

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

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

1. Call to order.
2. Pledge and Prayer.
3. Adoption of Agenda.
4. Public Input.
5. Approval of minutes of December 9, 2019, and December 18, 2019, Board meetings. (1-3)
6. Financial Reports: Balance Sheet; Budget Report; Checkbook Activity; Past Due Accounts Report; Employee Leave. (4-16)
7. Resolution 2020-01 (17-18)

A RESOLUTION OF THE CEDAR KEY WATER AND SEWER DISTRICT CHANGING THE LATE DATE FOR PAYMENT OF BILLS FROM THE 28TH OF EACH MONTH TO THE 26TH OF EACH MONTH; ADDING THE COST OF CHECK VALVES TO THE METER INSTALLATION COST; PROVIDING INSTRUCTIONS TO THE CODIFIER; AND ESTABLISHING AN EFFECTIVE DATE.
8. General Manager Report. (19)
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
December 9, 2019**

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

Others Present: John McPherson, Jim Wortham, Mike Whitward.

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. Approval of Minutes. **Motion** by Dottie Haldeman to accept the minutes of the regular meeting of November 11, 2019. **Second** by Joe Hand. Passed by a vote of 4-0.
6. Financial Reports. Budget, Balance Sheet, Checkbook Activity, Past Due Accounts, and Employee Leave reports were presented for review. **Motion** by Dottie Haldeman to accept the financial reports as presented. **Second** by Joe Hand. Passed by a vote of 4-0.
7. Bill Adjustment Request: Mary Cronin for an adjustment from \$320.70 to \$193.91 due to broken exterior sprinkler head. **Motion** by Dottie Haldeman to approve the request by Mary Cronin. **Second** by Joe Hand. Passed by a vote of 4-0.
8. General Manager Report.
 - a. *Water Plant.* The GM reported that the chlorine dioxide pilot test had been terminated due to a number of factors, primarily the following:
 - Inability to achieve and maintain residual levels in the distribution system.
 - Failure of the chlorine dioxide analyzers to work during the transition period when both chlorine and chlorine dioxide residuals are in the system.

He stated that the District had a conference call with DEP and are required now to submit a new plan of action and time line to insert in the Consent Order. He stated that he will be working on this with Tim Norman, with plans to test two-stage ion exchange and electro-coagulation.

- b. *Downtown Building Painting and Repairs.* The GM advised the Board that aluminum railing for the front of the building was not a viable option due to cost and the City stating that historic preservation review would be required to change the railings. He advised the Board that he is working with the painting contractor to get the existing railings repaired and painted.
- c. *Cell Service.* The GM reported that Verizon has scheduled a site visit here in Cedar Key on December 11 to present a plan for improving cell service. The Chair stated that he would attend along with the General Manager.
- d. *Bill Payment Late Date.* The GM stated that the billing clerk requests that we change the late date from the 28th of each month to the 26th because the 28th creates problems around the holidays and causes the bills to go out late in December and January. The Board directed the GM to prepare a resolution to make this change.
- e. *Groundwater Levels.* The GM reported the following groundwater levels:

DATE	ROSEWOOD	SUWANNEE	NOTE
1.1.12	7.62	1.64	6 months before saltwater intrusion
5.23.12	6.67	-.54	Near start of intrusion event
8.1.12	9.76	3.76	Near end of intrusion event
1.1.19	11.48	4.72	Start of this year
11.06.19	11.30	3.25	Previous reading
12.02.19	11.45	3.58	Current

- f. *Christmas Eve Office Hours.* The GM conveyed a request from the office staff that the office be closed on Christmas eve. The Board agreed to the closure with office staff taking leave time for the day off.

- 9. Commissioner Comments: None.
- 10. Public Input: Public input was requested but none was provided.
- 11. Adjournment: There being no further business to conduct, the meeting was adjourned at 5:46 p.m.

Stephen 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 Special Meeting
Board of Commissioners
December 18, 2019**

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

Others Present: John McPherson, Troy Dunning, Doug Morrow, Paul Rozeman (by phone), Bill Compton (by phone), Richard Jeffry (by phone), Molly Jubitz, Stephen Rosenthal, Leslie Sturmer, Mac Cox, Frank Offerle, Mandy Offerle, Steven Priesman, Doug Lindhout, Bob Ryan, Mary Ryan.

1. Meeting called to order at 5:00 p.m. by Stephen Rosenthal, Chair.
2. **Motion** by Leslie Sturmer to adopt the agenda as presented. **Second** by Joe Hand. Passed by a vote of 3-0.
3. Troy Dunning with Verizon Wireless gave a presentation regarding the proposed placement of cell phone antennas on the elevated water tower. The presentation included the following:
 - An RF study showing that the proposed 300-foot tower at the water treatment plant site would not provide adequate coverage throughout Cedar Key.
 - Graphic simulations of what the proposed antennas would look like on the railing of the elevated water tower.
 - An RF study showing the coverage in Cedar Key and the Cedar Key School resulting from the placement of the antennas on the water tower.

The following Verizon representatives assisted with the presentation: Doug Morrow, Paul Rozeman, Bill Compton, and Richard Jeffry. There was general discussion among the Board and citizens regarding the coverage, how long it would take to bring online, and what facilities would be required at ground level. The Verizon representatives confirmed that Verizon would conduct and pay for all necessary engineering to establish that the railings could hold the antennas, that the antennas could be painted to blend in with the water tower color, and that Verizon would be responsible for all maintenance of the antennas. There was general agreement that the proposed antennas would be compatible with the water tower and would solve the problem of no cell service at Cedar Key School. **Motion** by Leslie Sturmer to give conceptual approval of the proposal by Verizon Wireless subject to necessary engineering, final design approval by the District, and negotiation of contract documents. **Second** by Joe Hand. Passed by a vote of 3-0.

