

# CEDAR KEY WATER AND SEWER DISTRICT NOTICE OF PUBLIC MEETING

Notice is hereby given that at 5:01 PM on October 9, 2023, the Cedar Key Water and Sewer District (“District”) will hold a public meeting at the District’s office, 510 3RD STREET, CEDAR KEY, FL 32625, to which members of the public are invited to attend and participate. A copy of the draft agenda is listed below, The District may consider and take action with respect to matters not listed on the draft agenda.

1. Call to order
2. Pledge and Prayer
3. Public Comment
4. Adoption of Agenda
5. W3C Update
6. Approval of Board Meeting Minutes from September 18, 2023 Final Millage/Budget Meeting and Regular Board Meeting and Minutes from the October 3, 2023 Board Meeting.
7. Financial Reports: Balance Sheet; Budget Report; Checkbook Activity; Past Due Accounts Report; Employee Leave.
8. James Moore & Company Audit Agreement
9. Election Interlocal Agreement
10. Bill Adjustment Requests
11. General Manager Application Discussion (folder with printed out applications will be provided at meeting)
12. General Managers Report
13. Attorneys Report
14. Commissioner Comments
15. Public Input
16. Adjourn

If a person decides to appeal any decision made by the District with respect to any matter considered at the meeting, such person will need a record of the proceedings and may need to ensure that a verbatim record is made, including the testimony and evidence upon which the appeal is made. In accordance with the Americans with Disabilities Act, persons needing special accommodations or an interpreter to participate in the meeting should contact the District Office at (352) 543-5285 at least three (3) business days prior to the dates of the hearing.

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

**Minutes of Final Millage/Budget Meeting  
Board of Commissioners  
September 18, 2023**

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

Other Presents: Evan Rosenthal, Alicia Johns, James McCain, Ann Richburg, Greg Lang, Sue Colson, Jerry Treat, Claudette Nelson, Lynn Martindale, and James Martindale.

1. Meeting called to order at 5:01 p.m. by Dottie Haldeman, Chair.
2. Pledge and Prayer.
3. Public Comment.
4. Adoption of Agenda. **Motion** by Leslie Sturmer to approve the Agenda. **Second** by Joe Hand. Passed by vote 5-0.
5. **Motion** by Michael Borelli to open the public hearing. **Second** by Joe Hand. Passed by vote 5-0. Leslie ask if the increased salaries for the employees were included in the Budget being approved. James and Ann told the Board that the proposed increased salaries for the employees were included in the Budget. Stephen Rosenthal voiced his concerns on having enough money budgeted for the new General Manager and possibility of hiring a new technician. James told the Board that he discussed those things with Robert Beauchamp so that there would be enough in the Budget. There was also some discussion on whether there is money in the Budget to possible help fund the W3C and Joe Hand told the Board that the W3C did have the start up money they applied for and the Board would not need to help in that regard. **Motion** by Joe Hand to close the Public Hearing. **Second** by Leslie Sturmer. Passed by vote 5-0.
5. SECOND READING OF A RESOLUTION OF THE CEDAR KEY WATER AND SEWER DISTRICT ADOPTING THE FINAL MILLAGE RATES FOR THE LEVY OF AD VALOREM TAXES WITHIN THE DISTRICT FOR FISCAL YEAR 2023-2024; AND PROVIDING AN EFFECTIVE DATE. **Motion** by Leslie Sturmer to accept the Millage rate of 1.6 mills for the Fiscal Year 23-24. **Second** by Michael Borelli. Passed by vote 5-0.
6. SECOND READING OF A RESOLUTION OF THE CEDAR KEY WATER AND SEWER DISTRICT ADOPTING THE FINAL BUDGET FOR FISCAL YEAR 2023-2024; AND PROVIDING AN EFFECTIVE DATE. **Motion** by Leslie Sturmer to accept the 5% Budget increase for Fiscal Year 23-24. **Second** by Joe Hand. Passed by vote 5-0.
7. SECOND READING OF A RESOLUTION OF THE CEDAR KEY WATER AND SEWER DISTRICT AMENDING THE RATES FOR WATER AND SEWER CHARGES EFFECTIVE OCTOBER 1, 2023; PROVIDING FOR CODIFICATION; AND PROVIDING AN EFFECTIVE DATE. **Motion** by Leslie Sturmer to accept the 5% Water and Sewer Rate Increase. **Second** by Joe Hand. Passed by vote 5-0.

8. Commissioner Comments. No Commissioner Comments.
9. Public Input. No Public Input.
10. Adjournment: There being no more business to conduct, the meeting was adjourned at 5:30 p.m.

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Dottie Haldeman, Chairperson

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Leslie Sturmer, Commissioner &  
Secretary of the Board

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

**Minutes of Regular Meeting  
Board of Commissioners  
September 18, 2023**

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

Other Presents: Evan Rosenthal, Alicia Johns, James McCain, Ann Richburg, Sue Colson, Greg Lang, Lynn Martindale, James Martindale, Claudette Nelson, and Jerry Treat.

1. Meeting called to order at 5:36 p.m. by Dottie Haldeman, Chair.
2. Pledge and Prayer.
3. Public Comment. Sue Colson let the Board know that FEMA was still in town and available to help with any issues the District might need their help with, and she also informed the Board on what steps the City had to take before getting help from FEMA by contacting John McDonald at EOC and letting him know what repairs needed to be done and he then gives that information to FEMA if is something they can help with. Dottie Haldeman thanked Sue Colson for the information and ask if they could meet at a later time so, Ms. Dottie could get Mr. McDonald's contact information and any other helpful information Mrs. Sue might have.
4. Adoption of Agenda. **Motion** by Stephen Rosenthal to approve the Agenda. **Second** by Leslie Sturmer. Passed by vote 5-0.
5. Next Steps to Hurricane Recovery of the Cedar Key Water & Wastewater System. Joe Hand discussed with the Board what the District's next steps were for Hurricane Damage Repairs for the District. Joe discussed what things were discussed at the meeting he, James, and Greg Lang had with Dewberry on how they could help with getting funds from FEMA for the District to pay for repairs the District obtained due to the hurricane. Greg Lang discussed with the Board that through this process the District can possibly get some if not all of the lift stations that had damage during the storm repaired. James was concerned how long a procurement process would take when there are repairs that need to be done now instead of waiting for the procurement process to be done and Evan Rosenthal explained what steps needed to be taken legally for FEMA to approve reimbursement for any repairs that the District has make right now. After some more discussion the District decided to go ahead and get Dewberry on board with helping the District with the Disaster Recovery Process. **Motion** by Stephen Rosenthal to authorize James McCain to make any decisions or sign any documents necessary in the Disaster Recovery Process with Dewberry or any other entity that the General Manager may need to work with during the process and to authorize Evan Rosenthal to start the Procurement Process to establish a Disaster Recovery firm to help the District with any further issues they may need them for and to not spend more than \$30,000 without Board approval. The Board has waived the normal competitive bid procedures of the District and the State due to emergency repairs needing to be done due to damages sustained by Hurricane Idalia. **Second** by Joe Hand. Passed by vote 5-0.

6. Waccasassa Water & Wastewater Co-Op Update. Mr. Joe let the Board know that there was not anything to report but the next meeting was being held in Otter Creek at 1:00 pm on Wednesday September 20, 2023. Alicia let the Board know that all the W3C Meetings have now been publicly noticed as District Board meetings as well so all District Board members may attend. Mr. Stephen ask if minutes from the W3C meetings could be provided to the Board. Alicia let the Board know that she would get with Sue Beaudet, who does the minutes for the W3C meetings, and get her to send the minutes to pass along to the Board.
7. Approval of Board Meeting Minutes from the August 14, 2023 Regular Board Meeting and Minutes from the September 6, 2023 Tentative Millage/Budget Meeting. **Motion** by Stephen Rosenthal to accept the Board Meeting Minutes from the August 14, 2023 and September 6, 2023 meetings. **Second** by Michael Borelli. James discussed with the Board on his change in raises and recommending that Billy Quinn becoming Billy Quinn become Superintendent once James retires. James informed the Board on what happened and why he was making the change in job title for Billy Quinn. It was tabled for later in the meeting. Passed by vote of 5-0.
8. Financial Reports. Balance Sheet, Budget Report, Checkbook Activity, Past Due Accounts Report, Employee Leave reports were presented for review. **Motion** by Leslie Sturmer to accept the Financial Reports as reported to the Board. **Second** by Stephen Rosenthal. Passed by vote 5-0.
9. Bill Adjustment Request. No Bill Adjustment Requests.

and what website they applied through. The Board decided to have a separate meeting on October 3, 2023 at 5:00 pm to discuss who they would like to look into further and who they would like to delete from the applicant list. There was some discussion on what each of the Board Members needed to look for when going over the applicants resumes on whether to accept or delete the applicants from the list.

11. Audit Discussion. Evan explained to the Board the changes he was able to get lowered with James Moore and Company for the Districts Audit services. **Motion** by Stephen Rosenthal to accept the contract from James Moore & Company to continue as the District's Auditors. **Second** by Leslie Sturmer. Passed by vote 5-0.
12. General Managers Report. James reported to the Board what steps he took during and after the hurricane. James reported that out of the 17 lift stations only 4 did not get wet from the hurricane. James told the Board he was very thankful to Jamie Hoage on the wastewater, Fred Handy on the water, Talcum Electric Company for all their help getting everything up and running after the storm. James let the Board know that the conductivity in the water has returned to normal after all the flushing that was done and that all the Boil Water Notices and Salt Water Intrusion Notices have been resended. James discussed with the Board on why the decided to keep Billy as Assistant Superintendent after he retires. With a lot of discussion on James' decision the Board agreed with James. **Motion** by Leslie Sturmer to accept James recommendation to keep Billy Quinn as Assistant Superintendent since he denied advancement, but Billy will get a 4% raise as of October 1, 2023. **Second** by Stephen Rosenthal. Passed by vote 5-0. **Motion** by Stephen Rosenthal to leave Ann Richburg at 5 days a week until January 1, 2024 and at the January Meeting rediscuss her work schedule at that time to see if her hours will be reduced at that time. **Second** by Joe Hand. Passed by vote 5-0.

13. Attorney Report. Evan discussed with the Board the changes that needed to be made to the Mittauer & Associates and the Nabors, Giblin, and Nickerson contracts. **Motion** by Stephen Rosenthal to accept the changes that need to be made to both contracts. **Second** by Joe Hand. Passed by vote 5-0. Evan and the Board discussed the things that should be covered by the District's current insurance policy.
14. Commissioner Comments. Dottie expressed how blessed she thought the City of Cedar Key is with all the damage from the storm, because it could have been much worse. The Board, Alicia, Ann, and James discussed the possibility of getting a building for Alicia and Ann to work in or possibly letting them work out of the Board Room until the rest of the building gets done. It was decided that the Insurance Company would be contacted to see what could be done about getting the Board Room and a bathroom completely finished so that Alicia and Ann could work out of the District's office.
15. Public Input. No Public Input.
16. Adjournment: There being no more business to conduct, the meeting was adjourned at 7:45 p.m.

