

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

REGULAR MEETING  
May 11, 2020, 5:00 P.M.

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

1. Call to order.
2. Pledge and Prayer.
3. Adoption of Agenda.
4. Public Input.
5. Approval of minutes of March 9, 2020. *(1- 3)*
6. Financial Reports: Balance Sheet; Budget Report; Checkbook Activity; Past Due Accounts Report; Employee Leave. *(4-13)*.
7. General Manager Report. *(14-16)*
8. Commissioner Comments.
9. Public Input.
10. Adjourn.

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All persons are advised that if they decide to appeal any decision made at the above-referenced public hearing, they will need a record of the proceedings, and that, for such purpose, they may need to insure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal will be based.

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

**Minutes of Regular Meeting  
Board of Commissioners  
March 9, 2020**

Board Members Present: Joe Hand, Stephen Rosenthal (arrived at 5:07 pm), Dottie Haldeman, Chris Reynolds (left at 6:05 pm), and Leslie Sturmer.

Others Present: John McPherson, Mack Cox, Steven Priessman, Mandy Offerle, Frank Offerle, Jan Childers, Clay Childers, Robin Bain.

1. Meeting called to order at 5:00 p.m. by Stephen Rosenthal, Chair.
2. Pledge and Prayer.
3. Adoption of Agenda. **Motion** by Dottie Haldeman to adopt the agenda as presented. Passed by a vote of 4-0.
4. Public Input. Public input was requested but none was provided.
5. Approval of Minutes. **Motion** by Dottie Haldeman to accept the minutes of the regular meeting of February 10, 2020. **Second** by Joe Hand. Passed by a vote of 5-0.
6. Financial Reports. Budget, Balance Sheet, Checkbook Activity, Past Due Accounts, and Employee Leave reports were presented for review. **Motion** by Dottie Haldeman to accept the financial reports as presented. **Second** by Chris Reynolds. Passed by a vote of 5-0.
7. Bill Adjustment Request: Ted Coconis for an adjustment from \$5,040.07, for December 2019 and January 2020, to \$846.25, due to a broken exterior pipe. The General Manager reviewed a memo to the Board, included as part of meeting materials, setting forth the chronology of events in this case showing that the leak went undetected for an additional month due to the District's meter reading software issues that resulted in the meters not being read for the month of December. The adjustment proposed is based on what would have been billed for December and January assuming usual adjustments for wastewater, and detection and repair of the leak in December had the meters been read in that month. **Motion** by Dottie Haldeman to approve the adjustment as set forth above. **Second** by Joe Hand. Passed by a vote of 5-0.
8. General Manager Report.
  - a. *Water Plant.* The GM reported that the District is testing two different methods for using granulated activated carbon (GAC) to reduce DBP levels:

- Following up on the two-stage ion exchange test recently done, GAC will be added to that treatment train and that will be tested soon.
- Pursuant to a recommendation from the Florida Rural Water Association, we are testing a GAC treatment process that has shown good results for the City of Palatka in lowering DBP levels. That involves adding chlorine at the well and then removing the resulting DBPs with GAC.

The GM also reported that after receiving the results for the February quarterly testing, the annual averages for THMs at both locations remain over 80 ppb, and that notices will therefore be going out again in April.

- b. *Cell Service.* The GM reported that draft lease agreements have been received from Verizon—one for the tower and one for the ground space. He reported that it is Verizon's position that the City needs to be a party to the ground lease, and that he is working on finalizing the leases for presentation to the Board at the April meeting. He requested that in the meantime the Board decide whether the lease rate offered by Verizon was acceptable, i.e., total rent for the tower and ground is \$27,000/year (\$2,250/month), with an automatic annual increase of 1.5 percent, for a total term of 25 years. The GM reported that based on his research, the amount offered is within the range of market rate rents for water tower leases. **Motion** by Dottie Haldeman to accept the total rental rate offered by Verizon, with negotiation with the City over the split. **Second** by Joe Hand. Passed by a vote of 5-0.
- c. *Internet Service:* The GM presented a proposal from WiFiber to conduct a test of city-wide internet service by placing temporary receiving and transmitting devices on the railing of the water tower. The GM reported that James McCain was OK with conducting this test, and that he would be coordinating this with Verizon to ensure no interference. **Motion** by Leslie Sturmer to authorize the GM to enter into such agreements with WiFiber as are necessary to conduct this test. **Second** by Dottie Haldeman. Passed by a vote of 5-0.
- d. *Election:* The GM reminded the Board of the upcoming election for Seats 1, 3, and 5, and the qualifying period from March 16 to March 20, and that he election packets for any of the Board members planning on running for reelection.
- e. *General Manager Applications:* The GM informed that two applications had been received for the General Manager position, one from Bill Pittman and one from Robin Bain.
- The GM reported that Bill Pittman has both his wastewater and water operator licenses, and also 30 years of experience in the field. He stated that although Mr. Pittman was highly qualified for the position, his proposal was to live in St. Augustine and be onsite in Cedar Key only one day every two weeks. It was the consensus of the Board that this would not be a viable approach to the provision of general management services.
  - The GM reported that Robin Bain is a licensed professional engineer with 30 years experience working with water and wastewater utilities. He reported that she too lived out of town, but was proposing a schedule of 2 days onsite in Cedar Key each week. Ms. Bain introduced herself to the Board and reviewed her

qualifications and desire to work for the District. The GM suggested to the Board that for the period between this meeting and the April meeting, Ms. Bain provide services to the District as a consultant under a line in the budget designated for that purpose, and then if things go well have a proposal for permanent employment ready for the April meeting. The Board agreed with this approach.

