

## **NOTICE AND AGENDA**

CEDAR KEY WATER & SEWER DISTRICT

510 3<sup>RD</sup> STREET, CEDAR KEY, FL 32625

REGULAR MEETING

AUGUST 9, 2021, 5:00 P.M.

**NOTE LOCATION CHANGE: IN ORDER TO ACHIEVE DISTANCING  
REQUIREMENTS, THE MEETING WILL BE HELD AT THE CEDAR KEY  
COMMUNITY CENTER, 809 6<sup>TH</sup> STREET, CEDAR KEY, FL 32625**

1. CALL TO ORDER.
  2. PLEDGE AND PRAYER.
  3. ADOPTION OF AGENDA.
  4. APPROVAL OF MINUTES OF JULY 12, 2021 REGULAR MEETING.
  5. FINANCIAL REPORTS: BALANCE SHEET; BUDGET REPORT; CHECKBOOK ACTIVITY; PAST DUE ACCOUNT REPORT; EMPLOYEE LEAVE.
  6. PUBLIC INPUT.
  7. RESOLUTIONS.
  8. BILL ADJUSTMENTS.
  9. GENERAL MANAGER REPORT.
  10. ATTORNEY REPORT.
  11. COMMISSIONER COMMENTS.
  12. PUBLIC INPUT.
  13. ADJOURN.
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**CEDAR KEY WATER & SEWER DISTRICT  
P.O. BOX 309 / 510 THIRD STREET  
CEDAR KEY, FL 32625**

**Minutes of Regular Meeting  
Board of Commissioners  
July 12, 2021**

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

Others Present: Chad Wisdom, John McPherson, James McCain, Mandy Offerle, Clay Childers, Jan Childers.

1. Meeting called to order at 5:00 p.m. by Stephen Rosenthal, Chair.
2. Pledge and Prayer.
3. Adoption of Agenda. **Motion** by Joe Hand to adopt the agenda as presented. **Second** by Leslie Sturmer. Passed by a vote of 4-0.
4. Approval of Minutes. **Motion** by Tabitha Lauer to accept the minutes of the regular meeting of June 14, 2021, as presented. **Second** by Joe Hand. Passed by a vote of 4-0.
5. Financial Reports. Budget, Balance Sheet, Checkbook Activity, and Employee Leave reports were presented for review. **Motion** by Tabitha Lauer to accept the financial reports as presented. **Second** by Leslie Sturmer. Passed by a vote of 4-0.
6. Public Input.
  - James McCain asked about late bills and whether there were write-offs of unpaid bills. The General Manager reported that there have been no write-offs over the past few years, but there are some customers that habitually pay late. There was discussion about the procedures to be followed when bills are not paid on time, and the Board's attorney explained that there was a procedure in the resolutions that is required to be followed under judicial due process decisions.
  - James McCain stated that there need to by pay raise incentives for Gabe Doty to encourage him to get his water and wastewater licenses.
  - Mandy Offerle asked for an update on the Verizon cell phone antennas on the water tower. The General Manager reported that construction of the ground facilities was under way.
7. Bill Adjustment: David and Rachel McCumbers, and Ken Edmunds, for adjustments to sewer charges. **Motion** by Leslie Sturmer to approve both bill adjustment requests as meeting the requirements for an adjustment. **Second** by Joe Hand. Passed by a vote of 4-0.

8. Commissioner Comments: Tabitha Lauer asked about applications for new service and why they were not being submitted to the City for review as required by the District's resolutions. John McPherson explained that he thought the practice had been dropped when there were no longer any capacity issues regarding water and wastewater so long as the City did not substantially change the land use density in the City. After discussion, it was concluded that the District should go back to checking with the City about the allowable use on a property before an application for water or wastewater services is approved by the District. Staff was also reminded to come back with revised connection fees to better reflect actual costs.

9. General Manager Report.

*a. Water Plant.*

The GM reported that the District has finished the Actina pilot study and are moving forward with planning with Mittauer on the new water plant. He noted that due to the age of the plant, the District is seeing higher costs on maintaining our current water treatment plant, and that an additional pilot study proposed by Mittauer has been started to prove a new replacement of part of our system that can be done while we continue to run.

The GM reported that he had been approached by Heath Davis and Sue Colson about taking another look at the option of purchasing water from Chiefland and piping here via Otter Creek, servicing both communities. He reported that Davis and Colson have been in contact with Suwanee River Water Management District and have been given the impression that, even though it was rejected previously, there would be a more receptive audience this time around. The GM expressed the opinion that this idea should be least investigated before the District moves ahead with a 12 million dollar new plant. He said he would meet with the Mayors of the towns involved and start this discussion, if the board is willing to indulge this option.

Chair Rosenthal expressed strong opposition to the idea of city commissioners talking to staff first about issues like getting water from Chiefland. Such issues should be brought to the Board first. There was general discussion about the proper procedure for interested parties to bring ideas forward for consideration by the District.

Clay Childers noted that if raw water were brought from Chiefland, there would still need to be a new treatment plant in Cedar Key. Leslie Sturmer stated that she thought there might be significant water management district issues with such a plan. Joe Hand stated that he felt that the cost of treatment would be much less if the raw water from Chiefland was better than what we get from local wells. James McCain and the GM stated that they would be visiting the Chiefland plant to see if getting treated water could be an option.

**Motion** by Tabitha Lauer to direct staff to look into the possibility of bringing water from Chiefland for use in Cedar Key. **Second** by Joe Hand. Passed by a vote of 4-0.

b. *Wastewater System.*

The GM reported that the District is waiting on billing from CROM to get the final numbers, and that the lift station refurbishment has been looked at by two separate contractors and that one bid was received at \$59,000 per lift station, and that they are waiting on the second to know where we stand on that project. Joe Hand asked whether grants would be needed for this work, and the GM reported that they would be needed and that he is looking in possibilities.

c. *Cell Service.* The GM reported that Verizon has started construction on the ground facilities on the water tower site.

d. *Covid-19.* The GM reported that the District continues to follow mask-wearing and separation protocols at the District office, and that wastewater samples continue to be taken to UF for analysis. He reported that staff is being encouraged to get vaccinated.

e. *2021-2022 Budget and TRIM.*

The GM provided the Board with a draft budget with the following important components:

- Keeps the millage rate at the current 1.2 mills.
- Increases rates by 3%, except for the large user base rate which stays the same.
- Provides a 3% COL salary increase to all employees, with a 1-time adjustment for the bottom three wage earners to try to adjust wages closer to the industry standard.
- Includes purchase of one new light duty truck to replace one of the aging vehicles.
- Includes the next phases of repair for the wastewater plant.

He submitted the following proposed schedule for TRIM compliance:

- July Board Meeting: Set current year proposed millage rate and set date, time, and place of tentative budget hearing. (Proposed millage: 1.2; Proposed meeting date: September 13).
- By August 24: TRIM Notices go out.
- September 13: Tentative Budget Hearing
- September 23: Publish Newspaper Notice
- September 27: Final Budget Hearing
- By October 1: Budget Resolutions to Property Appraiser, Tax Collector, and DOR
- By October 27: Certificate of Compliance to Department of Revenue and post final budget on website

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

Leslie Sturmer noted that the Excel formulas needed to be checked—some of the sums are incorrect, and that the GM needed to bring back a budget using a 5% rate increase.

Chair Rosenthal asked about how the payroll increases were determined; the GM explained how he arrived at the numbers.

**Motion** by Leslie Sturmer to adopt keep the millage rate the same, i.e., 1.2 mils, for purpose of the TRIM notice, and to approve the following meeting times and dates: 5:01 p.m., September 13, 2021, for the Tentative Budget Hearing; and 5:01 p.m., September 27, 2021, for the Final Budget Hearing. **Second** by Joe Hand. Passed by a vote of 4-0.

10. Commissioner Comments.

Tabitha Lauer reported that she spend the day with James McCain and was impressed by his knowledge of the system and ability to keep it running properly. She also asked if staff was going to conferences to keep up with latest developments. James state that he would check into going to the FRWA conference which is the best for the District. There was also discussion about working with legislators to get support for the District's needs, and the GM stated that he would make contact with our local legislators.

