

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

REGULAR MEETING
November 08, 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 6TH STREET, CEDAR KEY

1. Call to order.
2. Pledge and Prayer.
3. Adoption of Agenda
4. Approval of minutes of the October 11, 2021, regular meeting. (2-4)
5. Financial Reports: Balance Sheet; Budget Report; Checkbook Activity; Past Due Accounts Report; Employee Leave. (5-6) (7-9) (10-12) (13-15) (16)
6. Bill adjustment request. (17-20)
7. General Manager Report (21-26)
8. Attorney report. (27-31)
9. Commissioner Comments.
- 10. Public Input.**
11. Adjourn.

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

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

**Minutes of Final Budget Hearing
Board of Commissioners
October 11, 2021**

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

Others Present: Chad Wisdom, John McPherson, Jan Childers, Clay 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 Dottie Haldeman to adopt the agenda as presented. **Second** by Joe Hand. Passed by a vote of 5-0.
4. Approval of Minutes. **Motion** by Dottie Haldeman to accept the minutes of the regular meeting of September 13, 2021, and of the final budget hearing on September 27, 2021, with the addition of Tabitha Lauer, Chad Wisdom, and Dottie Haldeman as having attended the sea level workshop in Cedar Key. **Second** by Joe Hand. Passed by a vote of 5-0.
5. Financial Reports. Budget, Balance Sheet, Checkbook Activity, and Employee Leave reports were presented for review. There was discussion about the following issues: high amount due by L&M Pool; location of RD loan payment on the reports; and location of GAC expenditures on reports. **Motion** by Leslie Sturmer to accept the financial reports as presented. **Second** by Dottie Haldeman. Passed by a vote of 5-0.
6. Bill Adjustment Requests. The General Manager presented bill adjustment requests from Big Deck Raw Bar, GJH of Mitchell Place LLC, and Richard White. **Motion** by Dottie Haldeman to approve each of the requests as meeting the requirements for an adjustment to the wastewater amount billed. **Second** by Joe Hand. Passed by a vote of 5-0.
7. Resolution No. 2021-04 on Second Reading:

A RESOLUTION OF THE CEDAR KEY WATER AND SEWER DISTRICT
AMENDING RATES FOR WATER AND SEWER CHARGES; PROVIDING
INSTRUCTIONS TO THE CODIFIER; AND ESTABLISHING AN EFFECTIVE DATE.

Motion by Tabitha Lauer to adopt Resolution 2021-04 as presented. **Second** by Dottie Haldeman. Passed by a vote of 5-0.

8. General Manager Report.

a. *Water Plant.*

The GM reported that the District has finished the Actina pilot study and is moving forward with planning with Mittauer on the new water plant. He reported that he had spoken with Tim Norman about the pipeline project and that Mr. Norman was very supportive and promised some technical specifications that would be needed for the pipeline, and suggested an estimated cost of the pipeline to be \$12 to \$13 million. The GM stated that he encouraged Mr. Norman to continue working on the new plant design while the pipeline issue was being addressed. The GM stated that the City of Bronson City Commission would be discussing the pipeline issue at its next meeting. Joe Hand noted that Tim Norman agreed that the Actina pilot test had not been successful in terms of TOC removal; that there is the possibility of needing a full time operator for the water plant due to its proposed complexity; and that the Miex discharge from the new plant may need to be piped to the wastewater treatment plant.

b. *Wastewater System.*

The GM reported that he had gone to the legislative delegation meeting and requested funding for rehabilitation of the District's wastewater lift stations, and would be submitting a formal written proposal for such funding.

c. *Cell Service.* The GM reported that Verizon has started construction on the ground facilities on the water tower site, but that there were delays due to parts delivery.

d. *Covid-19.* The GM reported that the District continues to follow mask-wearing and separation protocols at the District office, with no symptoms or testing this month. He stated that vaccines are available for essential workers and that all employees are being urged to get them.

9. Attorney Report. The attorney reported that the election date for the City of Cedar Key elections has been changed and that he was going to check on whether the District needed to do anything in response.

10. Commissioner Comments:

- Dottie Haldeman asked about the appropriate pay raise for Gabe Doty now that he has obtained his wastewater operator license. The General Manager stated that he would report back on this at the next meeting.
- Dottie Haldeman asked about the possibility of starting a utility operator training program at Cedar Key School similar to the program that is ongoing at Bronson High School.
- Joe Hand asked about the possibility of getting some of the Covid relief money obtained by the City, since one authorized use of such money is for utilities. The General Manager stated that he would check into it.

- Joe Hand made a presentation on “Using GAC to Reduce TOC to Meet TTHM Drinking Water Standards in Cedar Key.” There was general discussion about the issues raised by the information in the report.

11. Public Input. Clay Childers suggested that if the District decided to use well water from Bronson, it would need to have the ability to treat the District’s well water in case there was a problem with getting water from Bronson.
12. Adjournment: There being no further business to conduct, the meeting was adjourned at 6:09 p.m.