4. The meeting was adjourned at 5:50 p.m.

Stephen Rosenthal, Chairperson

Leslie Sturmer, Commissioner &
Secretary of the Board

Date: _____

Cedar Key Water & Sewer District Balance Sheet

As of December 31, 2019

Dec 31, 19

ASSETS

Current Assets

Checking/Savings

Unrestricted Cash Funds

100 - Operating Account	128,107.94
102 Petty Cash	175.00
113.3 Unrestricted Savings	2,012.78

Total Unrestricted Cash Funds 130,295.72

Restricted Cash Funds

103.1 Security Deposit	12,601.02
114.00 RD Payment	1,300.00
114.02 RD RESERVE ACCOUNT	29,462.00

Total Restricted Cash Funds 43,363.02

Total Checking/Savings 173,658.74

Other Current Assets

138.10 · Due from Other Governmental Uni	-0.03
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 105,063.52

Total Current Assets 278,722.26

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 5,445,779.34

LIABILITIES & EQUITY

Liabilities

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Cedar Key Water & Sewer District Balance Sheet

As of December 31, 2019

Dec 31, 19

Current Liabilities	
Other Current Liabilities	
407-01 SS Tax Payable	-4.02
408 - Sales Tax Payable	174.53
411 - Deferred Revenue	9,802.39
450 · Fed. Income Taxes Payable	-657.33
482 - Accrued Int Pay	2,425.27
483 · Accrued Compensated Absences	15,775.00
484 -Security Deposit Payable	12,601.02
Total Other Current Liabilities	40,116.86
Total Current Liabilities	40,116.86
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	1,158,489.86
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	137,986.91
Total Equity	4,287,289.48
TOTAL LIABILITIES & EQUITY	5,445,779.34

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

25%

Ordinary Income/Expense	Oct - Dec 19	Budget	\$ Over Budget	% of Budget
Income				
300 - Income				
305 - Water Charge	104,796.48	459,000.00	-354,203.52	22.83%
310 - Sewer Charges	89,218.24	402,000.00	-312,781.76	22.19%
315 - Ad Valorem Tax				
315.100 - Ad Valorem	118,082.76			
315 - Ad Valorem Tax - Other	0.00	213,000.00	-213,000.00	0.0%
Total 315 - Ad Valorem Tax	118,082.76	213,000.00	-94,917.24	55.44%
325 - Penalties	959.91	2,500.00	-1,540.09	38.4%
330 - Earned Interest	6.04	20.00	-13.96	30.2%
335 - New Meter Charges	200.00	1,000.00	-800.00	20.0%
340 - Rent	1,126.31	16,500.00	-15,373.69	6.83%
350 - Misc Income	75,000.02	3,500.00	71,500.02	2,142.86%
360 - Carry Forward	0.00	50,000.00	-50,000.00	0.0%
365. Meter Installation Fee	120.00	1,000.00	-880.00	12.0%
382 - Grant - Legislative 2016	0.00	50,000.00	-50,000.00	0.0%
386 - Grant SRWMD 2018	0.00			
Total 300 - Income	389,509.76	1,198,520.00	-809,010.24	32.5%
Total Income	389,509.76	1,198,520.00	-809,010.24	32.5%
Gross Profit	389,509.76	1,198,520.00	-809,010.24	32.5%
Expense				
500 - GENERAL AND ADMINISTRATIVE				
510 - Payroll				
510.01 - Salaries	65,369.03	232,522.00	-167,152.97	28.11%
510.02 - Social Security/Medicare	4,961.91	17,787.00	-12,825.09	27.9%
510.03 - Retirement	7,479.97	29,174.00	-21,694.03	25.64%
510.04 - Health, Dental & Life Ins	13,382.81	51,400.00	-38,017.19	26.04%
510.05 - Workers Comp.	3,749.97	8,000.00	-4,250.03	46.88%
Total 510 - Payroll	94,943.69	338,883.00	-243,939.31	28.02%
520 - Office				
520.01 - Supplies	34.99	2,000.00	-1,965.01	1.75%
520.02 - Postage & Shipping	978.55	4,500.00	-3,521.45	21.75%
520.03 - Copier, Computer, Billing, Etc.	647.25	6,000.00	-5,352.75	10.79%
520.04 - Printing and Copying	669.90	1,500.00	-830.10	44.66%
Total 520 - Office	2,330.69	14,000.00	-11,669.31	16.65%
530 - Utilities				
530.01 - Fuel For Equipment	1,300.64	6,500.00	-5,199.36	20.01%
530.02 - Solid Waste Disposal	423.57	2,250.00	-1,826.43	18.83%
530.03 - Telephone	1,587.57	8,000.00	-6,412.43	19.85%
530 - Utilities - Other	0.00			
Total 530 - Utilities	3,311.78	16,750.00	-13,438.22	19.77%
540 - Professional Fees				
540.01 - Audit & Accounting	7,360.00	18,000.00	-10,640.00	40.89%

