 13, 2020, 5:00 P.M.

**NOTE LOCATION CHANGE: IN ORDER TO ACHIEVE DISTANCING
REQUIREMENTS, THE MEETING WILL BE HELD AT THE CEDAR KEY
COMMUNITY CENTER**

1. Call to order.
2. Pledge and Prayer.
3. Adoption of Agenda.
4. Public Input.
5. Approval of minutes of June 8, 2020, regular meeting, and June 24, 2020, special meeting. *(1-5)*
6. Financial Reports: Balance Sheet; Budget Report; Checkbook Activity; Past Due Accounts Report; Employee Leave. *(6-15)*.
7. General Manager Report. *(16-17)*
8. Commissioner Comments.
9. Public Input.
10. 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 8, 2020**

Board Members Present: Joe Hand, Stephen Rosenthal, Dottie Haldeman, Chris Reynolds (arrived at 5:16), and Leslie Sturmer.

Others Present: John McPherson, Jim Wortham, Mack Cox, Jan Childers, Clay Childers.

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 4-0.
4. Swearing in of re-elected Board Members: The following re-elected Board members took the oath and were sworn in to another term on the Board: Leslie Sturmer, Dottie Haldeman, Joe Hand.
5. Public Input. Public input was requested but none was provided.
6. Approval of Minutes. **Motion** by Dottie Haldeman to accept the minutes of the regular meeting of May 11, 2020. **Second** by Leslie Sturmer. Passed by a vote of 4-0.
7. Financial Reports. Budget, Balance Sheet, Checkbook Activity, Past Due Accounts, and Employee Leave reports were presented for review. **Motion** by Leslie Sturmer to accept the financial reports as presented. **Second** by Dottie Haldeman. Passed by a vote of 4-0.
8. Bill Adjustments: Bill adjustment requests for Robert Murphy, Jordan Keeton, and Luke Sresovich were reviewed by the Board. **Motion** by Leslie Sturmer to approve the requests as they met the requirements for adjustment of wastewater charges. **Second** by Joe Hand. Passed by a vote of 4-0.
9. General Manager Report.
 - a. *Water Plant.* The GM reported that the District has made good progress on the full-scale testing of granulated activated carbon (GAC) to reduce DBP levels. He reported that the District is working with Florida Rural Water Association to finalize the pilot test proposal for submission to DEP. He also reported that a cost proposal for the equipment and carbon has been received from Sensible Water Solutions, which has been working with Palatka and Perry on similar solutions, and that additional proposals are being sought by Tim Norman. He also provided the Board with the annual water quality report that will be going out in June.

- b. *Cell Service.* The GM reported that he had been working with Norm Fugate, Cedar Key City Attorney, on the lease agreements from Verizon—one for the tower and one for the ground. He provided the District with the revised version of both the Tower Lease and the Ground Lease for review and recommended that they be approved. After discussion by the Board: **Motion** by Dottie Haldeman to approve the Tower Lease and the Ground Lease agreements with Verizon as presented, and to authorize the GM to sign both. **Second** by Chris Reynolds. Passed by a vote of 5-0.
- c. *Internet Service:* The GM reported that, although delayed due to virus issues, WiFiber is making progress on its plan to test internet service by way of transmitters on the water tower. He reported that some of the equipment has been installed.
- d. *Covid 19.* The GM reported that consistent with the general re-opening in Cedar Key, the District office re-opened on May 5, and all employees are back to working normal hours. He reported that a barrier has been installed at the front desk to maintain separation from customers, and that all discretionary expenditures have been put on hold until such time as it is determined what impact the shut down will have on District revenues. He reported that so far, the impact on revenues has not been substantial:

March Gross Billings: \$73,820
 April Gross Billings: \$69,600
 May Gross Billings: \$70,359

The GM also reported to the Board the results of 5 weekly tests of the wastewater for the presence of the Covid 19 virus which were all negative. He reported that the testing will continue.

The Board requested that the GM explore possibilities for installing a physical screen between customers and Alicia at the front desk.

- e. *Wastewater Treatment Plant.* The GM reported that as required by the WWTP permit renewal, consultants have looked at the concrete cracking issues at the plant. He presented a proposal from CROM corporation to prepare an analysis of the concrete issues to include estimates for repair costs. **Motion** by Chris Reynolds to approve the CROM proposal as presented and to authorize the GM to sign the agreement. **Second** by Dottie Haldeman. Passed by a vote of 5-0.
- h. *Request to Cash in Vacation Time.* The GM presented to the Board a request by Alicia Johns to cash in a week of vacation in order to make needed emergency home repairs. **Motion** by Chris Reynolds to approve the request to cash in 40 hours of vacation time. **Second** by Dottie Haldeman. Passed by a vote of 5-0.

10. Commissioner Comments: None.

11. Public Input: Public input was requested, but none was provide.



12. Adjournment: There being no further business to conduct, the meeting was adjourned at 6:16 p.m.

Stephen B. Rosenthal, Chairperson

Leslie Sturmer, Commissioner &
Secretary of the Board

Date: _____

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

**Minutes of Regular Meeting
Board of Commissioners
June 24, 2020**

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

Others Present: John McPherson, Jan Childers, Clay Childers, Julie Guimond, Todd Mosteller, Robert Beauchamp, James McCain.