Stephen B. Rosenthal, Chairperson

Leslie Sturmer, Commissioner &
Secretary of the Board

Date: _____

Cedar Key Water & Sewer District Balance Sheet

As of October 31, 2021
 Oct 31, 21

ASSETS

Current Assets

Checking/Savings

Unrestricted Cash Funds

100 - Operating Account	30,576.21
102 Petty Cash	175.00
113.3 Unrestricted Savings	19,558.85

Total Unrestricted Cash Funds 50,310.06

Restricted Cash Funds

103.1 Security Deposit	13,601.02
114.00 RD Payment	1,300.00
114.02 RD RESERVE ACCOUNT	39,266.00

Total Restricted Cash Funds 54,167.02

Total Checking/Savings 104,477.08

Other Current Assets

135.5 - Unbilled Receivables	23,205.28
134 - Accounts Receivable	96,279.95
135 - Allowance for A/R	-9,700.00
160 - Inventory & Materials	56,809.57

Total Other Current Assets 166,594.80

Total Current Assets 271,071.88

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	11,313.24
309 - Vehicles	129,248.96
311 - Less Accum Depreciation	-5,817,908.82

Total Fixed Assets 4,991,888.80

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 5,429,351.87

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

485 - Note Payable -RD - Current	19,000.00
405-01 Salaries Payable	4,923.67

Cedar Key Water & Sewer District Balance Sheet

As of October 31, 2021

Oct 31, 21

408 - Sales Tax Payable	105.60
411 - Unearned Revenues	9,222.29
450 - Fed. Income Taxes Payable	1,459.05
482 - Accrued Int Pay	2,349.00
483 - Accrued Compensated Absences	20,193.00
484 -Customer Deposits Payable	13,601.02
Total Other Current Liabilities	70,853.63
Total Current Liabilities	70,853.63
Long Term Liabilities	
460 - N/P-Rural Development	1,056,000.00
500 - Accrd Compen Absences-LT	9,379.00
Total Long Term Liabilities	1,065,379.00
Total Liabilities	1,136,232.63
Equity	
597 - R/E Prior Period Adjustment	31,083.87
598 - Restricted for Debt Service	34,364.00
3900 - Retained Earnings	316,394.50
599 - Investment in Capital Assets -	3,918,904.00
Net Income	-7,627.13
Total Equity	4,293,119.24
TOTAL LIABILITIES & EQUITY	5,429,351.87

Cedar Key Water & Sewer District
Profit & Loss Budget vs. Actual
 October 2021

8.33%

	<u>Oct 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
300 - Income				
305 - Water Revenue	41,791.11	487,200.00	-445,408.89	8.58%
310 - Sewer Revenues	33,687.51	407,400.00	-373,712.49	8.27%
315 - Ad Valorem Tax				
315.100 · Ad Valorem	0.00	235,800.00	-235,800.00	0.0%
Total 315 - Ad Valorem Tax	0.00	235,800.00	-235,800.00	0.0%
325 · Penalties	400.00	2,500.00	-2,100.00	16.0%
330 - Earned Interest	0.00	20.00	-20.00	0.0%
335 · New Meter Charges	0.00	2,000.00	-2,000.00	0.0%
340 - Rent	1,312.00	15,050.00	-13,738.00	8.72%
350 - Misc Income	144.26	7,500.00	-7,355.74	1.92%
360 · Carry Forward	0.00	40,000.00	-40,000.00	0.0%
365. Meter Installation Fee	0.00	1,000.00	-1,000.00	0.0%
366 · Recovery of Bad Debt	0.00	0.00	0.00	0.0%
382 - Grant - Legislative 2016	0.00	67,000.00	-67,000.00	0.0%
Total 300 - Income	<u>77,334.88</u>	<u>1,265,470.00</u>	<u>-1,188,135.12</u>	<u>6.11%</u>
Total Income	<u>77,334.88</u>	<u>1,265,470.00</u>	<u>-1,188,135.12</u>	<u>6.11%</u>
Gross Profit	77,334.88	1,265,470.00	-1,188,135.12	6.11%
Expense				
500 · GENERAL AND ADMINISTRATIVE				
510 · Payroll				
510.01 · Salaries	33,952.64	346,000.00	-312,047.36	9.81%
510.02 · Social Security/Medicare	2,548.34	25,500.00	-22,951.66	9.99%
510.03 · Retirement	3,783.49	35,500.00	-31,716.51	10.66%
510.04 · Health, Dental & Life Ins	6,311.71	59,000.00	-52,688.29	10.7%
510.05 · Workers Comp.	4,764.23	6,000.00	-1,235.77	79.4%
Total 510 · Payroll	51,360.41	472,000.00	-420,639.59	10.88%
520 · Office				
520.01 · Supplies	0.00	3,000.00	-3,000.00	0.0%
520.02 · Postage & Shipping	318.40	5,200.00	-4,881.60	6.12%
520.03 · Copier, Computer, Billing, Etc.	0.00	5,000.00	-5,000.00	0.0%
520.04 · Printing and Copying	0.00	1,500.00	-1,500.00	0.0%
Total 520 · Office	318.40	14,700.00	-14,381.60	2.17%
530 · Utilities				
530.01 · Fuel For Equipment	0.00	7,500.00	-7,500.00	0.0%
530.02 · Solid Waste Disposal	0.00	2,500.00	-2,500.00	0.0%
530.03 · Telephone	143.50	10,000.00	-9,856.50	1.44%
Total 530 · Utilities	143.50	20,000.00	-19,856.50	0.72%
540 · Professional Fees				
540.01 · Audit & Accounting	0.00	20,000.00	-20,000.00	0.0%
540.02 · Management/Legal	1,500.00	21,000.00	-19,500.00	7.14%
540.03 · Property Appraiser's Fee	0.00	7,200.00	-7,200.00	0.0%