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Dottie Haldeman, Chairperson

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Leslie Sturmer, Commissioner &  
Secretary of the Board

**Cedar Key Water & Sewer District**  
**Balance Sheet**  
 As of September 30, 2023  
 Sep 30, 23

**ASSETS**

**Current Assets**

**Checking/Savings**

**Unrestricted Cash Funds**

100 - Operating Account	248,799.75
102 Petty Cash	175.00
113.3 Unrestricted Savings	100,005.83

**Total Unrestricted Cash Funds** 348,980.58

**Restricted Cash Funds**

103.1 Security Deposit	14,501.02
114.00 RD Payment	822.50
114.02 RD RESERVE ACCOUNT	49,070.00

**Total Restricted Cash Funds** 64,393.52

**Total Checking/Savings** 413,374.10

**Other Current Assets**

138.10 · Due from Other Governmental Uni	65,378.19
134 - Accounts Receivable	100,192.36
135 - Allowance for A/R	-9,700.00
160 - Inventory & Materials	58,622.69

**Total Other Current Assets** 214,493.24

**Total Current Assets** 627,867.34

**Fixed Assets**

311.100 · WW Aeration Upgrade	15,800.00
311.105 · CIP WW Plant Upgrades	3,564.83
301 - Land	125,195.95
302 - Other Improvements	2,504,213.86
304 - Plant and Equipment	7,892,413.39
306 - Other Equipment	100,188.35
307 - Sewer Machinery	130,629.33
308 - Computer S/W	10,417.35
309 - Vehicles	125,128.96
311 - Less Accum Depreciation	-6,353,923.48

**Total Fixed Assets** 4,553,628.54

**Other Assets**

170 · Utility Deposit	141.19
311 · Construction in Progress	
312 · CIP-SRF Project	140,250.00
313 · CIP - SRF District Match	26,000.00

**Total 311 · Construction in Progress** 166,250.00

**Total Other Assets** 166,391.19

**TOTAL ASSETS** 5,347,887.07

**LIABILITIES & EQUITY**

**Liabilities**

**Current Liabilities**

**Other Current Liabilities**

# Cedar Key Water & Sewer District Balance Sheet

As of September 30, 2023  
Sep 30, 23

485 · Note Payable -RD - Current	20,000.00
403- Emplo Ret Con Payabale	730.20
407-01 SS Tax Payable	309.80
408 - Sales Tax Payable	84.23
411 - Unearned Revenues	11,100.72
450 · Fed. Income Taxes Payable	81.40
482 - Accrued Int Pay	2,307.53
483 · Accrued Compensated Absences	16,625.00
484 -Customer Deposits Payable	14,557.25
<b>Total Other Current Liabilities</b>	<b>65,796.13</b>
<b>Total Current Liabilities</b>	<b>65,796.13</b>
<b>Long Term Liabilities</b>	
460 · N/P-Rural Development	1,016,000.00
500 - Accrd Compen Absences-LT	13,946.00
<b>Total Long Term Liabilities</b>	<b>1,029,946.00</b>
<b>Total Liabilities</b>	<b>1,095,742.13</b>
<b>Equity</b>	
598 · Restricted for Debt Service	42,655.47
3900 · Retained Earnings	311,936.64
599 · Investment in Capital Assets -	3,663,878.54
Net Income	233,674.29
<b>Total Equity</b>	<b>4,252,144.94</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>5,347,887.07</b>



## Cedar Key Water & Sewer District Profit & Loss Budget vs. Actual October 2022 through September 2023

	<u>Oct '22 - Sep 23</u>	<u>Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>300 - Income</b>			
305 - Water Revenue	521,041.78	526,000.00	99.06%
310 - Sewer Revenues	429,438.46	435,000.00	98.72%
325 - Penalties	10,674.98	2,958.00	360.89%
330 - Earned Interest	859.42	20.00	4,297.1%
335 - New Meter Charges	1,500.00	5,600.00	26.79%
350 - Misc Income	1,630.70	12,500.00	13.05%
365 - Meter Installation Fee	625.00	1,200.00	52.08%
383 - DEP Sewer Grant	134,244.00		
385 - FEMA Proceeds	8,307.00		
<b>Total 300 - Income</b>	<u>1,108,321.34</u>	<u>983,278.00</u>	<u>112.72%</u>
390 Special Legislative Appr	65,378.19		
<b>Other Sources Of Income</b>			
315 - Ad Valorem Tax			
315.100 - Ad Valorem	248,197.55	262,275.00	94.63%
<b>Total 315 - Ad Valorem Tax</b>	<u>248,197.55</u>	<u>262,275.00</u>	<u>94.63%</u>
331 - City Contribution	1,707.10		
340 - Rental Income	24,152.24	30,123.00	80.18%
370 - Service Charge New Connection	30,500.00	11,300.00	269.91%
333 - Other Miscellaneous	1,155.64	530.00	218.05%
<b>Total Other Sources Of Income</b>	<u>305,712.53</u>	<u>304,228.00</u>	<u>100.49%</u>
<b>Total Income</b>	<u>1,479,412.06</u>	<u>1,287,506.00</u>	<u>114.91%</u>
<b>Gross Profit</b>	1,479,412.06	1,287,506.00	114.91%
<b>Expense</b>			
<b>500 - GENERAL AND ADMINISTRATIVE</b>			
<b>510 - Payroll</b>			
510.01 - Salaries	307,858.94	304,048.00	101.25%
510.02 - Social Security/Medicare	23,071.53	23,259.68	99.19%
510.03 - Retirement	31,564.60	30,405.00	103.81%
510.04 - Health, Dental & Life Ins	77,260.25	79,613.32	97.04%
510.05 - Workers Comp.	7,122.81	8,400.00	84.8%
<b>Total 510 - Payroll</b>	<u>446,878.13</u>	<u>445,726.00</u>	<u>100.26%</u>
<b>520 - Office</b>			
520.01 - Supplies	2,724.56	2,000.00	136.23%
520.02 - Postage & Shipping	7,264.38	6,220.00	116.79%
520.03 - Copier, Computer, Billing, Etc.	5,435.66	3,465.00	156.87%
520.04 - Printing and Copying	1,156.68	1,148.00	100.76%
520.05 - Web Portal/E-Billing	204.49	0.00	100.0%
<b>Total 520 - Office</b>	<u>16,785.77</u>	<u>12,833.00</u>	<u>130.8%</u>
<b>530 - Utilities</b>			
530.01 - Fuel For Equipment	11,124.39	13,200.00	84.28%
530.02 - Solid Waste Disposal	1,533.60	1,130.00	135.72%

## Cedar Key Water & Sewer District Profit & Loss Budget vs. Actual October 2022 through September 2023

	Oct '22 - Sep 23	Budget	% of Budget
530.03 · Telephone	13,474.59	10,000.00	134.75%
<b>Total 530 · Utilities</b>	<b>26,132.58</b>	<b>24,330.00</b>	<b>107.41%</b>
<b>540 · Professional Fees</b>			
540.01 · Audit & Accounting	31,010.00	22,200.00	139.69%
540.02 · Management/Legal	31,383.98	30,000.00	104.61%
540.03 · Property Appraiser's Fee	6,511.98	7,000.00	93.03%
540.05 · Tax Collector Fees	142.10	5,200.00	2.73%
<b>Total 540 · Professional Fees</b>	<b>69,048.06</b>	<b>64,400.00</b>	<b>107.22%</b>
<b>550 - General Repair &amp; Maint</b>			
550.01 · Vehicle	2,670.15	3,606.00	74.05%
550.02 · Equipment and Tools	2,160.10	5,830.00	37.05%
550.03 · Building	219.54	600.00	36.59%
550.04 · Supplies	720.74	948.00	76.03%
<b>Total 550 - General Repair &amp; Maint</b>	<b>5,770.53</b>	<b>10,984.00</b>	<b>52.54%</b>
<b>560 · Other</b>			
560.01 · Property/Liability Ins.	53,601.00	52,000.00	103.08%
560.02 · Election Expenses	0.00	4,000.00	0.0%
560.03 · Continuing Education	615.00	3,000.00	20.5%
560.04 · Annual Fees & Dues	10,423.83	11,000.00	94.76%
560.05 · Ads and Publications	4,109.77	500.00	821.95%
560.06 · Miscellaneous	49.37	1,650.00	2.99%
560.07 · Contingency	0.00	43,740.00	0.0%
<b>Total 560 · Other</b>	<b>68,798.97</b>	<b>115,890.00</b>	<b>59.37%</b>
<b>Total 500 · GENERAL AND ADMINISTRATIVE</b>	<b>633,414.04</b>	<b>674,163.00</b>	<b>93.96%</b>
<b>600 · DIRECT WATER EXPENSES</b>			
<b>610 · Chemicals and Filters</b>			
610.01 · Chemicals	93,090.08	88,330.00	105.39%
610.02 · Miex Resin	239.92	30,000.00	0.8%
610 · Chemicals and Filters - Other	12,391.68		
<b>Total 610 · Chemicals and Filters</b>	<b>105,721.68</b>	<b>118,330.00</b>	<b>89.35%</b>
<b>620 - Laboratory</b>			
620.01 · In House Lab	1,458.03	2,920.00	49.93%
620.02 · Outside Lab	3,413.00	4,348.00	78.5%
<b>Total 620 - Laboratory</b>	<b>4,871.03</b>	<b>7,268.00</b>	<b>67.02%</b>
<b>630 - Regulatory</b>			
630.01 · Permits	125.00	0.00	100.0%
<b>Total 630 - Regulatory</b>	<b>125.00</b>	<b>0.00</b>	<b>100.0%</b>
<b>640 · Repairs and Maintenance</b>			
640.01 · Piping and Distribution	9,873.14	20,850.00	47.35%
640.02 · Equipment	13,383.28	12,560.00	106.56%
640.03 · Building & Grounds	1,448.08	7,690.00	18.83%
640.04 · Water Tower Maintenance	18,397.72	16,000.00	114.99%
640.05 · Generators Annual Mainte	0.00	1,930.00	0.0%
640.06 · Water Plant Maintenance	0.00	30,000.00	0.0%

## Cedar Key Water & Sewer District Profit & Loss Budget vs. Actual October 2022 through September 2023

	<u>Oct '22 - Sep 23</u>	<u>Budget</u>	<u>% of Budget</u>
<b>Total 640 · Repairs and Maintenance</b>	43,102.22	89,030.00	48.41%
<b>650 · Utilities</b>			
650.01 · Electric	27,956.91	22,000.00	127.08%
650.02 · Propane	1,769.06	1,090.00	162.3%
650.03 · Telephone	4,711.86	2,360.00	199.66%
<b>Total 650 · Utilities</b>	<u>34,437.83</u>	<u>25,450.00</u>	<u>135.32%</u>
<b>660 · Other</b>			
660.01 · Professional Fees	0.00	10,000.00	0.0%
<b>Total 660 · Other</b>	<u>0.00</u>	<u>10,000.00</u>	<u>0.0%</u>
<b>670 · Capital Expenditures</b>			
670.04 · New Vehicle	41,830.00	50,000.00	83.66%
<b>Total 670 · Capital Expenditures</b>	<u>41,830.00</u>	<u>50,000.00</u>	<u>83.66%</u>
<b>680 · Loans</b>			
680-05 · RD - Water System Interest	0.00	29,040.00	0.0%
680.06 · RD-Water System Principal	0.00	20,000.00	0.0%
<b>Total 680 · Loans</b>	<u>0.00</u>	<u>49,040.00</u>	<u>0.0%</u>
<b>Total 600 · DIRECT WATER EXPENSES</b>	<u>230,087.76</u>	<u>349,118.00</u>	<u>65.91%</u>
<b>700 · DIRECT WASTEWATER EXPENSES</b>			
<b>710 · Chemicals and Filters</b>			
710.01 · Chemicals	40,181.14	23,320.00	172.3%
<b>Total 710 · Chemicals and Filters</b>	<u>40,181.14</u>	<u>23,320.00</u>	<u>172.3%</u>
<b>720 · Laboratory</b>			
720.01 · In House Lab	418.30	205.00	204.05%
720.02 · Outside Lab	14,169.25	14,100.00	100.49%
<b>Total 720 · Laboratory</b>	<u>14,587.55</u>	<u>14,305.00</u>	<u>101.98%</u>
<b>730 · Regulatory</b>			
730.01 · Permits	0.00	1,000.00	0.0%
730.02 · Biosolids Hauling	80,100.50	89,820.00	89.18%
<b>Total 730 · Regulatory</b>	<u>80,100.50</u>	<u>90,820.00</u>	<u>88.2%</u>
<b>740 · Repairs Maintenance Other</b>			
740.01 · Piping & Distribution	38,437.75	30,000.00	128.13%
740.02 · Equipment	28,831.01	13,660.00	211.06%
740.03 · Building and Grounds	4,383.25	50,000.00	8.77%
740.04 · Generator-Annual Maintenance	0.00	10,000.00	0.0%
<b>Total 740 · Repairs Maintenance Other</b>	<u>71,652.01</u>	<u>103,660.00</u>	<u>69.12%</u>
<b>750 · Utilities</b>			
750.01 · Electric	37,142.53	26,880.00	138.18%
750.02 · Propane	2,031.85	1,740.00	116.77%
<b>Total 750 · Utilities</b>	<u>39,174.38</u>	<u>28,620.00</u>	<u>136.88%</u>
<b>760 · Other</b>			
760.01 · Professional Fees -WWTP Permit	0.00	3,500.00	0.0%
<b>Total 760 · Other</b>	<u>0.00</u>	<u>3,500.00</u>	<u>0.0%</u>
<b>770.000 · DEP Grant Expenses</b>			
770.100 · DEP Sewer Grant - Engineering	142,551.00		

