

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

REGULAR MEETING
August 10, 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 July 13, 2020, regular meeting. *(1-3)*
6. Financial Reports: Balance Sheet; Budget Report; Checkbook Activity; Past Due Accounts Report; Employee Leave. *(4-13)*.
7. First Reading: Resolution No: 2020-04 *(14-16)*.

A RESOLUTION OF THE CEDAR KEY WATER AND SEWER DISTRICT
AMENDING RATES FOR WATER AND SEWER CHARGES; PROVIDING
INSTRUCTIONS TO THE CODIFIER; AND ESTABLISHING AN
EFFECTIVE DATE.

8. General Manager Report. *(17-18)*
9. Commissioner Comments.
10. Public Input.
11. 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
July 14, 2020**

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

Others Present: John McPherson, Jan Childers, Clay Childers, Doris Hellerman.

1. Meeting called to order at 5:00 p.m. by Stephen Rosenthal, Chair.
2. Pledge and Prayer.
3. Adoption of Agenda. **Motion** by Chris Reynolds to adopt the agenda as presented. **Second** by Joe Hand. Passed by a vote of 5-0.
4. Public Input. Public input was requested but none was provided.
5. Approval of Minutes. **Motion** by Dottie Haldeman to accept the minutes of the regular meeting of June 6, 2020, and special meeting of June 24, 2020. **Second** by Joe Hand. Passed by a vote of 5-0.
6. Financial Reports. Budget, Balance Sheet, Checkbook Activity, Past Due Accounts, and Employee Leave reports were presented for review. Dottie Haldeman asked about two separate paychecks being written to Billy Quinn on June 11, 2020. The General Manager said he would report back to the Board on that. **Motion** by Dottie Haldeman to accept the financial reports as presented. **Second** by Leslie Sturmer. Passed by a vote of 5-0.
7. General Manager Report.
 - a. *Water Plant.* The GM reminded the Board that 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.

The GM reported that each of these conditions has been met, that the equipment has been ordered, and that delivery is expected during the first half of August.

- b. *Cell Service.* The GM reported that he is awaiting final drafts of the tower and ground leases from Verizon so that they can be executed. He also reported that Verizon had provided final site plans and that Verizon had agreed to remove the razor wire from the fencing and to use the closest power source located on 8th Street.
- c. *Internet Service:* The GM reported that 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.
- d. *Covid 19.* The GM reported that a shield has been constructed at the front desk to provide separation between staff and customers. A discussion ensued as to whether additional measures were needed due to the Florida increase in cases. The GM was directed to take the following additional steps:
 - Place a sign on the door directing that payments be made at the outdoor drop box unless change or a receipt were needed.
 - Direct office staff to wear masks when dealing with the public.
 - Try to increase separation between office staff and field staff.
 - Check on the possibility of using hepa air filters in the office.
- e. *2020-2021 Budget and TRIM.* The GM provided the Board with a draft budget 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.

He submitted the following proposed schedule for TRIM compliance:

- 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

He requested that the Board set the proposed millage rate and date for tentative budget hearing

There was discussion about whether the field workers should get an extra 2% raise for the coming year as compensation for onsite work during the virus shut down when the office workers were allowed to work from home. This idea was rejected by the Board. There was discussion about the possibility of a one-time bonus for the field workers, but that was put off until the next meeting.

There was discussion about the 3% salary increase for each employee which is characterized as a cost of living increase. The GM was directed to check on the actual cost of living and have that information at the preliminary budget hearing.

Motion by Leslie Sturmer to set the millage at the existing rate of 1.2 mils for purposes of the TRIM notice, and to schedule the preliminary budget hearing for September 14, 2020, at 5:01 p.m. **Second** by Joe Hand. Passed by a vote of 5-0.

8. Commissioner Comments: None.
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 6:37 p.m.

Stephen B. Rosenthal, Chairperson

Leslie Sturmer, Commissioner &
Secretary of the Board

Date: _____

Cedar Key Water & Sewer District
Balance Sheet
 As of August 4, 2020

Aug 4, 20

ASSETS

Current Assets

Checking/Savings

Unrestricted Cash Funds

100 - Operating Account	24,547.42
102 Petty Cash	175.00
113.3 Unrestricted Savings	2,015.76

Total Unrestricted Cash Funds 26,738.18

Restricted Cash Funds

103.1 Security Deposit	12,401.02
114.00 RD Payment	42,825.00
114.02 RD RESERVE ACCOUNT	34,364.00

Total Restricted Cash Funds 89,590.02

Total Checking/Savings 116,328.20

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 221,391.75

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 **5,388,448.83**

LIABILITIES & EQUITY

Liabilities

Current Liabilities

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Cedar Key Water & Sewer District
Balance Sheet
As of August 4, 2020

Aug 4, 20

Other Current Liabilities	
403- Emplo Ret Con Payabale	-2,499.30
407-01 SS Tax Payable	21.63
411 - Deferred Revenue	9,802.39
450 - Fed. Income Taxes Payable	1,505.07
482 - Accrued Int Pay	2,425.27
483 - Accrued Compensated Absences	15,775.00
484 -Security Deposit Payable	12,401.02
Total Other Current Liabilities	39,431.08
Total Current Liabilities	39,431.08
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	1,157,804.08
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	81,342.18
Total Equity	4,230,644.75
TOTAL LIABILITIES & EQUITY	5,388,448.83

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

83%

	Oct '19 - Jul 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
300 - Income				
305 - Water Charge	374,916.64	459,000.00	-84,083.36	81.68%
310 - Sewer Charges	312,935.05	402,000.00	-89,064.95	77.85%
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	9.02	20.00	-10.98	45.1%
335 - New Meter Charges	1,000.00	1,000.00	0.00	100.0%
340 - Rent	8,723.84	16,500.00	-7,776.16	52.87%
350 - Misc Income	14,642.21	3,500.00	11,142.21	418.35%
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	942,975.50	1,198,520.00	-255,544.50	78.68%
Total Income	942,975.50	1,198,520.00	-255,544.50	78.68%
Gross Profit	942,975.50	1,198,520.00	-255,544.50	78.68%
Expense				
500 · GENERAL AND ADMINISTRATIVE				
510 · Payroll				
510.01 · Salaries	218,594.32	232,522.00	-13,927.68	94.01%
510.02 · Social Security/Medicare	16,377.93	17,787.00	-1,409.07	92.08%
510.03 · Retirement	24,630.07	29,174.00	-4,543.93	84.43%
510.04 · Health, Dental & Life Ins	44,383.10	51,400.00	-7,016.90	86.35%
510.05 · Workers Comp.	5,789.97	8,000.00	-2,210.03	72.38%
Total 510 · Payroll	309,775.39	338,883.00	-29,107.61	91.41%
520 · Office				
520.01 · Supplies	1,918.39	2,000.00	-81.61	95.92%
520.02 · Postage & Shipping	4,933.75	4,500.00	433.75	109.64%
520.03 · Copier, Computer, Billing, Etc.	4,902.68	6,000.00	-1,097.32	81.71%
520.04 · Printing and Copying	669.90	1,500.00	-830.10	44.66%
Total 520 · Office	12,424.72	14,000.00	-1,575.28	88.75%
530 · Utilities				
530.01 · Fuel For Equipment	4,686.44	6,500.00	-1,813.56	72.1%
530.02 · Solid Waste Disposal	1,411.90	2,250.00	-838.10	62.75%
530.03 · Telephone	8,004.05	8,000.00	4.05	100.05%
530 · Utilities - Other	0.00			
Total 530 · Utilities	14,102.39	16,750.00	-2,647.61	84.19%
540 · Professional Fees				
540.01 · Audit & Accounting	18,050.00	18,000.00	50.00	100.28%