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 Joe Hand. Passed by a vote of 4-0.
4. Public Input. Public input was requested but none was provided.
5. Audit Report. Robert Beauchamp, CPA, presented the audit report as prepared by Carr, Riggs, and Ingram. He stated that in general the District is in good financial condition with no qualifications to the audit report. **Motion** by Dottie Haldeman to adopt Resolution 2020-03 accepting the audit report as presented. **Second** by Leslie Sturmer. Passed by a vote of 4-0.
6. Carbon Filtration Report. Julie Guimond, with Sensible Water Solutions, and Todd Mosteller, with Charger Water Systems, made a presentation to the Board regarding their quote for granulated activated carbon (GAC) filtration equipment designed to resolve the District's issues with disinfectant byproducts (DBPs). They described the bench testing done by the District and other Florida utilities, which used a combination of pre-chlorination and GAC filtration. All such bench testing, including that conducted by the District, resulted in very low DBP results. Based on that bench testing, it was the recommendation of the General Manager and Superintendent that the District move ahead with the purchase of the GAC equipment. **Motion** by Leslie Sturmer to move ahead with the purchase of the equipment and its pilot testing if the following three conditions are met:
 - Approval by DEP of the application for doing the GAC pilot test.
 - Confirmation by the District's engineer, Tim Norman, that the equipment is appropriate for use by the District in the short term, and also that it will be usable in the new water treatment plant.
 - Confirmation by DEP that remaining funds from the special legislative appropriation for construction of the new water treatment plant may be used for purchase of the GAC equipment.

Second by Dottie Haldeman. Passed by a vote of 4-0.

7. A-Able Contract Renewal: The general manager presented the proposed renewal of the contract with A-Able Septic Service for sludge removal. The contract provides for a 2-cent per gallon increase in cost due to stricter regulation of biosolid disposal. The general manager recommended approval of the contract. **Motion** by Dottie Haldeman to approve the contract renewal as presented. **Second** by Joe Hand. Passed by a vote of 4-0.
8. Commissioner Comments: Stephen Rosenthal thanked the guests for coming and making the GAC presentation. Dottie Haldeman said she was very excited about moving ahead with the GAC treatment process.
9. Public Input: Public input was requested, but none was provide.
10. Adjournment: There being no further business to conduct, the meeting was adjourned at 6:30 p.m.

Stephen B. Rosenthal, Chairperson

Leslie Sturmer, Commissioner &
Secretary of the Board

Date: _____



Cedar Key Water & Sewer District
Balance Sheet
 As of June 30, 2020

Jun 30, 20

ASSETS	
Current Assets	
Checking/Savings	
Unrestricted Cash Funds	
100 - Operating Account	29,269.22
102 Petty Cash	175.00
113.3 Unrestricted Savings	2,015.26
Total Unrestricted Cash Funds	31,459.48
Restricted Cash Funds	
103.1 Security Deposit	12,501.02
114.00 RD Payment	40,000.00
114.02 RD RESERVE ACCOUNT	34,364.00
Total Restricted Cash Funds	86,865.02
Total Checking/Savings	118,324.50
Other Current Assets	
134 - Accounts Receivable	85,506.36
135 - Allowance for A/R	-17,550.00
160 - Inventory & Materials	36,966.00
170 - Utility Deposit	141.19
Total Other Current Assets	105,063.55
Total Current Assets	223,388.05
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	117,452.81
307 - Sewer Machinery	158,704.72
308 - Computer S/W	9,540.64
309 - Vehicles	110,495.02
311 - Less Accum Depreciation	-5,734,852.43
Total Fixed Assets	4,593,422.91
Other Assets	
311 - Construction in Progress	
315.25 - CIP-WW Lines 3 bridges-District	125,019.87
315.00 - CIP-WW lines 3 bridges-SRWMD	95,000.00
312 - CIP-SRF Project	140,250.00
313 - CIP - SRF District Match	26,000.00
313.25 - CIP - Special Legislative 38091	166,661.36
313.50 - CIP - (Sp Leg 38091) District	20,702.94
Total 311 - Construction in Progress	573,634.17
Total Other Assets	573,634.17
TOTAL ASSETS	5,390,445.13
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	

Cedar Key Water & Sewer District
Balance Sheet
As of June 30, 2020

Jun 30, 20

Other Current Liabilities	
403- Emplo Ret Con Payabale	-1,949.50
407-01 SS Tax Payable	21.63
408 - Sales Tax Payable	143.62
411 - Deferred Revenue	9,802.39
450 - Fed. Income Taxes Payable	1,004.78
482 - Accrued Int Pay	2,425.27
483 - Accrued Compensated Absences	15,775.00
484 -Security Deposit Payable	12,501.02
Total Other Current Liabilities	39,724.21
Total Current Liabilities	39,724.21
Long Term Liabilities	
460 - N/P-Rural Development	1,110,000.00
500 - Accrd Compen Absences-LT	8,373.00
Total Long Term Liabilities	1,118,373.00
Total Liabilities	1,158,097.21
Equity	
598 - Restricted for Debt Service	29,462.00
3900 - Retained Earnings	62,783.49
599 - Investment in Capital Assets -	4,057,057.08
Net Income	83,045.35
Total Equity	4,232,347.92
TOTAL LIABILITIES & EQUITY	5,390,445.13