9. Commissioner Comments:

- A request was made to provide the history of negotiations with AT&T for antennas to be placed on the water tower.
- A request was made to include a cover letter with the next DBP notice to go out, explaining the efforts that have been made to address the problem and provide details about the testing and notice schedule.

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

11. Adjournment: There being no further business to conduct, the meeting was adjourned at 6:25 p.m.

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Stephen B. Rosenthal, Chairperson

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Leslie Sturmer, Commissioner &  
Secretary of the Board

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

**Cedar Key Water & Sewer District**  
**Balance Sheet**  
 As of May 5, 2020

May 5, 20

ASSETS	May 5, 20
<b>Current Assets</b>	
<b>Checking/Savings</b>	
<b>Unrestricted Cash Funds</b>	
100 - Operating Account	36,471.26
102 Petty Cash	175.00
113.3 Unrestricted Savings	2,015.26
<b>Total Unrestricted Cash Funds</b>	38,661.52
<b>Restricted Cash Funds</b>	
103.1 Security Deposit	12,401.02
114.00 RD Payment	18,825.00
114.02 RD RESERVE ACCOUNT	29,462.00
<b>Total Restricted Cash Funds</b>	60,688.02
<b>Total Checking/Savings</b>	99,349.54
<b>Other Current Assets</b>	
134 - Accounts Receivable	85,506.36
135 - Allowance for A/R	-17,550.00
160 - Inventory & Materials	36,966.00
170 - Utility Deposit	141.19
<b>Total Other Current Assets</b>	105,063.55
<b>Total Current Assets</b>	204,413.09
<b>Fixed Assets</b>	
301 - Land	125,195.95
302 - Other Improvements	2,275,950.23
304 - Plant and Equipment	7,530,935.97
306 - Other Equipment	117,452.81
307 - Sewer Machinery	158,704.72
308 - Computer S/W	9,540.64
309 - Vehicles	110,495.02
311 - Less Accum Depreciation	-5,734,852.43
<b>Total Fixed Assets</b>	4,593,422.91
<b>Other Assets</b>	
<b>311 - Construction in Progress</b>	
315.25 - CIP-WW Lines 3 bridges-District	125,019.87
315.00 - CIP-WW lines 3 bridges-SRWMD	95,000.00
312 - CIP-SRF Project	140,250.00
313 - CIP - SRF District Match	26,000.00
313.25 - CIP - Special Legislative 38091	166,661.36
313.50 - CIP - (Sp Leg 38091) District	20,702.94
<b>Total 311 - Construction in Progress</b>	573,634.17
<b>Total Other Assets</b>	573,634.17
<b>TOTAL ASSETS</b>	5,371,470.17
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	

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Cedar Key Water & Sewer District  
Balance Sheet  
As of May 5, 2020

May 5, 20

	<u>May 5, 20</u>
<b>Other Current Liabilities</b>	
403- Emplo Ret Con Payabale	-839.64
407-01 SS Tax Payable	654.86
408 - Sales Tax Payable	92.30
411 - Deferred Revenue	9,802.39
450 · Fed. Income Taxes Payable	572.50
482 - Accrued Int Pay	2,425.27
483 · Accrued Compensated Absences	15,775.00
484 -Security Deposit Payable	12,401.02
<b>Total Other Current Liabilities</b>	<u>40,883.70</u>
<b>Total Current Liabilities</b>	<u>40,883.70</u>
<b>Long Term Liabilities</b>	
460 · N/P-Rural Development	1,110,000.00
500 - Accrd Compen Absences-LT	8,373.00
<b>Total Long Term Liabilities</b>	<u>1,118,373.00</u>
<b>Total Liabilities</b>	<u>1,159,256.70</u>
<b>Equity</b>	
598 · Restricted for Debt Service	29,462.00
3900 · Retained Earnings	62,783.49
599 · Investment in Capital Assets -	4,057,057.08
Net Income	62,910.90
<b>Total Equity</b>	<u>4,212,213.47</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>5,371,470.17</u></u>