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

83%

	Oct '19 - Jul 20	Budget	\$ Over Budget	% of Budget
540.02 · Management/Legal	45,000.00	60,000.00	-15,000.00	75.0%
540.03 · Property Appraiser's Fee	6,348.10	6,000.00	348.10	105.8%
540.05 · Tax Collector Fees	4,540.99			
540.04 · Water/Wastwater Operator	8,086.75	5,000.00	3,086.75	161.74%
Total 540 · Professional Fees	82,025.84	89,000.00	-6,974.16	92.16%
550 - General Repair & Maint				
550.01 · Vehicle	2,580.40	25,000.00	-22,419.60	10.32%
550.02 · Equipment and Tools	58,721.98	52,000.00	6,721.98	112.93%
550.03 · Building	2,941.53	2,000.00	941.53	147.08%
550.04 · Supplies	1,124.73	2,500.00	-1,375.27	44.99%
550.05 · New Tools	188.90	4,000.00	-3,811.10	4.72%
Total 550 - General Repair & Maint	65,557.54	85,500.00	-19,942.46	76.68%
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	2,100.23	2,000.00	100.23	105.01%
560.05 · Ads and Publications	419.86	750.00	-330.14	55.98%
560.06 · Miscellaneous	2,653.69	2,000.00	653.69	132.69%
560.07 · Contingency	0.00	16,012.00	-16,012.00	0.0%
Total 560 · Other	48,834.78	66,862.00	-18,027.22	73.04%
Total 500 · GENERAL AND ADMINISTRATIVE	532,720.66	610,995.00	-78,274.34	87.19%
600 · DIRECT WATER EXPENSES				
610 · Chemicals and Filters				
610.01 · Chemicals	52,152.80	60,000.00	-7,847.20	86.92%
610.02 · Miex Resin	18,498.87	36,000.00	-17,501.13	51.39%
610.03 · Twin Oxide Inst., Rent, Chemical	777.96	74,000.00	-73,222.04	1.05%
610.04 · RO Filters and Membranes	0.00	0.00	0.00	0.0%
610 · Chemicals and Filters - Other	0.00	0.00	0.00	0.0%
Total 610 · Chemicals and Filters	71,429.63	170,000.00	-98,570.37	42.02%
620 - Laboratory				
620.01 · In House Lab	1,559.84	1,000.00	559.84	155.98%
620.02 · Outside Lab	5,229.00	2,500.00	2,729.00	209.16%
620.03 · Instrument Maintenance	0.00	3,500.00	-3,500.00	0.0%
Total 620 - Laboratory	6,788.84	7,000.00	-211.16	96.98%
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	7,100.55	20,000.00	-12,899.45	35.5%
640.02 · Equipment	39,428.06	15,000.00	24,428.06	262.85%
640.03 · Building & Grounds	885.96	3,000.00	-2,114.04	29.53%
640.04 · Water Tower Maintenance	14,233.50	35,500.00	-21,266.50	40.09%
640.05 · Generators Annual Mainte	1,850.00	2,250.00	-400.00	82.22%

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

83%

	Oct '19 - Jul 20	Budget	\$ Over Budget	% of Budget
Total 640 · Repairs and Maintenance	63,498.07	75,750.00	-12,251.93	83.83%
650 · Utilities				
650.01 · Electric	15,168.41	20,000.00	-4,831.59	75.84%
650.02 · Propane	0.00	600.00	-600.00	0.0%
650.03 · Telephone	1,735.17	3,500.00	-1,764.83	49.58%
Total 650 · Utilities	16,903.58	24,100.00	-7,196.42	70.14%
660 · Other				
660.01 · Professional Fees	560.00			
660.02 · Engineering-SRF Planning	1,000.00			
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	30,366.40	20,000.00	10,366.40	151.83%
670 · Capital Expenditures				
670.02 Water Plant Construction	642.98			
Total 670 · Capital Expenditures	642.98			
680 · Loans				
680.05 · RD - Water System Interest	0.00	31,000.00	-31,000.00	0.0%
680.06 · RD - Water System Principal	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	189,729.50	345,850.00	-156,120.50	54.86%
700 · DIRECT WASTEWATER EXPENSES				
710 · Chemicals and Filters				
710.01 · Chemicals	19,802.77	30,000.00	-10,197.23	66.01%
710 · Chemicals and Filters - Other	0.00	0.00	0.00	0.0%
Total 710 · Chemicals and Filters	19,802.77	30,000.00	-10,197.23	66.01%
720 · Laboratory				
720.01 · In House Lab	692.95	1,500.00	-807.05	46.2%
720.02 · Outside Lab	10,910.88	13,000.00	-2,089.12	83.93%
720.03 · Instrument Maintenance	-384.00	3,600.00	-3,984.00	-10.67%
Total 720 · Laboratory	11,219.83	18,100.00	-6,880.17	61.99%
730 · Regulatory				
730.01 · Permits	200.00	200.00	0.00	100.0%
730.02 · Biosolids Hauling	45,360.00	50,000.00	-4,640.00	90.72%
Total 730 · Regulatory	45,560.00	50,200.00	-4,640.00	90.76%
740 · Repairs Maintenance Other				
740.01 · Piping & Distribution	10,904.31	6,000.00	4,904.31	181.74%
740.02 · Equipment	14,100.82	25,000.00	-10,899.18	56.4%
740.03 · Building and Grounds	3,633.66	60,000.00	-56,366.34	6.06%
740.04 · Generator-Annual Maintenance	1,150.00	1,375.00	-225.00	83.64%
Total 740 · Repairs Maintenance Other	29,788.79	92,375.00	-62,586.21	32.25%
750 · Utilities				
750.01 · Electric	21,948.01	30,000.00	-8,051.99	73.16%
750.02 · Propane	0.00	1,000.00	-1,000.00	0.0%