Cedar Key Water & Sewer District
Profit & Loss Budget vs. Actual
 October 2021

8.33%

	Oct 21	Budget	\$ Over Budget	% of Budget
540.05 · Tax Collector Fees	0.00	6,000.00	-6,000.00	0.0%
540.04 · Water/Wastewater Operator	0.00	500.00	-500.00	0.0%
Total 540 · Professional Fees	1,500.00	54,700.00	-53,200.00	2.74%
550 - General Repair & Maint				
550.01 · Vehicle	595.98	28,000.00	-27,404.02	2.13%
550.02 · Equipment and Tools	250.00	7,500.00	-7,250.00	3.33%
550.03 · Building	48.02	2,500.00	-2,451.98	1.92%
550.04 · Supplies	289.24	1,000.00	-710.76	28.92%
550.05 · New Tools	0.00	1,000.00	-1,000.00	0.0%
Total 550 - General Repair & Maint	1,183.24	40,000.00	-38,816.76	2.96%
560 · Other				
560.01 · Property/Liability Ins.	25,250.00	50,000.00	-24,750.00	50.5%
560.02 · Election Expenses	0.00	3,000.00	-3,000.00	0.0%
560.03 · Continuing Education	0.00	1,500.00	-1,500.00	0.0%
560.04 · Annual Fees & Dues	100.00	5,000.00	-4,900.00	2.0%
560.05 · Ads and Publications	54.68	750.00	-695.32	7.29%
560.06 · Miscellaneous	196.80	1,000.00	-803.20	19.68%
560.07 · Contingency	0.00	9,960.00	-9,960.00	0.0%
Total 560 · Other	25,601.48	71,210.00	-45,608.52	35.95%
Total 500 · GENERAL AND ADMINISTRATIVE	80,107.03	672,610.00	-592,502.97	11.91%
600 · DIRECT WATER EXPENSES				
610 · Chemicals and Filters				
610.01 · Chemicals	3,121.16	93,000.00	-89,878.84	3.36%
610.02 · Miex Resin	-3,675.00	18,000.00	-21,675.00	-20.42%
Total 610 · Chemicals and Filters	-553.84	111,000.00	-111,553.84	-0.5%
620 - Laboratory				
620.01 · In House Lab	-502.87	5,000.00	-5,502.87	-10.06%
620.02 · Outside Lab	-1,425.00	9,000.00	-10,425.00	-15.83%
Total 620 - Laboratory	-1,927.87	14,000.00	-15,927.87	-13.77%
630 - Regulatory				
630.01 · Permits	0.00	1,000.00	-1,000.00	0.0%
Total 630 - Regulatory	0.00	1,000.00	-1,000.00	0.0%
640 · Repairs and Maintenance				
640.01 · Piping and Distribution	-5,260.93	15,000.00	-20,260.93	-35.07%
640.02 · Equipment	0.00	20,000.00	-20,000.00	0.0%
640.03 · Building & Grounds	89.70	2,000.00	-1,910.30	4.49%
640.04 · Water Tower Maintenance	4,674.50	16,000.00	-11,325.50	29.22%
640.05 · Generators Annual Mainte	502.87	2,250.00	-1,747.13	22.35%
Total 640 · Repairs and Maintenance	6.14	55,250.00	-55,243.86	0.01%
650 · Utilities				
650.01 · Electric	-0.05	21,000.00	-21,000.05	0.0%
650.02 · Propane	0.00	700.00	-700.00	0.0%
650.03 · Telephone	-612.00	3,000.00	-3,612.00	-20.4%
Total 650 · Utilities	-612.05	24,700.00	-25,312.05	-2.48%

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Cedar Key Water & Sewer District Profit & Loss Budget vs. Actual