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

25%

	Oct - Dec 19	Budget	\$ Over Budget	% of Budget
540.02 · Management/Legal	10,000.00	60,000.00	-50,000.00	16.67%
540.03 · Property Appraiser's Fee	0.00	6,000.00	-6,000.00	0.0%
540.05 · Tax Collector Fees	2,960.63			
540.04 · Water/Wastwater Operator	0.00	5,000.00	-5,000.00	0.0%
Total 540 · Professional Fees	20,320.63	89,000.00	-68,679.37	22.83%
550 - General Repair & Maint				
550.01 · Vehicle	1,002.07	25,000.00	-23,997.93	4.01%
550.02 · Equipment and Tools	0.00	52,000.00	-52,000.00	0.0%
550.03 · Building	2,529.79	2,000.00	529.79	126.49%
550.04 · Supplies	-63.98	2,500.00	-2,563.98	-2.56%
550.05 · New Tools	149.32	4,000.00	-3,850.68	3.73%
Total 550 - General Repair & Maint	3,617.20	85,500.00	-81,882.80	4.23%
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	148.00	1,800.00	-1,652.00	8.22%
560.04 · Annual Fees & Dues	677.00	2,000.00	-1,323.00	33.85%
560.05 · Ads and Publications	115.00	750.00	-635.00	15.33%
560.06 · Miscellaneous	1,609.27	2,000.00	-390.73	80.46%
560.07 · Contingency	0.00	16,012.00	-16,012.00	0.0%
Total 560 · Other	45,863.27	66,862.00	-20,998.73	68.59%
Total 500 · GENERAL AND ADMINISTRATIVE	170,387.26	610,995.00	-440,607.74	27.89%
600 · DIRECT WATER EXPENSES				
610 · Chemicals and Filters				
610.01 · Chemicals	21,582.15	60,000.00	-38,417.85	35.97%
610.02 · Miex Resin	0.00	36,000.00	-36,000.00	0.0%
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	22,360.11	170,000.00	-147,639.89	13.15%
620 - Laboratory				
620.01 · In House Lab	0.00	1,000.00	-1,000.00	0.0%
620.02 · Outside Lab	670.00	2,500.00	-1,830.00	26.8%
620.03 · Instrument Calibration	0.00	3,500.00	-3,500.00	0.0%
Total 620 - Laboratory	670.00	7,000.00	-6,330.00	9.57%
630 - Regulatory				
630.01 · Permits	0.00	1,000.00	-1,000.00	0.0%
Total 630 - Regulatory	0.00	1,000.00	-1,000.00	0.0%
640 · Repairs and Maintenance				
640.01 · Piping and Distribution	1,444.37	20,000.00	-18,555.63	7.22%
640.02 · Equipment	12,532.47	15,000.00	-2,467.53	83.55%
640.03 · Building & Grounds	0.00	3,000.00	-3,000.00	0.0%
640.04 · Water Tower Maintenance	4,744.50	35,500.00	-30,755.50	13.37%
640.05 · Generators Annual Mainte	250.00	2,250.00	-2,000.00	11.11%

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

25%

	Oct - Dec 19	Budget	\$ Over Budget	% of Budget
Total 640 · Repairs and Maintenance	18,971.34	75,750.00	-56,778.66	25.05%
650 · Utilities				
650.01 · Electric	3,362.31	20,000.00	-16,637.69	16.81%
650.02 · Propane	0.00	600.00	-600.00	0.0%
650.03 · Telephone	291.64	3,500.00	-3,208.36	8.33%
Total 650 · Utilities	3,653.95	24,100.00	-20,446.05	15.16%
660 · Other				
660.01 · Professional Fees	0.00			
660.20 · Contingency	0.00	20,000.00	-20,000.00	0.0%
Total 660 · Other	0.00	20,000.00	-20,000.00	0.0%
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	45,655.40	345,850.00	-300,194.60	13.2%
700 · DIRECT WASTEWATER EXPENSES				
710 · Chemicals and Filters				
710.01 · Chemicals	6,172.33	30,000.00	-23,827.67	20.57%
710 · Chemicals and Filters - Other	0.00	0.00	0.00	0.0%
Total 710 · Chemicals and Filters	6,172.33	30,000.00	-23,827.67	20.57%
720 · Laboratory				
720.01 · In House Lab	0.00	1,500.00	-1,500.00	0.0%
720.02 · Outside Lab	3,235.08	13,000.00	-9,764.92	24.89%
720.03 · Instrument Calibration	-384.00	3,600.00	-3,984.00	-10.67%
Total 720 · Laboratory	2,851.08	18,100.00	-15,248.92	15.75%
730 · Regulatory				
730.01 · Permits	200.00	200.00	0.00	100.0%
730.02 · Biosolids Hauling	7,560.00	50,000.00	-42,440.00	15.12%
Total 730 · Regulatory	7,760.00	50,200.00	-42,440.00	15.46%
740 · Repairs Maintenance Other				
740.01 · Piping & Distribution	256.02	6,000.00	-5,743.98	4.27%
740.02 · Equipment	2,946.98	25,000.00	-22,053.02	11.79%
740.03 · Building and Grounds	0.00	60,000.00	-60,000.00	0.0%
740.04 · Generator-Annual Maintenance	475.00	1,375.00	-900.00	34.55%
Total 740 · Repairs Maintenance Other	3,678.00	92,375.00	-88,697.00	3.98%
750 · Utilities				
750.01 · Electric	4,800.02	30,000.00	-25,199.98	16.0%
750.02 · Propane	0.00	1,000.00	-1,000.00	0.0%
Total 750 · Utilities	4,800.02	31,000.00	-26,199.98	15.48%
760 · Other				
760.01 · Professional Fees -WWTP Permit	0.00	20,000.00	-20,000.00	0.0%
760.02 · Contingency	0.00	0.00	0.00	0.0%
Total 760 · Other	0.00	20,000.00	-20,000.00	0.0%
770 · Capital Expenditures				

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

25%

	Oct - Dec 19	Budget	\$ Over Budget	% of Budget
770.01 - Bridge 1,2,3 Drills	10,218.76			
Total 770 - Capital Expenditures	10,218.76			
Total 700 - DIRECT WASTEWATER EXPENSES	35,480.19	241,675.00	-206,194.81	14.68%
Total Expense	251,522.85	1,198,520.00	-946,997.15	20.99%
Net Ordinary Income	137,986.91	0.00	137,986.91	100.0%
Net Income	137,986.91	0.00	137,986.91	100.0%