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

83%

	Oct '19 - Jul 20	Budget	\$ Over Budget	% of Budget
Total 750 · Utilities	21,948.01	31,000.00	-9,051.99	70.8%
760 · Other				
760.01 · Professional Fees -WWTP Permit	10,320.00	20,000.00	-9,680.00	51.6%
760.02 · Contingency	0.00	0.00	0.00	0.0%
Total 760 · Other	10,320.00	20,000.00	-9,680.00	51.6%
770 · Capital Expenditures				
770.01 · Bridge 1,2,3 Drills	543.76			
Total 770 · Capital Expenditures	543.76			
Total 700 · DIRECT WASTEWATER EXPENSES	139,183.16	241,675.00	-102,491.84	57.59%
Total Expense	861,633.32	1,198,520.00	-336,886.68	71.89%
Net Ordinary Income	81,342.18	0.00	81,342.18	100.0%
Net Income	81,342.18	0.00	81,342.18	100.0%

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Cedar Key Water & Sewer District Monthly Checkbook Activity

As of July 31, 2020

Date	Num	Name	Memo	Amount
Unrestricted Cash Funds				
100 - Operating Account				
07/01/2020	29306	Florida Department Of Revenue	No: 48-8012445825-3 01/20-06/20 FL Sales A	-153.96
07/01/2020	29307	Johns, Alicia M.	Pay Check	-433.62
07/01/2020	29308	US Postmaster	782 pc @ 0.35 ea= \$ 273.70	-273.70
07/01/2020		Deposit	Nextower Development Group LLC	900.00
07/01/2020		Deposit	1 Myers VRS20A-21 Pump: Patrick E. Woods	1,245.00
07/01/2020		Deposit	Deposit	53.08
07/02/2020	29309	Doty, Gabriel T	Pay Check	-441.25
07/02/2020	29310	McCain, James E.	Pay Check	-1,168.01
07/02/2020	29311	Quinn, William M.	Pay Check	-990.53
07/02/2020	29312	Richburg, Margaret A.	Pay Check	-579.61
07/02/2020	Bankdraft	EFTPS	59-1156008	-1,193.38
07/06/2020		Deposit	Deposit	54.71
07/07/2020		Deposit	Deposit	5,045.40
07/07/2020		Deposit	Deposit	52.86
07/07/2020		Deposit	Deposit	87.98
07/08/2020	29313	Florida Concrete Recycling, Inc	Water Treatment Plant	-642.98
07/08/2020	29414	A-Able Septic-Sewer Service, Inc	Invoice NO:47540, 47573	-3,000.00
07/08/2020	29415	AT&T # 1		-242.94
07/08/2020	29416	AT & T # 2	Account No: 352-543-6405 937 1988	-21.31
07/08/2020	29417	Central FL Electric	Electric Bills 06/2020	-4,384.61
07/08/2020	29418	Custom Pump & Control	Invoice No: 37525 6/29/2020	-4,069.00
07/08/2020	29419	Gator Works Computing	Backup, Invoice 19-22714	-98.45
07/08/2020	29420	Konica Minolta Business Solution Maintenance,	Invoice No: 266889327 6/30/2020	-85.30
07/08/2020	29421	LANIER MUNICIPAL SUPPLY Co	Invoice No: 1111480, 111607 6/23/20 6/26/20	-251.42
07/08/2020	29422	Marina Hardware At Cedar Key, I	Invoice No & Account No: 220 06/2020	-182.22
07/08/2020	29423	NAPA Gulf Coast Parts, LLC	Account # 1999 06/2020	-411.82
07/08/2020	29424	Verizon Wireless # 1	Cell Phones, Invoice No:9857288778 June 202	-95.42
07/08/2020	29425	Verizon # 2	Account No: 9857336599	-107.47
07/09/2020	29426	Johns, Alicia M.	Pay Check	-433.62
07/09/2020	29427	McCain, James E.	Pay Check	-1,286.74
07/10/2020	29428	Doty, Gabriel T	Pay Check	-502.79
07/10/2020	29431	Quinn, William M.	Pay Check	-646.96
07/10/2020	29433	Richburg, Margaret A.	Pay Check	-579.62
07/10/2020	29429	Haldeman, Hattie B.	Pay Check	-369.40
07/10/2020	29430	Hand, Joseph G.	Pay Check	-369.40
07/10/2020	29432	Reynolds, Chris	Pay Check	-369.40
07/10/2020	29434	Rosenthal, Stephen B.	Pay Check	-369.40
07/10/2020	29435	Sturmer, Leslie N.	Pay Check	-369.40
07/10/2020	Bankdraft	EFTPS	59-1156008	-1,377.90
07/13/2020		Deposit	Deposit	16,641.13
07/13/2020	29436	John K. McPherson. P.A.	Management, Invoice No: 2 6/2020	-5,000.00
07/13/2020	29437	Aqua Pure Water & Sewerage Se	Invoice No:84235 6/2020	-414.00
07/13/2020	29438	DIGITAL DEPLOYMENT	Invoice No:103215 01/20 106017 7/13/20 thru	-200.00