October 2021

8.35%

	Oct 21	Budget	\$ Over Budget	% of Budget
660 · Other				
660.01 · Professional Fees	-1,500.00	5,000.00	-6,500.00	-30.0%
660.20 · Contingency	0.00	10,000.00	-10,000.00	0.0%
Total 660 · Other	-1,500.00	15,000.00	-16,500.00	-10.0%
670 · Capital Expenditures				
670.02 Water Plant Construction	1,425.00	67,000.00	-65,575.00	2.13%
Total 670 · Capital Expenditures	1,425.00	67,000.00	-65,575.00	2.13%
680 · Loans				
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%
Total 680 · Loans	0.00	48,058.00	-48,058.00	0.0%
Total 600 · DIRECT WATER EXPENSES	-3,162.62	336,008.00	-339,170.62	-0.94%
700 · DIRECT WASTEWATER EXPENSES				
710 · Chemicals and Filters				
710.01 · Chemicals	2,050.69	30,000.00	-27,949.31	6.84%
Total 710 · Chemicals and Filters	2,050.69	30,000.00	-27,949.31	6.84%
720 · Laboratory				
720.01 · In House Lab	0.00	3,000.00	-3,000.00	0.0%
720.02 · Outside Lab	250.56	15,000.00	-14,749.44	1.67%
Total 720 · Laboratory	250.56	18,000.00	-17,749.44	1.39%
730 · Regulatory				
730.01 · Permits	0.00	2,000.00	-2,000.00	0.0%
730.02 · Biosolids Hauling	2,890.00	60,000.00	-57,110.00	4.82%
Total 730 · Regulatory	2,890.00	62,000.00	-59,110.00	4.66%
740 · Repairs Maintenance Other				
740.01 · Piping & Distribution	396.00	1,000.00	-604.00	39.6%
740.02 · Equipment	933.62	14,350.00	-13,416.38	6.51%
740.03 · Building and Grounds	-281.15	85,000.00	-85,281.15	-0.33%
740.04 · Generator-Annual Maintenance	0.00	1,500.00	-1,500.00	0.0%
Total 740 · Repairs Maintenance Other	1,048.47	101,850.00	-100,801.53	1.03%
750 · Utilities				
750.01 · Electric	0.00	29,002.00	-29,002.00	0.0%
750.02 · Propane	0.00	1,000.00	-1,000.00	0.0%
Total 750 · Utilities	0.00	30,002.00	-30,002.00	0.0%
760 · Other				
760.01 · Professional Fees -WWTP Permit	1,612.00	5,000.00	-3,388.00	32.24%
760.02 · Contingency	0.00	10,000.00	-10,000.00	0.0%
Total 760 · Other	1,612.00	15,000.00	-13,388.00	10.75%
Total 700 · DIRECT WASTEWATER EXPENSES	7,851.72	256,852.00	-249,000.28	3.06%
Total Expense	84,796.13	1,265,470.00	-1,180,673.87	6.7%
Net Ordinary Income	-7,461.25	0.00	-7,461.25	100.0%
Net Income	-7,461.25	0.00	-7,461.25	100.0%

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Cedar Key Water & Sewer District Monthly Checkbook Activity

As of October 31, 2021

Date	Num	Name	Memo	Amount
Unrestricted Cash Funds				
100 - Operating Account				
10/01/2021	30343	McCain, James E.	Pay Check	-1,277.29
10/01/2021	30345	Doty, Gabriel T	Pay Check	-587.22
10/01/2021	30347	Quinn, William M.	Pay Check	-684.98
10/01/2021	30348	Richburg, Margaret A.	Pay Check	-616.72
10/01/2021	30346	Johns, Alicia M.	Pay Check	-460.54
10/01/2021	30349	Wisdom, Thomas C.	Pay Check	-2,090.34
10/01/2021	30350	Gabrial T. Doty	millage	-148.48
10/01/2021	Bankdraft	EFTPS	59-1156008	-1,971.20
10/01/2021		Deposit	Deposit	299.56
10/04/2021	30427	MetLife	MetLife Insurance Group #053	-446.40
10/05/2021		Deposit	Deposit	165.60
10/06/2021		Deposit	Deposit	10,003.74
10/06/2021		Deposit	Deposit	59.08
10/07/2021	30353	Doty, Gabriel T	Pay Check	-731.44
10/07/2021	30354	Department of Environmental Protect	Gabrial Doty License Wast W:	-100.00
10/07/2021	30355	Richburg, Margaret A.	Pay Check	-616.73
10/07/2021	30356	Margaret Ann Richburg	Reimbursement Request mile:	-81.20
10/08/2021	30352	Johns, Alicia M.	Pay Check	-460.54
10/08/2021	30357	Quinn, William M.	Pay Check	-779.98
10/08/2021	30358	McCain, James E.	Pay Check	-878.20
10/08/2021	30359	Haldeman, Hattie B.	Pay Check	-369.40
10/08/2021	30360	Hand, Joseph G.	Pay Check	-369.40
10/08/2021	30366	Lauer, Tabitha	Pay Check	-369.40
10/08/2021	30365	Rosenthal, Stephen B.	Pay Check	-369.40
10/08/2021	30364	Sturmer, Leslie N.	Pay Check	-369.40
10/09/2021	Bankdraft	EFTPS	59-1156008	-1,405.24
10/11/2021	30367	John K. McPherson. P.A.	Management, Invoice No: 31	-1,500.00
10/12/2021	30368	Margaret Ann Richburg	Reimbursement Request mile:	-84.68
10/12/2021	30369	Rural King	Supplies for the Office,water, &	-49.86
10/12/2021		Deposit	Deposit	918.00
10/12/2021		Deposit	Deposit	420.40
10/12/2021		Deposit	Deposit	40.46
10/13/2021	Bankdraft	Wex Bank Marathon Fleet	Invoice No: 74712102 Septer	-1,061.29
10/13/2021		Deposit	Deposit	248.61
10/13/2021		Deposit	Deposit	114.32
10/13/2021		Deposit	Deposit	53.15
10/13/2021		Deposit	Deposit	1,693.58
10/13/2021	30363	Best Water Solutions		-933.62
10/14/2021	30370	Quinn, William M.	Pay Check	-994.26
10/14/2021	30371	Johns, Alicia M.	Pay Check	-460.54
10/14/2021	B&E 14R	MADER ELECTRIC MOTORS	Reverse of GJE B&E 14 -- For	3,675.00
10/14/2021		Deposit	Deposit	16,508.27
10/15/2021	30372	Doty, Gabriel T	Pay Check	-515.10

