

CEDAR KEY WATER AND SEWER DISTRICT NOTICE OF PUBLIC MEETING

Notice is hereby given that at 5:00 PM on December 12, 2022, 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. Approval of Board Meeting Minutes from November 22, 2022 Regular Board Meeting. (pages 1-4)
6. Financial Reports: Balance Sheet; Budget Report; Checkbook Activity; Past Due Accounts Report; Employee Leave. (pages 5-22)
7. Bill Adjustment Requests
8. Approval for Wetland Solutions on behalf of Waccasassa Water and Wastewater to submit funding application.
9. General Manager Report (pages 23-26)
10. Attorney Report (pages 27-28)
11. Commissioner Comments
12. Public Input
13. 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 Regular Meeting
Board of Commissioners
November 22, 2022**

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

Other Presents: Kristen Mood (Zoom), Alicia Johns, James McCain, Mandy Offerle, Frank Offerle, Darin Kilfoyl (Zoom), Jan Childers, Clay Childers, and Ann Richburg.

1. Meeting called to order at 3:00 p.m. by Dottie Haldeman, Chair.
2. Pledge and Prayer.
3. Public Comment. There was no public comments at the beginning of the meeting.
4. Adoption of the Agenda. **Motion** by Leslie Sturmer to accept tonight's agenda. **Second** by Joe Hand. Passed by vote 3-0.
5. Approval of Minutes. **Motion** by Leslie Sturmer to accept the minutes from October 14, 2022, Waccasassa Water & Wastewater Cooperative Meeting and October 17, 2022, Regular Board Meeting Minutes. **Second** by Joe Hand. Passed by a vote 3-0.
6. 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 with room for discussion. **Second** by Joe Hand. James gave the Board a spreadsheet of how he will be reporting on the employee leave each month. Ann explained to the Board how employee vacation and sick time was accrued and how her QuickBooks software calculates the leave. Leslie ask Ann about the 2018 Legislative Funding and Ann told the Board that the District had been reimbursed for the last of the money that was spent towards that funding and will no longer show up in the financial statements presented. Leslie ask Ann if there was a way to remove that line item from the budget and she responded by telling the Board that she and Robert Beauchamp would be getting together to take line items off the budget that were no longer needed. The Board, James, and Alicia had a lengthy discussion regarding the past due list and what could be done to get people to pay their bills on time. The Board then discussed the District's Disconnection Policy and moving forward Alicia will follow the District's Disconnection Policy as written. Dottie Haldeman suggested that a letter with the District's Disconnection Policy in said letter be sent to everyone on the past due list that will be given a notice of disconnection and have the letter published in the Cedar Key News to let everyone know that the policy will now be strictly enforced. Dottie and Alicia will get together to write the letter to delinquent customers to be mailed with the delinquent notices. Passed by a vote of 3-0.
7. Bill Adjustment Request. No Bill adjustment requests.



8. Approval and Signature of the American Pipe and Tank Sludge Hauling Contract. Kristen Mood who was attending the meeting via Zoom for Evan Rosenthal of Nabors, Giblin & Nickerson, the District's legal counsel briefly summarized and advised the Board to accept the contract as presented. **Motion** by Leslie Sturmer to accept the contract with American Pipe and Tank. **Second** by Joe Hand. Passed by vote of 3-0.
9. Approval and Signature of the North Florida Professional Services Engineering Contract. Kristen briefly summarized the contract and advised the Board to accept the contract as presented. **Motion** by Joe Hand to accept the contract with North Florida Professional Services Engineering. **Second** by Leslie Sturmer. Passed by vote of 3-0.
10. Approval and Signature of the Baskerville – Donovan Engineering Contract. Kristen briefly summarized the contract and advised the Board to accept the contract as presented. **Motion** by Leslie Sturmer to accept the contract with Baskerville – Donovan. **Second** by Joe Hand. Passed by vote of 3-0.
11. Approval and Signature of Sanitary Sewer Lift Stations and Rehabilitation Task Order and Fee Schedule. Kristen briefly went over the Task Order and Fee Schedule for the Board and advised that the Board accept the Task Order and Fee Schedule as presented. James ask that he be allowed to approve and sign all Task Orders and any other documents related to this item in the future. **Motion** by Joe Hand to accept the Task Order and Fee Schedule for the Sanitary Lift Stations and Rehabilitation and to allow General Manager James McCain to approve and sign all task orders and documents pertaining to the Sanitary Sewer Lift Stations and Rehabilitation project moving forward. **Second** by Leslie Sturmer. Passed by vote 3-0.
12. Approval and Signature of State of FL DEP Standard Grant Agreement LPA0260. Kristen briefly summarized the grant and advised the Board to accept and allow James to sign agreement on the Boards behalf. Leslie brought up that this grant will not be a cost reimbursement grant so the Board will not have to spend any money up front and then be reimbursed for money spent. **Motion** by Leslie Sturmer to accept the State of FL DEP Standard Grant Agreement as presented and allow General Manager James McCain to sign all future documents on behalf of the Board. **Second** by Joe Hand. Passed by vote 3-0.
13. General Manager Report.
 - a.) *NexTower Lease Buyout.* James told the Board that he spoke Robert Beauchamp, the CPA for the District, and he advised that the District should not accept the NexTower Lease Buyout. The reason being that every year the lease payment goes up 2% and for every entity that goes on said tower is an additional \$250 of revenue for the District. **Motion** by Leslie Sturmer to NOT accept the NexTower Lease Buyout. **Second** by Joe Hand. Passed by vote 3-0.
 - b.) *Water and Wastewater Treatment Plant.* James reported that no issues have occurred and was running well at both plants. James did mention that he was going to get with Ann and Robert Beauchamp about using some of the reimbursement money for repairs to both plants.
 - c.) *Wastewater Aeration System and BRIC have been put on hold.* Leslie reported that Evan Rosenthal would possibly be able to help Alicia with getting the UEI number need to apply for the BRIC grant. Alicia was happy to accept all help possible as she and James have been trying to get a UEI number for some time without any success.

14. Attorney Report.

a.) *Waccasassa Water Cooperative Agreement.* Kristen stated that Evan had submitted comments and suggested edits to the draft Interlocal Agreement creating the Waccasassa Water Cooperative to the City of Bronson's Attorney and that the City of Bronson's town manager responded that the Interlocal Agreement would be discussed at the Levy County Commission meeting on Tuesday, November 22, 2022, in which the various stakeholders will convene to finalize the agreement.