Cedar Key Water & Sewer District Monthly Checkbook Activity As of July 31, 2020

Date	Num	Name	Memo	Amount
07/13/2020	Bankdraft	Wex Bank Marathon Fleet	Fuel Invoice 65743168 May 2020	-395.04
07/13/2020	29439	JAC-PAC DISTRIBUTORS	Invoice No: 1023006-0001-01	-170.62
07/13/2020	29440	Hawkins, Inc.d/b/a Dumont	Invoice No: 4748530,47478531 7/7/20	-2,197.34
07/13/2020	29441	VISA	Invoice No 9274	-950.81
07/13/2020	Bankdraft	Blue Cross Blue Shield of FL	Group:90866 450000238764 7/20	-3,720.50
07/13/2020		Deposit	#402001	53.08
07/13/2020		Deposit	Deposit	7,066.88
07/13/2020		Deposit	Deposit	183.67
07/13/2020		Deposit	Deposit	109.40
07/13/2020		Deposit	Deposit	106.75
07/13/2020	29442	Johns, Alicia M.	Pay Check	-433.61
07/13/2020		Deposit	Deposit	115.06
07/15/2020	Bankdraft	Transfer	October 2019 thru September 2020	-2,825.00
07/16/2020	29443	Doty, Gabriel T	Pay Check	-594.59
07/16/2020	29444	McCain, James E.	Pay Check	-817.01
07/16/2020	29445	Quinn, William M.	Pay Check	-736.76
07/16/2020	29446	Richburg, Margaret A.	Pay Check	-579.61
07/16/2020	Bank Draft	EFTPS	59-1156008	-991.56
07/16/2020		Deposit	Deposit	129.87
07/21/2020	29447	Ann Richburg	Reimbursement Request mileage to Ocala	-84.68
07/22/2020	29448	Johns, Alicia M.	Pay Check	-433.62
07/22/2020		Deposit	Deposit	58.38
07/23/2020	29449	Bank of America	Account # 5490 9902 2217 3922 June & July 20	-2,902.79
07/23/2020	29450	Quinn, William M.	Pay Check	-871.46
07/23/2020	Bankdraft	Blue Cross Blue Shield of FL	Group:90866 450000238764 8/20 74626021	-4,372.69
07/23/2020		Deposit	Deposit	13,329.07
07/23/2020		Deposit	Deposit	179.46
07/24/2020	29451	Doty, Gabriel T	Pay Check	-441.24
07/24/2020	29452	McCain, James E.	Pay Check	-966.72
07/24/2020	29453	Richburg, Margaret A.	Pay Check	-579.61
07/24/2020	Bankdraft	EFTPS	59-1156008	-1,062.24
07/27/2020	Bankdraft	City Of Cedar Key	Account No: 8019 7/28/2020	-141.19
07/27/2020		Deposit	Deposit	21,393.20
07/27/2020		Deposit	Deposit	104.87
07/27/2020	29454	A-Able Septic-Sewer Service, Inc	Invoice NO:47696 7/14/2020	-2,160.00
07/27/2020	29455	Hawkins, Inc.d/b/a Dumont	Invoice No: 4758035,4758036	-1,373.75
07/27/2020	29456	Florida Department of Environme	For:PWS# 2333380178 CK WTP	-1,000.00
07/27/2020	29457	JAC-PAC DISTRIBUTORS	Invoice No: 1022956-0001-01	-166.80
07/27/2020	29458	LANIER MUNICIPAL SUPPLY CO	Invoice No: 111885 \$ 498.90 - Credit Memo 11	-104.50
07/27/2020	29459	Levy County Property Appraiser	Invoice:09/30/2020	-6,348.10
07/27/2020	29460	McCall Service, Inc.	# 1000001449	-48.00
07/27/2020	29461	Quill Corporation	Invoice No. 8499776,8581137	-133.66
07/27/2020	29462	SUNSHINE STATE ON CALL OF	Invoice No: 0000190691 6/30/20	-113.23
07/28/2020	29463	AT & T MOBILITY	287283253088	-23.50
07/28/2020	29464	Transamerica Employee Benefits	33859	-70.10

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Cedar Key Water & Sewer District Monthly Checkbook Activity

As of July 31, 2020

Date	Num	Name	Memo	Amount
07/28/2020	29465	DAVISVISION	90866	-79.26
07/28/2020	29466	AFLAC	ATF27	-1,262.45
07/29/2020	29467	CHASE CARD SERVICES	Account #4266841503723536 A/C for Water Pl	-480.43
07/29/2020	29468	Quinn, William M.	Cashed in 40 hr vacation pay	-685.35
07/29/2020	29469	McCain, James E.	Pay Check	-1,192.78
07/29/2020		Deposit	Deposit	128.89
07/30/2020	29472	Richburg, Margaret A.	Pay Check	-579.61
07/30/2020	29470	Johns, Alicia M.	Pay Check	-433.62
07/30/2020	29471	Quinn, William M.	Pay Check	-646.96
07/30/2020	29473	US Postmaster	703 pc @ 0.50 ea= \$ 351.50	-351.50
07/30/2020	Bankdraft	Bad Check	200001 Barbara Jackson 7/30/2020 stopped pa	-53.76
07/30/2020		Deposit	Deposit	9,303.13
07/31/2020	29474	Doty, Gabriel T		-502.78
07/31/2020	Bankdraft	EFTPS	59-1156008	-1,270.16
07/31/2020		Deposit	Deposit	67.44
07/31/2020	29475	US Postmaster	781 pc @ 0.35 ea= \$ 273.35	-273.35
07/31/2020	Bankdraft	FMP,TF Pension Service	Retirement July 2020	-3,655.16
Total 100 - Operating Account				<u>-3,983.82</u>
Total Unrestricted Cash Funds				<u>-3,983.82</u>
TOTAL				<u><u>-3,983.82</u></u>

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Cedar Key Water & Sewer District

Sick and Annual Leave Balances

July 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	42:00	56:00	51:26	32:00
Johns, Alicia M.	49:27	53:30	38:55	98:00
McCain, James E.	1238:30	30:00	186:31	84:30
Quinn, William M.	300:30	10:00	94:48	128:00
Richburg, Margaret A.	2:00	60:30	89:28	69:00

⑬

RESOLUTION NO: 2020-04

A RESOLUTION OF THE CEDAR KEY WATER AND SEWER DISTRICT AMENDING RATES FOR WATER AND SEWER CHARGES; PROVIDING INSTRUCTIONS TO THE CODIFIER; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the Cedar Key Water and Sewer District owns and operates a water and wastewater system as part of a combined and integrated water and wastewater system; and

WHEREAS, the District provides potable water and wastewater treatment services to customers within its geographical boundaries as established by the Legislature of the State of Florida; and,

WHEREAS, in order for the District to provide high-quality water and wastewater services, it is necessary that rates be charged for such services that are sufficient to meet all of the obligations of the District; and

WHEREAS, the District has an obligation to insure that sufficient revenues are generated to cover all existing and anticipated expenditures for the water and wastewater system; and

WHEREAS, outstanding revenue bonds of the District require establishment of proper and adequate rates and charges for both water and wastewater services in order to pay for necessary operation, maintenance, expansion and debt service requirements of the district, all of which are proper and equitable, and necessary to avoid such expense having to be paid from other revenue or tax sources; and,

WHEREAS, it is incumbent upon the District to collect rates in as equitable a manner as possible; and

WHEREAS, the District Board finds that rate increases adopted by this resolution are fair, equitable and necessary to carry out the responsibilities of the District.

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE CEDAR KEY WATER AND SEWER DISTRICT:

Section 1. Water Rates.

Section 5.02 of the District Resolutions is hereby amended as follows:

5.02 Water Rates

Base Service Availability Charge:

Small User: \$26.00 ~~25.00~~

Large User: \$66.00

Plus the following usage charges:

Number of Gallons	Rate per 1,000 Gallons Used
0 to 3,000	<u>\$2.58</u> 2.50 (\$.00258/gallon)
3,001 to 6,000	<u>\$4.84</u> 4.70 (\$.00484/gallon)
6,001 to 9,000	<u>\$6.82</u> 6.62 (\$.00682/gallon)
9,001 and up	<u>\$8.83</u> 8.57 (\$.00883/gallon)

Section 2. Sewer Rates.