Cedar Key Water & Sewer District Monthly Checkbook Activity

As of October 31, 2021

Date	Num	Name	Memo	Amount
10/15/2021	30374	McCain, James E.	Pay Check	-1,038.42
10/15/2021	30375	Richburg, Margaret A.	Pay Check	-616.72
10/15/2021	30376	Wisdom, Thomas C.	Pay Check	-2,090.35
10/15/2021	30377	Egis Insurance Advisors, LLC	Invoice No: Policy # 10012169	-25,250.00
10/15/2021	30378	Florida Insurance Alliance,Local Govt	Policy No. : WC100121692 10/	-4,764.23
10/15/2021	Bankdraft	EFTPS	59-1156008	-2,029.18
10/18/2021	30379	A-Able Septic-Sewer Service, Inc.	Invoice NO: 52079, 52081	-2,890.00
10/18/2021		Deposit	Deposit	9,179.57
10/18/2021	30380	Val's Auto	October 2021 The GMC 1993	-595.98
10/18/2021		Deposit	Deposit	53.15
10/18/2021	30381	Aqua Pure Water & Sewerage Servic	Invoice No: 85122 Septembr	-2,001.00
10/18/2021	30382	AT&T # 1	35254352859381989	-444.34
10/18/2021	30383	AT & T # 2	Account No: 352-543-6405 93	-63.00
10/18/2021	30384	Central FL Electric	Electric Bills 09/2021	-4,081.94
10/18/2021	30385	Chiefland Farm Supply	BJ Roof, Found Coat4	-49.99
10/18/2021	30386	Electrical Engineering Enterprises, In	Water Tower repair	-675.00
10/18/2021	30387	Gator Works Computing	Invoice NO: 21-24109 9/26/2	-116.00
10/18/2021	30388	Goldstar Proudcts Inc.	0075632-IN 09/2021	-522.69
10/18/2021	30389	Hawkins, Inc.d/b/a Dumont	Invoice No: 6040855, 6040854	-4,649.16
10/18/2021	30390	Konica Minolta Business Solutions	Invoice No: 275813467 10/	-88.33
10/18/2021	30391	Marina Hardware At Cedar Key, Inc.	Invoice No & Account No: 220	-463.95
10/18/2021	30392	Verizon Wireless # 1	Invoice No: Acct. 522628596	-99.42
10/18/2021	30393	Verizon # 2	Invoice NoAcct.842009805-00	-109.47
10/18/2021	30394	VISA	Invoice No 9274	-592.57
10/18/2021	30395	Chiefland Citizen	Proof of Publications	-28.39
10/18/2021	30396	Citrus Co. Chronicle	Proof of Publications	-394.13
10/18/2021	30397	Beauchamp & Edwards	Invoice # 18350 9/21	-1,600.00
10/18/2021		Deposit	Deposit	55.29
10/18/2021		Deposit	Re-fund HACH	103.80
10/19/2021	30398	Grainger Parts	Invoice No 9060997179 9/21/	-83.60
10/19/2021	30399	Hach Company	Invoice NO: 12663379 09/21	-23.08
10/19/2021	30400	NAPA Gulf Coast Parts, LLC	Account # 1999 09/021	-164.91
10/19/2021		Deposit	Deposit	5,139.48
10/20/2021	30401	Chad Wisdom	mileage to Chiefland Florida	-136.18
10/20/2021		Deposit	Deposit	746.15
10/21/2021	30402	Doty, Gabrial T	Pay Check	-515.10
10/21/2021	30403	McCain, James E.	Pay Check	-1,277.30
10/22/2021	30404	Johns, Alicia M.	Pay Check	-460.54
10/22/2021	30405	Quinn, William M.	Pay Check	-779.99
10/22/2021	30406	Richburg, Margaret A.	Pay Check	-616.72
10/22/2021	30407	Wisdom, Thomas C.	Pay Check	-2,090.35
10/22/2021	Bankdraft	EFTPS	59-1156008	-1,997.10
10/22/2021	30408	Grainger Parts	Invoice No 907055520303 9/2	-241.54
10/22/2021	Bankdraft	Blue Cross Blue Shield of FL	Group:90866 75411331 11/2	-5,463.09
10/22/2021		Deposit	Deposit	117.31