15. Commissioners Comments. Joe let the Board know that he talked to Scott from Wetland Solutions and that the Bronson Drinking Water Wellhead Project that Bronson was pursuing was not tied into the December 16th deadline. For December 16th the request for money for the entire project will be submitted and that Scott has already filled out the application through the website portal and sent it to Cedar Key, Bronson, Otter Creek, and Levy County for approval. Joe ask James if he had seen the application and James stated that as of, yet he has not seen the application for approval. There was questions about who would be filing and signing the application since the Waccasassa Coop has not been set up yet. James told the Board that he would be attending a meeting on November 30, 2022, to discuss those things. Joe ask Kristen that if in the future instead of waiting for a Board meeting can he just send all other Board members an email explaining what he discussed with members of Wetland Solutions or about the Waccasassa Water and Wastewater Cooperative or would that be a violation of the Sunshine Law? Kristen stated that it would violate the Sunshine Law to do so and that it should only be discussed at Board meeting to make sure that no Sunshine Laws are violated. Leslie stated that in the last report that was given out that in the last of the report it talked about all the different funding opportunities that could be patchworked together and wanted to know who was making the decision on how much money would be asked for and who would be signing the applications for those different funding entities. Joe stated that Scott from Wetland Solutions had the same question and that it would have to be discussed at the November 30th meeting. Clay Childers ask if another 20% would be added to the amount being ask for so that just incase of unforeseen issues arise the money would be available. James stated that it would be a question he would ask at the meeting. Joe stated that he ask Scott what the Board could do to help move things along and Scott stated that the focus needed to be on forming the Waccasassa Water and Wastewater Cooperative and not individual projects. Joe let the Board know that the Levy County Board of Commissioners would be going over the agreement in detail and discussing what exactly their role would be if they decided to be involved in the project and said there was a memorandum that was sent out to show what all would be discussed at their meeting. Dottie ask Joe if he would now be the person to go to all future meetings regarding the Waccasassa Water and Wastewater Cooperative since she will be having knee surgery very soon and will not be able to attend some of the meetings in which Joe accepted. The Board ask Alicia if she could get a copy of the minutes from the Levy County Commission meeting that was held on November 22, 2022.

16. Public Input. Mandy Offerle ask if the county decided to not participate in the project would that leave Rosewood and Sumner out of the possibility of being able to receive water from this project? The answer that was given by a few of the Board members was that Rosewood and Sumner would still possibly benefit from the project even if the county decided to not be involved. Leslie stated that at one of the previous meetings Greg Lang told the Board that there were several different possibilities to adding Rosewood and Sumner to the project without possibly having to extend the District's boundaries or Levy County being involved. Clay Childers wanted clarification on submitting the application for funding without having the Waccasassa Water & Wastewater Cooperative in place. The Board responded by telling Mr. Childers that it was said that the Application could be submitted without the Cooperation being established, but it would need to be formed by January.

17. Adjournment: There being no more business to conduct, the meeting was adjourned at 4:15 p.m.

Dottie Haldeman, Chairperson

Leslie Sturmer, Commissioner &
Secretary of the Board

Cedar Key Water & Sewer District
Balance Sheet
As of November 30, 2022
Nov 30, 22

ASSETS

Current Assets

Checking/Savings

Unrestricted Cash Funds

100 - Operating Account	131,248.63
102 Petty Cash	175.00
113.3 Unrestricted Savings	<u>35,024.54</u>

Total Unrestricted Cash Funds 166,448.17

Restricted Cash Funds

103.1 Security Deposit	19,030.49
114.00 RD Payment	795.00
114.02 RD RESERVE ACCOUNT	<u>44,168.00</u>

Total Restricted Cash Funds 63,993.49

Total Checking/Savings 230,441.66

Other Current Assets

134 - Accounts Receivable	100,192.36
135 - Allowance for A/R	-9,700.00
136 - Prepaid Expense	61,467.97
160 - Inventory & Materials	<u>56,809.57</u>

Total Other Current Assets 208,769.90

Total Current Assets 439,211.56

Fixed Assets

301 - Land	125,195.95
302 - Other Improvements	2,504,213.86
304 - Plant and Equipment	7,908,590.37
306 - Other Equipment	103,095.34
307 - Sewer Machinery	130,629.33
308 - Computer S/W	11,313.24
309 - Vehicles	125,128.96
311 - Less Accum Depreciation	<u>-6,083,417.26</u>

Total Fixed Assets 4,824,749.79

Other Assets

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

Total 311 - Construction in Progress 166,250.00

Total Other Assets 166,391.19

TOTAL ASSETS 5,430,352.54

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

330 - Accounts Payable	<u>444.77</u>
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Total Accounts Payable 444.77

Cedar Key Water & Sewer District
Balance Sheet

As of November 30, 2022

Nov 30, 22

Other Current Liabilities	
485 · Note Payable -RD - Current	20,000.00
403- Emplo Ret Con Payabale	580.20
407-01 SS Tax Payable	119.42
408 - Sales Tax Payable	108.80
411 - Unearned Revenues	11,100.72
450 · Fed. Income Taxes Payable	44.08
482 - Accrued Int Pay	2,307.53
483 · Accrued Compensated Absences	16,625.00
484 -Customer Deposits Payable	14,301.02
Total Other Current Liabilities	65,186.77
Total Current Liabilities	65,631.54
Long Term Liabilities	
460 · N/P-Rural Development	1,036,000.00
500 - Accrd Compen Absences-LT	13,946.00
Total Long Term Liabilities	1,049,946.00
Total Liabilities	1,115,577.54
Equity	
598 · Restricted for Debt Service	38,217.00
3900 · Retained Earnings	300,626.60
599 · Investment in Capital Assets -	3,891,295.66
Net Income	84,635.74
Total Equity	4,314,775.00
TOTAL LIABILITIES & EQUITY	5,430,352.54



Cedar Key Water & Sewer District Profit & Loss Budget vs. Actual October through November 2022

	Oct - Nov 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
300 - Income				
305 - Water Revenue	88,151.12	526,000.00	-437,848.88	16.76%
310 - Sewer Revenues	70,806.47	435,000.00	-364,193.53	16.28%
325 - Penalties	680.00	2,958.00	-2,278.00	22.99%
330 - Earned Interest	846.76	20.00	826.76	4,233.8%
335 - New Meter Charges	300.00	5,600.00	-5,300.00	5.36%
350 - Misc Income	100.48	12,500.00	-12,399.52	0.8%
360 - Carry Forward	0.00	0.00	0.00	0.0%
365. Meter Installation Fee	120.00	1,200.00	-1,080.00	10.0%
382 - Grant - Legislative 2016	0.00	0.00	0.00	0.0%
Total 300 - Income	161,004.83	983,278.00	-822,273.17	16.37%
390 Special Legislative Appr	65,378.19			
Other Sources Of Income				
315 - Ad Valorem Tax				
315.100 - Ad Valorem	6,753.34	262,275.00	-255,521.66	2.58%
315 - Ad Valorem Tax - Other	-202.54			
Total 315 - Ad Valorem Tax	6,550.80	262,275.00	-255,724.20	2.5%
340 - Rental Income	5,368.48	30,123.00	-24,754.52	17.82%
370 - Service Charge New Connection	3,000.00	11,300.00	-8,300.00	26.55%
333 - Other Miscellaneous	202.43	530.00	-327.57	38.19%
Total Other Sources Of Income	15,121.71	304,228.00	-289,106.29	4.97%
Total Income	241,504.73	1,287,506.00	-1,046,001.27	18.76%
Gross Profit	241,504.73	1,287,506.00	-1,046,001.27	18.76%
Expense				
500 - GENERAL AND ADMINISTRATIVE				
510 - Payroll				
510.01 - Salaries	47,547.05	304,048.00	-256,500.95	15.64%
510.02 - Social Security/Medicare	3,560.33	23,259.68	-19,699.35	15.31%
510.03 - Retirement	2,602.52	30,405.00	-27,802.48	8.56%
510.04 - Health, Dental & Life Ins	15,921.57	79,613.32	-63,691.75	20.0%
510.05 - Workers Comp.	0.00	8,400.00	-8,400.00	0.0%
Total 510 - Payroll	69,631.47	445,726.00	-376,094.53	15.62%
520 - Office				
520.01 - Supplies	1,344.03	2,000.00	-655.97	67.2%
520.02 - Postage & Shipping	945.35	6,220.00	-5,274.65	15.2%
520.03 - Copier, Computer, Billing, Etc.	1,254.96	3,465.00	-2,210.04	36.22%
520.04 - Printing and Copying	115.00	1,148.00	-1,033.00	10.02%
520.05 - Web Portal/E-Billing	0.00	0.00	0.00	0.0%
Total 520 - Office	3,659.34	12,833.00	-9,173.66	28.52%
530 - Utilities				
530.01 - Fuel For Equipment	2,120.11	13,200.00	-11,079.89	16.06%
530.02 - Solid Waste Disposal	262.49	1,130.00	-867.51	23.23%