**Cedar Key Water & Sewer District**  
**Profit & Loss Budget vs. Actual**  
October 2022 through September 2023

	<u>Oct '22 - Sep 23</u>	<u>Budget</u>	<u>% of Budget</u>
Total 770.000 · DEP Grant Expenses	142,551.00		
Total 700 · DIRECT WASTEWATER EXPENSES	388,246.58	264,225.00	146.94%
Total Expense	1,251,748.38	1,287,506.00	97.22%
Net Ordinary Income	227,663.68	0.00	100.0%
Net Income	<u>227,663.68</u>	<u>0.00</u>	<u>100.0%</u>

**Cedar Key Water & Sewer District**  
**Monthly Checkbook Activity**  
 As of September 30, 2023

Date	Num	Name	Memo	Amount
<b>Unrestricted Cash Funds</b>				
<b>100 - Operating Account</b>				
09/01/2023	31811	Doty, Gabriel T	Pay Check	-1,214.83
09/01/2023	31814	Quinn, William M.	Pay Check	-879.24
09/01/2023	31815	Richburg, Margaret A.	Pay Check	-662.06
09/01/2023	31810	Borelli, Michael A	Pay Check	-369.40
09/01/2023	31812	Haldeman, Hattie B.	VOID: Pay Check	0.00
09/01/2023	31813	Hand, Joseph G.	Pay Check	-369.40
09/01/2023	31816	Rosenthal, Stephen B.	Pay Check	-369.40
09/01/2023	31817	Sturmer, Leslie N.	VOID: Pay Check	0.00
09/01/2023	Bankdraft	FMP,TF Pension Service	08/2023	-3,347.54
09/01/2023	31818	McCain, James E.	Pay Check	-1,569.63
09/01/2023	Bankdraft	EFTPS	59-1156008	-1,891.68
09/01/2023		Deposit	Deposit	955.09
09/03/2023		Deposit	Deposit	31.44
09/04/2023		Deposit	Deposit	134.12
09/05/2023		Deposit	Deposit	115.78
09/06/2023	31819	US Postmaster	788 X .61= 480.68	-480.68
09/07/2023	31820	Margaret Ann Richburg	Reimbursement Request mileage to Ocala FI Lab	-134.93
09/07/2023	31821	US Postmaster	788 .02 15.76	-15.76
09/08/2023	31822	AMERICAN PIPE & TANK, INC.	Invoice No. 92890 9/06/23	-3,195.00
09/08/2023	31823	AT&T # 1	35254352859381989 8/25/23	-1,386.93
09/08/2023	31824	AT & T # 2	352-543-6405 937 1988 8/25/23	-345.23
09/08/2023	31825	Barney's Pumps, Inc.	1 S3HRC 300M3-2D5	-5,212.00
09/08/2023	31826	Central FL Electric	Electric Bills 8/25/2023	-5,571.34
09/08/2023	31827	NAPA Gulf Coast Parts, LLC	1999 8/23	-114.50
09/08/2023	31828	Quill Corporation	Invoice NO. 34238999	-91.61
09/08/2023	31829	SUBURBAN PROPANE-1790	Propane	-1,110.44
09/08/2023	31830	Verizon Wireless # 1	Invoice No: Acct. 9937983031 8/23	-98.24
09/08/2023	31831	Verizon # 2	Invoice NoAcct. 9942800 9/20/2023	-108.88
09/08/2023	31832	Johns, Alicia M.	Pay Check	-533.29
09/08/2023	31833	Quinn, William M.	VOID: Pay Check	0.00
09/08/2023	31834	Richburg, Margaret A.	Pay Check	-686.32
09/08/2023	31835	Doty, Gabriel T	Pay Check	-1,620.55
09/08/2023	31836	McCain, James E.	Pay Check	-3,782.73
09/08/2023	31837	Quinn, William M.	Pay Check	-1,083.52
09/08/2023	31838	US Postmaster	787 bills @ \$0.51 = \$401.37	-401.37
09/08/2023	Bankdraft	EFTPS	59-1156008	-3,138.82
09/08/2023		Deposit	Deposit	30,868.36
09/11/2023		Deposit	Deposit	183.48
09/12/2023		Deposit	Deposit	63.80
09/12/2023		Deposit	Deposit	55.00
09/13/2023		Deposit	Deposit	244.35
09/13/2023	31901	Bad Check		-29.88
09/14/2023	31839	Quinn, William M.	Pay Check	-964.93

**Cedar Key Water & Sewer District**  
**Monthly Checkbook Activity**  
**As of September 30, 2023**

Date	Num	Name	Memo	Amount
09/14/2023		Deposit	Deposit	123.44
09/15/2023	31840	Johns, Alicia M.	Pay Check	-513.89
09/15/2023	31841	McCain, James E.	Pay Check	-1,230.02
09/15/2023	31842	Doty, Gabriel T	Pay Check	-683.84
09/15/2023		Deposit	Deposit	63.60
09/16/2023		Deposit	Deposit	115.00
09/17/2023		Deposit	Deposit	182.86
09/18/2023	Bankdraft	EFTPS	59-1156008	-1,102.18
09/18/2023	Bankdraft	Wex Bank Marathon Fleet	Invoice No: 91648740 08/2023	-1,267.83
09/18/2023		Deposit	Deposit	466.44
09/19/2023	31843	Alicia Johns	Mileage146 MILES @ .655 = 95.63	-95.63
09/19/2023	Bankdraft	City Of Cedar Key	Garbage	-124.94
09/19/2023	31844	AFLAC	ATF27	-953.08
09/19/2023	31845	AT & T MOBILITY	287283253088 Sept 10, 2023	-33.50
09/19/2023	31846	Aqua Pure Water & Sewerage Servic	Invoice No: 86472 8/30/23	-3,359.00
09/19/2023	31847	Beauchamp & Edwards	Invoice # 22587 09/09/2023	-3,000.00
09/19/2023	31848	CA Florida Holdings,LLC	Gainesville Sun	-1,060.70
09/19/2023	31849	Custom Pump & Control	Invoice No1108 22064 8/31/23 2 MYR-WGL 20-2	-3,964.83
09/19/2023	31850	Hawkins, Inc.d/b/a Dumont	Invoice NO:6575016,6575018,6575017	-7,198.87
09/19/2023	31851	Konica Minolta Business Solutions	Invoice No 1051689 8/23	-79.39
09/19/2023	31852	Marina Hardware At Cedar Key, Inc.	220 8/23	-288.20
09/19/2023	31853	Nabors Giblin & Nickerson	Invoice No: 1108-22064 49074 HJE	-3,944.00
09/19/2023	31854	Print Shop	Invoice No:831237 09/11/23	-115.00
09/19/2023	31855	SUBURBAN PROPANE-1790	Propane	-1,298.85
09/19/2023	31856	Elan Financial Services		-1,337.30
09/19/2023	31857	City Of Cedar Key	City Contribution 5/12/2023 thru 8/30/23	-1,748.10
09/19/2023		Deposit	Deposit	571.96
09/20/2023		Deposit	Deposit	10,302.71
09/20/2023		Deposit	Deposit	61.70
09/20/2023		Deposit	Deposit	4,172.08
09/20/2023		Deposit	Deposit	311.20
09/21/2023	31858	Doty, Gabriel T	Pay Check	-810.38
09/21/2023	Bankdraft	Blue Cross Blue Shield of FL	Group:90866 76652792 10/01/23-11/01/2023	-5,583.78
09/21/2023		Deposit	Deposit	41.88
09/21/2023		Deposit	Deposit	250.00
09/21/2023		Deposit	VOID:	0.00
09/21/2023		Deposit	Deposit	372.90
09/21/2023		Deposit	Deposit	301.82
09/21/2023		Deposit	Deposit	2,521.76
09/21/2023		Deposit	Deposit	390.46
09/21/2023		Deposit	Deposit	366.14
09/22/2023	31859	Baskerville-Donovan, Inc.	Invoice No. 6 D4000089553	-8,307.00
09/22/2023	31860	Johns, Alicia M.	Pay Check	-545.55
09/22/2023	31861	Quinn, William M.	Pay Check	-879.25
09/22/2023	31862	Richburg, Margaret A.	Pay Check	-662.05

**Cedar Key Water & Sewer District**  
**Monthly Checkbook Activity**  
 As of September 30, 2023

Date	Num	Name	Memo	Amount
09/22/2023	31863	McCain, James E.	Pay Check	-1,758.05
09/22/2023		Deposit	Deposit	2,373.87
09/22/2023		Deposit	Deposit Charter	446.01
09/25/2023	31864	Alicia Johns	Mileage60 MILES @ .655 = 39.30	-39.30
09/25/2023	Bankdraft	EFTPS	59-1156008	-1,506.14
09/25/2023		Deposit	Outdoor Grease8/12/23	84.61
09/25/2023		Deposit	Darling Outdoor grease 9/02/23	172.64
09/25/2023		Deposit	Deposit	6,242.24
09/25/2023		Re-Fund	Central Florida Electric Cooperative, inc.	1,435.24
09/25/2023	31902	Deposit	VOID:	0.00
09/26/2023	31865	Citrus Co. Chronicle	Proof of Publications 199CCE1LEVY CO. CITIZEN	-25.54
09/26/2023	31866	Ellis Automated Corporation	Invoice No:3844 2SEWER PUMP STATION@ 346	-697.10
09/26/2023	31867	Barney's Pumps, Inc.	Modify SNF2-LH Control Pannel	-960.00
09/26/2023	31868	Hach Company	Invoice NO: 13525253	-542.00
09/26/2023	31869	JET-VAC	Invoice No: P0053250 P0540310	-5,336.80
09/26/2023	31870	Alicia Johns	Mileage146 miles @ .655= 95.63	-95.63
09/27/2023	31871	AMERICAN PIPE & TANK, INC.	Invoice No.93061 9/25/23	-3,195.00
09/27/2023	31872	Hawkins, Inc.d/b/a Dumont	Invoice NO 6587767,6541723, 6563117	-5,411.79
09/27/2023	31873	Citrus Co. Chronicle	Proof of Publications 09914 LC Notic Budget CK W	-206.71
09/27/2023		Deposit	Deposit	5,116.90
09/27/2023		Deposit	Deposit	59.74
09/28/2023	31874	Johns, Alicia M.	Pay Check	-513.88
09/28/2023	31875	Richburg, Margaret A.	Pay Check	-662.06
09/28/2023	31876	McCain, James E.	Pay Check	-1,874.25
09/28/2023	31877	Doty, Gabrial T	Pay Check	-598.81
09/28/2023	Bankdraft	Intuit Quickbooks	QuickBooks Subscriptions for Sept. 28. 2023	-399.99
09/28/2023		Deposit	Deposit	30,684.33
09/29/2023	31878	Quinn, William M.	Pay Check	-817.77
09/29/2023	31879	Custom Pump & Control	Invoice NoDupiex 2hp 23v 1ph 12-18 control Panel	-3,020.00
09/29/2023	31880	Transamerica Employee Benefits	33859	-45.10
09/29/2023	Bankdraft	EFTPS	59-1156008	-1,453.92
09/29/2023	31881	US Postmaster	793 bills @ \$0.51 = \$404.43	-404.43
Total 100 - Operating Account				<u>-20,648.61</u>
Total Unrestricted Cash Funds				<u>-20,648.61</u>
<b>TOTAL</b>				<u><u>-20,648.61</u></u>