Joe Hand asked about preparing for Elsa and any impacts the storm had. The GM reported that staff worked very hard to get ready, and decided to keep the water on because no evacuation was ordered. He reported flooding of the main lift station but was handled by a slow draw-down and treatment.

11. Public Input. Public input was requested, but none was provided.

12. Adjournment: There being no further business to conduct, the meeting was adjourned at 6:38 p.m.

\_\_\_\_\_  
Stephen B. Rosenthal, Chairperson

\_\_\_\_\_  
Leslie Sturmer, Commissioner &  
Secretary of the Board

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

**Cedar Key Water & Sewer District**  
**Balance Sheet**  
As of July 31, 2021  
Jul 31, 21

**ASSETS**

Current Assets

Checking/Savings

Unrestricted Cash Funds

100 - Operating Account	72,711.84
102 Petty Cash	175.00
113.3 Unrestricted Savings	80,011.32

Total Unrestricted Cash Funds 152,898.16

Restricted Cash Funds

103.1 Security Deposit	13,301.02
114.00 RD Payment	49,357.50
114.02 RD RESERVE ACCOUNT	39,266.00

Total Restricted Cash Funds 101,924.52

Total Checking/Savings 254,822.68

Other Current Assets

135.5 - Unbilled Receivables	23,205.28
134 - Accounts Receivable	90,819.61
135 - Allowance for A/R	-9,700.00
160 - Inventory & Materials	68,049.87

Total Other Current Assets 172,374.76

Total Current Assets 427,197.44

Fixed Assets

301 - Land	125,195.95
302 - Other Improvements	2,504,213.86
304 - Plant and Equipment	7,815,779.58
306 - Other Equipment	98,091.31
307 - Sewer Machinery	125,954.72
308 - Computer S/W	9,540.64
309 - Vehicles	86,068.26
311 - Less Accum Depreciation	-5,817,908.82

Total Fixed Assets 4,946,935.50

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 5,540,524.13**

**LIABILITIES & EQUITY**

Liabilities

Current Liabilities

Other Current Liabilities

482.5 - Accrued Interest Payable - LOC	332.91
485 - Note Payable -RD - Current	18,000.00

Cedar Key Water & Sewer District  
**Balance Sheet**  
As of July 31, 2021

Jul 31, 21

407-01 SS Tax Payable	0.38
408 - Sales Tax Payable	26.40
411 - Unearned Revenues	10,109.46
450 · Fed. Income Taxes Payable	-394.42
482 - Accrued Int Pay	2,387.86
483 · Accrued Compensated Absences	16,255.00
484 -Security Deposit Payable	13,364.11
<b>Total Other Current Liabilities</b>	<b>60,081.70</b>
<b>Total Current Liabilities</b>	<b>60,081.70</b>
<b>Long Term Liabilities</b>	
460 · N/P-Rural Development	1,075,000.00
500 - Accrd Compen Absences-LT	7,580.00
<b>Total Long Term Liabilities</b>	<b>1,082,580.00</b>
<b>Total Liabilities</b>	<b>1,142,661.70</b>
<b>Equity</b>	
597 · R/E Prior Period Adjustment	31,083.87
598 · Restricted for Debt Service	34,364.00
3900 · Retained Earnings	245,379.56
599 · Investment in Capital Assets -	3,918,904.00
Net Income	168,131.00
<b>Total Equity</b>	<b>4,397,862.43</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>5,540,524.13</b>

**Cedar Key Water & Sewer District**  
**Profit & Loss Budget vs. Actual**  
October 2020 through July 2021

	Oct '20 - Jul 21	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>300 - Income</b>				
305 - Water Charge	413,292.74	464,000.00	-50,707.26	89.07%
310 - Sewer Charges	342,471.33	388,000.00	-45,528.67	88.27%
315 - Ad Valorem Tax				
315.100 - Ad Valorem	217,031.20	213,000.00	4,031.20	101.89%
<b>Total 315 - Ad Valorem Tax</b>	<b>217,031.20</b>	<b>213,000.00</b>	<b>4,031.20</b>	<b>101.89%</b>
325 - Penalties	1,460.00	2,500.00	-1,040.00	58.4%
330 - Earned Interest	11.32	20.00	-8.68	56.6%
335 - New Meter Charges	1,500.00	1,000.00	500.00	150.0%
340 - Rent	7,498.00	15,050.00	-7,552.00	49.82%
350 - Misc Income	12,623.12	3,500.00	9,123.12	360.66%
360 - Carry Forward	0.00	25,000.00	-25,000.00	0.0%
365 - Meter Installation Fee	1,020.00	1,000.00	20.00	102.0%
382 - Grant - Legislative 2016	90,014.79	173,000.00	-82,985.21	52.03%
<b>Total 300 - Income</b>	<b>1,086,922.50</b>	<b>1,286,070.00</b>	<b>-199,147.50</b>	<b>84.52%</b>
<b>Total Income</b>	<b>1,086,922.50</b>	<b>1,286,070.00</b>	<b>-199,147.50</b>	<b>84.52%</b>
<b>Gross Profit</b>	<b>1,086,922.50</b>	<b>1,286,070.00</b>	<b>-199,147.50</b>	<b>84.52%</b>
<b>Expense</b>				
<b>500 - GENERAL AND ADMINISTRATIVE</b>				
<b>510 - Payroll</b>				
510.01 - Salaries	256,754.23	262,026.00	-5,271.77	97.99%
510.02 - Social Security/Medicare	19,412.55	20,045.00	-632.45	96.85%
510.03 - Retirement	29,034.93	29,609.00	-574.07	98.06%
510.04 - Health, Dental & Life Ins	52,782.42	53,500.00	-717.58	98.66%
510.05 - Workers Comp.	5,733.11	5,500.00	233.11	104.24%
<b>Total 510 - Payroll</b>	<b>363,717.24</b>	<b>370,680.00</b>	<b>-6,962.76</b>	<b>98.12%</b>
<b>520 - Office</b>				
520.01 - Supplies	2,109.74	2,500.00	-390.26	84.39%
520.02 - Postage & Shipping	5,532.92	4,500.00	1,032.92	122.95%
520.03 - Copier, Computer, Billing, Etc.	3,387.55	6,000.00	-2,612.45	56.46%
520.04 - Printing and Copying	1,384.20	1,500.00	-115.80	92.28%
<b>Total 520 - Office</b>	<b>12,414.41</b>	<b>14,500.00</b>	<b>-2,085.59</b>	<b>85.62%</b>
<b>530 - Utilities</b>				
530.01 - Fuel For Equipment	5,174.36	6,500.00	-1,325.64	79.61%
530.02 - Solid Waste Disposal	1,803.09	2,000.00	-196.91	90.16%
530.03 - Telephone	7,960.75	10,000.00	-2,039.25	79.61%
<b>Total 530 - Utilities</b>	<b>14,938.20</b>	<b>18,500.00</b>	<b>-3,561.80</b>	<b>80.75%</b>
<b>540 - Professional Fees</b>				
540.01 - Audit & Accounting	18,305.00	18,000.00	305.00	101.69%
540.02 - Management/Legal	26,500.00	60,000.00	-33,500.00	44.17%
540.03 - Property Appraiser's Fee	6,646.11	6,500.00	146.11	102.25%
540.05 - Tax Collector Fees	4,925.51	5,500.00	-574.49	89.56%