Cedar Key Water & Sewer District Profit & Loss Budget vs. Actual October through November 2022

	Oct - Nov 22	Budget	\$ Over Budget	% of Budget
530.03 · Telephone	3,097.06	10,000.00	-6,902.94	30.97%
530 · Utilities - Other	0.00	0.00	0.00	0.0%
Total 530 · Utilities	5,479.66	24,330.00	-18,850.34	22.52%
540 · Professional Fees				
540.01 · Audit & Accounting	8,700.00	22,200.00	-13,500.00	39.19%
540.02 · Management/Legal	4,115.81	30,000.00	-25,884.19	13.72%
540.03 · Property Appraiser's Fee	0.00	7,000.00	-7,000.00	0.0%
540.05 · Tax Collector Fees	0.00	5,200.00	-5,200.00	0.0%
540.04 · Water/Wastewater Operator	0.00	0.00	0.00	0.0%
Total 540 · Professional Fees	12,815.81	64,400.00	-51,584.19	19.9%
550 - General Repair & Maint				
550.01 · Vehicle	1,327.85	3,606.00	-2,278.15	36.82%
550.02 · Equipment and Tools	199.83	5,830.00	-5,630.17	3.43%
550.03 · Building	0.00	600.00	-600.00	0.0%
550.04 · Supplies	0.00	948.00	-948.00	0.0%
550.05 · New Tools	0.00	0.00	0.00	0.0%
Total 550 - General Repair & Maint	1,527.68	10,984.00	-9,456.32	13.91%
560 · Other				
560.01 · Property/Liability Ins.	0.00	52,000.00	-52,000.00	0.0%
560.02 · Election Expenses	0.00	4,000.00	-4,000.00	0.0%
560.03 · Continuing Education	100.00	3,000.00	-2,900.00	3.33%
560.04 · Annual Fees & Dues	175.00	11,000.00	-10,825.00	1.59%
560.05 · Ads and Publications	1,613.76	500.00	1,113.76	322.75%
560.06 · Miscellaneous	487.26	1,650.00	-1,162.74	29.53%
560.07 · Contingency	0.00	43,740.00	-43,740.00	0.0%
Total 560 · Other	2,376.02	115,890.00	-113,513.98	2.05%
Total 500 · GENERAL AND ADMINISTRATIVE	95,489.98	674,163.00	-578,673.02	14.16%
600 · DIRECT WATER EXPENSES				
610 · Chemicals and Filters				
610.01 · Chemicals	12,031.18	88,330.00	-76,298.82	13.62%
610.02 · Miex Resin	0.00	30,000.00	-30,000.00	0.0%
Total 610 · Chemicals and Filters	12,031.18	118,330.00	-106,298.82	10.17%
620 - Laboratory				
620.01 · In House Lab	128.16	2,920.00	-2,791.84	4.39%
620.02 · Outside Lab	0.00	4,348.00	-4,348.00	0.0%
Total 620 - Laboratory	128.16	7,268.00	-7,139.84	1.76%
630 - Regulatory				
630.01 · Permits	0.00	0.00	0.00	0.0%
Total 630 - Regulatory	0.00	0.00	0.00	0.0%
640 · Repairs and Maintenance				
640.01 · Piping and Distribution	406.59	20,850.00	-20,443.41	1.95%
640.02 · Equipment	0.00	12,560.00	-12,560.00	0.0%
640.03 · Building & Grounds	0.00	7,690.00	-7,690.00	0.0%
640.04 · Water Tower Maintenance	4,599.43	16,000.00	-11,400.57	28.75%

Cedar Key Water & Sewer District Profit & Loss Budget vs. Actual October through November 2022

	Oct - Nov 22	Budget	\$ Over Budget	% of Budget
640.05 · Generators Annual Mainte	0.00	1,930.00	-1,930.00	0.0%
640.06 · Water Plant Maintenance	0.00	30,000.00	-30,000.00	0.0%
640 · Repairs and Maintenance - Other	186.64			
Total 640 · Repairs and Maintenance	5,192.66	89,030.00	-83,837.34	5.83%
650 · Utilities				
650.01 · Electric	4,955.81	22,000.00	-17,044.19	22.53%
650.02 · Propane	0.00	1,090.00	-1,090.00	0.0%
650.03 · Telephone	1,566.78	2,360.00	-793.22	66.39%
Total 650 · Utilities	6,522.59	25,450.00	-18,927.41	25.63%
660 · Other				
660.01 · Professional Fees	0.00	10,000.00	-10,000.00	0.0%
660.20 · Contingency	0.00	0.00	0.00	0.0%
Total 660 · Other	0.00	10,000.00	-10,000.00	0.0%
670 · Capital Expenditures				
670.02 Water Plant Construction	0.00	0.00	0.00	0.0%
670.04 · New Vehicle	0.00	50,000.00	-50,000.00	0.0%
Total 670 · Capital Expenditures	0.00	50,000.00	-50,000.00	0.0%
680 · Loans				
680.05 · RD - Water System Interest	0.00	29,040.00	-29,040.00	0.0%
680.06 · RD-Water System Principal	0.00	20,000.00	-20,000.00	0.0%
Total 680 · Loans	0.00	49,040.00	-49,040.00	0.0%
Total 600 · DIRECT WATER EXPENSES	23,874.59	349,118.00	-325,243.41	6.84%
700 · DIRECT WASTEWATER EXPENSES				
710 · Chemicals and Filters				
710.01 · Chemicals	8,998.11	23,320.00	-14,321.89	38.59%
Total 710 · Chemicals and Filters	8,998.11	23,320.00	-14,321.89	38.59%
720 · Laboratory				
720.01 · In House Lab	128.15	205.00	-76.85	62.51%
720.02 · Outside Lab	3,016.40	14,100.00	-11,083.60	21.39%
Total 720 · Laboratory	3,144.55	14,305.00	-11,160.45	21.98%
730 · Regulatory				
730.01 · Permits	0.00	1,000.00	-1,000.00	0.0%
730.02 · Biosolids Hauling	11,330.50	89,820.00	-78,489.50	12.62%
Total 730 · Regulatory	11,330.50	90,820.00	-79,489.50	12.48%
740 · Repairs Maintenance Other				
740.01 · Piping & Distribution	3,997.09	30,000.00	-26,002.91	13.32%
740.02 · Equipment	1,104.36	13,660.00	-12,555.64	8.09%
740.03 · Building and Grounds	2,935.17	50,000.00	-47,064.83	5.87%
740.04 · Generator-Annual Maintenance	0.00	10,000.00	-10,000.00	0.0%
Total 740 · Repairs Maintenance Other	8,036.62	103,660.00	-95,623.38	7.75%
750 · Utilities				
750.01 · Electric	5,994.64	26,880.00	-20,885.36	22.3%
750.02 · Propane	0.00	1,740.00	-1,740.00	0.0%
Total 750 · Utilities	5,994.64	28,620.00	-22,625.36	20.95%

Cedar Key Water & Sewer District
Profit & Loss Budget vs. Actual
 October through November 2022