**Employee Time off Accrued and Used**

01-Sep-2023 to 30-Sep-2023

**Doty, Gabriel T**

Date	Chk Num	Period Start	Period End	Hours	Vac Accrued	Vac Used	Vac Balance	Sick Accrued	Sick Used	Sick Balance
09/01/2023	31811	08/26/2023	09/01/2023	77.00	1.90	-	32.22	2.00	-	17.00
09/15/2023	31842	09/09/2023	09/15/2023	46.00	1.90	-	34.12	2.00	8.00	11.00
09/21/2023	31858	09/16/2023	09/22/2023	55.00	1.90	-	36.02	2.00	-	13.00
09/28/2023	31877	09/16/2023	09/22/2023	40.00	1.90	-	37.92	2.00	-	15.00
09/08/2023	31835	09/02/2023	09/08/2023	89.00	1.90	-	39.82	2.00	-	17.00
				<b>307.00</b>	<b>9.50</b>	<b>0.00</b>	<b>39.82</b>	<b>10.00</b>	<b>8.00</b>	<b>17.00</b>

**Johns, Alicia M.**

Date	Chk Num	Period Start	Period End	Hours	Vac Accrued	Vac Used	Vac Balance	Sick Accrued	Sick Used	Sick Balance
09/15/2023	31840	09/11/2023	09/15/2023	40.00	3.13	-	51.32	2.00	-	14.95
09/22/2023	31860	09/16/2023	09/22/2023	42.50	3.13	-	54.45	2.00	-	16.95
09/28/2023	31874	09/16/2023	09/22/2023	40.00	3.13	-	57.58	2.00	-	18.95
09/08/2023	31832	09/04/2023	09/08/2023	41.50	3.13	-	60.72	2.00	-	20.95
				<b>164.00</b>	<b>12.53</b>	<b>0.00</b>	<b>60.72</b>	<b>8.00</b>	<b>0.00</b>	<b>20.95</b>

**McCain, James E.**

Date	Chk Num	Period Start	Period End	Hours	Vac Accrued	Vac Used	Vac Balance	Sick Accrued	Sick Used	Sick Balance
09/01/2023	31818	08/26/2023	09/01/2023	53.00	3.13	-	272.98	2.00	3.00	1,013.80
09/15/2023	31841	09/09/2023	09/15/2023	42.50	3.13	-	276.12	2.00	11.00	1,004.80
09/22/2023	31863	09/16/2023	09/22/2023	55.00	3.13	-	279.25	2.00	-	1,006.80
09/28/2023	31876	09/23/2023	09/29/2023	62.00	3.13	-	282.38	2.00	3.00	1,005.80
09/08/2023	31836	09/02/2023	09/08/2023	101.50	3.13	-	285.52	2.00	-	1,007.80
				<b>314.00</b>	<b>15.67</b>	<b>0.00</b>	<b>285.52</b>	<b>10.00</b>	<b>17.00</b>	<b>1,007.80</b>

**Quinn, William M.**

Date	Chk Num	Period Start	Period End	Hours	Vac Accrued	Vac Used	Vac Balance	Sick Accrued	Sick Used	Sick Balance
09/01/2023	31814	08/26/2023	09/01/2023	47.50	3.13	-	193.97	2.00	-	284.50
09/14/2023	31839	09/09/2023	09/15/2023	55.00	3.13	-	197.10	2.00	-	286.50
09/22/2023	31861	09/16/2023	09/22/2023	46.50	3.13	-	200.23	2.00	-	288.50
09/29/2023	31878	09/16/2023	09/22/2023	46.00	3.13	-	203.37	2.00	8.00	282.50
09/08/2023	31833	09/02/2023	09/08/2023	-	-	-	203.37	-	-	282.50
09/08/2023	31837	09/02/2023	09/08/2023	59.50	3.13	-	206.50	2.00	-	284.50
				<b>254.50</b>	<b>15.67</b>	<b>0.00</b>	<b>206.50</b>	<b>10.00</b>	<b>8.00</b>	<b>284.50</b>

**Richburg, Margaret A.**

Date	Chk Num	Period Start	Period End	Hours	Vac Accrued	Vac Used	Vac Balance	Sick Accrued	Sick Used	Sick Balance
09/01/2023	31815	08/26/2023	09/01/2023	40.00	3.13	-	24.57	2.00	2.00	-
09/22/2023	31862	09/16/2023	09/22/2023	40.00	3.13	-	27.70	2.00	-	2.00
09/28/2023	31875	09/16/2023	09/22/2023	40.00	3.13	-	30.83	2.00	-	4.00
09/08/2023	31834	09/02/2023	09/08/2023	41.50	3.13	-	33.97	2.00	-	6.00
				<b>161.50</b>	<b>12.53</b>	<b>0.00</b>	<b>33.97</b>	<b>8.00</b>	<b>2.00</b>	<b>6.00</b>



October 4, 2023

To the Board of Commissioners,  
Cedar Key Water and Sewer District:

You have requested that we audit the financial statements of the Cedar Key Water and Sewer District (the District) as of September 30, 2023 and 2024, and for the years then ended, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

In addition, if applicable, we will audit the District's compliance over major federal award programs and major state projects for the years ended September 30, 2023 and 2024. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter. Our audits will be conducted with the objectives of our expressing an opinion on each opinion unit and an opinion on compliance regarding the District's major federal award programs and major state projects.

The objectives of our audit of the financial statements are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America (GAAS), and in accordance with Government Auditing Standards, and the provisions of Chapter 10.550, Rules of the State of Florida, Office of the Auditor General, will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

The objectives of our compliance audit are to obtain sufficient appropriate audit evidence to form an opinion and report at the level specified in the governmental audit requirement about whether the District complied in all material respects with the applicable compliance requirements and identify audit and reporting requirements specified in the governmental audit requirement that are supplementary to GAAS and Government Auditing Standards, if any, and perform procedures to address those requirements.

Accounting principles generally accepted in the United States of America (U.S. GAAP), as promulgated by the Governmental Accounting Standards Board (GASB) require that supplementary information, such as management's discussion and analysis (MD&A) or budgetary comparison information, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the GASB, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the required supplementary information (RSI) in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist primarily of inquiries of management regarding their methods of measurement and presentation, and comparing the information for consistency with management's responses to our inquiries. We will not express an opinion or provide any form of assurance on the RSI. The following RSI is required by U.S. GAAP. This RSI will be subjected to certain limited procedures but will not be audited:

1. Management's discussion and analysis

Supplementary information other than RSI will accompany the District's basic financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the

basic financial statements and perform certain additional procedures, including comparing and reconciling the supplementary information to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and additional procedures in accordance with GAAS. We intend to provide an opinion on whether the following supplementary information is presented fairly in all material respects in relation to the basic financial statements as a whole:

1. Schedule of expenditures of federal awards and state financial assistance (if applicable)

### **Data Collection Form**

If applicable, prior to the completion of our engagement, we will complete the sections of the Data Collection Form that are our responsibility, if the Data Collection Form is applicable. The form will summarize our audit findings, amounts and conclusions. It is management's responsibility to submit a reporting package including financial statements, schedule of expenditure of federal awards, summary schedule of prior audit findings and corrective action plan along with the Data Collection Form to the federal audit clearinghouse. The financial reporting package must be text searchable, unencrypted, and unlocked. Otherwise, the reporting package will not be accepted by the federal audit clearinghouse. We will assist you in the electronic submission and certification. You may request from us copies of our report for you to include with the reporting package submitted to pass-through entities.

The Data Collection Form, if applicable, is required to be submitted within the earlier of 30 days after receipt of our auditors' reports or nine months after the end of the audit period, unless specifically waived by a federal cognizant or oversight agency for audits. Data Collection Forms submitted untimely are one of the factors in assessing programs at a higher risk.

### **Audit of the Financial Statements**

We will conduct our audits in accordance with GAAS and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States of America (if applicable); the audit requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, Audit Requirements for Federal Awards* (Uniform Guidance) (if applicable); Section 215.97, Florida Statutes, *Florida Single Audit Act* (if applicable), and the provisions of Chapter 10.550, Rules of the State of Florida, Office of the Auditor General (if applicable). As part of an audit of financial statements in accordance with GAAS, and in accordance with Government Auditing Standards, and the provisions of Chapter 10.550, Rules of the State of Florida, Office of the Auditor General, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.

- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for a reasonable period of time.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements may not be detected exists, even though the audit is properly planned and performed in accordance with U.S. GAAS and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States of America, and the provisions of Chapter 10.550, Rules of the State of Florida, Office of the Auditor General. Please note that the determination of abuse is subjective and *Government Auditing Standards* does not require auditors to detect abuse.

Our responsibility as auditors is limited to the period covered by our audit and does not extend to any other periods.

We will issue a written report upon completion of our audit of the District's basic financial statements. Our report will be addressed to the governing body of the District. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph(s) to our auditors' report, or if necessary, withdraw from the engagement. If our opinions on the basic financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

In accordance with the requirements of *Government Auditing Standards*, we will also issue a written report describing the scope of our testing over internal control over financial reporting and over compliance with laws, regulations, and provisions of grants and contracts, including the results of that testing. However, providing an opinion on internal control and compliance over financial reporting will not be an objective of the audit and, therefore, no such opinion will be expressed.

We also will issue a written report as required by Chapter 10.550, Rules of the State of Florida, Office of the Auditor General upon completion of our audit.

### **Significant Risks Identified**

We have identified the following preliminary significant risks of material misstatement as part of our audit planning, which are being communicated to comply with auditing standards and do not represent any specific finding and/or concerns related to the audit:

- Override of internal controls by management
- Improper revenue recognition due to fraud
- Improper use of restricted resources

Our final communication of significant risks identified will take place upon completion of our audit.

### **Audit(s) of Major Program and/or Major Project Compliance**

If applicable, our audit(s) of the District's major federal award program(s) and/or state project(s) compliance will be conducted in accordance with the requirements of the Single Audit Act, as amended; the Uniform Guidance; and Chapter 10.550, Rules of the State of Florida, Office of the Auditor General; and will include tests of accounting records, a determination of major programs and/or projects in accordance with the Uniform Guidance, Chapter 10.550, Rules of the State of Florida, Office of the Auditor General, and other procedures we consider necessary to enable us to express such an opinion on major federal award program and/or major state project compliance and to render the required reports. We cannot provide assurance that an unmodified opinion on compliance will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or withdraw from the engagement.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether material noncompliance with applicable laws and regulations, the provisions of contracts and grant agreements applicable to major federal award programs, and the applicable compliance requirements occurred, whether due to fraud or error, and express an opinion on the District's compliance based on the audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, Government Auditing Standards, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the District's compliance with the requirements of the federal programs as a whole.