## Cedar Key Water & Sewer District Profit & Loss Budget vs. Actual October 2020 through July 2021

	Oct '20 - Jul 21	Budget	\$ Over Budget	% of Budget
540.04.Water/Wastwater Operator	200.00	500.00	-300.00	40.0%
<b>Total 540 · Professional Fees</b>	<b>56,576.62</b>	<b>90,500.00</b>	<b>-33,923.38</b>	<b>62.52%</b>
<b>550 - General Repair &amp; Maint</b>				
550.01 · Vehicle	43,242.33	45,000.00	-1,757.67	96.09%
550.02 · Equipment and Tools	8,942.05	10,000.00	-1,057.95	89.42%
550.03 · Building	461.70	1,800.00	-1,338.30	25.65%
550.04 · Supplies	1,867.52	1,700.00	167.52	109.85%
550.05 · New Tools	482.30	1,000.00	-517.70	48.23%
<b>Total 550 - General Repair &amp; Maint</b>	<b>54,995.90</b>	<b>59,500.00</b>	<b>-4,504.10</b>	<b>92.43%</b>
<b>560 · Other</b>				
560.01 · Property/Liability Ins.	49,011.00	48,000.00	1,011.00	102.11%
560.02 · Election Expenses	2,700.00	1,000.00	1,700.00	270.0%
560.03 · Continuing Education	606.00	1,500.00	-894.00	40.4%
560.04 · Annual Fees & Dues	5,171.37	2,000.00	3,171.37	258.57%
560.05 · Ads and Publications	370.63	750.00	-379.37	49.42%
560.06 · Miscellaneous	1,937.66	2,000.00	-62.34	96.88%
560.07 · Contingency	0.00	1,357.00	-1,357.00	0.0%
560.08 · Bank Interest	1,110.00			
<b>Total 560 · Other</b>	<b>60,906.66</b>	<b>56,607.00</b>	<b>4,299.66</b>	<b>107.6%</b>
<b>Total 500 · GENERAL AND ADMINISTRATIVE</b>	<b>563,549.03</b>	<b>610,287.00</b>	<b>-46,737.97</b>	<b>92.34%</b>
<b>600 · DIRECT WATER EXPENSES</b>				
<b>610 · Chemicals and Filters</b>				
610.01 · Chemicals	80,996.80	93,000.00	-12,003.20	87.09%
610.02 · Miex Resin	0.00	18,500.00	-18,500.00	0.0%
<b>Total 610 · Chemicals and Filters</b>	<b>80,996.80</b>	<b>111,500.00</b>	<b>-30,503.20</b>	<b>72.64%</b>
<b>620 - Laboratory</b>				
620.01 · In House Lab	4,774.52	5,000.00	-225.48	95.49%
620.02 · Outside Lab	7,865.92	7,000.00	865.92	112.37%
<b>Total 620 - Laboratory</b>	<b>12,640.44</b>	<b>12,000.00</b>	<b>640.44</b>	<b>105.34%</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	11,851.01	10,000.00	1,851.01	118.51%
640.02 · Equipment	31,964.11	20,000.00	11,964.11	159.82%
640.03 · Building & Grounds	795.99	2,000.00	-1,204.01	39.8%
640.04 · Water Tower Maintenance	15,998.00	16,000.00	-2.00	99.99%
640.05 · Generators Annual Mainte	400.00	2,250.00	-1,850.00	17.78%
<b>Total 640 · Repairs and Maintenance</b>	<b>61,009.11</b>	<b>50,250.00</b>	<b>10,759.11</b>	<b>121.41%</b>
<b>650 · Utilities</b>				
650.01 · Electric	16,784.95	20,000.00	-3,215.05	83.93%
650.02 · Propane	528.46	600.00	-71.54	88.08%
650.03 · Telephone	3,161.86	2,000.00	1,161.86	158.09%
<b>Total 650 · Utilities</b>	<b>20,475.27</b>	<b>22,600.00</b>	<b>-2,124.73</b>	<b>90.6%</b>

**Cedar Key Water & Sewer District**  
**Profit & Loss Budget vs. Actual**  
October 2020 through July 2021

	Oct '20 - Jul 21	Budget	\$ Over Budget	% of Budget
<b>660 · Other</b>				
660.01 · Professional Fees	4,500.00	5,000.00	-500.00	90.0%
660.04 Prof. Fees- Water Plant	1,000.00			
<b>Total 660 · Other</b>	5,500.00	5,000.00	500.00	110.0%
<b>670 · Capital Expenditures</b>				
670.02 Water Plant Construction	36,348.79	173,000.00	-136,651.21	21.01%
<b>Total 670 · Capital Expenditures</b>	36,348.79	173,000.00	-136,651.21	21.01%
<b>680 · Loans</b>				
680-05 · RD - Water System Interest	0.00	30,058.00	-30,058.00	0.0%
680.06 · RD-Water System Principal	0.00	18,000.00	-18,000.00	0.0%
<b>Total 680 · Loans</b>	0.00	48,058.00	-48,058.00	0.0%
<b>Total 600 · DIRECT WATER EXPENSES</b>	216,970.41	423,408.00	-206,437.59	51.24%
<b>700 · DIRECT WASTEWATER EXPENSES</b>				
<b>710 · Chemicals and Filters</b>				
710.01 · Chemicals	22,587.33	30,000.00	-7,412.67	75.29%
<b>Total 710 · Chemicals and Filters</b>	22,587.33	30,000.00	-7,412.67	75.29%
<b>720 · Laboratory</b>				
720.01 · In House Lab	2,135.28	3,000.00	-864.72	71.18%
720.02 · Outside Lab	12,978.90	15,000.00	-2,021.10	86.53%
<b>Total 720 · Laboratory</b>	15,114.18	18,000.00	-2,885.82	83.97%
<b>730 · Regulatory</b>				
730.01 · Permits	0.00	2,000.00	-2,000.00	0.0%
730.02 · Biosolids Hauling	53,685.00	58,000.00	-4,315.00	92.56%
<b>Total 730 · Regulatory</b>	53,685.00	60,000.00	-6,315.00	89.48%
<b>740 · Repairs Maintenance Other</b>				
740.01 · Piping & Distribution	8,765.07	10,000.00	-1,234.93	87.65%
740.02 · Equipment	11,719.43	15,000.00	-3,280.57	78.13%
740.03 · Building and Grounds	392.00	85,000.00	-84,608.00	0.46%
740.04 · Generator-Annual Maintenance	1,222.16	1,375.00	-152.84	88.88%
<b>Total 740 · Repairs Maintenance Other</b>	22,098.66	111,375.00	-89,276.34	19.84%
<b>750 · Utilities</b>				
750.01 · Electric	24,006.98	27,000.00	-2,993.02	88.92%
750.02 · Propane	779.91	1,000.00	-220.09	77.99%
<b>Total 750 · Utilities</b>	24,786.89	28,000.00	-3,213.11	88.53%
<b>760 · Other</b>				
760.01 · Professional Fees -WWTP Permit	0.00	5,000.00	-5,000.00	0.0%
<b>Total 760 · Other</b>	0.00	5,000.00	-5,000.00	0.0%
<b>Total 700 · DIRECT WASTEWATER EXPENSES</b>	138,272.06	252,375.00	-114,102.94	54.79%
<b>Total Expense</b>	918,791.50	1,286,070.00	-367,278.50	71.44%
<b>Net Ordinary Income</b>	168,131.00	0.00	168,131.00	100.0%
<b>Net Income</b>	168,131.00	0.00	168,131.00	100.0%