Cedar Key Water & Sewer District
2019 & 2020 Profit & Loss Budget vs. Actual
October 2019 through June 2020

75%

	Oct '19 - Jun 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
300 - Income				
305 - Water Charge	334,300.59	459,000.00	-124,699.41	72.83%
310 - Sewer Charges	279,428.53	402,000.00	-122,571.47	69.51%
315 - Ad Valorem Tax				
315.100 · Ad Valorem	196,901.54	213,000.00	-16,098.46	92.44%
315 - Ad Valorem Tax - Other	9,955.60	0.00	9,955.60	100.0%
Total 315 - Ad Valorem Tax	206,857.14	213,000.00	-6,142.86	97.12%
325 · Penalties	1,596.77	2,500.00	-903.23	63.87%
330 - Earned Interest	8.52	20.00	-11.48	42.6%
335 · New Meter Charges	1,000.00	1,000.00	0.00	100.0%
340 - Rent	7,823.84	16,500.00	-8,676.16	47.42%
350 - Misc Income	13,385.21	3,500.00	9,885.21	382.44%
360 · Carry Forward	0.00	50,000.00	-50,000.00	0.0%
365. Meter Installation Fee	480.00	1,000.00	-520.00	48.0%
382 - Grant - Legislative 2016	21,814.83	50,000.00	-28,185.17	43.63%
386 - Grant SRWMD 2018	0.00			
Total 300 - Income	866,695.43	1,198,520.00	-331,824.57	72.31%
Total Income	866,695.43	1,198,520.00	-331,824.57	72.31%
Gross Profit	866,695.43	1,198,520.00	-331,824.57	72.31%
Expense				
500 · GENERAL AND ADMINISTRATIVE				
510 · Payroll				
510.01 · Salaries	193,363.37	232,522.00	-39,158.63	83.16%
510.02 · Social Security/Medicar	14,496.81	17,787.00	-3,290.19	81.5%
510.03 · Retirement	21,724.91	29,174.00	-7,449.09	74.47%
510.04 · Health, Dental & Life Ins	35,989.36	51,400.00	-15,410.64	70.02%
510.05 · Workers Comp.	5,789.97	8,000.00	-2,210.03	72.38%
Total 510 · Payroll	271,364.42	338,883.00	-67,518.58	80.08%
520 · Office				
520.01 · Supplies	1,784.73	2,000.00	-215.27	89.24%
520.02 · Postage & Shipping	4,035.20	4,500.00	-464.80	89.67%
520.03 · Copier, Computer, Billin	3,868.93	6,000.00	-2,131.07	64.48%
520.04 · Printing and Copying	669.90	1,500.00	-830.10	44.66%
Total 520 · Office	10,358.76	14,000.00	-3,641.24	73.99%
530 · Utilities				
530.01 · Fuel For Equipment	4,291.40	6,500.00	-2,208.60	66.02%
530.02 · Solid Waste Disposal	1,270.71	2,250.00	-979.29	56.48%
530.03 · Telephone	7,382.73	8,000.00	-617.27	92.28%
530 · Utilities - Other	0.00			
Total 530 · Utilities	12,944.84	16,750.00	-3,805.16	77.28%
540 · Professional Fees				
540.01 · Audit & Accounting	18,050.00	18,000.00	50.00	100.28%



Cedar Key Water & Sewer District
2019 & 2020 Profit & Loss Budget vs. Actual
October 2019 through June 2020