	Oct - Nov 22	Budget	\$ Over Budget	% of Budget
760 · Other				
760.01 · Professional Fees -WWTP Permit	0.00	3,500.00	-3,500.00	0.0%
760.02 · Contingency	0.00	0.00	0.00	0.0%
Total 760 · Other	0.00	3,500.00	-3,500.00	0.0%
770 · Capital Expenditures				
770.01 · Bridge 1,2,3 Drills	0.00	0.00	0.00	0.0%
Total 770 · Capital Expenditures	0.00	0.00	0.00	0.0%
Total 700 · DIRECT WASTEWATER EXPENSES	37,504.42	264,225.00	-226,720.58	14.19%
Total Expense	156,868.99	1,287,506.00	-1,130,637.01	12.18%
Net Ordinary Income	84,635.74	0.00	84,635.74	100.0%
	84,635.74	0.00	84,635.74	100.0%

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

Date	Num	Name	Memo	Amount
Unrestricted Cash Funds				
100 - Operating Account				
11/01/22	31267	AFLAC	ATF27	-933.96
11/01/22	31214	Transamerica Empl...	33859	-56.08
11/01/22	31215	Florida Blue Group ...	Vision for 5 @ 28.45= 113.80 4 mon...	-113.80
11/01/22		Deposit	Deposit	62.57
11/01/22		Deposit	Deposit	315.39
11/01/22		Deposit	WiFiFiber	200.00
11/01/22		Deposit	Deposit	55.00
11/01/22		Deposit	Deposit	936.36
11/01/22		Deposit	Darling for Grease	100.48
11/02/22		Deposit	Deposit	215.32
11/03/22	31216	McCain, James E.	Pay Check	-1,607.75
11/03/22		Deposit	Deposit	731.12
11/04/22	31217	Johns, Alicia M.	Pay Check	-505.66
11/04/22	31218	Doty, Gabriel T	Pay Check	-680.84
11/04/22	31219	Quinn, William M.	Pay Check	-708.10
11/04/22	31220	Richburg, Margaret A.	Pay Check	-641.22
11/04/22	31221	Margaret Ann Richb...	11/03/2022 Mileage to Ocala Lab	-84.68
11/04/22	Bankdraft	EFTPS	59-1156008	-1,334.96
11/04/22		Deposit	State of Florida	65,378.19
11/04/22		Deposit	Deposit	776.99
11/04/22		Deposit	Deposit	6,681.58
11/06/22	Bankdraft	Wex Bank Maratho...	Invoice No: 7560-00-129850-4 8482...	-794.99
11/07/22	31222	Margaret Ann Richb...	11/7/2022 Mileage to Ocala Lab	-84.68
11/07/22		Deposit	Deposit	120.61
11/08/22		Deposit	Deposit	9,449.18
11/08/22		Deposit	Deposit	61.90
11/08/22		Deposit	Deposit	63.29
11/09/22	31223	Doty, Gabriel T	Pay Check	-695.01
11/09/22	31226	Johns, Alicia M.	Pay Check	-505.66
11/09/22	31229	Quinn, William M.	Pay Check	-708.11
11/09/22	31230	Richburg, Margaret A.	Pay Check	-657.05
11/09/22	31228	McCain, James E.	Pay Check	-1,578.68
11/09/22	31224	Haldeman, Hattie B.	Pay Check	-369.40
11/09/22	31225	Hand, Joseph G.	Pay Check	-369.40
11/09/22	31227	Lauer, Tabitha	Pay Check	-369.40
11/09/22	31231	Rosenthal, Stephen...	Pay Check	-369.40
11/09/22	31232	Sturmer, Leslie N.	Pay Check	-369.40
11/09/22	Bankdraft	EFTPS	59-1156008	-1,636.48
11/09/22		Deposit	Deposit	55.05
11/11/22		Deposit	Deposit	56.14
11/11/22		Deposit	Deposit	6,548.75
11/14/22	31233	A-Able Septic-Sewer...	Invoice No: 56090 11/02/2022	-4,000.00
11/14/22	31234	Aqua Pure Water & ...	Invoice No:8585 10/2022	-2,239.00
11/14/22	31235	AT&T # 1	352-543-5285-937-1989 10/22	-580.71
11/14/22	31236	AT&T # 2	352-6405-937-1988 10/22	-108.12
11/14/22	31237	Cedar Key Auto Care	1999 10/2022	-1,063.98
11/14/22	31238	Central Hydraulics ...	Invoice No: 165751 11/03/22 Cylinde...	-199.83
11/14/22	31239	FloridaDepartment ...	Special District Annual Fee	-175.00
11/14/22	31240	Gator Works Comp...	Invoice NO: 22-2523 10/30/2022	-181.00
11/14/22	31241	Hach Company	Invoice NO: 13304979 10/26/22	-1,104.36
11/14/22	31242	Hawkins, Inc.d/b/a ...	Invoice NO:6321914,6321916, 10/272...	-5,030.22
11/14/22	31243	NAPA Gulf Coast P...	Acct #1999 10/2022	-263.87
11/14/22	31244	US Postmaster	P.O. Box fee	-140.00
11/14/22	31245	Verizon Wireless # 1	Invoice No: Acct. 9918915836 10/22	-98.02
11/14/22	31246	Verizon # 2	Invoice NoAcct.9910967283 10/22	-108.85
11/14/22		Deposit	Deposit	10,937.58
11/14/22		Deposit	Deposit	143.74
11/15/22	31247	Central FL Electric	Electric Bills 10/22	-5,437.79
11/15/22	bankdraft	City Of Cedar Key	Garbage	-141.19
11/15/22	31248	Hawkins, Inc.d/b/a ...	Invoice NO:6331947,633	-3,929.38
11/15/22	31249	Konica Minolta Busi...	Invoice No:28354023 11/22	-97.03
11/15/22	31250	INDUSTRIAL CHE...	LIFT STATION DEGREASER 36379...	-754.42
11/15/22	31251	VISA	10/22	-479.03
11/15/22		Deposit	Deposit	59.01
11/16/22	31252	Doty, Gabriel T	Pay Check	-596.82
11/16/22	31253	Margaret Ann Richb...	Reimbursement Request mileage to ...	-84.68