Section 5.03 of the District Resolutions is hereby amended as:

5.03 Sewer Rates.

Base Service Availability Charge:

Small User: \$25.00 ~~24.00~~

Large User: \$63.00

Plus the following usage charges:

Number of Gallons	Rate per 1,000 Gallons Used
0 to 3,000	<u>\$2.09</u> 2.03 (\$.00209/gallon)
3,001 to 6,000	<u>\$4.23</u> 4.11 (\$.00423/gallon)
6,001 to 9,000	<u>\$6.14</u> 5.96 (\$.00614/gallon)
9,001 and up	<u>\$8.04</u> 7.81 (\$.00804/gallon)

Section 3. Amendment and Codification.

In Sections 1 and 2 above, language underlined shall be added; language struck through shall be deleted. The changes in Sections 1 and 2 above shall be incorporated into the District's codified resolutions.

Section 4. Effective Date.

This Resolution shall take effect upon final adoption, with the newly adopted rates to be applied as of October 1, 2020.

On first reading passed by a vote of _____ to _____ on the 10th day of August, 2020.

On second reading passed by a vote of _____ to _____ on the 14th day of September, 2020.

CEDAR KEY WATER
AND SEWER DISTRICT

BY: _____
Stephen Rosenthal, Chairperson

ATTEST:

(SEAL)

Secretary

**Cedar Key Water and Sewer District
General Manager Report
August 10, 2020**

1. Water System

As reported at the last meeting, the GAC equipment has been ordered and is due to be delivered during the week of August 17. James and crew have completed the foundation, roofing, and electrical connections in preparation for delivery. The DEP protocol to be followed during the 90-day test period has been finalized. Also, an amendment to the agreement with DEP regarding use of the 2016 special legislative appropriation has been executed so that remaining funds in the appropriation may be used for costs associated with the GAC installation and testing. The DBP notice for the second quarter of this year was mailed on July 31st, and included a cover letter describing the GAC installation and test.

2. Wastewater System

We received the attached inspection report and cost estimates for needed concrete repairs at the WWTP (19-26). After being told by all who looked at the plant, including the CROM engineer, that there was nothing too serious to be worried about, it was a bit shocking to get an estimate of needed and recommended work totaling over \$1 million. We will be continuing to work with CROM to come up with an affordable way to start getting this work done, probably involving phases over multiple years, and/or seeking State Revolving Fund assistance. I'll report more at the meeting.

3. Cell Service

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

4. Internet Service

WiFiber has completed installation of its test equipment on the water tower and will be hooking up the test homes and businesses the week of August 10. The District will be one of the test sites.

5. Covid-19

We have instituted a rule at the office that office staff must wear a mask if they leave their individual work area. The sign encouraging customers to use the drop box for bill payment has substantially reduced the number of people coming into the office. So far no one on staff has symptoms or a positive test.

6. 2020-2021 Budget and TRIM

I have attached a draft budget (27-29) 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.
- Includes purchase of one new pick up truck, and a new equipment trailer.
- Includes funds for 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

TANK INSPECTION REPORT

CEDAR KEY WATER AND SEWER DISTRICT
CEDAR KEY WASTEWATER TREATMENT PLANT
CAST IN PLACE CONCRETE STRUCTURES
CEDAR KEY, FLORIDA

CCR Job No. 2020-R-041.01

Inspection Performed on June 12, 2020

1. Inspection Report
2. Inspection Report Pictures
3. Field Notes

Sheets 1 – 7
Sheets 8 – 22
Sheets 23 – 25

This item has been electronically signed and sealed by Stephen Crawford, PE on 7/28/20 using a Digital Signature. Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies.



Digitally signed by Stephen Crawford
DN: cn=Stephen Crawford c=US
o=IdenTrust ACES Business
Representative ou=Crom LLC
Reason: I am the author of this document
Location:
Date: 2020-07-28 16:11-04:00

Stephen M. Crawford, PE
Florida License Number: 69866
CROM, LLC
250 SW 36th Terrace
Gainesville, Florida 32607

TANK INSPECTION REPORT

1.0 Executive Summary

CROM Coatings and Restorations ("CCR"), a Division of CROM, LLC, conducted an inspection of the **Cast in Place (CIP) treatment process structures at the WWTP in Cedar Key, Florida on June 12, 2020**. The goal of the inspection was to evaluate the condition of the plant structures and their structural integrity, and to determine what measures, if any, are necessary to bring the tanks back to their original condition. **Joseph Johns**, CCR Project Manager, performed the inspection and prepared this report under the review of **Stephen M. Crawford, P.E.**

The plant was operational at the time of inspection. However, there were items present throughout the facility that should be addressed to bring the plant back to the original condition. A summary of these issues are outlined below.

- Efflorescence, surface cracks, bio-growth, and weathering of the coating system of the exterior concrete walls.
- Concrete spalling, corrosion, and exposed rebar.
- Corrosion on exterior piping and pipe penetrations.
- Deteriorated mortar with corrosion from exposed metal lathe at block wall structures.
- Safety rail repaired with use of PVC pipe.
- Missing shims at floor grating.
- Separation at the wall joint at the Final Settling Tank structure.
- Apparent leaks at the base of the Final Settling Tanks and Preliminary Treatment Room.

The complete findings from the tank inspection are detailed in Section 3.0 *Conclusions and Recommendations*.

2.0 Scope of Work

The purpose of the inspection was to investigate the structural integrity of the **CIP Reservoirs**. The investigation included the accessible interior and exterior walls of the tanks and associated accessories. The inspection commenced at the headworks and proceeded through the treatment process ending at the Lower Preliminary Treatment Room. The northeast side of the Headworks, Aeration structures and Final Settling tanks were covered by a building façade (Figure 51). As a result, the condition of the structures hidden by the façade were inaccessible for evaluation and were not inspected as part of CCR's evaluation. The inspection was a visual survey of the structures with no invasive procedures employed or capacity evaluations made for the structures.

The tanks were inspected in accordance with governing AWWA and ACI standards and codes to evaluate the present condition of the structures.

The accessible exterior walls were observed for any deterioration, cracking, efflorescence, spalled concrete, signs of corrosion, or other indicators of existing problems. The walls were "sound tested" to determine if hollow spots (e.g., delamination, covercoat separation) have occurred beneath the surface. Any location of this was noted and mapped as part of the field notes of the inspector.