## Cedar Key Water & Sewer District Monthly Checkbook Activity As of July 31, 2021

Date	Num	Name	Memo	Amount
<b>Unrestricted Cash Funds</b>				
07/01/2021	30130	Doty, Gabriel T	Pay Check	-454.28
07/01/2021	30131	Johns, Alicia M.	Pay Check	-447.40
07/01/2021	30132	Quinn, William M.	Pay Check	-896.98
07/01/2021	30133	Richburg, Margaret A.	Pay Check	-598.29
07/01/2021		Deposit	Deposit	251.32
07/01/2021		Deposit	Nextower 7/01/2021	918.00
07/02/2021	30134	US Postmaster	780 pc @ .36 ea = 280.80	-280.80
07/02/2021	30135	McCain, James E.	Pay Check	-1,002.66
07/02/2021	Bankdraft	EFTPS	59-1156008	-1,097.40
07/02/2021		Deposit	Deposit	84.51
07/06/2021	30136	Ann Richburg	Reimbursement Request mileage to Ocala	-84.68
07/06/2021		Deposit	Deposit	68.91
07/06/2021		Deposit	Deposit	58.62
07/08/2021		Deposit	Twila Barss Repair Sewer Line	799.00
07/08/2021		Deposit	Craig McCall	85.00
07/09/2021	30137	Johns, Alicia M.	Pay Check	-447.39
07/09/2021	30138	McCain, James E.	Pay Check	-1,631.39
07/09/2021	30139	John K. McPherson. P.A.	Management, Invoice No: 25 06 /2021	-1,500.00
07/09/2021	30140	Doty, Gabriel T	Pay Check	-516.92
07/09/2021	30141	Quinn, William M.	VOID: Pay Check	0.00
07/09/2021	30142	Richburg, Margaret A.	Pay Check	-598.30
07/09/2021	30143	Haldeman, Hattie B.	Pay Check	-369.40
07/09/2021	30144	Hand, Joseph G.	Pay Check	-369.40
07/09/2021	30145	Lauer, Tabitha	Pay Check	-369.40
07/09/2021	30146	Rosenthal, Stephen B.	Pay Check	-369.40
07/09/2021	30147	Sturmer, Leslie N.	Pay Check	-369.40
07/09/2021	30148	Wisdom, Thomas C.	Pay Check	-2,033.76
07/09/2021	30149	Quinn, William M.	Pay Check	-804.62
07/09/2021	Bankdraft	EFTPS	59-1156008	-2,453.00
07/09/2021	30150	Egis Insurance Advisors, LLC	Invoice No: Policy # 100110692 2020 Ford F250	-403.00
07/09/2021		Deposit	Deposit	708.89
07/10/2021		Deposit	Deposit	118.34
07/13/2021		Deposit	Deposit	15,435.00
07/14/2021	Bankdraft	Wex Bank Marathon Fleet	Invoice No: 72554852 June 2021	-742.20
07/14/2021		Deposit	Deposit	16,409.87
07/14/2021		Deposit	Deposit	300.00
07/14/2021		Deposit	Deposit	51.61
07/14/2021		Deposit	Deposit	58.47
07/14/2021		Deposit	OUTDOOR GREASE	85.82
07/14/2021		Deposit	WiFeber May, June, July 2021	450.00
07/15/2021	30151	City Of Cedar Key	Rent on Community Building 5 meeting @ 50.00 ea	-250.00
07/15/2021	30152	Doty, Gabriel T	Pay Check	-611.90
07/15/2021	30153	A-Able Septic-Sewer Service, Inc.	Invoice NO 51066 6/28/21	-1,550.00

8:06 AM  
08/04/21  
Accrual Basis

## Cedar Key Water & Sewer District Monthly Checkbook Activity As of July 31, 2021

Date	Num	Name	Memo	Amount
07/15/2021	30154	A-Able Septic-Sewer Service, Inc.	Invoice NO 51166 7/09/21	-3,100.00
07/15/2021	30155	Aqua Pure Water & Sewerage Serv	Invoice No: 84935	-1,539.00
07/15/2021	30156	AT&T # 1	530.03	-535.71
07/15/2021	30157	AT & T # 2	Account No: 352-543-6405 937 1988	-63.59
07/15/2021	30158	Central FL Electric	Electric Bills 05/2021	-4,788.56
07/15/2021	30159	Electrical Engineering Enterprises, Ir Cell Modern		-585.00
07/15/2021	30160	Electrical Engineering Enterprises, Ir Cell Modern		-585.00
07/15/2021	30161	FERGUSON ENTERPRISES LLC #:	Invoice No: 189932 6/30/21	-2,344.00
07/15/2021	30162	Florida Department of Environmenta	For:PWS#2380178 066724 7/15/2021	-1,000.00
07/15/2021	30163	Gator Works Computing	Invoice NO: 21-23864	-116.00
07/15/2021	30164	Hawkins, Inc.d/b/a Dumont	4975197, 4975198, 4974734,4974733, 94770	-3,468.19
07/15/2021	30165	Levy County Property Appraiser	Invoice:09/30/2021	-6,646.11
07/15/2021	30166	Marina Hardware At Cedar Key, Inc.	Invoice No & Account No: 220 06/2021	-481.74
07/15/2021	30167	NAPA Gulf Coast Parts, LLC	Account # 1999 06/2021	-78.17
07/15/2021	30168	Utility Service Co., Inc.	Invoice No: 538821 06/21	-3,999.50
07/15/2021	30169	Print Shop	Invoice No: 71399	-151.00
07/15/2021	30170	Quill Corporation	Invoice No. 17737109 6/29/21	-52.96
07/15/2021	30171	UPS	total charge for pickup	-91.12
07/15/2021	30172	Verizon # 2	Invoice No.9882650828	-7.13
07/15/2021	30173	Vermeer Southeast	2020 Vaction CV873SGT Repair	-1,281.30
07/15/2021	30174	WiFiber	Inter Net Invoice No: 13295 Aug.2021	-105.00
07/16/2021	30175	Johns, Alicia M.	Pay Check	-447.39
07/16/2021	30176	McCain, James E.	Pay Check	-1,040.92
07/16/2021	30177	Quinn, William M.	Pay Check	-782.29
07/16/2021	30178	Richburg, Margaret A.	Pay Check	-598.29
07/16/2021	Bankdraft	EFTPS	59-1156008	-1,102.72
07/16/2021	30179	VISA	Invoice No 9274	-1,022.17
07/16/2021	30180	City Of Cedar Key	Rentsplit with the city from April 2021 thru June 20	-1,007.50
07/16/2021		Deposit	Deposit	271.66
07/16/2021		Deposit	Deposit	56.84
07/20/2021	30181	Ann Richburg	Reimbursement Request mileage to Ocala	-84.68
07/20/2021	30182	Rural King	Supplies for the Office,water, & sewer	-56.69
07/22/2021	30183	Quinn, William M.	Pay Check	-896.97
07/22/2021		Deposit	Deposit	64.40
07/22/2021		Deposit	Deposit	15,914.73
07/23/2021	30184	Doty, Gabriel T	Pay Check	-454.28
07/23/2021	30185	Johns, Alicia M.	Pay Check	-447.40
07/23/2021	30186	McCain, James E.	Pay Check	-1,002.65
07/23/2021	30187	Richburg, Margaret A.	Pay Check	-598.30
07/23/2021	30188	Wisdom, Thomas C.	Pay Check	-2,033.76
07/23/2021	Bankdraft	EFTPS	59-1156008	-1,904.34
07/23/2021	30189	Sensible Water Solutions	Invoice No:3/29/2021	-3,355.25
07/23/2021		Deposit	FECC #4001	1,167.31
07/24/2021		Deposit	Deposit	89.86
07/26/2021		Deposit	Deposit	23,386.95

## Cedar Key Water & Sewer District Monthly Checkbook Activity As of July 31, 2021

Date	Num	Name	Memo	Amount
07/26/2021	30190	US Postmaster	4 rolls of Stamps	-220.00
07/26/2021		Deposit	Deposit	52.45
07/27/2021		Deposit	Deposit	402.81
07/28/2021	Bankdraft	Blue Cross Blue Shield of FL	Group:90866 75250675 08/21	-5,494.59
07/28/2021		Deposit	Deposit	58.24
07/29/2021	30191	Johns, Alicia M.	Pay Check	-447.39
07/29/2021	30192	McCain, James E.	Pay Check	-1,234.53
07/29/2021	30193	Richburg, Margaret A.	Pay Check	-598.30
07/29/2021	30194	A-Able Septic-Sewer Service, Inc.	Invoice NO: 51312,41333	-3,735.00
07/29/2021	30195	Ellis Automated Corporation	Invoice No: 2469,2444	-3,760.50
07/29/2021	30196	FERGUSON ENTERPRISES LLC #:	Invoice No: 18993321-1 1903701	-3,795.07
07/29/2021	30197	Hach Company	Invoice NO: 12522027	-227.00
07/29/2021	30198	Hawkins, Inc.d/b/a Dumont	Invoice No: 4989055,4989056, 4981867	-7,253.23
07/29/2021	30199	Jones & Son FE Service, Inc.	Invoice No: 74164	-125.00
07/29/2021	30200	Transamerica Employee Benefits	33859	-70.10
07/30/2021	30202	Doty, Gabriel T	Pay Check	-516.93
07/30/2021	30203	Quinn, William M.	Pay Check	-666.60
07/30/2021	Bankdraft	FMP,TF Pension Service	Retirement July 2021	-4,260.22
07/30/2021	30204	US Postmaster	783 pc @ .36 ea = 281.88	-281.88
07/30/2021	30206	DAVISVISION	90866	-106.59
07/30/2021	Bankdraft	EFTPS	59-1156008	-1,075.42
07/30/2021	30207	AFLAC	ATF27	-1,445.60
07/30/2021		Deposit	Deposit	10,617.31
				<u>-15,454.68</u>
				<u>-15,454.68</u>
				<u>-15,454.68</u>

Total Unrestricted Cash Funds

**TOTAL**

**RESOLUTION NO: 2021-03**

**A RESOLUTION OF THE CEDAR KEY WATER AND SEWER DISTRICT CHANGING THE FEES CHARGED FOR INITIAL WATER AND WASTEWATER HOOKUPS; PROVIDING INSTRUCTIONS TO THE CODIFIER; AND ESTABLISHING AN EFFECTIVE DATE.**

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

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

**WHEREAS**, the District Board finds it necessary to amend the charges for persons requesting initial connection to the water and/or wastewater system to help recoup actual costs.