Cedar Key Water & Sewer District Monthly Checkbook Activity

As of October 31, 2021

Date	Num	Name	Memo	Amount
10/23/2021		Deposit	Deposit	110.21
10/24/2021		Deposit	Deposit	193.35
10/25/2021		Deposit	Deposit	210.37
10/26/2021	30410	Margaret Ann Richburg	Reimbursement Request mile:	-84.68
10/27/2021	30411	DAVISVISION	90866	-106.59
10/27/2021	30412	Transamerica Employee Benefits	33859	-71.10
10/27/2021	30413	AT & T MOBILITY	Invoice No: 287283253088 1	-23.50
10/27/2021	30414	City Electric Supply	Invoice No: CFL/128991 10.	-78.99
10/27/2021	30415	Custom Pump & Control	Invoice No: 40122 10/21	-396.00
10/27/2021	30416	Ferguson Enterprises, Inc.	Invoice No: 1927174 10/21	-977.08
10/27/2021	30417	JAC-PAC DISTRIBUTORS	Invoice No: 74 10/21	-289.24
10/27/2021	30418	Ring Power	Invoice No:01WE7226114	-250.00
10/27/2021	30419	Utility Service Co., Inc.	Invoice No: 544996 10/21	-3,999.50
10/27/2021	30420	WiFiber	Inter Net Invoice No: 16625	-105.00
10/27/2021		Deposit	Deposit	21,065.46
10/27/2021		Deposit	Deposit	110.83
10/28/2021	30409	Johns, Alicia M.	Pay Check	-460.54
10/28/2021	30422	City Of Cedar Key	Rentsplit with the city for July	-1,612.00
10/28/2021	30423	Quinn, William M.	Pay Check	-946.74
10/28/2021	30424	Richburg, Margaret A.	Pay Check	-616.72
10/28/2021	30425	US Postmaster	796 pc @ .40 ea = 318.40	-318.40
10/28/2021	30426	Doty, Gabriel T	Pay Check	-587.22
10/28/2021		Deposit	Deposit	7,398.28
10/28/2021		Deposit	Deposit	2,187.38
10/29/2021	30427	McCain, James E.	Pay Check	-878.19
10/29/2021	Bankdraft	EFTPS	59-1156008	-1,137.96
10/29/2021	Bankdraft	FMP,TF Pension Service	Retirement October, 2021	-4,533.49
Total 100 - Operating Account				<u>-26,489.15</u>
Total Unrestricted Cash Funds				<u>-26,489.15</u>
TOTAL				<u>-26,489.15</u>

Cedar Key Water and Sewer District

Penalty Register

Detailed

For charges due before 10/28/2021

Account Balance as of 10/28/2021

Disconnect Date 11/05/2021

Sorted by: Route + Reading Sequence

Location No	Account No	Name	Address	Meter No.	Prev. Balance	Penalty	Tax	Account Balance
8001	8001	CYNTHIA DAVIS	11531 SW 154TH AVE.					
WATER	P1			12601486	34.85	20.00	0.00	54.85
SEWER					32.24	0.00	0.00	32.24
		CYNTHIA DAVIS	Total		67.09	20.00	0.00	87.09
23001	23001	J. COLLIS SPIVEY	15680 MILLER ISLAND					
WATER	P1			2000047474	27.73	20.00	0.00	47.73
SEWER					26.40	0.00	0.00	26.40
		J. COLLIS SPIVEY	Total		54.13	20.00	0.00	74.13
24001	24001	JOHN SPIVEY	15724 MILLER ISLAND					
WATER	P1			19125705	50.99	20.00	0.00	70.99
SEWER					46.42	0.00	0.00	46.42
		JOHN SPIVEY	Total		97.41	20.00	0.00	117.41
32001	32001	SUNSET ISLE RV PARK	11850-C SR 24					
WATER	P1			14346439	358.24	20.00	0.00	378.24
SEWER					310.74	0.00	0.00	310.74
		SUNSET ISLE RV PARK	Total		668.98	20.00	0.00	688.98
34001	34001	JOHN GOLDEN	11918 SR 24					
WATER	P1			18258669	21.57	20.00	0.00	41.57
SEWER					28.70	0.00	0.00	28.70
		JOHN GOLDEN	Total		50.27	20.00	0.00	70.27
35001	35001	JOHN GOLDEN	11918 SR 24					
WATER	P1			17336205	83.25	20.00	0.00	103.25
SEWER					59.11	0.00	0.00	59.11
		JOHN GOLDEN	Total		142.36	20.00	0.00	162.36
42001	42001	DAVID COLSON	12232 SW SR 24					
WATER	P1			14346385	33.71	20.00	0.00	53.71
		DAVID COLSON	Total		33.71	20.00	0.00	53.71
45001	45001	ALICE MCKEE	12208 FRANKO CIR.					
WATER	P1			13658464	32.73	20.00	0.00	52.73
SEWER					32.49	0.00	0.00	32.49
		ALICE MCKEE	Total		65.22	20.00	0.00	85.22
81001	81001	W.E. KNIGHT	12406 SR 24					
WATER	P1			14346305	139.95	20.00	0.00	159.95
SEWER					92.79	0.00	0.00	92.79
		W.E. KNIGHT	Total		232.74	20.00	0.00	252.74
1051001	1051001	WILL KNIGHT	12406 SR 24					
WATER	P1			18258673	130.64	20.00	0.00	150.64
		WILL KNIGHT	Total		130.64	20.00	0.00	150.64
85001	85001	KEN SANDERS	12416 SR 24					
WATER	P1			13379850	26.13	20.00	0.00	46.13
SEWER					25.10	0.00	0.00	25.10
		KEN SANDERS	Total		51.23	20.00	0.00	71.23
86001	86001	BIG MOON LLC	12420 STATE ROAD 24					
WATER	P1			14346430	26.95	20.00	0.00	46.95
SEWER					25.77	0.00	0.00	25.77
		BIG MOON LLC	Total		52.72	20.00	0.00	72.72
168001	168001	DAVID MEDEIROS	1181 GULF BLVD					
WATER	P1			19125724	30.21	20.00	0.00	50.21
SEWER					28.41	0.00	0.00	28.41