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

58%

	Oct '19 - Sep 20	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>300 - Income</b>				
305 - Water Charge	256,578.19	459,000.00	-202,421.81	55.9%
310 - Sewer Charges	216,674.09	402,000.00	-185,325.91	53.9%
<b>315 - Ad Valorem Tax</b>				
315.100 · Ad Valorem	177,448.97	213,000.00	-35,551.03	83.31%
315 - Ad Valorem Tax - Other	9,955.60	0.00	9,955.60	100.0%
<b>Total 315 - Ad Valorem Tax</b>	<b>187,404.57</b>	<b>213,000.00</b>	<b>-25,595.43</b>	<b>87.98%</b>
325 · Penalties	1,576.77	2,500.00	-923.23	63.07%
330 - Earned Interest	8.52	20.00	-11.48	42.6%
335 · New Meter Charges	400.00	1,000.00	-600.00	40.0%
340 - Rent	4,357.84	16,500.00	-12,142.16	26.41%
350 - Misc Income	11,652.71	3,500.00	8,152.71	332.94%
360 · Carry Forward	0.00	50,000.00	-50,000.00	0.0%
365. Meter Installation Fee	240.00	1,000.00	-760.00	24.0%
382 - Grant - Legislative 2016	21,814.83	50,000.00	-28,185.17	43.63%
386 - Grant SRWMD 2018	0.00			
<b>Total 300 - Income</b>	<b>700,707.52</b>	<b>1,198,520.00</b>	<b>-497,812.48</b>	<b>58.46%</b>
<b>Total Income</b>	<b>700,707.52</b>	<b>1,198,520.00</b>	<b>-497,812.48</b>	<b>58.46%</b>
<b>Gross Profit</b>	<b>700,707.52</b>	<b>1,198,520.00</b>	<b>-497,812.48</b>	<b>58.46%</b>
<b>Expense</b>				
<b>500 · GENERAL AND ADMINISTRATIVE</b>				
<b>510 · Payroll</b>				
510.01 · Salaries	153,597.89	232,522.00	-78,924.11	66.06%
510.02 · Social Security/Medicare	11,533.20	17,787.00	-6,253.80	64.84%
510.03 · Retirement	16,976.55	29,174.00	-12,197.45	58.19%
510.04 · Health, Dental & Life Ins	27,107.56	51,400.00	-24,292.44	52.74%
510.05 · Workers Comp.	5,279.97	8,000.00	-2,720.03	66.0%
<b>Total 510 · Payroll</b>	<b>214,495.17</b>	<b>338,883.00</b>	<b>-124,387.83</b>	<b>63.3%</b>
<b>520 · Office</b>				
520.01 · Supplies	1,382.22	2,000.00	-617.78	69.11%
520.02 · Postage & Shipping	2,831.95	4,500.00	-1,668.05	62.93%
520.03 · Copier, Computer, Billing, Etc.	2,282.61	6,000.00	-3,717.39	38.04%
520.04 · Printing and Copying	669.90	1,500.00	-830.10	44.66%
<b>Total 520 · Office</b>	<b>7,166.68</b>	<b>14,000.00</b>	<b>-6,833.32</b>	<b>51.19%</b>
<b>530 · Utilities</b>				
530.01 · Fuel For Equipment	3,548.35	6,500.00	-2,951.65	54.59%
530.02 · Solid Waste Disposal	988.33	2,250.00	-1,261.67	43.93%
530.03 · Telephone	5,676.94	8,000.00	-2,323.06	70.96%
530 · Utilities - Other	0.00			
<b>Total 530 · Utilities</b>	<b>10,213.62</b>	<b>16,750.00</b>	<b>-6,536.38</b>	<b>60.98%</b>
<b>540 · Professional Fees</b>				
540.01 · Audit & Accounting	9,250.00	18,000.00	-8,750.00	51.39%