75%

	Oct '19 - Jun 20	Budget	\$ Over Budget	% of Budget
540.02 · Management/Legal	40,000.00	60,000.00	-20,000.00	66.67%
540.03 · Property Appraiser's Fees	0.00	6,000.00	-6,000.00	0.0%
540.05 · Tax Collector Fees	4,540.99			
540.04 · Water/Wastwater Operatc	8,086.75	5,000.00	3,086.75	161.74%
Total 540 · Professional Fees	70,677.74	89,000.00	-18,322.26	79.41%
550 - General Repair & Maint				
550.01 · Vehicle	2,168.58	25,000.00	-22,831.42	8.67%
550.02 · Equipment and Tools	58,496.98	52,000.00	6,496.98	112.49%
550.03 · Building	2,725.79	2,000.00	725.79	136.29%
550.04 · Supplies	787.31	2,500.00	-1,712.69	31.49%
550.05 · New Tools	188.90	4,000.00	-3,811.10	4.72%
Total 550 - General Repair & Maint	64,367.56	85,500.00	-21,132.44	75.28%
560 · Other				
560.01 · Property/Liability Ins.	43,314.00	43,300.00	14.00	100.03%
560.02 · Election Expenses	0.00	1,000.00	-1,000.00	0.0%
560.03 · Continuing Education	347.00	1,800.00	-1,453.00	19.28%
560.04 · Annual Fees & Dues	1,987.00	2,000.00	-13.00	99.35%
560.05 · Ads and Publications	419.86	750.00	-330.14	55.98%
560.06 · Miscellaneous	2,631.35	2,000.00	631.35	131.57%
560.07 · Contingency	0.00	16,012.00	-16,012.00	0.0%
Total 560 · Other	48,699.21	66,862.00	-18,162.79	72.84%
Total 500 · GENERAL AND ADMINISTRAT	478,412.53	610,995.00	-132,582.47	78.3%
600 · DIRECT WATER EXPENSES				
610 · Chemicals and Filters				
610.01 · Chemicals	49,931.71	60,000.00	-10,068.29	83.22%
610.02 · Mix Resin	18,498.87	36,000.00	-17,501.13	51.39%
610.03 · Twin Oxide Inst., Rent,C	777.96	74,000.00	-73,222.04	1.05%
610.04 · RO Filters and Membrar	0.00	0.00	0.00	0.0%
610 · Chemicals and Filters - Oth	0.00	0.00	0.00	0.0%
Total 610 · Chemicals and Filters	69,208.54	170,000.00	-100,791.46	40.71%
620 - Laboratory				
620.01 · In House Lab	1,559.84	1,000.00	559.84	155.98%
620.02 · Outside Lab	5,199.00	2,500.00	2,699.00	207.96%
620.03 · Instrument Calibration	0.00	3,500.00	-3,500.00	0.0%
Total 620 - Laboratory	6,758.84	7,000.00	-241.16	96.56%
630 - Regulatory				
630.01 · Permits	100.00	1,000.00	-900.00	10.0%
Total 630 - Regulatory	100.00	1,000.00	-900.00	10.0%
640 · Repairs and Maintenance				
640.01 · Piping and Distribution	6,647.21	20,000.00	-13,352.79	33.24%
640.02 · Equipment	37,878.67	15,000.00	22,878.67	252.52%
640.03 · Building & Grounds	405.53	3,000.00	-2,594.47	13.52%
640.04 · Water Tower Maintenanc	14,233.50	35,500.00	-21,266.50	40.09%
640.05 · Generators Annual Mair	950.00	2,250.00	-1,300.00	42.22%

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Cedar Key Water & Sewer District
2019 & 2020 Profit & Loss Budget vs. Actual
October 2019 through June 2020

75%

	Oct '19 - Jun 20	Budget	\$ Over Budget	% of Budget
Total 640 · Repairs and Maintenance	60,114.91	75,750.00	-15,635.09	79.36%
650 · Utilities				
650.01 · Electric	13,353.57	20,000.00	-6,646.43	66.77%
650.02 · Propane	0.00	600.00	-600.00	0.0%
650.03 · Telephone	1,713.86	3,500.00	-1,786.14	48.97%
Total 650 · Utilities	15,067.43	24,100.00	-9,032.57	62.52%
660 · Other				
660.01 · Professional Fees	560.00			
660.04 Prof. Fees- Water Plant	26,306.40			
660.05 Pilot Study- Water Plant	2,500.00			
660.20 . Contingency	0.00	20,000.00	-20,000.00	0.0%
Total 660 · Other	29,366.40	20,000.00	9,366.40	146.83%
680 · Loans				
680.05 · RD - Water System Inter	0.00	31,000.00	-31,000.00	0.0%
680.06 · RD - Water System Prin	0.00	17,000.00	-17,000.00	0.0%
Total 680 · Loans	0.00	48,000.00	-48,000.00	0.0%
Total 600 · DIRECT WATER EXPENSES	180,616.12	345,850.00	-165,233.88	52.22%
700 · DIRECT WASTEWATER EXPENSES				
710 · Chemicals and Filters				
710.01 · Chemicals	18,452.77	30,000.00	-11,547.23	61.51%
710 · Chemicals and Filters - Otr	0.00	0.00	0.00	0.0%
Total 710 · Chemicals and Filters	18,452.77	30,000.00	-11,547.23	61.51%
720 · Laboratory				
720.01 · In House Lab	692.95	1,500.00	-807.05	46.2%
720.02 · Outside Lab	10,442.20	13,000.00	-2,557.80	80.33%
720.03 · Instrument Calibration	-384.00	3,600.00	-3,984.00	-10.67%
Total 720 · Laboratory	10,751.15	18,100.00	-7,348.85	59.4%
730 · Regulatory				
730.01 · Permits	200.00	200.00	0.00	100.0%
730.02 · Biosolids Hauling	40,200.00	50,000.00	-9,800.00	80.4%
Total 730 · Regulatory	40,400.00	50,200.00	-9,800.00	80.48%
740 · Repairs Maintenance Other				
740.01 · Piping & Distribution	10,819.51	6,000.00	4,819.51	180.33%
740.02 · Equipment	8,272.34	25,000.00	-16,727.66	33.09%
740.03 · Building and Grounds	3,633.66	60,000.00	-56,366.34	6.06%
740.04 · Generator-Annual Maint	2,050.00	1,375.00	675.00	149.09%
Total 740 · Repairs Maintenance Other	24,775.51	92,375.00	-67,599.49	26.82%
750 · Utilities				
750.01 · Electric	19,378.24	30,000.00	-10,621.76	64.59%
750.02 · Propane	0.00	1,000.00	-1,000.00	0.0%
Total 750 · Utilities	19,378.24	31,000.00	-11,621.76	62.51%
760 · Other				
760.01 · Professional Fees -WW	0.00	20,000.00	-20,000.00	0.0%
760.02 · Contingency	0.00	0.00	0.00	0.0%