Cedar Key Water & Sewer District
Monthly Checkbook Activity
As of December 31, 2019

Date	Num	Name	Memo	Amount
100 - Operating Account				
12/02/2019		Deposit	#339001 - Gary Hathcox	630.77
12/02/2019	28851	Johns, Alicia M.		-433.62
12/02/2019		Deposit	Deposit	20,198.51
12/02/2019		Deposit	November 2019 Check # 071771135 11/22/2019	396.31
12/02/2019		Deposit	Deposit	7,677.16
12/03/2019	28852	US Postmaster	781 pc @ .35 ea = 273.35-32.50= 240.85	-240.85
12/03/2019		Deposit	Deposit	206.45
12/04/2019		Deposit	Deposit	233.94
12/05/2019	28853	John K. McPherson. P.A.	Management, Invoice No: 804 November 2019	-5,000.00
12/05/2019	28854	Quinn, William M.	Pay Check	-986.36
12/05/2019	28855	Ann Richburg	Reimbursement Request mileage to Ocala	-84.68
12/06/2019	28857	McCain, James E.	Pay Check	-1,023.72
12/06/2019	28856	Doty, Gabriel T	Pay Check	-441.23
12/06/2019	28858	Richburg, Margaret A.	Pay Check	-578.61
12/06/2019	Bankdraft	EFTPS	59-1156008	-1,010.02
12/06/2019	28859	DAVISVISION	90866	-158.52
12/06/2019	28860	Transamerica Worksite Marketing	33859	-70.10
12/06/2019		Deposit	Deposit	270.46
12/07/2019		Deposit	Deposit	220.00
12/09/2019		Deposit	Deposit	7,925.86
12/10/2019	28861	Haldeman, Hattie B.	Pay Check	-369.40
12/10/2019	28862	Hand, Joseph G.	Pay Check	-369.40
12/10/2019	28863	Reynolds, Chris	Pay Check	-369.40
12/10/2019	28864	Rosenthal, Stephen B.	Pay Check	-369.40
12/10/2019	28865	Sturmer, Leslie N.	Pay Check	-369.40
12/10/2019		Deposit	Deposit	497.75
12/11/2019	28866	Central FL Electric	Electric 11/20019	-4,152.11
12/11/2019		Deposit	Deposit	55.98
12/11/2019		Deposit	Deposit	77.34
12/12/2019	Bankdraft	City Of Cedar Key	Solid Waste	-141.19
12/12/2019	28868	McCain, James E.	Pay Check	-1,249.81
12/12/2019	28867	Johns, Alicia M.	Pay Check	-433.61
12/12/2019	28869	Richburg, Margaret A.	Pay Check	-578.61
12/12/2019	28870	Affinity Apparel Uniform Company	Invoice No: 901563179,90156341	-410.13
12/12/2019	28871	AT&T	287283253088	-566.34
12/12/2019	28872	Aqua Pure Water & Sewerage Service , LLC	Invoice No:83846 11/2019	-2,359.00
12/12/2019	28873	FL DEP BURE OF FINANCE AND ACCOUNTI	Invoice No: 29066	-200.00
12/12/2019	28874	CORE & MAIN LP	Invoice No: L575830 11/27/2019	-28.62
12/12/2019	28875	Carr, Riggs & Ingram, LLC	Financial Statement Audit for the year ended Se	-2,200.00
12/12/2019	28876	Ellis Automated Corporation	Invoice No: 1622	-3,645.65
12/12/2019	28877	Gator Works Computing	Backup, Invoice 19-221011/25/19	-98.45
12/12/2019	28878	Gulf Coast Business Systems	Laser Utility Bill Paper Invoice No: 4678	-669.90
12/12/2019	28879	Hach Company	Invoice No: 11735494 11/22/2019	-204.22

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Cedar Key Water & Sewer District Monthly Checkbook Activity