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

58%

	Oct '19 - Sep 20	Budget	\$ Over Budget	% of Budget
540.02 · Management/Legal	30,000.00	60,000.00	-30,000.00	50.0%
540.03 · Property Appraiser's Fee	0.00	6,000.00	-6,000.00	0.0%
540.05 · Tax Collector Fees	4,151.94			
540.04.Water/Wastwater Operator	4,931.00	5,000.00	-69.00	98.62%
<b>Total 540 · Professional Fees</b>	<b>48,332.94</b>	<b>89,000.00</b>	<b>-40,667.06</b>	<b>54.31%</b>
<b>550 - General Repair &amp; Maint</b>				
550.01 · Vehicle	1,742.55	25,000.00	-23,257.45	6.97%
550.02 · Equipment and Tools	58,021.78	52,000.00	6,021.78	111.58%
550.03 · Building	2,725.79	2,000.00	725.79	136.29%
550.04 · Supplies	620.51	2,500.00	-1,879.49	24.82%
550.05 · New Tools	188.90	4,000.00	-3,811.10	4.72%
<b>Total 550 - General Repair &amp; Maint</b>	<b>63,299.53</b>	<b>85,500.00</b>	<b>-22,200.47</b>	<b>74.04%</b>
<b>560 · Other</b>				
560.01 · Property/Liability Ins.	43,314.00	43,300.00	14.00	100.03%
560.02 · Election Expenses	0.00	1,000.00	-1,000.00	0.0%
560.03 · Continuing Education	347.00	1,800.00	-1,453.00	19.28%
560.04 · Annual Fees & Dues	1,877.00	2,000.00	-123.00	93.85%
560.05 · Ads and Publications	115.00	750.00	-635.00	15.33%
560.06 · Miscellaneous	2,467.87	2,000.00	467.87	123.39%
560.07 · Contingency	0.00	16,012.00	-16,012.00	0.0%
<b>Total 560 · Other</b>	<b>48,120.87</b>	<b>66,862.00</b>	<b>-18,741.13</b>	<b>71.97%</b>
<b>Total 500 · GENERAL AND ADMINISTRATIVE</b>	<b>391,628.81</b>	<b>610,995.00</b>	<b>-219,366.19</b>	<b>64.1%</b>
<b>600 · DIRECT WATER EXPENSES</b>				
<b>610 · Chemicals and Filters</b>				
610.01 · Chemicals	44,510.32	60,000.00	-15,489.68	74.18%
610.02 · Miex Resin	18,498.87	36,000.00	-17,501.13	51.39%
610.03 · Twin Oxide Inst., Rent,Chemical	777.96	74,000.00	-73,222.04	1.05%
610.04 · RO Filters and Membranes	0.00	0.00	0.00	0.0%
610 · Chemicals and Filters - Other	0.00	0.00	0.00	0.0%
<b>Total 610 · Chemicals and Filters</b>	<b>63,787.15</b>	<b>170,000.00</b>	<b>-106,212.85</b>	<b>37.52%</b>
<b>620 - Laboratory</b>				
620.01 · In House Lab	1,355.62	1,000.00	355.62	135.56%
620.02 · Outside Lab	3,654.00	2,500.00	1,154.00	146.16%
620.03 · Instrument Calibration	0.00	3,500.00	-3,500.00	0.0%
<b>Total 620 - Laboratory</b>	<b>5,009.62</b>	<b>7,000.00</b>	<b>-1,990.38</b>	<b>71.57%</b>
<b>630 - Regulatory</b>				
630.01 · Permits	0.00	1,000.00	-1,000.00	0.0%
<b>Total 630 - Regulatory</b>	<b>0.00</b>	<b>1,000.00</b>	<b>-1,000.00</b>	<b>0.0%</b>
<b>640 · Repairs and Maintenance</b>				
640.01 · Piping and Distribution	3,300.25	20,000.00	-16,699.75	16.5%
640.02 · Equipment	23,752.82	15,000.00	8,752.82	158.35%
640.03 · Building & Grounds	0.00	3,000.00	-3,000.00	0.0%
640.04 · Water Tower Maintenance	14,233.50	35,500.00	-21,266.50	40.09%
640.05 · Generators Annual Mainte	250.00	2,250.00	-2,000.00	11.11%

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

*58%*

	Oct '19 - Sep 20	Budget	\$ Over Budget	% of Budget
<b>Total 640 · Repairs and Maintenance</b>	41,536.57	75,750.00	-34,213.43	54.83%
<b>650 · Utilities</b>				
650.01 · Electric	10,221.51	20,000.00	-9,778.49	51.11%
650.02 · Propane	0.00	600.00	-600.00	0.0%
650.03 · Telephone	738.86	3,500.00	-2,761.14	21.11%
<b>Total 650 · Utilities</b>	10,960.37	24,100.00	-13,139.63	45.48%
<b>660 · Other</b>				
660.01 · Professional Fees	560.00			
660.04 Prof. Fees- Water Plant	26,306.40			
660.05 Pilot Study- Water Plant	2,500.00			
660.20 · Contingency	0.00	20,000.00	-20,000.00	0.0%
<b>Total 660 · Other</b>	29,366.40	20,000.00	9,366.40	146.83%
<b>680 · Loans</b>				
680.05 · RD - Water System Interest	0.00	31,000.00	-31,000.00	0.0%
680.06 · RD - Water System Principal	0.00	17,000.00	-17,000.00	0.0%
<b>Total 680 · Loans</b>	0.00	48,000.00	-48,000.00	0.0%
<b>Total 600 · DIRECT WATER EXPENSES</b>	150,660.11	345,850.00	-195,189.89	43.56%
<b>700 · DIRECT WASTEWATER EXPENSES</b>				
<b>710 · Chemicals and Filters</b>				
710.01 · Chemicals	12,448.64	30,000.00	-17,551.36	41.5%
710 · Chemicals and Filters - Other	0.00	0.00	0.00	0.0%
<b>Total 710 · Chemicals and Filters</b>	12,448.64	30,000.00	-17,551.36	41.5%
<b>720 · Laboratory</b>				
720.01 · In House Lab	692.95	1,500.00	-807.05	46.2%
720.02 · Outside Lab	7,679.84	13,000.00	-5,320.16	59.08%
720.03 · Instrument Calibration	-384.00	3,600.00	-3,984.00	-10.67%
<b>Total 720 · Laboratory</b>	7,988.79	18,100.00	-10,111.21	44.14%
<b>730 · Regulatory</b>				
730.01 · Permits	200.00	200.00	0.00	100.0%
730.02 · Biosolids Hauling	33,600.00	50,000.00	-16,400.00	67.2%
<b>Total 730 · Regulatory</b>	33,800.00	50,200.00	-16,400.00	67.33%
<b>740 · Repairs Maintenance Other</b>				
740.01 · Piping & Distribution	4,270.01	6,000.00	-1,729.99	71.17%
740.02 · Equipment	6,916.74	25,000.00	-18,083.26	27.67%
740.03 · Building and Grounds	3,633.66	60,000.00	-56,366.34	6.06%
740.04 · Generator-Annual Maintenance	475.00	1,375.00	-900.00	34.55%
<b>Total 740 · Repairs Maintenance Other</b>	15,295.41	92,375.00	-77,079.59	16.56%
<b>750 · Utilities</b>				
750.01 · Electric	15,111.10	30,000.00	-14,888.90	50.37%
750.02 · Propane	0.00	1,000.00	-1,000.00	0.0%
<b>Total 750 · Utilities</b>	15,111.10	31,000.00	-15,888.90	48.75%
<b>760 · Other</b>				
760.01 · Professional Fees -WWTP Permit	0.00	20,000.00	-20,000.00	0.0%
760.02 · Contingency	0.00	0.00	0.00	0.0%