Tank accessories were looked at to determine the extent of the weathering of the material and the condition of the bolts, fasteners and the screens. All penetrations were checked for signs of leakage into the tank. All areas of concern were noted and mapped in the inspector's field notes.

The accessible interior walls and baffle walls were observed for any deterioration, cracking, efflorescence, spalled concrete, signs of corrosion or other indicators of existing problems. Piping and internal accessories were checked for corrosion along with the condition of their supports, bolts, and anchors.

Inspection of the mechanical and electrical mechanisms were beyond the scope of this inspection. As a result, no evaluation of these were performed.

Each structure was visually evaluated and a record was made of all observations. Photographs were taken as an additional record of the inspection.

3.0 Conclusions and Recommendations

The inspection of the cast in place tank structures at the plant did not reveal any apparent problems that would cause concern for the immediate structural integrity of the tanks at the facility based on a visual evaluation. However, there are items that need to be addressed in order to bring the facility back to original condition and avoid the possibility of future problems.

The report utilizes subjective terminology in regard to the condition of various elements of the structure. Items categorized as *Excellent* would be considered like new, no remedial action required; *Good* would indicate minor defects, still operable; *Fair* condition is used to describe an element or accessory requiring remedial action within the next 5 years; and *Guarded/Poor* condition would require immediate action.

<u>A. Poor/Guarded Plant Conditions</u>	
<u>Location</u>	<u>Description & Repair Recommendation</u>
Head Works- Preliminary Treatment Room and Aerobic Digester:	Channel: The channel from the Preliminary Treatment Room to the Aerobic Digester has spalling, corrosion and cracks (Figures 1 & 2). CCR recommends repairing spalled areas by removing any loose deteriorated concrete, chipping completely behind any corroded rebar, sandblasting the exposed steel and concrete surface, and applying a polymer modified cementitious surface repair material such as Tnemec series 217 or 218. Then subsequently coating the wall with Tnemec 434 and Tnemec 435 as a protective coating system for high H2S environments.
Head Works- Preliminary Treatment Room and Aerobic Digester:	Wall: Staining and surface cracks at the Aerobic Digester (Figure 5). The block wall above the Aerobic Digesters in the Preliminary Treatment Room appears to be deteriorating due to corrosion on the embedded wire lath (Figure 4). The corrosion has forced the mortar to separate from the joint thereby directly affecting the structural integrity of the joint. CCR recommends injecting the cracks with Sika 35 LV epoxy to bond the CMU block and coating the wall with Tnemec 434 or 435 as a protective coating system.
Head Works- Preliminary Treatment Room and Aerobic Digester:	Interior Ladder: The interior ladder in the Aerobic Digester is in need of replacement. CCR recommends replacing the existing ladder with a fiberglass ladder equipped with a safety climb device.

<p>Aeration Tanks 1 & 2:</p>	<p>Wall: Surface cracks at the 2 ft. opening and the south wall of the Aeration tank No. 2 (Figures 10 Thru 13). CCR recommends injecting the cracks with Sika 35 LV epoxy and coating the walls with Sika 107 as a protective coating system.</p>
<p>Final Settling Tanks 1 & 2:</p>	<p>Wall: Delaminated coatings and spalled areas with exposed rebar at both settling tanks interiors (Figures 17 - 20). The south concrete masonry unit wall has exposed lathe with corrosion present (Figure 45). CCR recommends repairing the interior and exterior areas of spalling and exposed rebar/lathe by removing all loose deteriorated concrete, brush off blast cleaning any corroded metal, squaring off and chipping back the concrete to provide a minimum depth of ¼" and patching with a polymer modified cementitious surface repair material in conjunction with a bonding epoxy. Then, subsequently coating the walls of the interior a with a protective coating, such as Sika 107 Surface cracks at the exterior wall, an apparent leak was noted between the two tanks (Figures 49 & 50) and separation at the wall joint in the corner at the adjacent Aeration tank wall (Figures 47 & 48). In order to ensure the ongoing service life of the tank, the cracks at the exterior wall should be sealed to prevent continued water migration through them which could result in future problems. The separated wall joints at the corner and adjacent wall should be treated with Sika HH without the use of accelerator. CCR recommends that the tank be pressure washed, any cracks sealed, and the tank painted using a flexible, breathable coating that can fill and bridge any minor cracks and provide protection against driving rain. A waterborne acrylate paint such as Tnemec Enviro-Crete 156 or equal will meet these requirements.</p>
<p>Final Settling Tanks 1 & 2:</p>	<p>Walkway: Corrosion and section loss at the brackets beneath the Final Settling Tanks steel walkway (Figures 21 & 22). In order to avoid further corrosion and section loss, CCR recommends sandblasting the walkway in accordance with SSPC-SP7/NACE 4 Brush-off blast cleaning, weld new brackets in place of section loss, followed by an application of Sika Armatec 110 EpoCem The walkway should then be coated with a protective epoxy coating such as Tnemec Series N140 or equal.</p>
<p>Polishing Filters/Sulphur Dioxide and Chlorine Storage Building:</p>	<p>Walkway: The walkway for the Polishing Filters is also the upper ledge of the Sulphur Dioxide and Chlorine storage building. The ledge/walkway has spalling and surface cracks from materials replacement and accessory installation (Figures 36, 38 & 39). Corrosion and section loss at Sulphur Dioxide and Chlorine Storage building entrance (Figures 43 & 44). CCR recommends repairing these areas by removing all loose deteriorated concrete, brush blast cleaning any corroded rebar, squaring off and chipping back the concrete to provide a minimum depth of ¼" and patching with a polymer modified cementitious surface repair material in conjunction with a bonding epoxy. The Grates in the walkway have broken or displaced shims causing the Grate to shift and possibly fall through the opening (Figure 33). CCR recommends the fabrication of a Grate that fits the opening correctly.</p>
<p>Polishing Filters/Sulphur Dioxide and Chlorine Storage Building:</p>	<p>Safety Rail: The safety rail at the Polishing Filters is unsafe and inadequate. The rail has PVC pipe inserts for missing sections of railing (Figure 25). CCR recommends the design and installation of an OSHA approved safety rail.</p>