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Cedar Key Water & Sewer District
2019 & 2020 Profit & Loss Budget vs. Actual
 October 2019 through June 2020

75%

	Oct '19 - Jun 20	Budget	\$ Over Budget	% of Budget
Total 760 · Other	0.00	20,000.00	-20,000.00	0.0%
770 · Capital Expenditures				
770.01 · Bridge 1,2,3 Drills	10,863.76			
Total 770 · Capital Expenditures	10,863.76			
Total 700 · DIRECT WASTEWATER EXPENSE	124,621.43	241,675.00	-117,053.57	51.57%
Total Expense	783,650.08	1,198,520.00	-414,869.92	65.39%
Net Ordinary Income	83,045.35	0.00	83,045.35	100.0%
Net Income	83,045.35	0.00	83,045.35	100.0%

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Cedar Key Water & Sewer District Monthly Checkbook Activity

As of June 30, 2020

Date	Num	Name	Memo	Amount
Unrestricted Cash Funds				
100 - Operating Account				
06/01/2020		Deposit	Deposit	15,608.50
06/01/2020	Bankdraft	Wex Bank Marathon Fleet	Fuel Invoice 65743168 May 2020	-377.50
06/02/2020	Bankdraft	EFTPS	59-1156008	-996.22
06/02/2020		Deposit	Deposit	58.88
06/03/2020	29240	Johns, Alicia M.	Pay Check	-433.63
06/03/2020		Deposit	Deposit	4,611.01
06/03/2020		Deposit	#449001	88.76
06/03/2020		Deposit	Deposit	3,822.46
06/04/2020	29241	Doty, Gabriel T	Pay Check	-594.59
06/04/2020		Deposit	#205001, #430001, #773001	333.74
06/05/2020	29244	McCain, James E.	Pay Check	-812.00
06/05/2020	29245	Quinn, William M.	Pay Check	-736.77
06/05/2020	29247	Richburg, Margaret A.	Pay Check	-579.60
06/05/2020	29242	Haldeman, Hattie B.	Pay Check	-369.40
06/05/2020	29243	Hand, Joseph G.	Pay Check	-369.40
06/05/2020	29246	Reynolds, Chris	Pay Check	-369.40
06/05/2020	29248	Rosenthal, Stephen B.	Pay Check	-369.40
06/05/2020	29249	Sturmer, Leslie N.	Pay Check	-369.40
06/05/2020		Deposit	Replacement for Individual Pumping	1,505.00
06/05/2020	Bankdraft	EFTPS	59-1156008	-1,302.54
06/08/2020	29250	Johns, Alicia M.	Pay Check	-461.67
06/09/2020		Deposit	#904001	78.71
06/10/2020	29251	A-Able Septic-Sewer Service, Inc.	Invoice NO:47334,47358	-2,400.00
06/10/2020	29252	Altair Environmental Group LLC	Invoice No: 5981 5/07/2020	-6,110.90
06/10/2020	29253	Aqua Pure Water & Sewerage Service ,	Invoice No:84177 May 2020	-799.00
06/10/2020	29254	Central FL Electric	Electricity 05/2020	-3,646.73
06/10/2020	29255	Carr, Riggs & Ingram, LLC	2019 Invoice No:16917937	-1,800.00
06/10/2020	29256	Custom Pump & Control	Invoice No: 37325 05/2020	-1,355.60
06/10/2020	29257	Gator Works Computing	Backup, Invoice 19-22533 , 19-2262	-98.46
06/10/2020	29258	Hawkins, Inc.d/b/a Dumont	Invoice No: 4721722,4721721	-2,636.10
06/10/2020	29259	John K. McPherson. P.A.	Management, Invoice No: 817 5/20	-5,000.00
06/10/2020	29260	Jones & Son FE Service, Inc.	Invoice No: 19181	-110.00
06/10/2020	29261	Konica Minolta Business Solutions	Maintenance, Invoice No: 26631346	-83.70
06/10/2020	29262	Marina Hardware At Cedar Key, Inc.	Invoice No & Account No: 220 05/2	-335.23
06/10/2020	29263	NAPA Gulf Coast Parts, LLC	Account # 1999 05/2020	-193.42
06/10/2020	29264	Verizon Wireless	Cell Phones, Invoice No:985529561	-107.47
06/10/2020	29265	Verizon Wireless	Cell Phones, Invoice No:985524767	-95.42
06/10/2020	29266	US Postmaster	10 rolls stamps @ \$ 55.00 ea = \$:	-550.00
06/10/2020		Deposit	#4001 & 402001	114.55
06/10/2020		Deposit	#234001	49.14
06/11/2020	29267	Quinn, William M.	Pay Check	-871.46
06/11/2020	29268	Quinn, William M.	Pay Check	-646.96
06/11/2020		Deposit	#859001	200.00

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Cedar Key Water & Sewer District Monthly Checkbook Activity