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

**Section 1.** Section 5.04 of the District Resolutions is hereby amended as follows:

**5.04 Miscellaneous Charges**

The following shall be imposed:

A.	Penalty for late payment..... (if payment not made by the 26 <sup>th</sup> of the month)	\$20.00
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.....	\$120.00*
G.	<u>Service charge for initial new water connection. ....</u>	<u>2,583.00*</u>
<u>H</u> G.	<u>Service charge for initial wastewater connection.. ....</u>	<u><del>\$120.00</del> 2,385.00*</u>

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

**Section 2. Amendment and Codification.**

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

**Section 3. Effective Date.**

This Resolution shall take effect upon final adoption.

Passed on first reading by a vote of \_\_\_\_ to \_\_\_\_ on the 9<sup>th</sup> day of August, 2021.

Passed on second reading by a vote of \_\_\_\_ to \_\_\_\_ on the 13<sup>th</sup> day of September, 2021.

CEDAR KEY WATER  
AND SEWER DISTRICT

BY: \_\_\_\_\_  
Stephen Rosenthal, Chairperson

ATTEST:

(SEAL)

\_\_\_\_\_  
Ann Richburg, Secretary

# Cedar Key Water & Sewer District

## Sick and Annual Leave Balances

July 30, 2021 Amount Used 2021

<u>Employee</u>	<u>Sick Available</u>	<u>Sick Used</u>	<u>Vacation Available</u>	<u>Vacation Used</u>
Doty, Gabriel T	23:00	51:00	74:34	56:00
Johns, Alicia M.	44:27	28:00	39:07	123:00
McCain, James E.	1184:30	188:00	270:27	163:30
Quinn, William M.	280:00	62:00	79:41	122:00
Richburg, Margaret A.	10:00	52:00	64:24	58:00
Wisdom, Thomas C.	52:00	0:00	160:00	0:00



# Cedar Key Water and Sewer District

## Penalty Register

Detailed

For charges due before 07/30/2021

Account Balance as of 07/30/2021

Disconnect Date 08/06/2021

Sorted by: Route + Reading Sequence

Location No	Account No	Name	Address	Meter No.	Prev. Balance	Penalty	Tax	Account Balance
10001	10001	MARILYN SPALDING	11591 SW 154TH ST.					
WATER	P1			12601510	26.95	20.00	0.00	46.95
SEWER					25.77	0.00	0.00	25.77
		MARILYN SPALDING	Total		52.72	20.00	0.00	72.72
45001	45001	ALICE MCKEE	12208 FRANKO CIR.					
WATER	P1			13658464	32.42	20.00	0.00	52.42
SEWER					30.20	0.00	0.00	30.20
		ALICE MCKEE	Total		62.62	20.00	0.00	82.62
82001	82001	DONALD GILLMORE	12412 SR 24					
WATER	P1			19125699	29.79	20.00	0.00	49.79
SEWER					28.07	0.00	0.00	28.07
		DONALD GILLMORE	Total		57.86	20.00	0.00	77.86
226001	226001	MARY BOTTENBERG	13451 SW AIRPORT RD.					
WATER	P1			14280673	27.86	20.00	0.00	47.86
SEWER					28.51	0.00	0.00	28.51
		MARY BOTTENBERG	Total		56.37	20.00	0.00	76.37
230001	230001	BRIAN SKARUPSKI	13551 SW AIRPORT RD.					
WATER	P1			2100035360	50.85	20.00	0.00	70.85
SEWER					46.29	0.00	0.00	46.29
		BRIAN SKARUPSKI	Total		97.14	20.00	0.00	117.14
266001	266001	MICHAEL GILFILEN	1350 HAWTHORNE AVE.					
WATER	P1			13658421	32.86	20.00	0.00	52.86
SEWER					30.56	0.00	0.00	30.56
		MICHAEL GILFILEN	Total		63.42	20.00	0.00	83.42
281001	281001	JEFFERY PAULSEN	1270 SHELLCREST					
WATER	P1			11557322	37.56	20.00	0.00	57.56
SEWER					34.61	0.00	0.00	34.61
		JEFFERY PAULSEN	Total		72.17	20.00	0.00	92.17
290001	290001	DIANA BIBLE	1170 PARODA AVE					
WATER	P1			13658397	41.15	20.00	0.00	61.15
SEWER					37.97	0.00	0.00	37.97
		DIANA BIBLE	Total		79.12	20.00	0.00	99.12
1086001	1086001	TODD THOMPSON	12191 SW 165TH AVENUE					
WATER	P1			14621653	26.57	20.00	0.00	46.57
SEWER					25.46	0.00	0.00	25.46
		TODD THOMPSON	Total		52.03	20.00	0.00	72.03
405001	405001	NEIL DUGGAN	16731 SW 121ST LANE					
WATER	P1			14280630	31.39	20.00	0.00	51.39
SEWER					29.37	0.00	0.00	29.37
		NEIL DUGGAN	Total		60.76	20.00	0.00	80.76
536001	536001	PHILIP WINN	11 OLD MILL DRIVE - 1D					
WATER	P1			14280487	29.10	20.00	0.00	49.10
SEWER					27.51	0.00	0.00	27.51
		PHILIP WINN	Total		56.61	20.00	0.00	76.61
570001	570001	WM. MARQUARDT	11 OLD MILL DRIVE 9B					
WATER	P1			14280513	29.63	20.00	0.00	49.63
SEWER					25.94	0.00	0.00	25.94
		WM. MARQUARDT	Total		55.57	20.00	0.00	75.57
572001	572001	DEBORAH SCHNEK	11 OLD MILL DRIVE 9D					

Location No	Account No	Name	Address	Meter No.	Prev. Balance	Penalty	Tax	Account Balance
572001	572001	DEBORAH SCHNEK	11 OLD MILL DRIVE 9D					
				2100023762	26.00	20.00	0.00	46.00
					25.00	0.00	0.00	25.00
		DEBORAH SCHNEK	Total		51.00	20.00	0.00	71.00
658001	658001	RICHARD GRIER	7041 DEPOT ST 303C					
				14280849	30.31	20.00	0.00	50.31
					28.49	0.00	0.00	28.49
		RICHARD GRIER	Total		58.80	20.00	0.00	78.80
675002	675001	GEORGE OAKLEY	8030 A ST.					
				11522528	34.42	20.00	0.00	54.42
					31.86	0.00	0.00	31.86
		GEORGE OAKLEY	Total		66.28	20.00	0.00	86.28
680001	680001	BIG DECK	331 DOCK ST.					
				13935878	189.51	20.00	0.00	209.51
					173.95	0.00	0.00	173.95
		BIG DECK	Total		363.46	20.00	0.00	383.46
1048001	1048001	LIAM & MADY'S	360 DOCK STREET					
				14346388	53.38	20.00	0.00	73.38
					48.57	0.00	0.00	48.57
		LIAM & MADY'S	Total		101.95	20.00	0.00	121.95
728001	728001	JEANA MILLIGAN	509 1ST ST.					
				13935882	30.62	20.00	0.00	50.62
					28.74	0.00	0.00	28.74
		JEANA MILLIGAN	Total		59.36	20.00	0.00	79.36
732001	732001	ESTATE OF WILLIAM J	509 3RD ST.-FISHBONZ					
				2000047470	26.00	20.00	0.00	46.00
					25.00	0.00	0.00	25.00
		ESTATE OF WILLIAM J	Total		51.00	20.00	0.00	71.00
757001	757001	PELICAN REALTY	589 2ND STREET					
				2100023779	39.74	20.00	0.00	59.74
					36.52	0.00	0.00	36.52
		PELICAN REALTY	Total		76.26	20.00	0.00	96.26
772001	772001	PATRICK TYSON	621 1ST ST - FAIRCLOTH					
				19125716	30.49	20.00	0.00	50.49
					28.64	0.00	0.00	28.64
		PATRICK TYSON	Total		59.13	20.00	0.00	79.13
787001	787001	COZY COAST CASITAS	8040 F ST.					
				14280412	30.46	20.00	0.00	50.46
					28.62	0.00	0.00	28.62
		COZY COAST CASITAS	Total		59.08	20.00	0.00	79.08
796001	796001	JAN VODA	742 2ND ST.					
				13379848	26.00	20.00	0.00	46.00
					25.00	0.00	0.00	25.00
		JAN VODA	Total		51.00	20.00	0.00	71.00
807001	807001	THE MARKET	7031 D STREET					
				19125762	31.51	20.00	0.00	51.51
					29.51	0.00	0.00	29.51
		THE MARKET	Total		61.02	20.00	0.00	81.02
904001	904001	REBIA BROWN	690 5TH ST.					
				12601515	43.86	20.00	0.00	63.86
					40.11	0.00	0.00	40.11
		REBIA BROWN	Total		83.97	20.00	0.00	103.97
908001	908001	ALEX NODA	757 5TH ST.					
				14346447	28.71	20.00	0.00	48.71
					27.19	0.00	0.00	27.19
		ALEX NODA	Total		55.90	20.00	0.00	75.90
910001	910001	FRANK MOLITOR	758 5TH STREET					
				13935876	32.11	20.00	0.00	52.11
					29.95	0.00	0.00	29.95
		FRANK MOLITOR	Total		62.06	20.00	0.00	82.06