Location No	Account No	Name	Address	Meter No.	Prev. Balance	Penalty	Tax	Account Balance
168001	168001	DAVID MEDEIROS	1181 GULF BLVD					
		DAVID MEDEIROS	Total		58.62	20.00	0.00	78.62
179001	179001	SCOTT SYKES	1218 WHIDDON AVE.					
WATER	P1			19125744	29.43	20.00	0.00	49.43
SEWER					27.78	0.00	0.00	27.78
		SCOTT SYKES	Total	<i>Paid</i>	57.21	20.00	0.00	77.21
186001	186001	GLYNN WARWICK	1149 PALMETTO DR.					
WATER	P1			14280598	52.93	20.00	0.00	72.93
SEWER					8.94	0.00	0.00	8.94
		GLYNN WARWICK	Total		61.87	20.00	0.00	81.87
205001	205001	SHARON SHAW	13163 SW 164TH AVENUE					
WATER	P1			14280592	34.42	20.00	0.00	54.42
SEWER					31.86	0.00	0.00	31.86
		SHARON SHAW	Total	<i>Paid</i>	66.28	20.00	0.00	86.28
256001	256001	AMY DURDEN	1173 WHIDDON AVE- 2					
WATER	P1			2100160655	50.78	20.00	0.00	70.78
SEWER					46.23	0.00	0.00	46.23
		AMY DURDEN	Total		97.01	20.00	0.00	117.01
268001	268001	PAT HIBBITS	1169 HAWTHORNE AVE					
WATER	P1			13379859	27.99	20.00	0.00	47.99
SEWER					26.61	0.00	0.00	26.61
		PAT HIBBITS	Total	<i>Paid</i>	54.60	20.00	0.00	74.60
283001	283001	CASSIE PEADEN	16491 SHELLCREST					
WATER	P1			14346869	35.68	20.00	0.00	55.68
SEWER					32.96	0.00	0.00	32.96
		CASSIE PEADEN	Total	<i>Paid</i>	68.64	20.00	0.00	88.64
290001	290001	DIANA BIBLE	1170 PARODA AVE					
WATER	P1			13658397	38.92	20.00	0.00	58.92
SEWER					35.80	0.00	0.00	35.80
		DIANA BIBLE	Total	<i>Paid</i>	74.72	20.00	0.00	94.72
300001	300001	JENNIFER MCCAIN	1266 GULF BLVD					
WATER	P1			14346408	66.54	20.00	0.00	86.54
SEWER					60.42	0.00	0.00	60.42
		JENNIFER MCCAIN	Total	<i>Paid</i>	126.96	20.00	0.00	146.96
344001	344001	G. KENNETH SANDERS	16317 ANDREWS CIRCLE					
WATER	P1			14280611	28.40	20.00	0.00	48.40
SEWER					26.94	0.00	0.00	26.94
		G. KENNETH SANDERS	Total	<i>Paid</i>	55.34	20.00	0.00	75.34
392001	392001	GRETCHEN STONE	12051 SW 165TH					
WATER	P1			14062612	33.69	20.00	0.00	53.69
SEWER					31.23	0.00	0.00	31.23
		GRETCHEN STONE	Total	<i>Paid</i>	64.92	20.00	0.00	84.92
393002	393001	JAMES GOCKER	1211 SW 165TH TERRACE					
WATER	P1			14280776	27.39	20.00	0.00	47.39
SEWER					26.13	0.00	0.00	26.13
		JAMES GOCKER	Total	<i>Paid</i>	53.52	20.00	0.00	73.52
429001	429001	WILLIAM BROWN	16909 STURGIS CIRCLE					
WATER	P1			17336197	33.66	20.00	0.00	53.66
SEWER					24.24	0.00	0.00	24.24
		WILLIAM BROWN	Total		57.90	20.00	0.00	77.90
462001	462001	TODD TAYLOR	16851 MARGERY ST.					
WATER	P1			14062242	46.44	20.00	0.00	66.44
SEWER					25.36	0.00	0.00	25.36
		TODD TAYLOR	Total		71.80	20.00	0.00	91.80
491001	491001	LYNN SYLVER	12390 GULF BLVD					
WATER	P1			2100035381	41.44	20.00	0.00	61.44
SEWER					41.46	0.00	0.00	41.46
		LYNN SYLVER	Total		82.90	20.00	0.00	102.90
543001	543001	WESLEY DIXON	11 OLD MILL DRIVE 2C					
WATER	P1			14280438	39.35	20.00	0.00	59.35