Our procedures will consist of determining major federal programs and, performing the applicable procedures described in the U.S. Office of Management and Budget OMB Compliance Supplement for the types of compliance requirements that could have a direct and material effect on each of the District's major programs, and performing such other procedures as we consider necessary in the circumstances. The purpose of those procedures will be to express an opinion on the District's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Also, as required by the Uniform Guidance, we will obtain an understanding of the District's internal control over compliance relevant to the audit in order to design and perform tests of controls to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each of the District's major federal award programs. Our tests will be less in scope than would be necessary to render an opinion on these controls and, accordingly, no opinion will be expressed in our report. However, we will communicate to you, regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we have identified during the audit.

Chapter 10.550, Rules of the State of Florida, Office of the Auditor General requires that we also plan and perform the audit to obtain reasonable assurance about whether material noncompliance with applicable laws and regulations, the provisions of contracts and grant agreements applicable to major state projects, and the applicable compliance requirements occurred, whether due to fraud or error, and express an opinion on the District's compliance based on the audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, Government Auditing Standards, and Chapter 10.550, Rules of the State of Florida, Office of the Auditor General, will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve

collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the District's compliance with the requirements of the state projects as a whole.

Our procedures will consist of tests of transactions and other applicable procedures described in the State of Florida State Projects Compliance Supplement for the types of compliance requirements that could have a direct and material effect on each of the Organization's major state projects, and performing such other procedures as we consider necessary in the circumstances. The purpose of these procedures will be to express an opinion on the District's compliance with requirements applicable to each of its major state projects in our report on compliance issued pursuant to Chapter 10.550, Rules of the State of Florida, Office of the Auditor General.

Also, as required by Chapter 10.550, Rules of the State of Florida, Office of the Auditor General, we will obtain an understanding of the District's internal control over compliance relevant to the audit in order to design and perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major state project. Our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to Chapter 10.550, Rules of the State of Florida, Office of the Auditor General. However, we will communicate to you, regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we have identified during the audit.

As part of a compliance audit in accordance with GAAS, and in accordance with Government Auditing Standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks.

We will issue a report on compliance that will include an opinion or disclaimer of opinion regarding the District's major federal award programs and/or major state projects, and a report on internal controls over compliance that will report any significant deficiencies and material weaknesses identified; however, such report will not express an opinion on internal control.

### **Management's Responsibilities**

Our audit will be conducted on the basis that management acknowledge and understand that they have responsibility:

1. For the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America;
2. For the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error;
3. For identifying, in its accounts, all federal awards received and state financial assistance expended during the period and the federal programs under which they were received;
4. For maintaining records that adequately identify the source and application of funds for federally funded activities;
5. For preparing the schedule of expenditures of federal awards and/or state financial assistance (including notes and noncash assistance received) in accordance with the Uniform Guidance (if applicable) and Chapter 10.550, Rules of the State of Florida, Office of the Auditor General requirements (if applicable);

6. For the design, implementation, and maintenance of internal control over federal awards, state financial assistance, and compliance;
7. For establishing and maintaining effective internal control over federal awards and state financial assistance that provides reasonable assurance that the District is managing federal awards and state projects in compliance with federal and state statutes, regulations, and the terms and conditions of the federal awards and state financial assistance;
8. For identifying and ensuring that the District complies with federal laws and state statutes, regulations, and the terms and conditions of federal award programs and state financial assistance projects and implementing systems designed to achieve compliance with applicable federal and state statutes, regulations, rules, provisions of contracts or grant agreements, and the terms and conditions of federal award programs and state financial assistance projects;
9. For disclosing accurately, currently, and completely the financial results of each federal award and major state project in accordance with the requirements of the award;
10. For identifying and providing report copies of previous audits, attestation engagements, or other studies that directly relate to the objectives of the audit, including whether related recommendations have been implemented;
11. For taking prompt action when instances of noncompliance are identified;
12. For addressing the findings and recommendations of auditors, for establishing and maintaining a process to track the status of such findings and recommendations and taking corrective action on reported audit findings from prior periods and preparing a summary schedule of prior audit findings;
13. For following up and taking corrective action on current year audit findings and preparing a corrective action plan for such findings;
14. For submitting the reporting package and data collection form to the appropriate parties;
15. For making the auditor aware of any significant contractor relationships where the contractor is responsible for program compliance;
16. To provide us with:
  - a. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements, including the disclosures, and relevant to federal award programs and state financial assistance projects, such as records, documentation, and other matters;
  - b. Additional information that we may request from management for the purpose of the audit;
  - c. Unrestricted access to persons within the District and others from whom we determine it necessary to obtain audit evidence.
  - d. A written acknowledgement of all the documents that management expects to issue that will be included in the annual report and the planned timing and method of issuance of that annual report; and
  - e. A final version of the annual report (including all the documents that, together, comprise the annual report) in a timely manner prior to the date of the auditors' report
17. For adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the current year period(s) under audit are immaterial, both individually and in the aggregate, to the financial statements as a whole;
18. For acceptance of nonattest services, including identifying the proper party to oversee nonattest work;
19. For maintaining adequate records, selecting and applying accounting principles, and safeguarding assets;
20. For informing us of any known or suspected fraud affecting the District involving management, employees with significant role in internal control and others where fraud could have a material effect on compliance;
21. For the accuracy and completeness of all information provided;
22. For taking reasonable measures to safeguard protected personally identifiable and other sensitive information;

23. For confirming your understanding of your responsibilities as defined in this letter to us in your management representation letter; and
24. For identifying and ensuring that the District complies with applicable laws, regulations, contracts, agreements, and grants.
25. Additionally, it is management's responsibility to follow up and take corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan. The summary schedule of prior audit findings should be available for our review on the first day of fieldwork.

With regard to the supplementary information referred to above, you acknowledge and understand your responsibility (a) for the preparation of the supplementary information in accordance with the applicable criteria, (b) to provide us with the appropriate written representations regarding supplementary information, (c) to include our report on the supplementary information in any document that contains the supplementary information and that indicates that we have reported on such supplementary information, and (d) to present the supplementary information with the audited financial statements, or if the supplementary information will not be presented with the audited financial statements, to make the audited financial statements readily available to the intended users of the supplementary information no later than the date of issuance by you of the supplementary information and our report thereon.

As part of our audit process, we will request from management written confirmation concerning representations made to us in connection with the audit.

#### **Additional Examination Engagements**

You have requested that we examine the District's compliance for the fiscal year ended September 30, 2023 and 2024, with the following statutes (collectively, "the Statutes"):

- Section 218.415, Florida Statutes, *Local Government Investment Policies*

We are pleased to confirm our acceptance and our understanding of this direct examination engagement by means of this letter. Our examination will be conducted with the objective of obtaining reasonable assurance by evaluating whether the District complied in all material respects with the Statutes and performing other procedures to obtain sufficient appropriate evidence to express an opinion in a written practitioner's report that conveys the results of our evaluation.

#### *Practitioner Responsibilities*

We will conduct our examination in accordance with the attestation standards established by the AICPA. An examination involves performing procedures to obtain attest evidence about whether the District complied with the Statutes, in all material respects. An examination involves performing procedures to obtain evidence about the District's compliance with the Statutes. The nature, timing, and extent of procedures selected depend on the practitioner's judgment, including the assessment of the risks of material misstatement of the underlying subject matter, whether due to fraud or error.

Because of the inherent limitations of an examination engagement, together with the inherent limitations of internal control, an unavoidable risk exists that some material misstatements may not be detected, even though the examination is properly planned and performed in accordance with the attestation standards. However, we will inform you of any material noncompliance with laws or regulations, uncorrected misstatements, fraud, and when relevant to the underlying subject matter or subject matter information, internal control deficiencies that comes to our attention, unless clearly inconsequential.

### *Management Responsibilities*

Our examination will be conducted on the basis that management and, when appropriate, those charged with governance, acknowledge and understand that they have responsibility:

1. For ensuring the District complies with the Statutes;
2. For the design, implementation, and maintenance of internal control to prevent, or detect and correct, misstatement of or noncompliance with the Statutes, due to fraud or error;
3. For selecting the criteria for the evaluation of the District's compliance with the Statutes;
4. Determining that such criteria are suitable, will be available to the intended users, and are appropriate for the purpose of the engagement; and
5. To provide us with:
  - a. Access to all information of which management is aware that is relevant to compliance with the Statutes, such as records, documentation, and other matters and that you are responsible for the accuracy and completeness of that information;
  - b. Additional information that we may request from management for the purpose of the examination; and
  - c. Unrestricted access to persons within the District from whom we determine it necessary to obtain attest evidence.

As part of our examination process, we will request from you written confirmation concerning representations made to us in connection with the examination.

### *Reporting*

We will issue a written report upon completion of our examination of the District's compliance with the Statutes. Our report will be addressed to the governing body. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement.

### **Nonattest Services**

We will perform the following nonattest services: preparation of financial statements, preparation of schedule of expenditures of federal awards and state financial assistance and data collection form (if applicable). With respect to any nonattest services we perform, we will not assume management responsibilities on behalf of the District. However, we will provide advice and recommendations to assist management of the District in performing its responsibilities. The District's management is responsible for (a) making all management decisions and performing all management functions; (b) assigning a competent individual (James McCain) to oversee the services; (c) evaluating the adequacy of the services performed; (d) evaluating and accepting responsibility for the results of the services performed; and (e) establishing and maintaining internal controls, including monitoring ongoing activities.

Our responsibilities and limitations of the engagement are as follows. We will perform the services in accordance with applicable professional standards. This engagement is limited to the services previously outlined. Our firm, in its sole professional judgment, reserves the right to refuse to do any procedure or take any action that could be construed as making management decisions or assuming management responsibilities, including determining account coding and approving journal entries. Our firm may advise the District with regard to different matters, but the District must make all decisions with regard to those matters.



Any nonattest services performed by us do not constitute an audit performed in accordance with *Government Auditing Standards*.

**Engagement Administration, Fees, and Other**

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents or support for any other transactions we select for testing.

We do not host, are not the custodian of, and accept no responsibility for your financial and non-financial data. You acknowledge that you have sole responsibility for the storage and preservation of your financial and non-financial data.

During the course of the audit, we may observe opportunities for economy in, or improved controls over, your operations. We will bring such matters to the attention of the appropriate level of management, either orally or in writing.

You agree to inform us of facts that may affect the financial statements of which you may become aware during the period from the date of the auditors' report to the date the financial statements are issued.

Zach Chalifour is the service leader for the audit services specified in this letter. The service leader's responsibilities include supervising the services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the reports.

Our fees for the audit of the financial statements and related services, including expenses, for each of the fiscal years included in this engagement are as follows:

<u>Year Ending September 30,</u>	<u>Audit Fee</u>	<u>Single Audit Fee (if applicable)</u>
2023	\$15,000	\$4,000
2024	\$17,500	\$4,000

Our fees anticipate the District will retain the services to assist with bookkeeping and the year-end closing of the accounting records by a third-party service provider, currently Beauchamp and Edwards CPAs. In the event such outside assistance is discontinued or changed to a service provider lacking equivalent or better experience, the continuation of this engagement, the engagement terms, and/or applicable fees will need to be reassessed and potentially adjusted.

Our ability to provide services in accordance with our estimated fees depends on the quality, timeliness, and accuracy of the District's records, and, for example, the number of general ledger adjustments required as a result of our work. We will also need your personnel to be readily available during the engagement to respond in a timely manner to our requests. Lack of preparation, poor records, general ledger adjustments and/or untimely assistance may result in an increase of our fees.