Location No	Account No	Name	Address		Prev. Balance	Penalty	Tax	Account Balance
Service	Code			Meter No.				
915001	915001	HAROLD GRAY	5051 G STREET					
WATER	P1			19125767	26.18	20.00	0.00	46.18
SEWER					25.15	0.00	0.00	25.15
		HAROLD GRAY	Total		51.33	20.00	0.00	71.33
924001	924001	GREGORY LIPSCOMB	842 6TH ST.					
WATER	P1			14346505	27.52	20.00	0.00	47.52
SEWER					26.26	0.00	0.00	26.26
		GREGORY LIPSCOMB	Total		53.78	20.00	0.00	73.78
949001	949001	ANDREA ARNOW	958 8TH ST.					
WATER	P1			14346490	26.54	20.00	0.00	46.54
SEWER					25.44	0.00	0.00	25.44
		ANDREA ARNOW	Total		51.98	20.00	0.00	71.98

Total Customers 30  
Prev. Balance \$2,183.75  
Penalty \$600.00  
Total Tax \$0.00  
Account Balance \$2,783.75

Previously Posted Penalty \$0.00

**Cedar Key Water and Sewer District**  
**General Manager Report**  
**August 9, 2021**

**1. Water System**

We have finished this portion of the pilot study and are moving forward with planning with Mittauer on the new water plant. Due to age, we are seeing higher costs on maintaining our current water treatment plant. We have completed the (Actina) additional pilot study proposed by Mittauer to prove a new replacement of part of our system that can be done while we continue to run. We still are waiting on all of the test results from that test.

**2. Wastewater System**

We still have not received the final invoice for the 1 stage of wastewater plant repairs.

The lift station refurbishment has been looked at by 2 separate contractors and we have one bid, and are continuing to wait on the other bid to know where we stand on that project. The first bid is at \$59,000 per lift station.

I have met with The Cedar Key Mayor, and the gentlemen sent over from SERCAP separately, to discuss a joint CDBG grant for lift station refurbishment. That engineering firm will be coming down next week to look at our lift stations and areas of most concern.

**3. Cell Service**

Verizon has there project underway, and is expected a late August completion.

**4. Covid-19**

We continue to follow separation protocols at the District office, with no symptoms or testing this past month. Vaccines are available for essential workers, and our employees are being urged to get them. We have re-posted the signage to use the drop box outside/mask up inside, to keep our employees safe.

**5. 2021-2022 Budget and TRIM**

**6. Discuss some items in the employee hand book.**

Actual Average Cost for new water service install...

Locate/excavate/install man hours ave-\$1850.00

Piping/connectors/couplings ave- \$ 633.00

Meter \$ 300.00

Total- \$2883.00

Actual Cost for new sewer service install...

Locate/excavate/install man hours ave-\$1900.00

Piping/connectors/couplings ave-\$ 485.00

Total-\$2385.00

Total for both \$5268.00

This doesn't include directional drilling if required.

# APPLICATION FOR NEW SERVICE

CEDAR KEY WATER AND SEWER DISTRICT

P.O. BOX 309

CEDAR KEY, FL 32625

352-543-5285

service Request No \_\_\_\_\_

[alicia@ckwater.org](mailto:alicia@ckwater.org)

Name of Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Owner of Property: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Service Address(or other location description): \_\_\_\_\_

\_\_\_\_\_

Type of Service Requested: \_\_\_\_\_ Water Only \_\_\_\_\_ Water and Wastewater

Proposed Use: \_\_\_\_\_

## FEES

Security Deposit: \$ \_\_\_\_\_

New Meter Charge: \$ \_\_\_\_\_

Meter Installation: \$ \_\_\_\_\_

Total: \$ \_\_\_\_\_

Date Received by the District: \_\_\_\_\_

Required For Service:

Date Received by the City: \_\_\_\_\_ Reviewed By: \_\_\_\_\_

Comprehensive Plan Compliance Review: Approved \_\_\_\_\_ Declined: \_\_\_\_\_

## **NOTE**

**Pursuant to state law and District regulations, a Backflow Prevention Device (BFD) is required to be installed by the customer under certain circumstances. Staff has reviewed this installation and has determined that a BFD \_\_\_\_\_ is \_\_\_\_\_ is not required for this connection. If a BFD is required, water service cannot be turned on until the BFD is installed. Please contact Chad Wisdom 352-543-5285 for additional information.**

**Approval of water and wastewater service does not authorize any building, remodeling, or construction activity to take place. Please contact the City of Cedar Key for building and zoning approval prior to any such activity.**