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

Date	Num	Name	Memo	Amount
11/16/22		Deposit	Deposit	57.78
11/17/22	31257	Jim Gaudette	Water Re-fund	-36.09
11/17/22		Deposit	Deposit	729.68
11/18/22	31254	McCain, James E.	Pay Check	-1,607.75
11/18/22	31255	Johns, Alicia M.	Pay Check	-505.68
11/18/22	31256	Richburg, Margaret A.	Pay Check	-657.06
11/18/22	31258	Quinn, William M.	Pay Check	-867.35
11/18/22	Bankdraft	EFTPS	59-1156008	-1,396.64
11/18/22		Deposit	Deposit	142.18
11/21/22		Deposit	Deposit	10,512.88
11/21/22		Deposit	Deposit	193.63
11/22/22	31259	Quinn, William M.	Pay Check	-953.03
11/22/22	31260	Nabors Giblin & Nic...	Invoice No: 1108-22064 10/2022	-2,107.78
11/22/22	Bankdraft	Blue Cross Blue Shi...	Group:90866 76107154	-5,176.10
11/22/22	31261	Johns, Alicia M.	Pay Check	-505.66
11/22/22	31262	Richburg, Margaret A.	Pay Check	-657.06
11/22/22	31263	Marina Hardware At...	220 10/2022	-346.87
11/22/22		Re-fund Deposit	Deposit	215.91
11/22/22		Deposit	For the grease	100.45
11/23/22	31264	Doty, Gabriel T	Pay Check	-902.57
11/23/22	31265	McCain, James E.	Pay Check	-1,142.87
11/23/22	Bankdraft	EFTPS	59-1156008	-1,350.74
11/23/22	31266	AFLAC	ATF27	-933.96
11/23/22	31267	Beauchamp & Edw...	Invoice # 20751	-4,500.00
11/23/22	31268	Hawkins, Inc.d/b/a ...	Invoice NO6342808 ,6342809	-4,580.00
11/23/22	31269	LANIER MUNICIPA...	Invoice NO:214501 11/02/22	-53.52
11/23/22	31270	Quill Corporation	Invoice # 2875593, 28786049	-114.88
11/23/22	31271	USA Blue Book	Invoice No:173590 11/10/22	-91.14
11/23/22		Deposit	Deposit	141.86
11/26/22		Deposit	Deposit	138.58
11/28/22		Deposit	Deposit	129.39
11/29/22		Deposit	Deposit	116.98
11/30/22	31273	Richburg, Margaret A.	Pay Check	-657.05
11/30/22		Deposit	Deposit	7,257.39
11/30/22		Deposit	Deposit	26,625.29
11/30/22		Deposit	Deposit	64.16
Total 100 - Operating Account				78,242.60
Total Unrestricted Cash Funds				78,242.60
TOTAL				78,242.60

Cedar Key Water and Sewer District

Penalty Register

Detailed

For charges due before 11/30/2022

Account Balance as of 11/30/2022

Disconnect Date 12/09/2022

Sorted by: Route + Reading Sequence

Location No	Account No	Name	Address	Meter No.	Prev. Balance	Penalty	Tax	Account Balance
24001	24001	JOHN SPIVEY	15724 MILLER ISLAND					
WATER	P1			19125705	36.01	20.00	0.00	56.01
SEWER					33.46	0.00	0.00	33.46
		JOHN SPIVEY	Total		69.47	20.00	0.00	89.47
81001	81001	W.E. KNIGHT	12406 SR 24					
WATER	P1			14346305	172.22	20.00	0.00	192.22
SEWER					140.60	0.00	0.00	140.60
		W.E. KNIGHT	Total		312.82	20.00	0.00	332.82
1051001	1051001	WILL KNIGHT	12406 SR 24					
WATER	P1			18258673	155.97	20.00	0.00	175.97
		WILL KNIGHT	Total		155.97	20.00	0.00	175.97
82001	82001	DONALD GILLMORE	12412 SR 24					
WATER	P1			19125699	31.65	20.00	0.00	51.65
SEWER					29.94	0.00	0.00	29.94
		DONALD GILLMORE	Total		61.59	20.00	0.00	81.59
109001	109001	PETER STEFANI	12586 SR 24					
WATER	P1			19125728	28.94	20.00	0.00	48.94
SEWER					27.76	0.00	0.00	27.76
		PETER STEFANI	Total		56.70	20.00	0.00	76.70
127001	127001	ROSANNE CANTWELL	12689 BAYSHORE AVE					
WATER	P1			13658401	43.53	20.00	0.00	63.53
SEWER					40.00	0.00	0.00	40.00
		ROSANNE CANTWELL	Total		83.53	20.00	0.00	103.53
1300001	1300001	JOHN FRADELLA	BAYSHORE					
WATER	P1			14346414	29.45	20.00	0.00	49.45
		JOHN FRADELLA	Total		29.45	20.00	0.00	49.45
166001	166001	LISA EHRBAR	1165 WHIDDON AVE					
WATER	P1			2000047460	25.31	20.00	0.00	45.31
SEWER					23.27	0.00	0.00	23.27
		LISA EHRBAR	Total		48.58	20.00	0.00	68.58
176001	176001	JOSEPH ALLEN SR	1274 WHIDDEN AVE.					
WATER	P1			12943638	28.00	20.00	0.00	48.00
SEWER					27.00	0.00	0.00	27.00
		JOSEPH ALLEN SR	Total		55.00	20.00	0.00	75.00
180001	180001	NIN GARRETT	1210 WHIDDON AVE.					
WATER	P1			13943792	57.80	20.00	0.00	77.80
SEWER					55.25	0.00	0.00	55.25
		NIN GARRETT	Total		113.05	20.00	0.00	133.05
208001	208001	MOLLY JUBITZ	13132 SW 164TH AVE.					
WATER	P1			2100182418	33.13	20.00	0.00	53.13
SEWER					31.14	0.00	0.00	31.14
		MOLLY JUBITZ	Total		64.27	20.00	0.00	84.27
253001	253001	TONY ANDREWS	13051 SW 166TH COURT					
WATER	P1			2000047479	32.19	20.00	0.00	52.19
SEWER					30.38	0.00	0.00	30.38
		TONY ANDREWS	Total		62.57	20.00	0.00	82.57
268001	268001	PAT HIBBITS	1169 HAWTHORNE AVE					
WATER	P1			13379859	29.97	20.00	0.00	49.97
SEWER					28.59	0.00	0.00	28.59

Paid 12/18

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Location No	Account No	Name	Address	Meter No.	Prev. Balance	Penalty	Tax	Account Balance
1100001	1100001	P & G HOSPITALITY #203	192 2ND STREET - CC 203					
		SEWER			79.00	0.00	0.00	79.00
		P & G HOSPITALITY #203Total			181.00	20.00	0.00	201.00
1110001	1110001	P & G HOSPITALITY #204	192 2ND STREET - CC 204					
		WATER		2000047476	111.73	20.00	0.00	131.73
		SEWER			86.86	0.00	0.00	86.86
		P & G HOSPITALITY #204Total			198.59	20.00	0.00	218.59
1120001	1120001	P & G HOSPITALITY #205	192 2ND STREET - CC 205					
		WATER		17023624	111.69	20.00	0.00	131.69
		SEWER			86.83	0.00	0.00	86.83
		P & G HOSPITALITY #205Total			198.52	20.00	0.00	218.52
1130001	1130001	P & G HOSPITALITY #206	192 2ND STREET - CC 206					
		WATER		17023625	106.29	20.00	0.00	126.29
		SEWER			82.46	0.00	0.00	82.46
		P & G HOSPITALITY #206Total			188.75	20.00	0.00	208.75
1140001	1140001	P & G HOSPITALITY #207	192 2ND STREET - CC 207					
		WATER		17023627	114.30	20.00	0.00	134.30
		SEWER			88.94	0.00	0.00	88.94
		P & G HOSPITALITY #207Total			203.24	20.00	0.00	223.24
1150001	1150001	P & G HOSPITALITY #208	192 2ND STREET - CC 208					
		WATER		17023635	112.56	20.00	0.00	132.56
		SEWER			87.53	0.00	0.00	87.53
		P & G HOSPITALITY #208Total			200.09	20.00	0.00	220.09
1160001	1160001	P & G HOSPITALITY #209	192 2ND STREET - CC 209					
		WATER		2100160657	113.46	20.00	0.00	133.46
		SEWER			88.26	0.00	0.00	88.26
		P & G HOSPITALITY #209Total			201.72	20.00	0.00	221.72
504001	504001	L&M SOL.	192 2ND ST - POOL					
		WATER		13458140	125.78	20.00	0.00	145.78
		L&M SOL. Total			125.78	20.00	0.00	145.78
1170001	1170001	P & G HOSPITALITY #301	192 2ND STREET - CC 301					
		WATER		17023631	103.01	20.00	0.00	123.01
		SEWER			79.81	0.00	0.00	79.81
		P & G HOSPITALITY #301Total			182.82	20.00	0.00	202.82
1180001	1180001	P & G HOSPITALITY #302	192 2ND STREET - CC 302					
		WATER		17023630	109.71	20.00	0.00	129.71
		SEWER			85.23	0.00	0.00	85.23
		P & G HOSPITALITY #302Total			194.94	20.00	0.00	214.94
1190001	1190001	P & G HOSPITALITY #303	192 2ND STREET - CC 303					
		WATER		17023628	102.00	20.00	0.00	122.00
		SEWER			79.00	0.00	0.00	79.00
		P & G HOSPITALITY #303Total			181.00	20.00	0.00	201.00
1200001	1200001	P & G HOSPITALITY #304	192 2ND STREET - CC 304					
		WATER		17023629	103.65	20.00	0.00	123.65
		SEWER			80.34	0.00	0.00	80.34
		P & G HOSPITALITY #304Total			183.99	20.00	0.00	203.99
1210001	1210001	P & G HOSPITALITY #305	192 2ND STREET - CC 305					
		WATER		2100160666	109.29	20.00	0.00	129.29
		SEWER			84.89	0.00	0.00	84.89
		P & G HOSPITALITY #305Total			194.18	20.00	0.00	214.18
1220001	1220001	P & G HOSPITALITY #306	192 2ND STREET - CC 306					
		WATER		22114900	106.00	20.00	0.00	126.00
		SEWER			82.23	0.00	0.00	82.23
		P & G HOSPITALITY #306Total			188.23	20.00	0.00	208.23
1230001	1230001	P & G HOSPITALITY #307	192 2ND STREET - CC 307					
		WATER		2100160622	109.66	20.00	0.00	129.66
		SEWER			85.18	0.00	0.00	85.18
		P & G HOSPITALITY #307Total			194.84	20.00	0.00	214.84
1240001	1240001	P & G HOSPITALITY #308	192 2ND STREET - CC 308					
		WATER		17023632	204.78	20.00	0.00	224.78