We will not increase the fee over the agreed amount as long as the scope of the audit is consistent with the scope outlined in the Request for Proposal. The District is not completely in control of the scope of work for future years. Significant required changes may be mandated by federal, state, other regulatory agencies or accounting and auditing standards boards or by significant staff changes within the District. For these reasons, if the scope of the audit changes significantly from the scope outlined in the RFP, we would present for approval, prior to commencing work, why an adjustment in fee is warranted.

This engagement may be terminated by either party for noncompliance with the terms as noted in this engagement letter. The parties will provide 60 days' notice of their intention to terminate the engagement.

Upon completion of this engagement with the audit for the year ended September 30, 2024, new engagements can be entered into for up to two additional five-year periods, at the option of both parties. Any such engagements will be evidenced by a new engagement letter.

At the conclusion of our audit engagement, we will communicate to those charged with governance the following significant findings from the audit:

- Our view about the qualitative aspects of the District's significant accounting practices;
- Significant difficulties, if any, encountered during the audit;
- Uncorrected misstatements, other than those we believe are trivial, if any;
- Disagreements with management, if any;
- Other findings or issues, if any, arising from the audit that are, in our professional judgment, significant and relevant to those charged with governance regarding their oversight of the financial reporting process;
- Material, corrected misstatements that were brought to the attention of management as a result of our audit procedures;
- Representations we requested from management;
- Management's consultations with other accountants, if any; and
- Significant issues, if any, arising from the audit that were discussed, or the subject of correspondence, with management.

In accordance with the requirements of *Government Auditing Standards*, we have attached a copy of our latest external peer review report of our firm for your consideration and files.

The audit documentation for this engagement is the property of James Moore & Co., P.L. and constitutes confidential information. However, we may be requested to make certain audit documentation available to a grantor or their designee, a federal or state agency providing direct or indirect funding, or the U.S. Government Accountability Office pursuant to authority given to it by laws or regulation, or to peer reviews. If requested, access to such audit documentation will be provided under the supervision of James Moore & Co., P.L. personnel. We will notify you of any such request. Furthermore, upon request, we may provide copies of selected audit documentation to these agencies and regulators. The regulators and agencies may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

In the normal course of business, we use the services of third-parties and individual contractors, which are not employees of James Moore & Co., P.L. Those services are performed at various levels and in various aspects our engagements including bookkeeping, tax return preparation, consulting, audit and other attest services and clerical and data entry functions. It is possible that during the course of the engagement we may utilize such third-party and individual contractor sources. Additionally, the engagement will, of necessity, require us to handle confidential information and we expect third-party service providers and individual contractors to maintain the confidentiality of such information. To be reasonably assured that unauthorized release of confidential client information does not occur, we require those individuals and third-party service providers to enter into a written agreement to maintain the confidentiality of such information. Your acceptance of this arrangement acknowledges and accepts our handling of confidential information including access by third-party and individual service providers.

This engagement letter includes the attached James Moore & Co., P.L. Standard Terms and Conditions as Attachment A which is incorporated and made a part of this engagement letter by reference.

We appreciate the opportunity to be of service to the Cedar Key Water and Sewer District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

**CEDAR KEY WATER AND  
SEWER DISTRICT**

**JAMES MOORE AND CO., P.L.**

By: \_\_\_\_\_

By: \_\_\_\_\_

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Print Name and Title

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

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

Attest:

Attest:

By: \_\_\_\_\_

By: \_\_\_\_\_

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Print Name and Title

**Attachment A**  
**James Moore and Co., P.L.**  
**Standard Terms and Conditions**

The terms and conditions set forth below are incorporated into the engagement letter agreement pursuant to which James Moore & Co., P.L. ("JMCO", the "Firm") will provide services to Cedar Key Water & Sewer District ("Client").

1. **Management's Responsibilities** – Management of Client is responsible for establishing and maintaining an effective internal control system. JMCO services may include advice and recommendations which management may or may not adopt. Client's management shall be fully and solely responsible for applying independent business judgment with respect to the services and work product provided by JMCO, to make implementation decisions, if any, and to determine further courses of action with respect to any matters addressed in any advice, recommendations, services, reports, or other work product or deliveries to Client. Management is responsible for the safeguarding of assets, the proper recording of transactions in the books of accounts, the substantial accuracy of the financial records, and the full and accurate disclosure of all relevant facts affecting the engagement to JMCO. Client should retain all the documents, canceled checks, and other data that form the basis of income and deductions. If the engagement also includes tax services, these records may be necessary to prove the accuracy and completeness of tax returns to a taxing authority. Client has final responsibility for the tax return(s) and; therefore should review the return(s) carefully before signing and filing.
2. **Responsible Person** – Client designates the individual signing the engagement letter ("Representative") as the individual to whom JMCO should look to provide information, communicate, and answer questions. Client understands that JMCO will rely on the Representative designated above and that decisions by the Representative may be beneficial to some and detrimental to others. JMCO is directed to rely on the Representative for all Client decisions including but not limited to tax treatments, allocation of income and expense items, tax elections and accounting treatments. All communication with the Representative is deemed to be communication with Client.
3. **Advice in Writing** – JMCO only provides advice for Client to rely upon in writing. Casual discussions of tax, accounting or other issues and informal communication are not advice upon which Client can rely. Client agrees that the only advice from JMCO upon which Client may rely is written advice received from JMCO on our letterhead or via e-mail.
4. **Unencrypted E-Mail Use Authorized for Communication** – In connection with this engagement, JMCO may communicate with Client or others via e-mail transmission. As e-mails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, JMCO cannot guarantee or warrant that e-mails from JMCO will be properly delivered and read only by the addressee. Therefore, JMCO specifically disclaims and waives any liability or responsibility whatsoever for interception or unintentional disclosure or communication of e-mail transmissions or for the unauthorized use or failed delivery of e-mails transmitted by JMCO in connection with the performance of this engagement. In that regard, Client agrees that JMCO shall have no liability for any loss or damage to any person or entity resulting from the use of e-mail transmissions, including any consequential, incidental, direct, indirect, or special damages,

such as loss of revenues or anticipated profits, or disclosure or communication of confidential or proprietary information. During the term of this engagement Client may elect by notification in writing to JMCO to suspend or terminate the use of e-mail.

5. **Cooperation** – Client agrees to cooperate with JMCO in the performance of JMCO services for the Client, including providing JMCO with reasonable facilities and timely access to Client’s data, information and personnel. Client shall be responsible for the performance of Client’s employees and agents and for the accuracy and completeness of all data and information provided to JMCO for purposes of this engagement. In the event that JMCO is unable to obtain required information on a timely basis JMCO may revise its estimate of fees, alter the services required and/or terminate the engagement.
6. **Independent Contractor** – Client and JMCO are both independent contractors and neither Client nor JMCO are, or shall be considered to be, an agent, distributor or representative of the other. Neither Client nor JMCO shall act or represent itself, directly or by implication, as an agent of the other or in any manner assume or create any obligation on behalf of, or in the name of, the other.
7. **Payment of Invoices** – JMCO will bill Client for professional services, expenses, and out-of-pocket costs on a monthly basis. Payment is due within 30 days of the date of the Client’s receipt of a proper invoice, as defined pursuant to Section 218.72, Florida Statutes.. JMCO reserves the right to suspend work or terminate the engagement in the event that payment is not received within 30 days of the date on the billing statement. JMCO may also suspend work or terminate the engagement if information furnished is not satisfactory for JMCO to perform work on a timely basis. JMCO will notify Client if work is suspended or terminated. If JMCO elects to terminate the engagement for nonpayment or for any other reason provided for in this letter, JMCO will be paid for work completed through the date of termination and. for all out-of-pocket costs through the date of termination. Suspension of work or termination of the engagement may result in missed deadlines, penalties/interest along with other consequences and Client agrees that suspended work or termination of the engagement shall not entitle Client to recover damages from JMCO. All fees, charges and other amounts payable to JMCO hereunder do not include any sales, use, value added or other applicable taxes, tariffs or duties, payment of which shall be the sole responsibility of Client, excluding any applicable taxes based on JMCO’s net income or taxes arising from the employment or independent contractor relationship between JMCO and JMCO’s personnel. A late payment charge of 1½% per month will be assessed on any balance that remains unpaid after deduction of current payments, credits, and allowances after 90 days from the date of billing. This is an Annual Percentage Rate of 18%.
8. **Public Records; Confidential & Proprietary Information** –
  1. Any record created by either party in accordance with this Contract shall be retained and maintained in accordance with the public records law, Florida Statutes, Chapter 119. JMCO must comply with the public records laws, Florida Statute chapter 119, specifically JMCO must:
    - a. Keep and maintain public records required by the Client to perform the service.
    - b. Upon request from the Client’s custodian of public records, provide the Client with a copy of the requested records or allow the records to be inspected or copied

within a reasonable time at a cost that does not exceed the cost provided in chapter 119 Florida Statutes or as otherwise provided by law.

- c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if JMCO does not transfer the records to the Client.
- d. Upon completion of the contract, transfer, at no cost, to the Client all public records in possession of JMCO or keep and maintain public records required by the Client to perform the service. If JMCO transfers all public records to the public agency upon completion of the contract, JMCO shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If JMCO keeps and maintains public records upon completion of the contract, JMCO shall meet all applicable requirements for retaining the public records. All records stored electronically must be provided to the public agency, upon the request from the public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency.

**IF JMCO HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO JMCO'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT ALICIA M. JOHNS AT ALICIA@CKWATER.ORG, (352)543-5285, 510 3RD STREET, CEDAR KEY, FLORIDA 32625.**

## 2. Confidential Records.

- a. Definitions – As used herein, the following terms shall have the following meanings:
  - i. "Confidential Information" shall mean "trade secrets" as defined by Sections 812.081(1)(c) and 668.002, Florida Statutes, as may be amended, or information that is otherwise considered confidential and/or exempt from disclosure under Florida law. This information, in whatever form communicated, which is owned or controlled by the Disclosing Party, must be marked "confidential" in accordance with Section 13.L. of this Agreement.
  - ii. "Disclosing Party" shall mean the Party which discloses Confidential Information to the other Party pursuant to this Agreement.
  - iii. "Receiving Party" shall mean the Party receiving Confidential Information from the other Party pursuant to this Agreement.
- b. Notwithstanding any other provision of this Agreement, JMCO acknowledges that the Client is an "agency" within the meaning of Chapter 119, Florida Statutes, and that documents, information, and other materials, regardless of physical form,

which JMCO discloses and delivers to the Licensee constitute "public records" that are subject to disclosure pursuant to Chapter 119, Florida Statutes, and Article I, Section 24, Florida Constitution, unless a specific exemption from disclosure is applicable to the information. JMCO also acknowledges that all records which the Client discloses and delivers to JMCO remain public records and are subject to disclosure pursuant to Chapter 119 unless a specific exemption from disclosure is applicable to the information.