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

*58%*

	Oct '19 - Sep 20	Budget	\$ Over Budget	% of Budget
Total 760 · Other	0.00	20,000.00	-20,000.00	0.0%
<b>770 · Capital Expenditures</b>				
770.01 · Bridge 1,2,3 Drills	10,863.76			
<b>Total 770 · Capital Expenditures</b>	10,863.76			
<b>Total 700 · DIRECT WASTEWATER EXPENSES</b>	95,507.70	241,675.00	-146,167.30	39.52%
<b>Total Expense</b>	637,796.62	1,198,520.00	-560,723.38	53.22%
<b>Net Ordinary Income</b>	62,910.90	0.00	62,910.90	100.0%
<b>Net Income</b>	62,910.90	0.00	62,910.90	100.0%

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## Cedar Key Water & Sewer District Monthly Checkbook Activity As of April 30, 2020

Date	Num	Name	Memo	Amount
<b>Unrestricted Cash Funds</b>				
<b>100 - Operating Account</b>				
04/02/2020	29109	Doty, Gabriel T	Pay Check	-625.88
04/02/2020	29110	Johns, Alicia M.	Pay Check	-433.62
04/02/2020	29111	McCain, James E.	Pay Check	-1,248.61
04/02/2020	29112	Quinn, William M.	Pay Check	-736.75
04/02/2020	29113	Richburg, Margaret A.	Pay Check	-579.60
04/02/2020	Bankdraft	EFTPS	59-1156008	-1,148.68
04/02/2020	29114	John K. McPherson. P.A.	Management, Invoice No: 810 03/29/2020	-5,000.00
04/03/2020		Deposit	Deposit	3,079.39
04/03/2020		Deposit	Deposit	12,478.78
04/03/2020		Deposit	Deposit	64.58
04/07/2020	29115	Johns, Alicia M.	Pay Check	-433.62
04/08/2020	29116	Bank of America	Account # 5490 9902 2217 3922	-444.26
04/08/2020		Deposit	Deposit	68.32
04/09/2020	29117	Doty, Gabriel T	Pay Check	-441.24
04/09/2020	29120	McCain, James E.	Pay Check	-966.71
04/09/2020	29121	Quinn, William M.	Pay Check	-871.47
04/09/2020	29118	Haldeman, Hattie B.	Pay Check	-369.40
04/09/2020	29119	Hand, Joseph G.	Pay Check	-369.40
04/09/2020	29122	Reynolds, Chris	Pay Check	-369.40
04/09/2020	29123	Richburg, Margaret A.	Pay Check	-579.61
04/09/2020	29124	Rosenthal, Stephen B.	Pay Check	-369.40
04/09/2020	29125	Sturmer, Leslie N.	Pay Check	-369.40
04/09/2020	29126	A-Able Septic-Sewer Service, Invoice NO:46703 3/30/2020		-2,400.00
04/09/2020	29127	AT&T	Phone Bill	-1,157.46
04/09/2020	29128	Bain Engineering LLC	Engineering	-3,731.00
04/09/2020	29129	Beauchamp & Edwards	Invoice # 15278	-1,640.00
04/09/2020	29130	Central FL Electric	Electrict 03/2020	-4,299.03
04/09/2020	29131	Ferguson Enterprises, Inc.	Invoice No: 1813046	-500.00
04/09/2020	29132	Gator Works Computing	Backup, Invoice 19-22456 3/26/2020	-98.45
04/09/2020	29133	Ellis Automated Corporation	Invoice No: 1771 3/25/2020	-850.00
04/09/2020	29134	Hach Company	Invoice No: 11890901 3/23/2020	-3,241.36
04/09/2020	29135	Hawkins, Inc.d/b/a Dumont	Invoice # 4690400,4690470,4690492,4690401	-3,938.19
04/09/2020	29136	JAC-PAC DISTRIBUTORS	Invoice No: 10222860-0001-01	-393.66
04/09/2020	29137	Konica Minolta Business Solu	Maintenance, Invoice No: 265178767 5/15/2020	-88.07
04/09/2020	29138	LANIER MUNICIPAL SUPPL\	Invoice No: 108754	-60.80
04/09/2020	29139	Marina Hardware At Cedar Ke	Invoice No & Account No: 220 03/2020	-378.22
04/09/2020	29140	NAPA Gulf Coast Parts, LLC	Account # 1999 03/2020	-194.74
04/09/2020	29141	IXOM Watercare, Inc.	Invoice No: 6227451 3/17/2020	-18,498.87
04/09/2020	29142	Verizon Wireless	Cell Phones, Invoice No: 9851175791	-107.69
04/09/2020	29143	Verizon Wireless	Cell Phones, Invoice No: 9851125252 3/12/2020	-95.86
04/09/2020		Deposit	NextEdge Network 3/12/2020 FL037B 2nd Paymt	1,200.00
04/09/2020		Deposit	FL1420PR 3/27/2020 NexTower Development Grol	500.00
04/09/2020	Bankdraft	City Of Cedar Key	Solid Waste	-141.19