Chlorine Contact Tanks No. 1 & No. 2:	<p>Wall: The interior tank wall has spalling and corrosion from exposed rebar beneath the Sampling Pumps (Figure 27 & 28). CCR recommends repairing this area by removing all loose deteriorated concrete, brush off blast cleaning any corroded rebar, squaring off and chipping back the concrete to provide a minimum depth of ¼" and patching with a polymer modified cementitious surface repair material in conjunction with a bonding epoxy. Then, subsequently coating the interior walls with Sika 107. The exterior walls of the Chlorine Contact Tanks have surface cracks with efflorescence present (Figures 34 & 35). The tank should be pressure washed at no less than 3500psi, any cracks sealed, and the tank painted using a flexible, breathable coating that can fill and bridge the minor cracks and provide protection against driving rain. A waterborne acrylate paint such as Tnemec Enviro-Crete 156 or equal will meet these requirements. The wall of the Chlorine Contact Tanks have cracks which appear to pass through the entire wall section (Figures 30 thru 32). CCR recommends injecting Sika 35 LV into the cracks and coating the wall with Sika 107 two-coat system as a protective coating.</p>
Chlorine Contact Tanks No. 1 & No. 2:	<p>Weir/Baffle Walls: The Weir/Baffles at the Chlorine Contact Tanks have surface cracks and delaminated coatings. The surface cracks and spalling are at the wall connection (Figure 29). CCR recommends repairing these areas by removing all loose deteriorated concrete, brush off blast cleaning any corroded rebar, squaring off and chipping back the concrete to provide a minimum depth of ¼" and patching with a polymer modified cementitious surface repair material in conjunction with a bonding epoxy. The tank should then be coated using Sika 107 as protective coating.</p>
Chlorine Contact Tanks No. 1 & No. 2:	<p>Safety Rail: The safety rail at the Polishing Filters is unsafe and inadequate. The rail has PVC pipe inserts for missing sections of railing (Figure 25). CCR recommends the design and installation of an OSHA approved safety rail.</p>
Chlorine Contact Tanks No. 1 & No. 2:	<p>Piping: Corrosion and spalling at the pipe penetrations at the Chlorine Contact Tank No.1 (Figures 41 & 42). CCR recommends Epoxy injection around the piping to seal the piping with Sika 35 LV or equal and repair the wall with a cementitious repair mortar in conjunction with a bonding epoxy.</p>

Estimated Repair Costs by Structure for "Poor/Guarded" Plant Conditions	
1. Aerobic Digester and Headwork Channels:	a. Concrete Repair \$31,900
2. Two Aeration Tanks:	a. Crack repair \$35,520
3. Two Clarifiers (Settling Tanks):	a. Concrete repair \$138,600
	b. Crack repair \$56,832
4. Two Polishing Filters:	a. Concrete repair \$33,000
	b. Crack repair \$28,416
5. Chlorine Contact Chambers :	a. Concrete repair \$41,250
	b. Crack repair \$14,208
6. Miscellaneous repairs - time & materials (Type J): \$375 per hour (3-man crew) + 10% on materials & equipment	
	a. Block wall, interior ladder, walkway, safetyrail, and piping repairs \$77,500
7. Optional items - protective coatings to prevent additional deterioration	

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a. Tnemec 434/435	\$48,000
b. Sika 107	\$698,900
Repair cost assumptions: 1) Pricing based on 2020 construction 2) Client to provide free access to the site, continuous supply of water and electricity, debris disposal, draining all structures, and removal of all sludge. 3) Client responsible for removal, relocation, and reinstallation of all mechanical, electrical, and building façade required to perform the work. 4) Permits, inspection testing, material testing, or professional engineering services provided by others.	

B. Fair Plant Conditions	
Location	Description & Repair Recommendation
Head Works-Preliminary Treatment Room and Aerobic Digester:	Piping: Corrosion on the pump pipes at the Preliminary Treatment Room (Figures 3 & 58). In order to avoid further corrosion and section loss of the pipe, CCR recommends sandblasting the pipes and metal pump accessories in accordance with SSPC-SP7/NACE 4 Brush-off blast cleaning followed by application of a rust-inhibiting coating, such as Ospho metal treatment. The pipe should then be coated with a protective epoxy coating, such as Tnemec Series 20HS or equal.
Head Works-Preliminary Treatment Room and Aerobic Digester:	Floor: Spalling at the entrance of the Preliminary Treatment Room floor (Figure 6). Spalling and exposed rebar at the Preliminary Treatment Room Electrical Platform floor (Figures 7, 8, & 9). CCR recommends repairing these areas by removing all loose deteriorated concrete, cleaning any corroded rebar, squaring off and chipping back the concrete to provide a minimum depth of ¼" and patching with a polymer modified cementitious surface repair material such as Sika VOH in conjunction with a rust inhibitor, such as Sika Armatec 110 EpoCem.
Aeration Tanks 1 & 2:	Floor: Spalling and exposed rebar at the platform around Aeration Tank No. 1 (Figures 14, 15 & 16). CCR recommends repairing this area by removing all loose deteriorated concrete, brush off blast cleaning any corroded rebar, squaring off and chipping back the concrete to provide a minimum depth of ¼" and patching with a polymer modified cementitious surface repair material, such as Sika VOH in conjunction with a rust inhibitor, such as Sika Armatec 110 EpoCem.
Polishing Filters/Sulphur Dioxide and Chlorine Storage Building:	Wall: The interior tank wall has missing concrete beneath inlet pipe at Polishing filter (Figure 24). CCR recommends repairing this area by removing all loose deteriorated concrete, brush off blast cleaning any corroded rebar, squaring off and chipping back the concrete to provide a minimum depth of ¼" and patching with a polymer modified cementitious surface repair material in conjunction with a bonding epoxy. Then subsequently coating the interior walls with Sika 107 as a protective coating. The exterior walls of the Sulphur Dioxide and Chlorine Storage Building has surface cracks with efflorescence present (Figure 37).
Polishing Filters/Sulphur Dioxide and Chlorine Storage Building:	Entrance Stairway: The footer and steps at the entrance have surface cracks and spalling (Figures 46 & 60). The stairway is not equipped with a safety rail. CCR recommends repairing the footer and surface cracks and installing an OSHA approve rail system at the entrance of the building to ensure safe building access.