- c. The Receiving Party shall not disclose "Confidential Information," as defined in this Agreement, unless the Receiving Party receives written authorization from the Disclosing Party or such disclosure is otherwise consistent with the terms of this Agreement. Confidential Information must be marked "confidential," "proprietary," "sensitive," "trade secret," or a marking of like import, or which the Disclosing Party states in writing at the time of transmittal to, or receipt by, the Receiving Party is to be considered confidential. Such writing shall be sufficiently specific to enable the Receiving Party to identify the information considered to be confidential by the Disclosing Party.
  - d. To the fullest extent permitted by law, Receiving Party: (a) shall hold and maintain the Confidential Information in strictest confidence, (b) shall not disclose any of the Confidential Information in any manner whatsoever except as specifically authorized in this Section 13.L., and (c) shall use all reasonable efforts to protect the Confidential Information of Disclosing Party with the same degree of care used to protect its own Confidential Information from unauthorized use or disclosure, but in no case less than a reasonable standard of care for Receiving Party.
  - e. Receiving Party is not obligated to maintain as confidential, Confidential Information that Receiving Party can demonstrate by documentation (i) is now available or becomes available to the public without breach of this agreement; (ii) is explicitly approved for release by written authorization of Disclosing Party; (iii) is lawfully obtained from a third party or parties without a duty of confidentiality; (iv) is known to the Receiving Party prior to such disclosure; or (v) is independently developed by Receiving Party without the use of any of Disclosing Party's Confidential Information or any breach of this Agreement.
9. **Disclosures** – Certain communications involving advice are privileged and not subject to disclosure. By disclosing the contents of those communications to anyone, or by turning over information about those communications to the government, Client, Client's employees or Client's agents may be waiving this privilege. To protect this right to privileged communication, please consult with JMCO or an attorney prior to disclosing any information about JMCO advice. Should Client determine that it is appropriate for JMCO to disclose any potentially privileged communication; Client agrees to provide JMCO with written, advance authority to make that disclosure.
10. **Force Majeure** – Neither Client nor JMCO shall be liable for any delays resulting from circumstances or causes beyond our reasonable control, including, without limitation, fire or other casualty, act of God, strike or labor dispute, war or other violence, or any law, order or requirement of any government agency or authority.

11. **Liability** - Each party assumes any and all liabilities, actions, damages, suits, proceedings, and judgments from claims arising or resulting from, or attributable to, the negligent acts or omissions of that party and its officers, employees and other agents while acting within the course and scope of their employment or agency. Nothing contained herein shall be construed or interpreted as denying the Client or other state entity any remedy or defense available under the laws of the State of Florida; the consent of the Client to be sued; or a waiver of sovereign immunity of the Client beyond the waiver provided in section 768.28, Florida Statutes. JMCO also assumes such risk with respect to the negligent acts or omissions of persons subcontracting with JMCO or otherwise acting or engaged to act at the instance of JMCO in furtherance of JMCO's obligations herein.
12. **Errors, Fraud, Theft, Embezzlement, Illegal Acts** – Unless a Statement of Work specifically obligates JMCO to search for fraud, theft, embezzlement and/or illegal acts, JMCO services cannot be relied upon to disclose errors, fraud, theft, embezzlement or other illegal acts that may exist, nor will we be responsible for the impact on our services of incomplete, missing, or withheld information, or mistaken or fraudulent data provided from any source or sources. However, we will inform you of any material errors, fraudulent financial reporting, or misappropriation of assets that come to our attention.
13. **Document Retention and Ownership** – The parties agree that JMCO will endeavor to retain documents and records in accordance with the Firm's Record Retention and Destruction Policy. Client agrees that after the specified period of retention required by law expires (typically seven (7) years), documents and records may not be available. However, the related engagement records will not be destroyed regardless of the retention period, if JMCO has knowledge of potential or pending legal action and/or investigation by a regulatory agency, and it has been determined by the Firm that the records in question are relevant to said legal action and/or investigation. If it is determined that the records in question are relevant to the legal action and/or investigation, the Firm will impose a litigation hold on the records thereby suspending the scheduled destruction of the records. As potential or pending legal action or an investigation may not be public knowledge, we request that you inform us of any such legal action or investigation in a timely manner. Likewise, we request that you inform us when all legal action or investigation has been concluded so that the Firm can release the litigation hold and the records related to our engagement can be destroyed in accordance with our Record Retention and Destruction Policy. JMCO does not retain original client records or documents. Records prepared by us specifically for you as part of this engagement (for example, financial statements and other financial reports, tax returns, general ledgers, depreciation schedules, etc.) and other supporting records prepared by JMCO (for example, adjusting entries and related support, data combining schedules, calculations supporting amounts in tax returns and financial statements, letters, memos and electronic mail, etc.) will remain part of the engagement records. When any records are returned or provided to you, it is your responsibility to retain and protect them for possible future use, including potential examination by any government or regulatory agencies. JMCO owns and retains the rights to JMCO's internal working papers; any information created by JMCO is not the property of Client. In the event that documents are requested by the Representative or any other individual considered by law or regulation to be our client we will furnish the documents readily available in the Client file (which shall not include any obligation on JMCO's part to undertake a search of JMCO's electronic document and email files) to the requesting party.



14. **Hosting of Client Data** – JMCO does not Host, is not the custodian of, and accepts no responsibility for Client financial and non-financial data. Client acknowledges that it has sole responsibility for the storage and preservation of its financial and non-financial data.
15. **Professional Standards** – JMCO will perform this engagement in accordance with the professional standards applicable to the engagement including those standards promulgated by the American Institute of Certified Public Accountants. In the event that issues arise that present a conflict of interest and/or a potential for breach of professional standards it may become necessary to terminate or suspend services of this engagement. We will notify you if this issue arises.
16. **Use of Third Party Providers** – In the normal course of business, JMCO uses the services of third-parties and individual contractors, which are not employees of JMCO. Those services are performed at various levels and in various aspects of JMCO's engagements including bookkeeping, tax return preparation, consulting, audit and other attest services and clerical and data entry functions. It is possible that during the course of the engagement JMCO may utilize such third-party and individual contractor sources. Additionally, the engagement will, of necessity, require JMCO to handle confidential information and JMCO expects third-party service providers and individual contractors to maintain the confidentiality of such information. To be reasonably assured that unauthorized release of confidential client information does not occur, JMCO requires those individuals and third-party service providers to enter into a written agreement to maintain the confidentiality of such information. Client acceptance of this arrangement acknowledges and accepts our handling of confidential Client information including access by third-party and individual service providers.
17. **Mediation** – Prior to resorting to arbitration or litigation that may arise regarding the meaning, performance or enforcement of this engagement or any prior engagement the parties agree to attempt resolution of any dispute in mediation administered by and conducted under the rules of the American Arbitration Association (AAA) in mediation session(s) in Alachua or Levy County, Florida. Unless the parties agree in writing to the contrary, the parties will engage in the mediation process in good faith once a written request to mediate has been given by any party to the engagement. The results of any such mediation shall be binding only upon agreement of each party to be bound. Each party may disclose any facts to the other party or to the mediator that it in good faith considers reasonably necessary to resolve the dispute. However, all such disclosures shall be deemed in furtherance of settlement efforts and shall not be admissible in any subsequent proceeding against the disclosing party. Except as agreed to in writing by both parties, the mediator shall keep confidential all information disclosed during mediation. The mediator shall not act as a witness for either party in any subsequent proceeding between the parties. The costs of any mediation proceeding shall be shared equally by the participating parties.
18. **Employees** – Both Client and JMCO agree that they will not employ any employee of the other within one year of the employee's last day of employment with the other, unless mutually agreed upon in writing. Employment of a former employee within one year of the employee leaving the other party may cause significant economic losses and/or breach of professional standards for JMCO and potential economic loss and/or potential conflicts of interest for Client. If this provision is breached, client will pay 3 months' salary of the employee to JMCO.

19. **Posting and Distribution of Information** – JMCO’s permission is required prior to distribution or posting of JMCO work product. If Client plans to distribute or post online any of JMCO’s work product, a copy of the document, reproduction master or proof will be submitted to JMCO not less than seven days prior to distribution or posting to provide JMCO sufficient time for our reading and approval prior to distribution or posting. If, in our professional judgment, the circumstances require, we may withhold our written consent. Client agrees that prior to posting an electronic copy of any of JMCO’s work product, including but not limited to financial statements and our report(s) thereon, that Client will ensure that there are no differences in content between the electronic version posted and the original signed version provided to management by JMCO. Except as prohibited by law and/or regulation, client agrees to indemnify JMCO, defend using counsel of JMCO’s choosing and hold JMCO harmless from any and all claims that may arise from any differences between electronic and original signed versions of JMCO’s work product.
20. **Assignment** – Neither party may assign any of its rights or obligations under the terms of this engagement without the prior written consent to the other.
21. **Additional Work** – From time to time Client may request that JMCO undertake to complete additional work. In the event that such work is undertaken without a separate written engagement understanding then the terms of this engagement letter shall govern the additional work.
22. **Entire Agreement** – This engagement letter constitutes the entire understanding between the parties regarding the JMCO services and supersedes all prior understandings relating to JMCO services. No amendment, modification, waiver or discharge of the terms of this engagement letter shall be valid unless in writing and signed by authorized representatives of both parties. This understanding has been entered into solely between Client and JMCO, and no third-party beneficiaries are created hereby. In the event any provision(s) of the terms of this document shall be invalidated or otherwise deemed unenforceable, such finding shall not cause the remainder of this document to become unenforceable. The proper venue for all actions involving the relationship between JMCO and Client are the tribunals of principal jurisdiction in Alachua County, Florida. This engagement and the relationship between the parties shall be construed and enforced in accordance with, and governed by Florida law without giving effect to Florida’s choice of law principles. This document may be transmitted in electronic format and shall not be denied legal effect solely because it was formed or transmitted, in whole or in part, by electronic record; however, this document must then remain capable of being retained and accurately reproduced, from time to time, by electronic record by the parties and all other persons or entities required by law. An electronically transmitted signature or acknowledgment will be deemed an acceptable original for purposes of binding the party providing such electronic signature. The invalidity, illegality, or unenforceability of any provision of this Agreement, or the occurrence of any event rendering any portion or provision of this Agreement void, shall in no way affect the validity or enforceability of any other portion or provision of the Agreement. Any void provision shall be deemed severed from the Agreement and the balance of the Agreement shall be construed and enforced as if the Agreement did not contain the particular portion or provision held to be void. The parties further agree to reform the Agreement to replace any stricken provision with a valid provision that comes as close as possible to the intent of the stricken provision. The provisions of this section shall not prevent the entire Agreement from being void should a provision which is of the essence of the Agreement be determined to be void.

23. **Prohibition Against Contracting with Scrutinized Companies.** Pursuant to Florida Statutes Section 215.4725, contracting with any entity that is listed on the Scrutinized Companies that Boycott Israel List or that is engaged in the boycott of Israel is prohibited. Contractors must certify that the company is not participating in a boycott of Israel. Any contract for goods or services of One Million Dollars (\$1,000,000) or more shall be terminated at the District's option if it is discovered that the entity submitted false documents of certification, is listed on the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or has been engaged in business operations in Cuba or Syria after July 1, 2018.

Any contract entered into or renewed after July 1, 2018 shall be terminated at the District's option if the company is listed on the Scrutinized Companies that Boycott Israel List or engaged in the boycott of Israel. Contractors must submit the certification that is attached to this agreement as Attachment "D". Submitting a false certification shall be deemed a material breach of contract. The District shall provide notice, in writing, to the Contractor of the District's determination concerning the false certification. The Contractor shall have ninety (90) days following receipt of the notice to respond in writing and demonstrate that the determination was in error. If the Contractor does not demonstrate that the District's determination of false certification was made in error, then the District shall have the right to terminate the contract and seek civil remedies pursuant to Florida Statute Section 215.4725.

24. **E-Verify.**

As a condition precedent to entering into this Agreement and in compliance with Section 448.095, Fla. Stat., JMCO and its subcontractors shall register with and use the E-Verify system to verify work authorization status of all employees.

Contractor shall require each of its subcontractors to provide JMCO with an affidavit stating that the subcontractor does not employ, contract with, or subcontract with an unauthorized alien. JMCO shall maintain a copy of the subcontractor's affidavit as part of and pursuant to the records retention requirements of this Agreement.