As of June 30, 2020

Date	Num	Name	Memo	Amount
06/12/2020	29269	Doty, Gabriel T	Pay Check	-441.25
06/12/2020	29270	Johns, Alicia M.	Pay Check	-433.61
06/12/2020	29271	McCain, James E.	Pay Check	-966.72
06/12/2020	29272	Richburg, Margaret A.	Pay Check	-579.61
06/12/2020		Deposit	Deposit	9,250.15
06/12/2020		Deposit	Deposit	6,397.35
06/15/2020	Bankdrft	EFTPS	59-1156008	-1,400.46
06/16/2020		Deposit	Deposit	8,061.04
06/16/2020		Deposit	Deposit	49.00
06/17/2020		Deposit	Deposit	1,130.11
06/17/2020	Bankdarft	City Of Cedar Key	Re-fund for Solid Waste for the Stat	-31.69
06/17/2020	29273	AT&T	Account No: 35254352859381989	-440.00
06/17/2020	29274	AT&T Internet Service	Invoice No: 122314242	-107.00
06/17/2020	29275	Cedar Key Auto Care	Invoice No:6/05/2020	-67.24
06/17/2020	29276	Central Hydraulics Of Ocala, Inc.	Invoice No: 140780 6/15/2020	-475.20
06/17/2020	29277	DIGITAL DEPLOYMENT	Invoice No:103215 01/20 105521 6	-200.00
06/17/2020	29278	Hawkins, Inc.d/b/a Dumont	Invoice No: 4731005,4732053,4730	-4,733.85
06/17/2020	29279	JAC-PAC DISTRIBUTORS	Invoice No: 1022955-001-01 5/22/2	-166.80
06/17/2020	29280	LANIER MUNICIPAL SUPPLY CO.,INC.	Invoice No: 111152,111153, 6/08/2	-2,036.14
06/17/2020	29281	SSI Aeration	Invoice No: 00018422 5/15/2020	-1,789.00
06/17/2020	29282	Telemetry & Control Systems Solutions,	Invoice No: 2483 6/1/2020	-975.00
06/17/2020		Deposit	Deposit	50.59
06/18/2020	29283	Johns, Alicia M.	Pay Check	-433.62
06/18/2020	29284	Bain Engineering LLC	Invoice No: 103 May 2020	-978.25
06/19/2020	29286	Doty, Gabriel T	Pay Check	-502.78
06/19/2020	29287	McCain, James E.	Pay Check	-1,471.26
06/19/2020	29288	Richburg, Margaret A.	Pay Check	-579.61
06/19/2020	29285	Drummond Community Bank	DEP Consent order	-105.00
06/19/2020	Bankdraft	EFTPS	59-1156008	-937.51
06/21/2020		Deposit	Deposit	96.97
06/22/2020	29289	Quill Corporation	Invoice No. 7780295 Account No:	-42.95
06/22/2020	Bankdraft	City Of Cedar Key	Account No: 8019 6/28/2020	-141.19
06/22/2020	29290	Ann Richburg	Reimbursement Request mileage tc	-84.68
06/24/2020	29291	Doty, Gabriel T	Pay Check	-594.58
06/24/2020		Deposit	Deposit	8,620.15
06/24/2020		Deposit	Deposit	193.43
06/24/2020		Deposit	04/20,05/20,06/20	2,700.00
06/24/2020		Deposit	Deposit	190.55
06/24/2020		Deposit	Deposit	135.11
06/25/2020	29292	US Postmaster	745 pieces @ \$0.50 = \$372.50	-372.50
06/25/2020	29293	Johns, Alicia M.	Pay Check	-433.62
06/25/2020	29294	McCain, James E.	Pay Check	-817.00
06/26/2020	29295	Quinn, William M.	Pay Check	-736.77
06/26/2020	29296	Richburg, Margaret A.	Pay Check	-579.61
06/26/2020	Bankdraft	EFTPS	59-1156008	-991.56

(B)

Cedar Key Water & Sewer District Monthly Checkbook Activity

As of June 30, 2020

Date	Num	Name	Memo	Amount
06/26/2020		Deposit	Deposit	18,408.08
06/26/2020	Bankdraft	FMP,TF Pension Service	Retirement June 2020	-2,863.49
06/26/2020	29297	DAVISVISION	90866	-79.26
06/26/2020	29298	Transamerica Employee Benefits	33859	-56.08
06/26/2020	29399	AFLAC	ATF27	-1,009.96
06/26/2020	29400	AT & T MOBILITY	287283253088	-23.50
06/26/2020	29401	Hawkins, Inc.d/b/a Dumont	Invoice No: 4739295, 4739296	-1,273.00
06/26/2020	29402	LANIER MUNICIPAL SUPPLY CO.,INC.	Invoice No: 111267 6/15/2020	-945.40
06/26/2020	29403	Print Shop	Invoice No: 67548	-203.30
06/26/2020	29404	Ring Power	Invoice # 01WE5305915979,01WE	-2,275.00
06/26/2020	29405	Quill Corporation	Invoice No. 7780295 Account No:	-19.57
06/30/2020		Deposit	Deposit	408.66
06/30/2020		Deposit	Deposit	49.00
06/30/2020		Deposit	Deposit	96.47
06/30/2020		Deposit	Deposit	6,773.62
06/30/2020	Bankdraft	Transfer	RD Payment	-8,000.00
Total 100 - Operating Account				<u>12,704.44</u>
Total Unrestricted Cash Funds				<u>12,704.44</u>
TOTAL				<u><u>12,704.44</u></u>