**CEDAR KEY WATER AND SEWER DISTRICT**

**2021-2022 BUDGET: DRAFT 6.22.21 (3% Increase in Gallons and Small Bases; Same Millage)**

ACCT	NAME	2021			NOTES
		BUDGET AMENDED	2021 ACTUAL	2022 PROPOSED	
<b>INCOME</b>					
305	Water Charges	464,000	464000	483000	3% increase Small Bases and All Gallons
310	SEWER Charges	388,000	388000	399640	3% increase Small Bases and All Gallons
315	Ad Valorem Tax	213,000	213000	235800	95% of expected revenues
325	Penalties	2,500	0	2500	
330	Earned Interest	20	2.5	20	
335	New Meter Charges	1,000	1500	2500	
340	Rent	15,050	15050	15050	Rent: NexTower: 5,400; Next Edge: 600; Bright House: 2,300; Verizon: 6,750
350	Miscellaneous	3,500	11619	3500	
360	Carry Forward	25,000	25000	40000	
365	Meter Installation	1,000	1020	1200	
382	Grant: Legislative 2016	173,000	173000	0	
	<b>TOTAL INCOME</b>	<b>\$1,286,070</b>	<b>\$1,292,192</b>	<b>\$1,183,210</b>	
<b>EXPENSE</b>					
	<b>GENERAL ADMINISTRATIVE</b>				
	<b>Payroll</b>				
510.01	Salaries	262,026	265,000	332,000	With 5% COL and Field Overtime Allowance
510.02	Social Security/Medicare	20,045	21,045	27,000	With 5% COL and Field Overtime Allowance
510.03	Retirement	29,609	29,609	30,500	With 5% COL and Field Overtime Allowance
510.04	Health, Dental, Life, Vision	53,500	53,500	59,000	
510.05	Workers Compensation	5,500	5,734	6,000	
	<b>Total Payroll</b>	<b>370,680</b>	<b>374,888</b>	<b>454,500</b>	
	<b>Office</b>				
520.01	Supplies	2,500	2,500	3,000	
520.02	Postage and Shipping	4,500	4,500	5,200	
520.03	Copier, Comp., Billing, Etc.	6,000	6,000	6,000	
520.04	Printing and Copying	1,500	1,600	1,500	
	<b>Total Office</b>	<b>14,500</b>	<b>14,600</b>	<b>15,700</b>	
	<b>Utilities</b>				
530.01	Fuel for Equipment	6,500	6,500	7,500	
530.02	Solid Waste Disposal	2,000	2,000	2,500	
530.03	Telephone	10,000	10,000	10,000	
	<b>Total Utilities</b>	<b>18,500</b>	<b>18,500</b>	<b>20,000</b>	
	<b>Professional Fees</b>				
540.01	Audit and Accounting	18,000	18,000	19,000	
540.02	Management/Legal	60,000	60,000	25,000	
540.03	Property Appraiser's Fee	6,500	6,500	7,200	
540.04	Water/Wastewater Operator	5,000	5,000	5,000	Original 2021 Amount: \$5,000
540.05	Tax Collector Fees	5,500	5,500	6,050	
	<b>Total Professional Fees</b>	<b>95,000</b>	<b>95,000</b>	<b>62,250</b>	
	<b>General Repair and Maintenance</b>				
550.01	Vehicle	45,000	45,000	30,000	Original 2021 Amount: \$25,000
550.02	Equipment and Tools	10,000	10,000	7,500	Original 2021 Amount: \$7,500
550.03	Building	2,500	2,500	3,500	
550.04	Supplies	1,000	1,000	1,000	
550.05	New Tools	1,000	1,000	1,000	
	<b>Total General R &amp; M</b>	<b>59,500</b>	<b>59,500</b>	<b>43,000</b>	
	<b>Other</b>				
560.01	Property/Liability Ins.	48,000	48,608	50,000	
560.02	Election Expenses	1,000	3,000	3,000	
560.03	Continuing Education	1,500	1,500	1,500	
560.04	Annual Fees and Dues	2,000	5,000	3,000	
560.05	Ads and Publications	750	750	750	
560.06	Miscellaneous	2,000	2,000	2,000	
560.07	Contingency	1,357	1,357	5,000	Original 2021 Amount: \$6357
	<b>Total Other</b>	<b>56,607</b>	<b>62,215</b>	<b>65,250</b>	
<b>570</b>	<b>Capital Expenditures</b>	<b>0</b>	<b>0</b>	<b>0</b>	
	<b>Total Capital Expenditures</b>	<b>0</b>	<b>0</b>	<b>0</b>	
	<b>TOTAL GENERAL ADMINISTRATIVE</b>	<b>\$614,787</b>	<b>\$624,703</b>	<b>\$660,700</b>	



ACCT	NAME	2021 BUDGET AMENDED	2021 ACTUAL	2022 PROPOSED	NOTES
<b>DIRECT WATER EXPENSES</b>					
<b>Chemicals and Filters</b>					
610.01	Chemicals	93,000	93,000	93,000	
610.02	Miex Resin	18,500	5,000	15,000	
610.04	RO Filters and Membranes	0	0	0	
	<b>Total Chemicals and Filters</b>	<b>111,500</b>	<b>98,000</b>	<b>108,000</b>	
<b>Laboratory</b>					
620.01	In House Lab	5,000	5,000	5,000	Original 2021 Amount: \$2,500
620.02	Outside Lab	7,000	7,000	9,000	
	<b>Total Laboratory</b>	<b>12,000</b>	<b>12,000</b>	<b>14,000</b>	
<b>Regulatory</b>					
630.01	Permits	1,000	1,000	1,000	
	<b>Total</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	
<b>Repairs and Maintenance</b>					
640.01	Piping and Distribution	10,000	10,000	15,000	
640.02	Equipment	20,000	20,000	22,000	
640.03	Building and Grounds	2,000	2,000	2,000	
640.04	Water Tower Maintenance	16,000	16,000	16,000	
640.05	Generators: Annual Maintenance	2,250	2,250	2,250	
	<b>Total R &amp; M</b>	<b>50,250</b>	<b>50,250</b>	<b>57,250</b>	
<b>Utilities</b>					
650.01	Electric	20,000	20,000	20,000	
650.02	Propane	600	600	700	
650.03	Telephone	2,000	2,000	3,000	
	<b>Total Utilities</b>	<b>22,600</b>	<b>22,600</b>	<b>23,700</b>	
<b>Other</b>					
660.01	Professional Fees	5,000	0	5,000	
660.20	Contingency	0	0	5,000	Original 2021 Amount: \$10,000
	<b>Total Other</b>	<b>5,000</b>	<b>-</b>	<b>10,000</b>	
<b>Capital Expenditures</b>					
670.02	Water Plant Construction	173,000	65,000	0	
<b>Loans</b>					
680.05	RD--Water System Interest	30,058	30,058	30,058	
680.06	RD--Water System Principal	18,000	18,000	19,000	
	<b>Total Loans</b>	<b>48,058</b>	<b>48,058</b>	<b>49,058</b>	
<b>TOTAL DIRECT WATER EXPENSES</b>		<b>\$423,408</b>	<b>\$296,908</b>	<b>\$263,008</b>	

ACCT	NAME	2021 BUDGET AMENDED	2021 ACTUAL	2022 PROPOSED	NOTES
	<b>DIRECT WASTEWATER EXPENSES</b>				
	<b>Chemicals and Filters</b>				
710.01	Chemicals	30,000	25,000	30,000	
	Total Chemicals and Filters	30,000	25,000	30,000	
	<b>Laboratory</b>				
720.01	In House Lab	3,000	2,500	3,000	Original 2021 Amount: \$1,500
720.02	Outside Lab	15,000	15,000	15,000	
	Total Laboratory	18,000	17,500	18,000	
	<b>Regulatory</b>				
730.01	Permits	2,000	0	2,000	
730.02	Biosolids Hauling	58,000	58,000	60,000	
	Total Regulatory	60,000	58,000	62,000	
	<b>Repairs and Maintenance</b>				
740.01	Piping and Collection	10,000	10,000	10,000	Original 2021 Amount: \$7,000
740.02	Equipment	15,000	12,000	15,000	
740.03	Building and Grounds	85,000	87,000	85,000	
740.04	Generator: Annual Maintenance	1,375	1,500	1,500	
	Total R & M	111,375	110,500	111,500	
	<b>Utilities</b>				
750.01	Electric	27,000	27,000	27,000	
750.02	Propane	1,000	1,000	1,000	
	Total Utilities	28,000	28,000	28,000	
	<b>Other</b>				
760.01	Professional Fees	5,000	5,000	5,000	
760.20	Contingency	0	0	5,000	Original 2021 Amount: \$10,000
	Total Other	5,000	5,000	10,000	
	<b>TOTAL DIRECT WASTEWATER EXPENSES</b>	<b>\$252,375</b>	<b>\$244,000</b>	<b>\$259,502</b>	
	<b>TOTAL EXPENSES</b>	<b>\$1,290,570</b>	<b>\$1,165,611</b>	<b>\$1,183,210</b>	
	<b>SURPLUS/DEFICIT</b>	<b>-\$4,500</b>	<b>\$126,581</b>	<b>\$0</b>	