**Cedar Key Water & Sewer District**  
**Monthly Checkbook Activity**  
As of April 30, 2020

Date	Num	Name	Memo	Amount
04/09/2020	29144	Aqua Pure Water & Sewerage Invoice No: 84069	03/2020	-1,551.00
04/09/2020		Deposit	Deposit	9,184.47
04/09/2020	Bankdraft	EFTPS	59-1156008	-1,368.24
04/14/2020		Deposit	State of FL Garbage for the City	31.69
04/16/2020	29146	Doty, Gabriel T	Pay Check	-502.78
04/16/2020	29148	McCain, James E.	Pay Check	-1,192.80
04/16/2020	29149	Quinn, William M.	Pay Check	-646.96
04/16/2020	29147	Johns, Alicia M.	Pay Check	-433.61
04/16/2020	29150	Richburg, Margaret A.	Pay Check	-579.61
04/16/2020	Bankdraft	EFTPS	59-1156008	-1,040.04
04/16/2020		Deposit	Deposit	56.30
04/16/2020		Deposit	Deposit	8,393.88
04/16/2020		Deposit	Deposit	6,439.71
04/16/2020		Deposit	Deposit	78.36
04/16/2020		Deposit	Deposit	70.16
04/16/2020		Deposit	Deposit	200.00
04/16/2020	Bankdraft	Transfer	RD Payment	-17,525.00
04/16/2020	Bankdraft	Wex Bank Marathon Fleet	Fuel Invoice 64647632 March 30,2020	-684.48
04/16/2020		Deposit	Deposit	154.47
04/16/2020	1445	Void Check		
04/17/2020		Deposit	Deposit	51.63
04/23/2020		Deposit	Deposit	8,653.14
04/23/2020	29151	Doty, Gabriel T	Pay Check	-594.59
04/23/2020	29153	McCain, James E.	Pay Check	-817.01
04/23/2020	29154	Quinn, William M.	Pay Check	-736.76
04/23/2020	29152	Johns, Alicia M.	Pay Check	-433.62
04/23/2020	29155	Richburg, Margaret A.	Pay Check	-579.61
04/23/2020	Bankdraft	EFTPS	59-1156008	-991.58
04/23/2020	29157	AT&T Internet Service	Invoice No: 122314242	-214.00
04/23/2020	29156	AFLAC	ATF27	-1,262.45
04/23/2020	29158	A-Able Septic-Sewer Service,	Invoice NO:46841 4/13/2020	-2,280.00
04/23/2020	29159	Continental Utility Solutions, I	Invoice # M17206 4/18/2020	-1,200.00
04/23/2020	29160	DIGITAL DEPLOYMENT	Invoice No:104587 4/13/2020	-200.00
04/23/2020	29161	Egis Insurance Advisors, LLC	Invoice No: 10524, 10646	-1,020.00
04/23/2020	29162	Florida Rural Water Asso.	Invoice No: 3230	-560.00
04/23/2020	29163	Hawkins, Inc.d/b/a Dumont	Invoice # 4698218,4698219	-3,346.37
04/23/2020	29164	LANIER MUNICIPAL SUPPL\	Invoice No: 109720	-149.19
04/23/2020	29165	McCall Service, Inc.	# 1000001449	-48.00
04/23/2020	29166	Utility Service Co., Inc.	Invoice No: 504898 4/2020	-4,744.50
04/23/2020	29167	VISA	Invoice No 9274	-723.16
04/27/2020		Deposit	Deposit	78.93
04/27/2020		Deposit	Deposit	49.87
04/28/2020	29168	Ann Richburg	Reimbursement Request mileage to Ocala	-84.68
04/28/2020		Deposit	State Of FL Pilot Testing	6,902.40
04/28/2020		Deposit	Deposit	18,095.53