Client, Contractor, or any subcontractor who has a good faith belief that a person or entity with which it is contracting has knowingly violated Section 448.09(1), Fla. Stat. or the provisions of this section shall terminate the contract with the person or entity.

Client, upon good faith belief that a subcontractor knowingly violated the provisions of this section, but JMCO otherwise complied, shall promptly notify JMCO and JMCO shall immediately terminate the contract with the subcontractor.

A contract terminated under the provisions of this section is not a breach of contract and may not be considered such. Any contract termination under the provisions of this section may be challenged pursuant to Section 448.095(5)(d), Fla. Stat. (2023). JMCO acknowledges that upon termination of this Agreement by Client for a violation of this section by Contractor, JMCO may not be awarded a public contract for at least one (1) year after the date on which the contract was terminated. JMCO further acknowledges that JMCO is liable for any costs incurred by Client as a result of termination of any contract for a

violation of this section.

Contractor or subcontractor shall insert in any subcontracts the clauses set forth in this section, including this subsection, requiring the subcontractors to include these clauses in any lower tier subcontracts. JMCO shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in this section.

**INTERLOCAL AGREEMENT  
BETWEEN THE LEVY COUNTY SUPERVISOR OF ELECTIONS  
AND THE CEDAR KEY WATER AND SEWER DISTRICT**

This interlocal agreement made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2023, by and between TAMMY JONES, SUPERVISOR OF ELECTIONS OF LEVY COUNTY, FLORIDA, a constitutional officer of the State of Florida, (hereafter "Elections Supervisor"), and the Cedar Key Water and Sewer District, an independent special district unit of government (hereafter "District").

**ARTICLE I. PURPOSE.**

The purpose of this Agreement is to provide for the administration of the District Election to be held on the 2nd day of April 2024, for the purpose of electing District elected officers. The parties have determined it to be in their best interest and that of the public that the duties and responsibilities of each party concerning this election are agreed upon and set forth in a formal agreement.

**ARTICLE II. DATE OF ELECTION.**

The Election shall be held and conducted on Tuesday, April 2, 2024. If needed, a run-off election will take place on the \_\_\_\_\_ day of \_\_\_\_\_, 2024. If a run-off election is needed this agreement will extend to this run-off election.

**ARTICLE III. ELECTIONS SUPERVISOR'S RESPONSIBILITIES.**

1. The Elections Supervisor shall prepare the artwork for ballot printing based on information received from the District Clerk/Manager, or the City of Cedar Key ("City") Clerk/Manager on the District's behalf. Upon request and approval of ballot artwork, the Elections Supervisor shall arrange for the printing and testing of the ballots to be used in the District Election.
2. The Elections Supervisor shall prepare poll lists, automatic tabulating equipment, (if requested) and other polling place supplies. Equipment and supplies will be issued to the District Clerk/Manager, or the City Clerk/Manager on the District's behalf, the day before the election. All equipment and supplies will be picked up from the polling place the Monday following the election.
3. Upon request, a Logic and Accuracy Test will be scheduled for voting tabulation equipment. Canvassing Board members must be present during this testing to ensure accuracy of the voting equipment.
4. Upon request, the Elections Supervisor will provide signatures of all voters registered to vote within the district for verifying signatures on Vote-by-Mail ballots. This information is solely for the current election and may not be used for any other purpose.

5. Upon request, the Elections Supervisor shall provide the District Clerk/Manager, or the City Clerk/Manager on the District's behalf, with a list of Poll Workers who served in previous county elections who may be available for hire.
6. Upon request, the Elections Supervisor will provide poll worker training. The District Clerk/Manager or a representative from the district is expected to attend to ensure all procedures are covered. Alternatively, a representative from the city may attend on the district's behalf.
7. The Elections Supervisor shall provide staff support (on site or by phone) to assist Poll Workers, the District Clerk/Manager, and the Canvassing Board on Election Day. The hours of phone support will be from 6:00 a.m. to 9:00 p.m.
8. The Elections Supervisor will collect the precinct register(s) or electronic poll books from the District Clerk/Manager, or the City Clerk/Manager on the District's behalf, to update voting history. If precinct registers are used, the precinct register(s) will be mailed or delivered back to the district, or the City on the District's behalf, within two weeks after processing.

#### **ARTICLE IV. DISTRICT RESPONSIBILITIES.**

1. The District Clerk/Manager shall be responsible for confirming the accuracy of all dates and times and any information contained to ensure compliance with the City Charter and the Florida Statutes.
2. The District Clerk/Manager is responsible for conducting qualifying for the election and shall act as the sole qualifying officer. Upon completion of qualifying, the District Clerk/Manager will, no later than close of business on the last day of qualifying, provide to the Elections Supervisor the Candidate Oaths and Candidate Form 1's. Official title of each office to be on the ballot and language for referendums must be provided as well.
3. Within 48 hours of receipt of preliminary ballot artwork, the District Clerk/Manager shall review and approve by email before printing will commence.
4. The District Clerk/Manager shall determine how many ballots will be ordered.
5. The district shall publish all public notices required by Florida Statutes in a timely manner.
6. The district shall mail and receive Vote by Mail ballots for the District Election.
7. The District Clerk/Manager shall ensure themselves and any staff take the Division of Elections signature verification course before validating signatures on any vote-by-mail request forms or returned Vote-by-Mail ballots. (F.S. 101.68).

8. The district shall compensate Poll Workers for the time they have spent in training and working on Election Day.
9. The Parties acknowledge and agree that certain District responsibilities described in this Article IV may be performed by the City pursuant to the interlocal agreement between the City and the District dated March 18, 2014.

#### **ARTICLE V. MISCELLANEOUS**

Nothing herein shall constitute a waiver of the district's sovereign immunity, and the parties shall in all respects be bound by all provisions of Section 768.28, Florida Statutes. Each party shall be responsible for all liability, claims, and damages arising out of its own acts or omissions and shall hold the other party harmless from such liability, claims and damages. In the event of litigation, each party shall be responsible for its own costs of litigation, including its own attorney fees.

WHEREFORE, the parties hereto have agreed and set their hands as of the date set forth above.

APPROVED:

\_\_\_\_\_  
\_\_\_\_\_

DATED: \_\_\_\_\_

WITNESSED:

\_\_\_\_\_  
\_\_\_\_\_

DATED: \_\_\_\_\_

APPROVED:

\_\_\_\_\_  
TAMMY JONES  
SUPERVISOR OF ELECTIONS  
LEVY COUNTY, FLORIDA

DATED: \_\_\_\_\_

WITNESSED:

\_\_\_\_\_

DATED: \_\_\_\_\_



### Adjusted Bill Calculation

**Adjustment Information**

Date Requested: 10/5/2023  
 Month of Service: Aug-23  
 Metered Usage: 114,100 Gal  
 Am't Billed (W&S): \$2,097.10

Customer Name: Sheila Kanaby

Account No.: 308001

Service Address: 16491 Paroda Avenue

\*Previous 12 Months

Average W&S Usage: 2,827 gallons/Month

Justification: Water line break near dock

	<b>Water</b>	<b>Sewer</b>
Base Charges:	\$28.00	\$27.00

**Water Usage**

Gallons: **114,100**

0 to 3K	@	\$2.85/K		\$8.55
3 to 6 K	@	\$5.33/K		\$15.99
6 to 9 K	@	\$7.52/K		\$22.56
9K+	@	\$9.73/K		\$985.84
Total:				\$1,060.94

**Adjusted Sewer Usage**

Gallons\*: **2,827**

0 to 3K	@	\$2.30/K		\$6.50
3 to 6 K	@	\$4.66/K		\$0.00
6 to 9 K	@	\$6.77/K		\$0.00
9K+	@	\$8.86/K		\$0.00
Total:				\$33.50

**Adjusted Water and Sewer, Total:      \$1,094.44**

# Usage Report

From: 07/08/2022 Through: 09/08/2023  
 Sorted By: Account Number  
 For 308001

Location No	Acct No.	Name	Service	Tran Date	Measure	Act Usage	Bill Usage	Adj Usage	Adj Amt	Charges	Prior Date	Prior Read	Current Date	Current Read
308001	308001	SHEILA KANABY	WATER	07/29/2022	Gallons	30	30	0	0.00	27.08	06/21/2022	3147	07/21/2022	3150
2100160607	5/8" METER	WATER	WATER	08/30/2022	Gallons	6510	6510	0	0.00	54.02	07/21/2022	3150	08/22/2022	3801
2100160607	5/8" METER	WATER	WATER	09/27/2022	Gallons	1790	1790	0	0.00	31.85	08/22/2022	3801	09/20/2022	3980
2100160607	5/8" METER	WATER	WATER	10/28/2022	Gallons	2670	2670	0	0.00	35.61	09/20/2022	3980	10/19/2022	4247
2100160607	5/8" METER	WATER	WATER	12/01/2022	Gallons	3130	3130	0	0.00	37.24	10/19/2022	4247	11/18/2022	4560
2100160607	5/8" METER	WATER	WATER	12/30/2022	Gallons	3760	3760	0	0.00	40.60	11/18/2022	4560	12/19/2022	4936
2100160607	5/8" METER	WATER	WATER	02/01/2023	Gallons	1980	1980	0	0.00	33.64	12/19/2022	4936	01/18/2023	5134
2100160607	5/8" METER	WATER	WATER	03/02/2023	Gallons	3360	3360	0	0.00	38.47	01/18/2023	5134	02/21/2023	5470
2100160607	5/8" METER	WATER	WATER	03/31/2023	Gallons	2020	2020	0	0.00	33.76	02/21/2023	5470	03/20/2023	5672
2100160607	5/8" METER	WATER	WATER	04/28/2023	Gallons	2620	2620	0	0.00	35.47	03/20/2023	5672	04/20/2023	5934
2100160607	5/8" METER	WATER	WATER	05/31/2023	Gallons	2120	2120	0	0.00	34.04	04/20/2023	5934	05/18/2023	6146
2100160607	5/8" METER	WATER	WATER	06/30/2023	Gallons	1760	1760	0	0.00	33.02	05/18/2023	6146	06/19/2023	6322
2100160607	5/8" METER	WATER	WATER	07/31/2023	Gallons	2170	2170	0	0.00	34.18	06/19/2023	6322	07/20/2023	6539
2100160607	5/8" METER	WATER	WATER	09/08/2023	Gallons	114100	114100	0	0.00	1097.72	07/20/2023	6539	08/21/2023	17949
Totals for Customer/Location/Service: 308001 / 308001 / WATER						148,020	148,020	0	0.00	1566.70				

**Grand Totals**

WATER	Gallons	148020	148020	0	0.00	1566.70
Number of Accounts		1				
Number of Locations		1				
Account/Location Combinations		1				

**From:** grandmas <grandmas@scican.net>  
**Sent:** Tuesday, September 26, 2023 7:56 PM  
**Cc:** GrandmaS@scican.net  
**Subject:** Adjustment Request Account 308001

We are writing to ask the water and sewer district to consider an adjustment to our July 20-August 21 water and sewer bill.

On September 25, I called the office to ask about our extremely high (\$2097.00) water/sewer bill. Alicia told me that we had had a leak in August. This was the first we knew of this leak.

We learned that the lawncare person found standing water by our dock and reported it to McCormick Management on August 11. McCormick made sure the meter was immediately turned off. Their maintenance person found the leak and repaired it. (see pictures in next email)

We now know the former owner ran several PCV plastic underground lines to spigots around the property. We are committed to isolating these lines and capping them off ASAP.

We are sorry this happened and will do what we can to guarantee it will not happen again.

Thank you for your consideration.

Sheila and Randy Kanaby  
16491 Paroda Ave.