Location No	Account No	Name	Address	Meter No.	Prev. Balance	Penalty	Tax	Account Balance
523001	523001	P & G HOSPITALITY -	190 2ND ST-CC MARINA					
	WATER	P1		13379826	48.00	20.00	0.00	68.00
	SEWER				48.00	20.00	0.00	68.00
		P & G HOSPITALITY -	Total					
529001	529001	A. HAGAR - TH6	52 2ND ST- TH6					
	WATER	P1		12943666	48.16	20.00	0.00	68.16
	SEWER				27.35	0.00	0.00	27.35
		A. HAGAR - TH6	Total		75.51	20.00	0.00	95.51
622001	622001	RICCARDO BARRANTES	7030 DEPOT STREET					
	WATER	P1		22114892	48.22	20.00	0.00	68.22
	SEWER				57.73	0.00	0.00	57.73
		RICCARDO BARRANTES	Total		105.95	20.00	0.00	125.95
658001	658001	RICHARD GRIER	7041 DEPOT ST 303C					
	WATER	P1		14280849	29.48	20.00	0.00	49.48
	SEWER				28.20	0.00	0.00	28.20
		RICHARD GRIER	Total		57.68	20.00	0.00	77.68
663001	663001	CHARLES WILTSE	234 3RD ST					
	WATER	P1		12601493	41.61	20.00	0.00	61.61
	SEWER				38.33	0.00	0.00	38.33
		CHARLES WILTSE	Total		79.94	20.00	0.00	99.94
682001	682001	TIPSY COW	360 DOCK STREET					
	WATER	P1		14346426	273.80	20.00	0.00	293.80
	SEWER				231.41	0.00	0.00	231.41
		TIPSY COW	Total		505.21	20.00	0.00	525.21
719001	719001	GALLOGLAIGH LLC	550 1ST ST IP#206					
	WATER	P1		13484063	108.72	20.00	0.00	128.72
	SEWER				84.43	0.00	0.00	84.43
		GALLOGLAIGH LLC	Total		193.15	20.00	0.00	213.15
763001	763001	BARBARA SERGI	573 1ST ST.					
	WATER	P1		2000047455	32.08	20.00	0.00	52.08
	SEWER				30.29	0.00	0.00	30.29
		BARBARA SERGI	Total		62.37	20.00	0.00	82.37
800001	800001	ROBERT JOHNSTON	674 2ND ST-MARGARET					
	WATER	P1		14280507	71.54	20.00	0.00	91.54
	SEWER				66.36	0.00	0.00	66.36
		ROBERT JOHNSTON	Total		137.90	20.00	0.00	157.90
817001	817001	NICOLE HARPER	633 4TH ST.					
	WATER	P1		14280376	119.10	20.00	0.00	139.10
	SEWER				125.92	0.00	0.00	125.92
		NICOLE HARPER	Total		245.02	20.00	0.00	265.02
845001	845001	TERESE SEARS	741 6TH ST					
	WATER	P1		2000047454	37.30	20.00	0.00	57.30
	SEWER				34.55	0.00	0.00	34.55
		TERESE SEARS	Total		71.85	20.00	0.00	91.85
874001	874001	SHRADER MILLER	850 3RD STREET					
	WATER	P1		12943643	36.12	20.00	0.00	56.12
	SEWER				33.56	0.00	0.00	33.56
		SHRADER MILLER	Total		69.68	20.00	0.00	89.68
885001	885001	KRISTIE SCIALDONE	782 4TH ST					
	WATER	P1		14280385	127.40	20.00	0.00	147.40
	SEWER				97.61	0.00	0.00	97.61
		KRISTIE SCIALDONE	Total		225.01	20.00	0.00	245.01
899001	899001	ELADIO LAMBERSON	610 5TH ST.					
	WATER	P1		14346865	313.41	20.00	0.00	333.41
	SEWER				364.32	0.00	0.00	364.32
		ELADIO LAMBERSON	Total		677.73	20.00	0.00	697.73
915001	915001	HAROLD GRAY	5051 G STREET					
	WATER	P1		2100160628	30.00	20.00	0.00	50.00
	SEWER				28.61	0.00	0.00	28.61
		HAROLD GRAY	Total		58.61	20.00	0.00	78.61
951001	951001	GLYNDA DOVER	918 8TH ST.					

B. Rates and Charges

1. The owner and/or occupant of such property required to be so connected to the public water line shall pay to the District the monthly rates and charges for the use or availability for use of such water line according to the schedule of rates currently in effect in the District, the charges for which shall commence on the date such property is connected or required to be connected (whichever first occurs) to said water line as provided above. Provided, however, that a customer may choose not to install a water meter, or have an existing water meter removed, and in such case water and sewer charges to the property shall cease for the period that the meter is removed, if the following conditions are met:
 - a. The customer shall agree to and pay all meter removal and installation fees adopted by the District.
 - b. The customer certifies that the structure served by the district water line shall be vacant and not in use during the entire period that the meter is removed. If at any time the District determines that the structure is occupied and/or being used, the District may install a water meter at the owner's expense, and shall commence charging the property pursuant to the District's normal water and sewer charges.
2. All hook-up and meter fees payable as a result of connections made hereunder shall be due and payable within ninety (90) days from the date such property is connected or required to be connected (whichever first occurs as provided above).

C. Submission of Statements. The Administrative Secretary of the Board shall submit monthly statements for the charges herein required to be made and shall collect for same in the manner now hereafter provided.