**Cedar Key Water & Sewer District**  
**Monthly Checkbook Activity**  
 As of April 30, 2020

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
04/28/2020		Deposit	Deposit	408.66
04/28/2020	29169	DAVISVISION	90866	-79.26
04/28/2020	29170	Transamerica Employee Bene	33859	-56.08
04/28/2020	29171	Florida Rural Water Asso.	Invoice No:3352 4/27/2020	-124.55
04/28/2020	29172	Florida Rural Water Asso.	Invoice No:31 4/14/2020	-2,500.00
04/28/2020	29173	Mittauer & Associates, Inc.	Invoice No:20094	-443.20
04/28/2020	29174	USA Blue Book	Invoice No: 205176 4/13/2020	-148.78
04/28/2020	Bankdraft	FMP,TF Pension Service	Retirement April 2020	-2,838.62
04/28/2020		Deposit	Deposit	251.67
04/29/2020		Deposit	Deposit	10,195.13
04/29/2020		Deposit	Deposit	76.73
04/30/2020	29176	Quinn, William M.	Pay Check	-871.47
04/30/2020	29175	Johns, Alicia M.	Pay Check	-433.62
04/30/2020	29177	US Postmaster	785 pieces @ \$0.35 = \$274.75	-274.75
Total 100 - Operating Account				<u>-23,688.21</u>
Total Unrestricted Cash Funds				<u>-23,688.21</u>
<b>TOTAL</b>				<u><u>-23,688.21</u></u>

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# Cedar Key Water & Sewer District

## Sick and Annual Leave Balances

April 30,2020 Amount Used 2020

<u>Employee</u>	<u>Sick Available</u>	<u>Sick Used</u>	<u>Vacation Available</u>	<u>Vacation Used</u>
Doty, Gabriel T	48:00	24:00	59:24	8:00
Johns, Alicia M.	43:27	31:30	37:12	50:00
McCain, James E.	1220:30	22:00	153:47	76:30
Quinn, William M.	272:30	10:00	179:34	8:00
Richburg, Margaret A.	12:00	24:30	70:44	47:00

**Cedar Key Water and Sewer District  
General Manager Report  
May 11, 2020**

**1. Water Plant**

We have completed testing of two different methods for using granulated activated carbon (GAC) to reduce DBP levels:

- Following up on the two-stage ion exchange test recently done, GAC was added to that treatment train with the following lab results:

<b>2-STAGE ION EXCHANGE (IE) PLUS GRANULATED ACTIVATED CARBON (GAC) FILTRATION</b> Test conducted: 3/12/20		
<b>Sample Location</b>	<b>TTHM POTENTIAL</b>	<b>Note</b>
Influent to Column 1 IE	604.84	Miex off; After accelator and sand filters
Effluent from Column 1 IE	102.90	Same; plus Column 1 Ion Exchange
Effluent from Column 2 IE	66.65	Same; plus Column 1 and 2 Ion Exchange
Effluent from GAC Filtration	23.45	Same; plus Column 1 and 2 Ion Exchange, plus GAC

- Pursuant to a recommendation from the Florida Rural Water Association, we tested a GAC treatment process that has shown good results for the City of Palatka in lowering DBP levels. That test involved injecting a high dose of chlorine at the wells to maximize DBP creation early in the process, and then running that high-DBP water through the usual treatment process followed by GAC filtration. We were able to do this offline with none of the high DBP water going out into the system. The following test results were received:

<b>EARLY CHLORINATION PLUS GAC (Palatka Approach)</b> Test conducted: 4/1/20			
<b>Sample Location</b>	<b>HAA5 POTENTIAL</b>	<b>TTHM POTENTIAL</b>	<b>Note</b>
GAC Influent	214.41	373.33	Chlorination at wells; After Miex, accelator, sand filters
GAC, Effluent	3.51	20.45	Same, plus GAC

Thus, the results for the "Palatka Approach" were very promising, as they have been in Palatka. Based on these results we are collecting information on the cost of the GAC filtration units and their operating costs. It is our hope that we could quickly move towards installing GAC units at the existing plant, with those units then being moved for use at the new plant. We have state grant funds that could be used for the purchase of the GAC units.

(14)

In the meantime, DEP sent a revised consent order that follows on the conclusion of the chlorine dioxide testing. I won't include the draft in this report because we will be working with DEP on the language and I may have something for the Board to consider for approval at the meeting.

Finally, DBP testing for the second quarter of this year took place on May 6.

## 2. **Cell Service**

As reported at the last meeting, we have received draft lease agreements from Verizon—one for the tower and one for the ground space. It is Verizon's position that the City needs to be a party to the ground lease. I am working with the city attorney in reviewing these leases—there are several issues that will need to be worked out with Verizon. If these issues can be worked out, I will go ahead and sign the leases based on approval of the basic parameters of the leases by the Board at the last meeting.