As of December 31, 2019

Date	Num	Name	Memo	Amount
12/12/2019	28880	Hawkins, Inc.d/b/a Dumont	Invoice No: 4629164, 4629165	-2,420.75
12/12/2019	28881	Konica Minolta Business Solutions	Maintenance, Invoice No: 262714632 11/30/201	-84.19
12/12/2019	28882	Marina Hardware At Cedar Key, Inc.	Invoice No & Account No: 220 11/30/2019	-125.66
12/12/2019	28883	NAPA Gulf Coast Parts, LLC	Account # 1999 11/2019	-69.47
12/12/2019	28884	Verizon Wireless	Cell Phones, Invoice No: 9840753179 52262.	-96.70
12/12/2019	28885	Verizon Wireless	Cell Phones, Invoice No: 9842855608	-108.11
12/13/2019	28886	Doty, Gabriel T	Pay Check	-502.79
12/13/2019	28887	Quinn, William M.	Pay Check	-678.97
12/13/2019	Bankdraft	EFTPS	59-1156008	-1,308.00
12/13/2019		Deposit	Deposit	10,594.58
12/13/2019		Deposit	# 300001	221.86
12/14/2019		Deposit	#359001 & #802001	104.17
12/16/2019	28888	Johns, Alicia M.	Pay Check	-433.63
12/16/2019		Deposit	Deposit	30,279.91
12/16/2019	Bankdraft	Wex Bank Marathon Fleet	Fuel Invoice:62112112 10/2019	-650.32
12/17/2019	28889	Ann Richburg	Reimbursement Request mileage to Ocala	-84.68
12/17/2019		Deposit	Deposit	10,952.67
12/17/2019	Bankdraft	Sam's Club	5 Christmas Bonless Hams	-183.89
12/19/2019	28890	Doty, Gabriel T	Pay Check	-594.59
12/19/2019	28891	Richburg, Margaret A.	Pay Check	-578.61
12/19/2019	28892	Johns, Alicia M.	Pay Check	-433.62
12/19/2019	28893	Quinn, William M.	Pay Check	-787.55
12/19/2019	Bankdraft	Blue Cross Blue Shield of FL	Group:90866 Division: 001 Invoice No: 74275779	-4,200.46
12/19/2019	28894	AT&T Internet Service	Invoice No: 122314242 Nov. 2019	-107.00
12/19/2019	28895	Custom Pump & Control	Invoice No: 36555 12/12/19	-2,750.00
12/19/2019	28896	VISA	Invoice No 9274	-528.41
12/20/2019	28897	McCain, James E.	Pay Check	-874.00
12/20/2019		Deposit	#402001 CK State Museum	57.02
12/20/2019	Bankdraft	EFTPS	59-1156008	-1,049.96
12/20/2019		Deposit	Deposit	783.50
12/23/2019		Deposit	Deposit	52.99
12/24/2019		Deposit	Deposit	7,345.31
12/26/2019		Deposit	Deposit	59,378.85
12/26/2019	28898	Doty, Gabriel T	Pay Check	-441.25
12/26/2019	28899	McCain, James E.	Pay Check	-1,023.72
12/26/2019	28900	Quinn, William M.	Pay Check	-1,208.60
12/26/2019	28901	Richburg, Margaret A.	Pay Check	-578.61
12/26/2019	Bankdraft	EFTPS	59-1156008	-979.14
12/26/2019		Deposit	Deposit	153.62
12/27/2019	28902	AFLAC	ATF27	-1,009.96
12/27/2019	28903	DAVISVISION	90866	-79.26
12/27/2019	28904	America Water Works Assoc.	Invoice No: 00869314 7001734966 01/11/2020	-382.00
12/27/2019	28905	AT & T MOBILITY	287283253088	-23.50
12/27/2019	28906	Drummond Community Bank	500 GENERAL AND ADMINISTRATIVE:560 C	-749.99
12/27/2019	28907	Grainger Parts	Invoice No: 9379896971 12/09/2019	-125.00

(11)

Cedar Key Water & Sewer District Monthly Checkbook Activity

As of December 31, 2019

Date	Num	Name	Memo	Amount
12/27/2019	28908	Hawkins, Inc.d/b/a Dumont	Invoice No: 4630808 12/12/2019	-671.84
12/27/2019	28909	Quill Corporation	Invoice No. 30530374	-34.99
12/27/2019	28910	Transamerica Worksite Marketing	33859	-56.08
12/30/2019		Deposit	Deposit	49.72
12/30/2019		Deposit	Deposit	75.80
12/30/2019		Deposit	Deposit	15,713.88
12/30/2019		Deposit	Deposit	8,799.03
12/30/2019		Deposit	Deposit	408.66
12/30/2019		Deposit	Deposit	188.58
12/31/2019	Bankdraft	FMP,TF Pension Service	Retirement December 2019	-2,622.62
12/31/2019	28911	Gator Works Computing	Backup, Invoice 19-22190 12/26/2019	-98.45
12/31/2019	28912	General Underground LLC	Invoice No: 2 Project No 0605-27-1 Final Patme	-8,243.76
12/31/2019	28913	Egis Insurance Advisors, LLC	Invoice No: 10301 10/01/2019 thru 9/30/2020	-1,020.00
12/31/2019	28914	Hach Company	Invoice No: 11764288 12/17/2019	-5,154.50
12/31/2019		Deposit	Deposit	50.09
Total 100 - Operating Account				<u>111,633.79</u>
TOTAL				<u><u>111,633.79</u></u>

(12)

Cedar Key Water & Sewer District

Sick and Annual Leave Balances

Employee	December 31, 2019 Amount Used 2019			
	Sick Available	Sick Used	Vacation Available	Vacation Used
Doty, Gabriel T	38:00	0:00	38:26	8:00
Johns, Alicia M.	32:57	4:00	39:23	0:00
McCain, James E.	1200:30	8:00	177:01	0:00
Quinn, William M.	248:30	0:00	136:47	8:00
Richburg, Margaret A.	2:30	0:00	64:28	0:00

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Cedar Key Water and Sewer District