**CEDAR KEY WATER AND SEWER DISTRICT**

**2021-2022 BUDGET: DRAFT 7.22.21 (5% Increase in Gallons and Small Bases; Same Millage)**

ACCT	NAME	2021			NOTES
		BUDGET AMENDED	2021 ACTUAL	2022 PROPOSED	
<b>INCOME</b>					
305	Water Charges	464,000	464,000	487,200	5% increase Small Bases and All Gallons
310	SEWER Charges	388,000	388,000	407,400	5% increase Small Bases and All Gallons
315	Ad Valorem Tax	213,000	213,000	235,800	95% of expected revenues
325	Penalties	2,500	0	2,500	
330	Earned Interest	20	2.5	20	
335	New Meter Charges	1,000	1,500	2,500	
340	Rent	15,050	15,050	15,050	Rent: NexTower: 5,400; Next Edge: 600; Bright House: 2,300; Verizon: 6,750
350	Miscellaneous	3,500	1,161.9	3,500	
360	Carry Forward	25,000	25,000	40,000	
365	Meter Installation	1,000	1,020	1,200	
382	Grant: Legislative 2016	173,000	173,000	0	
	<b>TOTAL INCOME</b>	<b>\$1,286,070</b>	<b>\$1,292,192</b>	<b>\$1,195,170</b>	
<b>EXPENSE</b>					
	<b>GENERAL ADMINISTRATIVE</b>				
	<b>Payroll</b>				
510.01	Salaries	262,026	265,000	332,000	With 5% COL and Field Overtime Allowance
510.02	Social Security/Medicare	20,045	21,045	27,000	With 5% COL and Field Overtime Allowance
510.03	Retirement	29,609	29,609	30,500	With 5% COL and Field Overtime Allowance
510.04	Health, Dental, Life, Vision	53,500	53,500	59,000	
510.05	Workers Compensation	5,500	5,734	6,000	
	<b>Total Payroll</b>	<b>370,680</b>	<b>374,888</b>	<b>454,500</b>	
	<b>Office</b>				
520.01	Supplies	2,500	2,500	3,000	
520.02	Postage and Shipping	4,500	4,500	5,200	
520.03	Copier, Comp., Billing, Etc.	6,000	6,000	6,000	
520.04	Printing and Copying	1,500	1,600	1,500	
	<b>Total Office</b>	<b>14,500</b>	<b>14,600</b>	<b>15,700</b>	
	<b>Utilities</b>				
530.01	Fuel for Equipment	6,500	6,500	7,500	
530.02	Solid Waste Disposal	2,000	2,000	2,500	
530.03	Telephone	10,000	10,000	10,000	
	<b>Total Utilities</b>	<b>18,500</b>	<b>18,500</b>	<b>20,000</b>	
	<b>Professional Fees</b>				
540.01	Audit and Accounting	18,000	18,000	19,000	
540.02	Management/Legal	60,000	60,000	25,000	
540.03	Property Appraiser's Fee	6,500	6,500	7,200	
540.04	Water/Wastewater Operator	5,000	5,000	5,000	Original 2021 Amount: \$5,000
540.05	Tax Collector Fees	5,500	5,500	6,050	
	<b>Total Professional Fees</b>	<b>95,000</b>	<b>95,000</b>	<b>62,250</b>	
	<b>General Repair and Maintenance</b>				
550.01	Vehicle	45,000	45,000	30,000	Original 2021 Amount: \$25,000
550.02	Equipment and Tools	10,000	10,000	7,500	Original 2021 Amount: \$7,500
550.03	Building	2,500	2,500	3,500	
550.04	Supplies	1,000	1,000	1,000	
550.05	New Tools	1,000	1,000	1,000	
	<b>Total General R &amp; M</b>	<b>59,500</b>	<b>59,500</b>	<b>43,000</b>	
	<b>Other</b>				
560.01	Property/Liability Ins.	48,000	48,608	50,000	
560.02	Election Expenses	1,000	3,000	3,000	
560.03	Continuing Education	1,500	1,500	1,500	
560.04	Annual Fees and Dues	2,000	5,000	3,000	
560.05	Ads and Publications	750	750	750	
560.06	Miscellaneous	2,000	2,000	2,000	
560.07	Contingency	1,357	1,357	5,000	Original 2021 Amount: \$6357
	<b>Total Other</b>	<b>56,607</b>	<b>62,215</b>	<b>65,250</b>	
570	<b>Capital Expenditures</b>	<b>0</b>	<b>0</b>	<b>0</b>	
	<b>Total Capital Expenditures</b>	<b>0</b>	<b>0</b>	<b>0</b>	
	<b>TOTAL GENERAL ADMINISTRATIVE</b>	<b>\$614,787</b>	<b>\$624,703</b>	<b>\$660,700</b>	

ACCT	NAME	2021 BUDGET AMENDED	2021 ACTUAL	2022 PROPOSED	NOTES
<b>DIRECT WATER EXPENSES</b>					
<b>Chemicals and Filters</b>					
610.01	Chemicals	93,000	93,000	93,000	
610.02	Miex Resin	18,500	5,000	15,000	
610.04	RO Filters and Membranes	0	0	0	
	<b>Total Chemicals and Filters</b>	<b>111,500</b>	<b>98,000</b>	<b>108,000</b>	
<b>Laboratory</b>					
620.01	In House Lab	5,000	5,000	5,000	Original 2021 Amount: \$2,500
620.02	Outside Lab	7,000	7,000	9,000	
	<b>Total Laboratory</b>	<b>12,000</b>	<b>12,000</b>	<b>14,000</b>	
<b>Regulatory</b>					
630.01	Permits	1,000	1,000	1,000	
	<b>Total</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	
<b>Repairs and Maintenance</b>					
640.01	Piping and Distribution	10,000	10,000	15,000	
640.02	Equipment	20,000	20,000	22,000	
640.03	Building and Grounds	2,000	2,000	2,000	
640.04	Water Tower Maintenance	16,000	16,000	16,000	
640.05	Generators: Annual Maintenance	2,250	2,250	2,250	
	<b>Total R &amp; M</b>	<b>50,250</b>	<b>50,250</b>	<b>57,250</b>	
<b>Utilities</b>					
650.01	Electric	20,000	20,000	20,000	
650.02	Propane	600	600	700	
650.03	Telephone	2,000	2,000	3,000	
	<b>Total Utilities</b>	<b>22,600</b>	<b>22,600</b>	<b>23,700</b>	
<b>Other</b>					
660.01	Professional Fees	5,000	0	5,000	
660.20	Contingency	0	0	5,000	Original 2021 Amount: \$10,000
	<b>Total Other</b>	<b>5,000</b>	<b>-</b>	<b>10,000</b>	
<b>Capital Expenditures</b>					
670.02	Water Plant Construction	173,000	65,000	0	
<b>Loans</b>					
680.05	RD--Water System Interest	30,058	30,058	30,058	
680.06	RD--Water System Principal	18,000	18,000	19,000	
	<b>Total Loans</b>	<b>48,058</b>	<b>48,058</b>	<b>49,058</b>	
<b>TOTAL DIRECT WATER EXPENSES</b>		<b>\$423,408</b>	<b>\$296,908</b>	<b>\$263,008</b>	

ACCT	NAME	2021 BUDGET AMENDED	2021 ACTUAL	2022 PROPOSED	NOTES
	<b>DIRECT WASTEWATER EXPENSES</b>				
	<b>Chemicals and Filters</b>				
710.01	Chemicals	30,000	25,000	30,000	
	Total Chemicals and Filters	30,000	25,000	30,000	
	<b>Laboratory</b>				
720.01	In House Lab	3,000	2,500	3,000	Original 2021 Amount: \$1,500
720.02	Outside Lab	15,000	15,000	15,000	
	Total Laboratory	18,000	17,500	18,000	
	<b>Regulatory</b>				
730.01	Permits	2,000	0	2,000	
730.02	Biosolids Hauling	58,000	58,000	60,000	
	Total Regulatory	60,000	58,000	62,000	
	<b>Repairs and Maintenance</b>				
740.01	Piping and Collection	10,000	10,000	10,000	Original 2021 Amount: \$7,000
740.02	Equipment	15,000	12,000	15,000	
740.03	Building and Grounds	85,000	87,000	85,000	
740.04	Generator: Annual Maintenance	1,375	1,500	1,500	
	Total R & M	111,375	110,500	111,500	
	<b>Utilities</b>				
750.01	Electric	27,000	27,000	27,002	
750.02	Propane	1,000	1,000	1,000	
	Total Utilities	28,000	28,000	28,002	
	<b>Other</b>				
760.01	Professional Fees	5,000	5,000	5,000	
760.20	Contingency	0	0	5,000	Original 2021 Amount: \$10,000
	Total Other	5,000	5,000	10,000	
	<b>TOTAL DIRECT WASTEWATER EXPENSES</b>	<b>\$252,375</b>	<b>\$244,000</b>	<b>\$259,502</b>	
	<b>TOTAL EXPENSES</b>	<b>\$1,290,570</b>	<b>\$1,165,611</b>	<b>\$1,183,210</b>	
	<b>SURPLUS/DEFICIT</b>	<b>-\$4,500</b>	<b>\$126,581</b>	<b>\$11,960</b>	