Cedar Key Water & Sewer District

Sick and Annual Leave Balances

June 30,2020 Amount Used 2020

<u>Employee</u>	<u>Sick Available</u>	<u>Sick Used</u>	<u>Vacation Available</u>	<u>Vacation Used</u>
Doty, Gabriel T	48:00	40:00	69:16	8:00
Johns, Alicia M.	51:27	41:30	23:15	98:00
McCain, James E.	1231:30	27:00	181:51	73:30
Quinn, William M.	288:30	10:00	159:42	48:00
Richburg, Margaret A.	12:00	40:30	83:48	59:00

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**Cedar Key Water and Sewer District
General Manager Report
July 13, 2020**

1. Water System

At the special meeting on June 24, the Board approved moving ahead with purchase of the GAC equipment if the following conditions were met:

- Approval by DEP of the application for doing the GAC pilot test.
- Confirmation by the District's engineer, Tim Norman, that the equipment is appropriate for use by the District in the short term, and also that it will be usable in the new water treatment plant.
- Confirmation by DEP that remaining funds from the special legislative appropriation for construction of the new water treatment plant may be used for purchase of the GAC equipment.

Each of these conditions has been met, and the equipment has been ordered. The delivery time is expected to be 3-4 weeks.

2. Cell Service

I am awaiting final drafts of the tower and ground leases from Verizon so that they can be executed.

3. Internet Service

WiFiber has completed installation of its test equipment on the water tower and is making progress toward beginning the test with selected homes and businesses.

4. Covid-19

A shield has been constructed at the front desk to provide separation between staff and customers.

5. 2020-2021 Budget and TRIM

I have attached a draft budget (18-20) with the following important components:

- Keeps the millage rate at the current 1.2 mills.
- Increases rates by 3%, except for the large user base rate which stays the same.
- Provides a 3% COL salary increase to all employees, with an extra 2% for James, Billy and Gabe to compensate for hazardous full-time work during the virus shut down.
- Includes purchase of one new pick up truck, and a new equipment trailer.
- Includes new generator and concrete repairs at wastewater treatment plant.

The proposed schedule for TRIM compliance is as follows:

- July Board Meeting: Set current year proposed millage rate and set date, time, and place of tentative budget hearing. (Proposed millage: 1.2; Proposed meeting date: September 14)
- By August 24: TRIM Notices go out.
- September 14: Tentative Budget Hearing
- September 24: Publish Newspaper Notice
- September 28: Final Budget Hearing
- By October 1: Budget Resolutions to Property Appraiser, Tax Collector, and DOR
- By October 28: Certificate of Compliance to Department of Revenue and post final budget on website

Requested Action: Set proposed millage rate and date for tentative budget hearing

CEDAR KEY WATER AND SEWER DISTRICT

2020-2021 BUDGET: DRAFT 7.13.20 (3% Increase in Gallons and Small Bases; Same Millage)

ACCT	NAME	2020		2021 PROPOSED	NOTES
		BUDGET	ACTUAL (as of 6/1)		
INCOME					
305	Water Charges	459,000	440,081	453,000	3% increase Small Bases and All Gallons
310	Sewer Charges	402,000	369,215	381,000	3% increase Small Bases and All Gallons
315	Ad Valorem Tax	213,000	213,000	223,200	
325	Penalties	2,500	2,500	2,500	
330	Earned Interest	20	13	20	
335	New Meter Charges	1,000	1,500	1,000	
340	Rent	16,500	7,110	30,100	Rent: NexTower: 10,800; Next Edge: 1,200; Bright House: 4,600; Verizon: 13,500
350	Miscellaneous	3,500	17,675	3,500	
360	Carry Forward	50,000		50,000	
365	Meter Installation	1,000	720	1,000	
382	Grant: Legislative 2016	50,000	22,000		
	TOTAL INCOME	\$1,198,520	\$1,073,814	\$1,145,320	
EXPENSE					
	GENERAL ADMINISTRATIVE				
	Payroll				
510.01	Salaries	232,522	259,844	265,271	With 3%/5% COL and Field Overtime Allowance
510.02	Social Security/Medicare	17,787	19,494	20,293	With 3%/5% COL and Field Overtime Allowance
510.03	Retirement	29,174	29,192	25,948	With 3%/5% COL and Field Overtime Allowance
510.04	Health, Dental, Life, Vision	51,400	51,400	53,500	
510.05	Workers Compensation	8,000	8,000	8,000	
	Total Payroll	338,883		373,012	
	Office				
520.01	Supplies	2,000	2,583	2,500	
520.02	Postage and Shipping	4,500	4,668	4,500	
520.03	Copier, Comp., Billing, Etc.	6,000	5,231	6,000	
520.04	Printing and Copying	1,500	1,004	1,500	
	Total Office	14,000		14,500	
	Utilities				
530.01	Fuel for Equipment	6,500	5,871	6,500	
530.02	Solid Waste Disposal	2,250	1,694	2,000	
530.03	Telephone	8,000	9,984	10,000	
	Total Utilities	16,750		18,500	
	Professional Fees				
540.01	Audit and Accounting	18,000	18,000	18,000	
540.02	Management/Legal	60,000	60,000	60,000	
540.03	Property Appraiser's Fee	6,000	6,000	6,000	
540.04	Water/Wastewater Operator	5,000	8,000	5,000	Continue TwoFold Contract
	Total Professional Fees	89,000		89,000	
	General Repair and Maintenance				
550.01	Vehicle	25,000	2,861	25,000	Includes 1 new pick up.
550.02	Equipment and Tools	52,000	87,032	7,500	Includes purchase of equipment trailer.
550.03	Building	2,000	4,088	2,500	
550.04	Supplies	2,500	930	1,000	
550.05	New Tools	4,000	282	1,000	
	Total General R & M	85,500		37,000	
	Other				
560.01	Property/Liability Ins.	43,300	43,300	45,000	
560.02	Election Expenses	1,000	0	1,000	
560.03	Continuing Education	1,800	521	1,500	
560.04	Annual Fees and Dues	2,000	2,000	2,000	