Penalty Register

Detailed

For charges due before 12/31/2019

Account Balance as of 01/02/2020

Disconnect Date 01/10/2020

Sorted by: Route + Reading Sequence

Location No	Account No	Name	Address	Meter No.	Prev. Balance	Penalty	Tax	Account Balance
15001	15001	2 BROTHERS	11751 SR 24					
	WATER	P1		14280638	28.20	20.00	0.00	48.20
	SEWER				26.60	0.00	0.00	26.60
		2 BROTHERS	Total		54.80	20.00	0.00	74.80
34001	34001	JOHN GOLDEN	11918 SR 24					
	WATER	P1		18258669	33.11	20.00	0.00	53.11
	SEWER				30.62	0.00	0.00	30.62
		JOHN GOLDEN	Total		63.73	20.00	0.00	83.73
35001	35001	JOHN GOLDEN	11918 SR 24					
	WATER	P1		17336205	25.70	20.00	0.00	45.70
	SEWER				24.57	0.00	0.00	24.57
		JOHN GOLDEN	Total		50.27	20.00	0.00	70.27
37001	37001	CLAMTASTIC	11990 HWY 24					
	WATER	P1		11444234	267.66	20.00	0.00	287.66
	SEWER				228.44	0.00	0.00	228.44
		CLAMTASTIC	Total		496.10	20.00	0.00	516.10
105001	105001	DUSTIN ATWATER	12518 HWY 24					
	WATER	P1		14280564	71.83	20.00	0.00	91.83
	SEWER				49.48	0.00	0.00	49.48
		DUSTIN ATWATER	Total		121.31	20.00	0.00	141.31
110001	110001	CHRIS REYNOLDS	12594 SR 24- SHOP					
	WATER	P1		14062237	28.13	20.00	0.00	48.13
	SEWER				26.54	0.00	0.00	26.54
		CHRIS REYNOLDS	Total		54.67	20.00	0.00	74.67
114001	114001	SCOTT BULLARD	12649 BAYSHORE AVE.					
	WATER	P1		14062470	40.16	20.00	0.00	60.16
	SEWER				36.79	0.00	0.00	36.79
		SCOTT BULLARD	Total		76.95	20.00	0.00	96.95
204001	204001	CARMEN WILLIAMS	13164 SW 164TH AVE.					
	WATER	P1		14280597	40.02	20.00	0.00	60.02
	SEWER				36.67	0.00	0.00	36.67
		CARMEN WILLIAMS	Total		76.69	20.00	0.00	96.69
264001	264001	JACKSON SASSER	1291 HAWTHORNE AVE.					
	WATER	P1		14280686	28.68	20.00	0.00	48.68
	SEWER				26.98	0.00	0.00	26.98
		JACKSON SASSER	Total		55.66	20.00	0.00	75.66
268001	268001	PAT HIBBITS	1169 HAWTHORNE AVE					
	WATER	P1		13379859	26.80	20.00	0.00	46.80
	SEWER				25.46	0.00	0.00	25.46
		PAT HIBBITS	Total		52.26	20.00	0.00	72.26
275001	275001	KIM CORLEW	1174 GULF AVE.					
	WATER	P1		14280689	27.70	20.00	0.00	47.70
	SEWER				26.19	0.00	0.00	26.19
		KIM CORLEW	Total		53.89	20.00	0.00	73.89
276001	276001	MARY RINEHART	1173 GULF BLVD. LTL					
	WATER	P1		14280679	22.95	20.00	0.00	42.95
	SEWER				24.00	0.00	0.00	24.00
		MARY RINEHART	Total		46.95	20.00	0.00	66.95
277001	277001	CHERI THOMAS	1182 SHELLCREST-DBL					

(14)

Location No	Account No	Name	Address	Meter No.	Prev. Balance	Penalty	Tax	Account Balance
277001	277001	CHERI THOMAS	1182 SHELLCREST-DBL					
WATER	P1			14280684	43.78	20.00	0.00	63.78
SEWER					39.95	0.00	0.00	39.95
		CHERI THOMAS	Total		83.73	20.00	0.00	103.73
300001	300001	JENNIFER MCCAIN	1266 GULF BLVD					
WATER	P1			14346408	61.43	20.00	0.00	81.43
SEWER					55.77	0.00	0.00	55.77
		JENNIFER MCCAIN	Total		117.20	20.00	0.00	137.20
301001	301001	KAREN QUINN	1210 PARODA AVENUE					
WATER	P1			14280832	96.57	20.00	0.00	116.57
SEWER					100.29	0.00	0.00	100.29
		KAREN QUINN	Total		196.86	20.00	0.00	216.86
312001	312001	MARGO WARD	1249 INGLESIDE DRIVE					
WATER	P1			18258648	45.75	20.00	0.00	65.75
SEWER					41.68	0.00	0.00	41.68
		MARGO WARD	Total		87.43	20.00	0.00	107.43
381001	381001	CHRISTOPHER	11871 RYE KEY DR.					
WATER	P1			14062244	31.88	20.00	0.00	51.88
SEWER					29.58	0.00	0.00	29.58
		CHRISTOPHER	Total		61.46	20.00	0.00	81.46
409001	409001	JONES & JONES	12111 SW 167 COURT					
WATER	P1			14280766	80.18	20.00	0.00	100.18
SEWER					53.21	0.00	0.00	53.21
		JONES & JONES	Total		133.39	20.00	0.00	153.39
417001	417001	JOHN CADDIGAN	16751 SW HODGES AVE.					
WATER	P1			13658415	27.90	20.00	0.00	47.90
SEWER					26.35	0.00	0.00	26.35
		JOHN CADDIGAN	Total		54.25	20.00	0.00	74.25
420001	420001	AMBER STATHAM	16791 ANNA ST.					
WATER	P1			14280622	25.10	20.00	0.00	45.10
SEWER					24.08	0.00	0.00	24.08
		AMBER STATHAM	Total		49.18	20.00	0.00	69.18
430001	430001	MELODY GREY	16917 STURGIS CIRCLE					
WATER	P1			14280625	49.95	20.00	0.00	69.95
SEWER					28.02	0.00	0.00	28.02
		MELODY GREY	Total		77.97	20.00	0.00	97.97
443001	443001	WILLIAM MARTIN	12631 HODGSON AVE.					
WATER	P1			14280621	25.15	20.00	0.00	45.15
SEWER					24.12	0.00	0.00	24.12
		WILLIAM MARTIN	Total		49.27	20.00	0.00	69.27
465001	465001	LISA WEBER	16770 MARGERY ST.					
WATER	P1			14280546	133.02	20.00	0.00	153.02
SEWER					117.02	0.00	0.00	117.02
		LISA WEBER	Total		250.04	20.00	0.00	270.04
474001	474001	CRAIG MCCALL	16691 ANNA ST.					
WATER	P1			19125725	51.83	20.00	0.00	71.83
SEWER					47.13	0.00	0.00	47.13
		CRAIG MCCALL	Total		98.96	20.00	0.00	118.96
496001	496001	ARTHUR PIEGER	12350 E. POINT RD.					
WATER	P1			14280703	29.93	20.00	0.00	49.93
SEWER					28.00	0.00	0.00	28.00
		ARTHUR PIEGER	Total		57.93	20.00	0.00	77.93
702001	702001	G. SANTAVICCA	550 1ST ST IP#213					
WATER	P1			13484054	28.58	20.00	0.00	48.58
SEWER					26.90	0.00	0.00	26.90
		G. SANTAVICCA	Total		55.48	20.00	0.00	75.48
713001	713001	LINDA ARCELLO	550 1ST ST IP#201					
WATER	P1			13484069	26.63	20.00	0.00	46.63
SEWER					25.32	0.00	0.00	25.32
		LINDA ARCELLO	Total		51.95	20.00	0.00	71.95