D. Discontinuance of Service For Non-Payment. Upon the failure of any owner or occupant to pay the District within thirty (30) days of the date of its mailing by the District the full amount of any bill rendered pursuant to this Resolution, the District may discontinue any or all utility service rendered by the District to such property against which such charges remain delinquent. The delinquent customer shall be given notice at least seven days prior to the discontinuation of any service. Service shall not be disconnected if the customer pays all amounts owed within the seven-day notice period. The notice shall be posted on the premises where there service is rendered, or otherwise personally delivered to the customer. The notice shall state the amount owed and shall inform the customer that the amount due may be contested by contacting the District office during normal working hours. If the District Superintendent finds that there is any doubt as to the amount owed, the matter shall be placed on the agenda of the next District meeting at which the delinquent customer may be heard and a final decision shall be rendered by the Board.

**Cedar Key Water & Sewer District
PO Box 309
Cedar Key, FL 32625-0309
352-543-5285**

Date

Name
Mailing Address
City, State, Zip

RE: Account Number:
Service Address
Cedar Key, FL 32625

NOTICE OF SHUT OFF & LATE CHARGE

Today your account was scheduled to be disconnected since payment for service has not yet been received. This Reminder Notice is being mailed to you advising you of the payment due date. A review of your account history shows that you have previously paid your bills on time. Therefore, disconnection was postponed and an additional grace period of seven days has been granted. However, a late charge of \$20.00 has been applied to your account.

Your past due balance plus late charge is \$Amount. Payment must be received in our office by Date, 2014 by 5 p.m. to avoid additional collection charges and termination of service.

Payment may be made at any time in the drop box located at our office. You may also pay by mail, in which case you should allow at least 3 days for payment to reach our office.

If you have already sent in your payment we apologize and disregard this letter.

CEDAR KEY WATER AND SEWER DISTRICT
P.O. BOX 309
CEDAR KEY, FL 32625-0309
(352) 543-5285

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Cedar Key Water & Sewer District

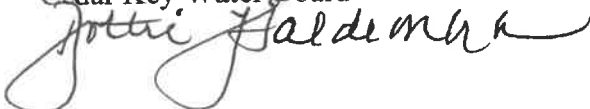
P.O. Box 309
Cedar Key, FL 32625
352-543-5285

Notice to Customers

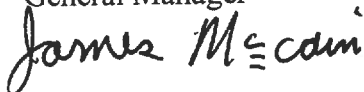
As of January 1, 2023, this policy will be **Strictly Enforced** by the Cedar Key Water and Sewer District:

Discontinuance of Service For Non-Payment. Upon the failure of any owner or occupant to pay the District within thirty (30) days of the date of its mailing by the District the full amount of any bill rendered pursuant to this Resolution, the District may discontinue any or all utility service rendered by the District to such property against which such charges remain delinquent. The delinquent customer shall be given notice at least seven days prior to the discontinuation of any service. Service shall not be disconnected if the customer pays all amounts owed within the seven-day notice period. The notice shall be posted on the premises where their service is rendered, or otherwise personally delivered to the customer. The notice shall state the amount owed and shall inform the customer that the amount due may be contested by contacting the District office during normal working hours. If the District Superintendent finds that there is any doubt as to the amount owed, the matter shall be placed on the agenda of the next District meeting at which the delinquent customer may be heard and a final decision shall be rendered by the Board.

Cedar Key Water Board



General Manager



Cedar Key Water & Sewer District

Sick and Annual Leave Balances

November 30, 2022

<u>Employee</u>	<u>Sick Available</u>	<u>Sick Used</u>	<u>Vacation Available</u>	<u>Vacation Used</u>
Doty, Gabriel T	12:00	16:00	82:07	35:00
Johns, Alicia M.	32:57	109:30	59:29	173:30
McCain, James E.	1083:48	77:30	249:17	165:30
Quinn, William M.	271:00	93:00	122:46	143:00
Richburg, Margaret A.	4:00	100:00	29:06	216:30

November
2022
Hours

Employee	Sick	Used	Accrued	Balance	Vacation	Used	Accrued	Balance
Doty, Gabrial T.	12.00	8	8	12.00	98.31	24	.772	75.08
Johns, Alicia M.	32.57	8	8	32.57	46.57	2	1.54	46.11
McCain, James E.	1075.48	0	8	1083.48	239.45	3	1.54	238.39
Quinn, William M.	274.30	11.5	8	271.20	117.14	7	1.54	112.08
Richburg, Margaret A.	0.00	8	8	0.00	68.34	32	1.54	38.28

Note: All time is in hours and minutes.

When a holiday falls on a Saturday, the preceding Friday will be observed. When a holiday falls on Sunday, the following Monday will be observed. When a holiday occurs during an approved leave period, the employee shall not have that day charged against accrued leave. Eligible employees who are required to work on holidays may earn overtime at the "double time" rate or 2 times the regular rate. This does not apply to employees receiving compensatory time for On-Call work. The Board, at its discretion, may change these holidays or grant other holidays or make special payments for work during holidays.

[History: Resolution 98-09-14]

2.05 Annual Leave

A. Accrual. Annual leave is accrued at the rates indicated in paragraph B below for eligible employees. Permanent part-time employees earn leave as provided in paragraph B below on a prorated basis in proportion to time worked. Except as provided for Probationary Employees in Section 2.02 B above, annual leave shall vest with the eligible employee at the end of each month worked and shall begin to accrue on the date of initial employment known as the employee's "Anniversary Date." Annual Leave shall accrue while employee is on vacation using earned annual leave.

B. Rates. Annual leave shall accrue at the rates and amounts specified in the following table:

Period of Employment	Days Earned Per Year	Days Earned per Week
1 st year	8	.154
2 nd year	9	.174
3 rd year through 7 th year	10	.193
8 th year through 12 th year	15	.289
13 th year and beyond	20	.385

C. Limitation. Employees that have earned three or more weeks of annual leave must arrange with their supervisor to take multiple vacations to minimize adverse impacts to the District resulting from prolonged employee absence.

D. Use of Annual Leave. Annual leave may be used in the same year it is earned. At the discretion of the Board, salary may be paid in lieu of annual leave.

E. Maximum Accumulation. A maximum of 240 hours of annual leave may be accrued by an employee. At the time that an employee resigns or retires, the employee may be compensated for unused annual leave up to the maximum of 240 hours.

F. Reporting. The Administrative Secretary shall report monthly to the Board the status of accrued annual leave for all employees.

[History: Resolutions 98-09-14, 2000-05, 2008-011, 2014-03; 2017-11; 2018-02]

2.06 Sick Leave

- A. Accrual.** Eligible full-time employees shall earn 8 hours of sick leave for each full month employment. Eligible full-time employees required to work 35 hours per week shall earn 7 hours of sick leave for each full month of employment. Eligible part-time employees earn sick leave in proportion to time worked.
- B. Use.** Only sick leave which has been earned and accrued prior to the date of absence may be taken. Sick leave may be used for sickness of the employee, or to attend to the sickness of a member of the employee's immediate family, or for medical appointments for the employee or employee's immediate family, including wellness, dental, or vision. The term "immediate family" shall include the employee's spouse, domestic partner, great-grandparent, grandparent, parent, brother, sister, child, grandchild, or the grandparent, parent, brother, sister, child, grandchild, of the employee's spouse or domestic partner, or the spouse or domestic partner of any of them.
- C. Accumulation.** Sick leave hours may be carried over from year to year and accumulated with no maximum. At the time of resignation or retirement, however, an employee shall be compensated for only 25% of accumulated unused sick leave.
- D. Transfer.** The Board may, at its discretion, as determined on a case by case basis, allow employees to contribute accrued sick leave to another employee.
- E. Reporting.** The Administrative Secretary shall report monthly to the Board the status of accrued sick leave for all employees.