We also received from Verizon access agreements for the ground area and the tower. These are short-term agreements that give Verizon access to the ground and tower to do necessary surveys, engineering, and planning. The City Attorney and I were able to negotiate needed changes to these agreements with Verizon and the modified agreements have been executed and sent back to Verizon.

## 3. **Internet Service**

Although delayed due to virus issues, WiFiber plans on moving ahead with its test of providing internet service by way of transmitters on the water tower. There is some delay on this due to changes being made to WiFiber's tower facilities in Chiefland.

## 4. **Election**

As mentioned in the last meeting report, the incumbent candidates for Seats 1, 3, and 5 were the only candidates to qualify so no election was held. The swearing in will be held at the June meeting.

## 5. **Health Insurance Renewal**

It is time to decide on renewal of the the health insurance policy with Brown and Brown and Florida Blue. There will be the usual premium increases as shown on the attached comparison of existing and renewal prices. (17-18) The employees are all happy with the policy, and recommend with stay with it for the coming year. Shopping for something new would be very difficult under the circumstances.

*Requested Action:* Approve renewal of the existing health insurance policy with increase rates as shown.



**6 General Manager Position**

As noted in the last meeting report, a contract was entered into with Robin Bain to provide services to the district. To date Ms. Bain has provided good service to the District with regard to several wastewater issues. Unfortunately, Ms. Bain has taken a full time position in Naples, Florida, so that her service to the District will be coming to an end, subject to her availability to do consulting work on specific issues.

**7. Covid-19**

Consistent with the general re-opening in Cedar Key, the District office re-opened on May 5. The following precautions are being taken:

- Only one customer at the front counter at a time.
- Alicia and Ann are to wear masks when dealing with customers.
- The counter and doorknob are disinfected after every visit by a customer.

James, Billy and Gabe have worked normal onsite hours and have kept things running as usual. We have continued with the cessation of all discretionary expenditures until such time as we determine what impact the shut down will have on District revenues. So far, the impact on revenues has not been substantial:

February Gross Billings:	\$61,227
March Gross Billings:	\$73,820
April Gross Billings:	\$69,600

**Member Information (Renewal Rates and Details)**

Group Name: CEDAR KEY SPECIAL WATER  
Group Number: 90866  
Anniversary Date: 07/01/2019  
County Name: Levy

*EXISTING*

Member Name	Age	Relationship	Product	Rate
JOHNS ALICIA	39	Self	BlueOptions All Copay 14006	\$558.57
JOHNS ALICIA Total Premium				\$558.57
DOTY GABRIAL	42	Self	BlueOptions All Copay 14006	\$586.46
DOTY GABRIAL Total Premium				\$586.46
QUINN WILLIAM	39	Self	BlueOptions All Copay 14006	\$558.57
QUINN WILLIAM Total Premium				\$558.57
RICHBURG MARGARET	62	Self	BlueOptions All Copay 14006	\$1,271.62
RICHBURG MARGARET Total Premium				\$1,271.62
MCCAIN JAMES	60	Self	BlueOptions All Copay 14006	\$1,201.24
MCCAIN JAMES Total Premium				\$1,201.24
<b>Group Total Premium</b>				<b>\$4,176.46</b>

Rates shown are based on enrollment as of 04/10/2019. Final rates will be determined upon enrollment based on actual census of group. The renewal process begins 90 days in advance of the group's renewal date, any changes occurring (adds/terms) will not be reflected in the monthly premium estimate.

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**Member Information (Renewal Rates and Details)**

Group Name: CEDAR KEY SPECIAL WATER  
Group Number: 90866  
Anniversary Date: 07/01/2020  
County Name: Levy

*RENEWAL*

Member Name	Age	Relationship	Product	Rate
JOHNS ALICIA	40	Self	BlueOptions All Copay 14006	\$574.33
JOHNS ALICIA Total Premium				\$574.33
DOTY GABRIAL	43	Self	BlueOptions All Copay 14006	\$609.84
DOTY GABRIAL Total Premium				\$609.84
QUINN WILLIAM	40	Self	BlueOptions All Copay 14006	\$574.33
QUINN WILLIAM Total Premium				\$574.33
RICHBURG MARGARET	63	Self	BlueOptions All Copay 14006	\$1,326.63
RICHBURG MARGARET Total Premium				\$1,326.63
MCCAIN JAMES	61	Self	BlueOptions All Copay 14006	\$1,262.81
MCCAIN JAMES Total Premium				\$1,262.81
<b>Group Total Premium</b>				<b>\$4,347.94</b>

Rates shown are based on enrollment as of 04/02/2020. Final rates will be determined upon enrollment based on actual census of group. The renewal process begins 90 days in advance of the group's renewal date, any changes occurring (adds/terms) will not be reflected in the monthly premium estimate.

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