Chorine Contact Tanks No. 1 & No. 2:	Base Sampling Pumps: The base sampling pumps are functional (figure 26) however; there is corrosion and spalling at the mounting fixtures of each pump. CCR recommends repairing the area by removing all loose deteriorated concrete, brush off blast cleaning any corroded metal within, squaring off and chipping back the concrete to provide a minimum depth of ¼" and patching with a polymer modified cementitious surface repair material in conjunction with a bonding epoxy. Then subsequently recoating the pumps with Tnemec N140.
Chorine Contact Tanks No. 1 & No. 2:	Reclaimed Water Pump Vault Pipe: The effluent pipe at the reclaimed water pump vault has delaminating coatings and corrosion present (Figure 40). To avoid further corrosion and section loss of the pipe, CCR recommends sandblasting the pipe and metal pump accessories in accordance with SSPC-SP7/NACE 4 Brush-off blast cleaning followed by application of a rust-inhibiting coating, such as Ospho metal treatment. The pipe should then be coated with a protective epoxy coating, such as Tnemec Series 20HS or equal.
Lower Preliminary Treatment Room:	Floor: Spalling with corrosion from exposed rebar at the floor wall connection and apparent leak (Figures 53 & 54). CCR recommends repairing this area by removing all loose deteriorated concrete, brush off blast cleaning any corroded rebar, squaring off and chipping back the concrete to provide a minimum depth of ¼" and patching with a polymer modified cementitious surface repair material in conjunction with a bonding epoxy. The tank should then be coated using Tnemec 434 or 435 as a protective coating.
Lower Preliminary Treatment Room:	Piping: Corrosion at the Ceiling pipe in the Lower Preliminary Treatment Room. CCR recommends replacing the fittings at the wall with stainless steel fittings to increase its useful service life.
Lower Preliminary Treatment Room:	Grit Removal Pillar: Damage, spalling and surface cracks at the Grit Removal Pillar (Figures 54, 55 & 57). CCR recommends repairing this area by removing all loose deteriorated concrete, squaring off and chipping back the concrete to provide a minimum depth of ¼" and patching with a polymer modified cementitious surface repair material such as Sika VOH. The room should then be coated using Tnemec 434 or 435 as a protective coating.

Estimated Repair Costs by Structure for "Fair" Plant Conditions	
1. Aerobic Digester and Headwork Channels:	
a. Concrete repair	\$8,250
b. Crack repair	\$7,104
2. Two Aeration Tanks:	
a. Concrete repair	\$4,125
3. Two Polishing Filters:	
a. Concrete repair	\$3,300
4. Lower Preliminary Treatment Room:	
a. Concrete repair	\$36,300
b. Crack repair	\$10,656
5. Miscellaneous repairs - time & materials (Type J): \$375 per hour (3-man crew) + 10% on materials & equipment	
a. Piping, pump pad, and miscellaneous spall repairs	\$47,500
6. Optional items - protective coatings to prevent additional deterioration	
a. Sika 107	\$56,100
Repair cost assumptions:	
1) Pricing based on 2020 construction	

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- 2) Client to provide free access to the site, continuous supply of water and electricity, debris disposal, draining all structures, and removal of all sludge.
- 3) Client responsible for removal, relocation, and reinstallation of all mechanical, electrical, and building façade required to perform the work.
- 4) Permits, inspection testing, material testing, or professional engineering services provided by others.

Since the inspection performed by CCR was a visual survey of the structures without any invasive or destructive procedures or tests, CCR cannot offer an opinion on the condition or performance of the covered or hidden elements of the structure not visible from the surface.

We recommend the mechanical and electrical equipment be inspected by the manufacturer, or other suitable party, to determine what, if any, rehabilitation is required to ensure the equipment is operational and meets the required structural capacity.

The preceding report is submitted for your review and discussion. We would be pleased to discuss the results with you. If you have any questions or concerns, please do not hesitate to contact us.



Joseph Johns
Project Manager

CEDAR KEY WATER AND SEWER DISTRICT

2020-2021 BUDGET: DRAFT 7.20.20 (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	213,000	95% of expected revenues
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	\$1,135,120	
EXPENSE					
	GENERAL ADMINISTRATIVE				
	Payroll				
510.01	Salaries	232,522	259,844	262,026	With 3% COL and Field Overtime Allowance
510.02	Social Security/Medicare	17,787	19,494	20,045	With 3% COL and Field Overtime Allowance
510.03	Retirement	29,174	29,192	29,609	With 3% 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	367,930	373,180	
	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	13,486	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	17,549	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	92,000	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	60,000	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	68,161	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	-	13,407	Odd number to achieve balanced budget.
	Total Other	66,862	50,038	65,657	
570	Capital Expenditures	0	0	0	
	Total Capital Expenditures	0	0	0	
TOTAL GENERAL ADMINISTRATIVE		\$610,995	\$609,164	\$597,837	
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	
610.03	TwinOxide Installation, Cheimicals	74,000	778	0	
610.04	RO Filters and Membranes	0	0	0	
	Total Chemicals and Filters	170,000	91,742	130,000	
Laboratory					
620.01	In House Lab	1,000	2,034	2,500	
620.02	Outside Lab	2,500	7,176	7,000	
620.03	Instrument Calibration	3,500	0	0	These costs moved to In House Lab
	Total Laboratory	7,000	9,210	9,500	
Regulatory					
630.01	Permits	1,000	1,000	1,000	
	Total	1,000	1,000	1,000	
Repairs and Maintenance					
640.01	Piping and Distribution	20,000	5,297	10,000	Inclues 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	Budgeted amount for 2020 was wrong.
640.05	Generators: Annual Maintenance	2,250	2,250	2,250	
	Total R & M	75,750	69,558	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	18,743	22,600	
Other					
660.01	Professional Fees		29,384	5,000	
660.20	Contingency	20,000	0	10,000	
	Total Other	20,000	29,384	15,000	
Loans					
680.05	RD--Water System Interest	31,000	30,525	30,058	
680.06	RD--Water System Principal	17,000	17,000	18,000	
	Total Loans	48,000	47,525	48,058	
TOTAL DIRECT WATER EXPENSES		\$345,850	\$267,162	\$276,408	

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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	25,187	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	0	0	These costs moved to In House Lab
	Total Laboratory	18,100	15,998	16,500	
	Regulatory				
730.01	Permits	200	200	2,000	
730.02	Biosolids Hauling	50,000	56,700	58,000	
	Total Regulatory	50,200	56,900	60,000	
	Repairs and Maintenance				
740.01	Piping and Collection	6,000	6,789	7,000	
740.02	Equipment	25,000	10,376	15,000	No WWTP generator this year.
740.03	Building and Grounds	60,000	5,450	85,000	Includes repairs to WWTP.
740.04	Generator: Annual Maintenance	1,375	1,375	1,375	
	Total R & M	92,375	23,990	108,375	
	Utilities				
750.01	Electric	30,000	25,990	30,000	
750.02	Propane	1,000	0	1,000	
	Total Utilities	31,000	25,990	31,000	
	Other				
760.01	Professional Fees		21,184	5,000	
760.20	Contingency	20,000	0	10,000	
	Total Other	20,000	21,184	15,000	
	TOTAL DIRECT WASTEWATER EXPENSES	\$241,675	\$169,249	\$260,875	
	TOTAL EXPENSES	\$1,198,520	\$1,045,575	\$1,135,120	
	SURPLUS/DEFICIT	\$0	\$28,239	\$0	