Location No	Account No	Name	Address	Meter No.	Prev. Balance	Penalty	Tax	Account Balance
826001	826001	HINKLES CLAMS LLC	1 DOCK/ALLEN					
WATER	P1			13935880	70.00	20.00	0.00	90.00
		HINKLES CLAMS LLC	Total		70.00	20.00	0.00	90.00
848001	848001	GEORGE WARNER	757 6TH STREET					
WATER	P1			14062608	46.93	20.00	0.00	66.93
SEWER					45.56	0.00	0.00	45.56
		GEORGE WARNER	Total		92.49	20.00	0.00	112.49
861001	861001	MICHAEL BAGGS	665 3RD STREET					
WATER	P1			14062473	37.67	20.00	0.00	57.67
SEWER					34.61	0.00	0.00	34.61
		MICHAEL BAGGS	Total		72.28	20.00	0.00	92.28
904001	904001	REBIA BROWN	690 5TH ST.					
WATER	P1			12601515	30.40	20.00	0.00	50.40
SEWER					56.43	0.00	0.00	56.43
		REBIA BROWN	Total		86.83	20.00	0.00	106.83
909001	909001	CHRIS COWART	773 5TH ST.					
WATER	P1			17288545	94.00	20.00	0.00	114.00
SEWER					71.00	0.00	0.00	71.00
		CHRIS COWART	Total		165.00	20.00	0.00	185.00
910001	910001	FRANK MOLITOR	758 5TH STREET					
WATER	P1			13935876	73.60	20.00	0.00	93.60
SEWER					50.92	0.00	0.00	50.92
		FRANK MOLITOR	Total		124.52	20.00	0.00	144.52
922001	922001	SOMMER DEADMOND	882 6TH ST.					
WATER	P1			14346441	80.81	20.00	0.00	100.81
SEWER					56.77	0.00	0.00	56.77
		SOMMER DEADMOND	Total		137.58	20.00	0.00	157.58
923001	923001	TRACI ARGAVES	850 6TH ST.					
WATER	P1			14346512	132.27	20.00	0.00	152.27
SEWER					105.57	0.00	0.00	105.57
		TRACI ARGAVES	Total		237.84	20.00	0.00	257.84
953001	953001	JOANNE SWAB	857 8TH STREET					
WATER	P1			14346495	21.20	20.00	0.00	41.20
SEWER					14.80	0.00	0.00	14.80
		JOANNE SWAB	Total		36.00	20.00	0.00	56.00
956001	956001	JOE VASTOLA	882 8TH ST.					
WATER	P1			14346507	70.53	20.00	0.00	90.53
SEWER					48.43	0.00	0.00	48.43
		JOE VASTOLA	Total		118.96	20.00	0.00	138.96
963001	963001	J. SANBORN	951 6TH ST-WHITMAN					
WATER	P1			19125697	95.78	20.00	0.00	115.78
SEWER					-65.18	0.00	0.00	-65.18
		J. SANBORN	Total		30.60	20.00	0.00	50.60

Total Customers 38
Prev. Balance \$3,800.48
Penalty \$760.00
Total Tax \$0.00
Account Balance \$4,560.48

Previously Posted Penalty \$0.00

RESOLUTION NO: 2020-01

A RESOLUTION OF THE CEDAR KEY WATER AND SEWER DISTRICT CHANGING THE LATE DATE FOR PAYMENT OF BILLS FROM THE 28TH OF EACH MONTH TO THE 26TH OF EACH MONTH; ADDING THE COST OF CHECK VALVES TO THE METER INSTALLATION COST; 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, the District Board finds it necessary to change the date by which bills will be assessed a late fee in order to make such date consistent with other dates and deadlines relating to the billing of customers; and,

WHEREAS, the District Board finds it necessary to recoup the cost of check valves that are not installed along with each meter installation.

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

Section 1. Late Date for Payment of Bills.

Section 5.04 of the District Resolutions is hereby amended as follows:

5.04 Miscellaneous Charges

The following shall be imposed:

A.	Penalty for late payment	\$20.00
	(if payment not made by the <u>26th</u> 28th	
	of the month)	
B.	Disconnect Fee	\$25.00
C.	Reconnect Fee	\$25.00
D.	Service charge for checking meter and	
	finding no problem	\$25.00
E.	Service charge for leak detection download	\$20.00
F.	Service charge for removal or installation of meter	\$120.00

Section 2. Addition of Check Valve Costs.

Subsection 4.04E of the District Resolutions is hereby amended as follows:

- E. Meter Charges.** Water meter charges shall include the cost of furnishing the water meter. Water meter size shall be determined by the estimated peak instantaneous water demand in accordance with one of the following methods as determined by the District:
1. Fixture count method per AWWA Manual No. M22 "Sizing Water Service Lines and Meters," or
 2. Applying a peaking factor of 24 to the estimated maximum daily (24 hour) demand.

Meter charges shall be in accordance with Table 2 below. Single family homes shall always utilize 5/8 x 3/4 inch meters or 3/4 inch residential fire meters.