[History: Resolution 98-09-14, 2000-01, 2008-01, 2014-03; 2018-02]

2.07 Leave of Absence

The Board may grant leave of absence in the following special circumstances:

1. For death or critical illness in the immediate family (spouse, child, grandchild, parent, sibling or grandparent) from one 1 to three 3 days administrative leave with pay. The length of the paid leave shall be determined by the Board. The Board may grant additional unpaid leave where the Board finds such additional leave to be in the best interest of the District.
2. For required military service a leave of absence without pay.
3. For required Jury Duty a leave of absence with pay for up to 30 days.
4. For Maternity leave beyond accrued Sick leave a leave of absence without pay for up to 10 months subject to employment conditions which may be negotiated with the District.

[History: Resolution 98-09-14; 2002-02]



Cedar Key Water & Sewer

December 12, 2022

General Manager's Report

Water Treatment Plant/Well

- High Service Pump #1 shorted out and has been repaired. We continue to run daily process control tests.
- Point of connection charges
- Service charge for removal or installation of water meter
- Water pumped versus water billed

Wastewater Treatment Plant/Lift Station

- No operating issues. The treatment plant continues to be monitored several times a day and the process control once a day.
- DEP agreement LPA0260 for 2.5 million dollars for lift station repairs is under way. I met with Alan and Tyler of Baskerville-Donovan Engineering.

Other

- Request for a day off.

1. Fixture count method per AWWA Manual No. M22 "Sizing Water Service Lines and Meters," or
2. Applying a peaking factor of 24 to the estimated maximum daily (24 hour) demand.

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

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

[History: Resolutions 93-061493, 94-031494, 99-01, 2005-01, 2007-03, 2010-05, 2010-13, 2014-02; 2017-01; 2017-02; 2020-01.]

4.05 Point of Connection and Extension Charges

A. General.

1. Where a proposed new service connection fronts on a street along which there are existing water and/or wastewater mains, the following rules shall apply:
 - a. If the proposed connection is on the same side of the street as the water or wastewater line to be connected to, the relevant connection fees in Section 5.04 shall be required to be paid by the applicant.
 - b. If the proposed connection is on the opposite side of the street as the water or wastewater main line to be connected to, so that exceptional costs must be incurred to run the water and/or wastewater lateral(s) under the roadway, the District shall pay for one half of the cost of such work, up to a maximum of \$1,500, with the Applicant paying the balance. This connection fee shall apply to each wastewater and water lateral that needs to be drilled.
2. Where an applicant is requesting service to a location on a street that does not have water and/or wastewater lines along the street, or to an area within the District to which service has not been extended, then the following rules shall apply:
 - a. The point of connection of the water or wastewater facilities shall be where the District deems its system adequate to provide service. The Applicant shall pay all costs for the extension of the facility from the stipulated point of connection to the project, except when oversizing is required in accordance with Section 4.05 E.

Small User: \$26.00
 Large User: \$63.00

Plus the following usage charges:

Number of Gallons	Rate per 1,000 Gallons Used
0 to 3,000	\$ 2.19 (\$.00219/gallon)
3,001 to 6,000	\$ 4.44 (\$.00444/gallon)
6,001 to 9,000	\$ 6.45 (\$.00645/gallon)
9,001 and up	\$ 8.44 (\$.00844/gallon)

[History: Resolutions 98-2-09, 2001-04; 2003-05; 2004-02; 2005-04; 2006-03; 2006-05; 2007-06; 2008-09; 2009-05; 2010-02; 2012-02; 2016-04; 2017-08; 2018-08; 2020-04; 2021-04]

5.04 Miscellaneous Charges

The following shall be imposed:

- A. Penalty for late payment \$20.00
 (if payment not made by the 26th
 of the month)
- B. Disconnect Fee \$25.00
- C. Reconnect Fee \$25.00
- D. Service charge for checking meter and
 finding no problem \$25.00
- E. Service charge for leak detection download \$20.00
- F. Service charge for removal or installation of water meter \$3,000.00*
- G. Service charge for initial wastewater connection \$2,500.00*

*Subject to the line extension rules and charges in Section 4.05 above.

[History: Resolutions 99-01, 2008-06, 2009-05, 2010-12; 2011-03, 2013-05, 2020-01, 2021-01, 2021-03]

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Cedar Key Water & Sewer District

Water Pumped vs. Water Billed

<u>Month/Year</u>	<u>Water Pumped</u>	<u>Water Billed</u>	<u>Difference</u>
October 2021	4,418,700	2,798,934	1,619,766
November 2021	3,620,100	2,773,495	846,605
December 2021	4,464,200	3,170,050	1,294,150
January 2022	3,614,500	3,212,968	401,532
February 2022	3,902,600	2,977,029	925,571
March 2022	4,377,200	3,807,294	569,906
April 2022	4,280,400	3,421,083	859,317
May 2022	4,407,550	3,885,397	522,153
June 2022	4,148,380	3,981,586	166,794
July 2022	4,408,000	3,554,361	853,639
August 2022	4,368,000	3,342,593	1,025,407
September 2022	3,754,000	2,863,128	890,872
Total	49,763,630	39,787,918	9,975,712

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Nickerson** P.A.
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December 7, 2022

Via Electronic Transmission

James McCain
Cedar Key Water and Sewer District Manager
510 3rd Street
Cedar Key, Florida 32625
James@ckwater.org

Re: Waccasassa Water and Wastewater Regional Cooperative

Dear James:

As you know, Nabors, Giblin & Nickerson, P.A. ("NGN") has the pleasure of serving as General Counsel to the Cedar Key Water and Sewer District (District). NGN also serves as special counsel to the Town of Bronson ("Town") with respect to its development and implementation of special assessment programs.

We have been asked by the District to work on the development and implementation of the Waccasassa Water and Wastewater Regional Cooperative ("Cooperative"), a proposed separate governmental entity that would oversee all aspects of the development (including but not limited to financing, construction, installation, operation, and maintenance) of a regional potable water and wastewater system capable of providing wholesale service (and potentially retail service) to a geographic area that would consist of Cedar Key, Otter Creek, Bronson, and portions of unincorporated Levy County. The project is still in its conceptual stages and it is possible that aspects of the project including the area of operations and functions of the Cooperative would be modified going forward.

We are aware that both the District and Town are working toward a mutually desirable goal with regard to the development of the Cooperative, and thus we believe at this time that our representation of the District in this matter and representation of the Town on unrelated special assessment matters is not substantially related nor is it materially adverse. However, rules regulating the Florida Bar require that we explain this potential conflict to the Town and the District and obtain written consent to proceed from both parties.

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James McCain
December 7, 2022
Page 2

The purpose of this letter is to confirm (1) that we may represent the District in the manner described above, and (2) that the District has agreed to waive any actual or perceived conflict of interest arising out of, and that the District will not object to, our representation of the Town with respect to the matters as described herein.

Once you and the District are satisfied, please have the appropriate individual sign and return a copy of this letter.

Sincerely,



Evan Rosenthal
For the firm

Accepted and Approved:

CEDAR KEY WATER AND SEWER DISTRICT

By: _____

Name: _____

Title: _____

Date: _____