ACCT	NAME	2020 BUDGET	2020 ACTUAL (as of 6/1)	2021 PROPOSED	NOTES
560.05	Ads and Publications	750	324	750	
560.06	Miscellaneous	2,000	3,893	2,000	
560.07	Contingency	16,012	-	11,733	Odd number to achieve balanced budget.
	Total Other	66,862		63,983	
570	Capital Expenditures	0			
	Total Capital Expenditures	0			
TOTAL GENERAL ADMINISTRATIVE		\$610,995	\$636,196	\$595,995	
DIRECT WATER EXPENSES					
Chemicals and Filters					
610.01	Chemicals	60,000	72,464	93,000	Includes GAC replacement (\$28,000)
610.02	Miex Resin	36,000	18,500	37,000	
610.04	RO Filters and Membranes	0	0	0	
	Total Chemicals and Filters	96,000		130,000	
Laboratory					
620.01	In House Lab	1,000	2,034	2,000	
620.02	Outside Lab	2,500	7,176	7,000	
620.03	Instrument Calibration	3,500	3,500	3,500	
	Total Laboratory	7,000		12,500	
Regulatory					
630.01	Permits	1,000	0	1,000	
	Total	1,000		1,000	
Repairs and Maintenance					
640.01	Piping and Distribution	20,000	5,297	10,000	Includes new valve at Hodgeson Hill
640.02	Equipment	15,000	46,402	20,000	Many unusual expenses last year
640.03	Building and Grounds	3,000	609	2,000	
640.04	Water Tower Maintenance	35,500	15,000	16,000	
640.05	Generators: Annual Maintenance	2,250	?	2,250	
	Total R & M	75,750		50,250	
Utilities					
650.01	Electric	20,000	17,635	20,000	
650.02	Propane	600	0	600	
650.03	Telephone	3,500	1,108	2,000	
	Total Utilities	24,100		22,600	
Other					
660.01	Professional Fees: Misc	.	580		
660.04	Professional Fees: Water Plant	.	26,304		
660.20	Contingency	20,000	0	12,250	
	Total Other	20,000			
Capital Expenditures					
670.02	Water Plant Construction	0	0		
	Total Capital Expenditures	0			
Loans					
680.05	RD--Water System Interest	31,000	31,000	31,000	
680.06	RD--Water System Principal	17,000	17,000	18,000	
	Total Loans	48,000		49,000	
TOTAL DIRECT WATER EXPENSES		\$271,850	\$264,609	\$277,600	

ACCT	NAME	2020 BUDGET	2020 ACTUAL (as of 6/1)	2021 PROPOSED	NOTES
	DIRECT WASTEWATER EXPENSES				
	Chemicals and Filters				
710.01	Chemicals	30,000	25,187	30,000	
	Total Chemicals and Filters	30,000		30,000	
	Laboratory				
720.01	In House Lab	1,500	1,038	1,500	
720.02	Outside Lab	13,000	14,960	15,000	
720.03	Instrument Calibration	3,600	?	3,600	
	Total Laboratory	18,100		20,100	
	Regulatory				
730.01	Permits	200	200	2,000	
730.02	Biosolids Hauling	50,000	56,700	58,000	
	Total Regulatory	50,200		60,000	
	Repairs and Maintenance				
740.01	Piping and Collection	6,000	6,789	17,000	Includes lift station work.
740.02	Equipment	25,000	10,376	40,000	Include new WWTP generator.
740.03	Building and Grounds	60,000	5,450	60,000	Includes repairs to WWTP.
740.04	Generator: Annual Maintenance	1,375	?	1,375	
	Total R & M	92,375		118,375	
	Utilities				
750.01	Electric	30,000	25,990	30,000	
750.02	Propane	1,000	0	1,000	
	Total Utilities	31,000		31,000	
	Other				
760.01	Professional Fees: WWTP Permit	0	20,000	0	
760.02	Contingency	20,000	0	12,250	
	Total Other	20,000		12,250	
770	Capital Expenditures				
770.01	***	-	-	-	
	Total Capital Expenditures	-			
	TOTAL DIRECT WASTEWATER EXPENSES	\$241,675	\$166,690	\$271,725	
	TOTAL EXPENSES	\$1,124,520	\$1,067,495	\$1,145,320	
	SURPLUS/DEFICIT			\$0	