TABLE 2 WATER METER CHARGES		
Meter Size	Allowable Peak Flow (gpm)	Meter Charge
5/8" x 3/4"	25	\$200 <u>300</u>
All other meter sizes as requested by the customer	N/A	Actual Cost to District

Section 3. Amendment and Codification.

In Sections 1 and 2 above, language underlined shall be added, and the changes shall be incorporated into the District's codified resolutions.

Section 4. Effective Date.

This Resolution shall take effect upon final adoption.

Passed by a vote of _____ to _____ on the 13th day of January, 2020.

CEDAR KEY WATER
AND SEWER DISTRICT

BY: _____
Stephen Rosenthal, Chairperson

ATTEST:

(SEAL)

Ann Richburg, Secretary

(18)

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

1. Water Plant

The old Hach chlorine analyzer finally bit the dust and was replaced by a new Hach analyzer which uses better technology. It matches the analyzer we have at the wastewater treatment plant which has worked very well.

We are awaiting results on the two-stage ion exchange test. I provided an update to Rural Development on our efforts to come up with a design for the new water treatment plant. (20)

2. Downtown Building Painting and Repairs

Dreyers DKI is going to come back to repair and paint the front railings.

3. Cell Service

We are awaiting a final proposal from Verizon. Verizon will be making a presentation to the City Commission at its meeting on February 18.

4. Water Meters

The communications portion of the radio meter system ceased to function during meter reading for December, and the problem could not be remedied prior to the December billing. We were thus required to send out estimated bills based on November billings, to be adjusted as needed as soon as we get the meter reading system back up and running. We are working with Mueller Systems and I'll have something to report at the meeting.

5. Sludge Truck/Vacuum Trailer

James has for some time been concerned about the reliability of the sludge truck (21) and the cost of repairs. We have been looking at alternatives over the past two years and settled on a vacuum trailer. (22) This trailer was brought to Cedar Key for a demonstration, and James believes it will meet our needs without the expense of maintaining a big truck. The cost of the trailer was in our budget last year, but we never followed through on it. It was again put in this year's budget, and we recently got a call from someone who wanted to buy the sludge truck. The sludge truck is a year 2000 with an unknown number of miles on it. It has a leak issue that James believes might soon require replacement of the engine. The offer for the truck is \$7,500 from a contractor who needs it for a specific job and was informed about all problems with the truck. We believe this to be a good offer. Having a vacuum/tank is an essential tool for making repairs to both the water and sewer system, and James strongly believes that we need something more reliable than the truck.

The state-contract price of the vacuum trailer is \$57,873, with an offer to allow us to spread the payments out over 12 months in the form of a one-year lease with monthly payments of \$5,027. At the end of the year there will be a \$1 buy-out option. The total amount of the 12 payments is \$60,027.

Requested Actions:

- Declare the sludge truck surplus and authorize its sale for \$7,500 to J and K Underground Construction.
- Authorize the General Manager to enter into the purchase agreement for the new vacuum trailer.

From: [John McPherson](#)
To: "[Manning, Rebecca - RD, Ocala, FL](#)"
Cc: james@ckwater.org; [Timothy Norman](#); [Greg Lang \(glang@mittau.com\)](mailto:glang@mittau.com)
Subject: Update
Date: Tuesday, January 07, 2020 9:54:00 AM

Good morning Rebecca,

As the new year begins, I wanted to give you an update on our efforts to design a new water treatment plant. You may recall that the initial design was for a membrane plant, but that pilot testing revealed that use of membranes with our raw water would not be viable. Even with extensive pre-treatment, the membranes became fouled too quickly for everyday use.

Our engineers have since concluded that we should stay with our current treatment process, i.e., lime softening with sand filtration. That leaves us, however, with the problem that we currently have of dealing with disinfectant byproducts (DBPs). Our hope for resolving this problem was to switch from chlorine as our primary disinfectant, to chlorine dioxide which does not create DBPs. Starting in July of 2019, we pilot tested chlorine dioxide on a system-wide basis, but by November it was clear that use of this disinfectant was not going to work with our particular raw and finished water chemistry. We simply could not achieve and maintain the required residual levels of chlorine dioxide at the treatment plant and at the far reaches of the distribution system.

In December we tested a pretreatment process, called two-stage ion exchange, which is designed to remove organics from the water and thereby reduce DBPs. We are still awaiting lab results on this. We are hoping for positive results that might suggest a way forward for the design of the new plant.

So the frustration continues for us. We will be continuing to work on a solution this year. Please let me know if you have any questions or comments.

John McPherson

John K. McPherson
General Manager

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VAC-TRON
EQUIPMENT
The Industry Innovator



CS 1270

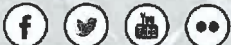
VAC-TRON Compact Industrial
Vacuum Series

CS 1270 GT MODELS:

27 HP Kohler EFI gas
580 cfm
Wet/Dry Filtration with Cyclone
1,200gal Debris Tank
7 Series Hydraulic Rear Claw Door
30'x3" Suction Hose 3 Suction Tooling
Empty Weight: 6,800lbs (3,084.4kg)
GVWR: 20,000lbs (9,071.8kg)
15gal Fuel Tank

OPTIONAL:

24HP Kohler diesel
Reverse Pressure



WWW.VACTRON.COM

1-888-VAC-TRON

822-8766

CS 1270 SGT MODELS:

37 HP Kohler gas
1,000 cfm
Wet/Dry Filtration with Cyclone
1,200gal Debris Tank
7 Series Hydraulic Rear Claw Door
30'x3" Suction Hose 3 Suction Tooling
Empty Weight: 6,800lbs (3,084.4kg)
GVWR: 20,000lbs (9,071.8kg)
15gal Fuel Tank

OPTIONAL:

24HP Kohler diesel
Reverse Pressure

VAC-TRON
EQUIPMENT

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