Location No	Account No	Name	Address	Meter No.	Prev. Balance	Penalty	Tax	Account Balance
543001	543001	WESLEY DIXON	11 OLD MILL DRIVE 2C		26.38	0.00	0.00	26.38
		SEWER						
		WESLEY DIXON	Total		65.73	20.00	0.00	85.73
710001	710001	STEVEN LANE	550 1ST ST IP#315		25.09	20.00	0.00	45.09
		WATER P1		13484080				
		SEWER			27.84	0.00	0.00	27.84
		STEVEN LANE	Total		52.93	20.00	0.00	72.93
728001	728001	JEANA MILLIGAN	509 1ST ST.		27.32	20.00	0.00	47.32
		WATER P1		13935882				
		SEWER			26.07	0.00	0.00	26.07
		JEANA MILLIGAN	Total		53.39	20.00	0.00	73.39
747001	747001	CEDAR KEY ARTS	457 2ND STREET-CEDAR		26.00	20.00	0.00	46.00
		WATER P1		14280520				
		SEWER			25.00	0.00	0.00	25.00
		CEDAR KEY ARTS	Total <i>Paid</i>		51.00	20.00	0.00	71.00
757001	757001	PELICAN REALTY	589 2ND STREET		38.92	20.00	0.00	58.92
		WATER P1		2100023779				
		SEWER			35.80	0.00	0.00	35.80
		PELICAN REALTY	Total		74.72	20.00	0.00	94.72
773001	773001	SHARON SHAW	644 1ST ST. (GENE)		28.71	20.00	0.00	48.71
		WATER P1		2100160649				
		SEWER			27.19	0.00	0.00	27.19
		SHARON SHAW	Total <i>Paid</i>		55.90	20.00	0.00	75.90
983001	983001	SCOTT EMOND	681 6TH STREET		35.24	20.00	0.00	55.24
		WATER P1		14015257				
		SEWER			32.58	0.00	0.00	32.58
		SCOTT EMOND	Total		67.82	20.00	0.00	87.82
893001	893001	MICHAEL HOSTETLER	6041 E. ST.		52.03	20.00	0.00	72.03
		WATER P1		14280505				
		SEWER			52.03	20.00	0.00	72.03
		MICHAEL HOSTETLER	Total		52.03	20.00	0.00	72.03
923001	923001	TRACI ARGAVES	850 6TH ST.		29.64	20.00	0.00	49.64
		WATER P1		14346512				
		SEWER			27.95	0.00	0.00	27.95
		TRACI ARGAVES	Total		57.59	20.00	0.00	77.59
950001	950001	REBECCA CULLINAN	926 8TH ST.		22.18	20.00	0.00	42.18
		WATER P1		14346491				
		SEWER			31.65	0.00	0.00	31.65
		REBECCA CULLINAN	Total <i>Paid</i>		53.83	20.00	0.00	73.83
956001	956001	JOE VASTOLA	882 8TH ST.		26.49	20.00	0.00	46.49
		WATER P1		14346507				
		SEWER			25.40	0.00	0.00	25.40
		JOE VASTOLA	Total		51.89	20.00	0.00	71.89

Total Customers 38
 Prev. Balance \$3,335.62
 Penalty \$760.00
 Total Tax \$0.00
 Account Balance \$4,095.62

Previously Posted Penalty \$0.00

*19 customers
 \$1,907.43*

Cedar Key Water & Sewer District Paid Time Off List

October 29, 2021

<u>Employee</u>	<u>Sick Available</u>	<u>Sick Used</u>	<u>Vacation Available</u>	<u>Vacation Used</u>
Doty, Gabriel T	11:00	91:00	81:10	76:00
Johns, Alicia M.	20:27	82:00	38:07	171:00
McCain, James E.	1132:30	266:00	271:11	203:30
Quinn, William M.	276:00	92:00	112:24	122:00
Richburg, Margaret A.	18:00	70:00	89:08	74:00
Wisdom, Thomas C.	80:00	0:00	130:00	30:00

Adjusted Bill Calculation

Adjustment Information

Date Requested: 10/14/1902
 Month of Service: Sep-21
 Metered Usage: 204,940 Gal
 Am't Billed (W&S): \$1,798.87

Customer Name: Cedar Cove Pool

Account No.: 504001

Service Address: 192 2nd Street

*Previous 12 Months

Average W&S Usage: 14,040 gallons/Month

Justification: Leak in pool

	Water	Sewer
Base Charges:	\$26.00	\$25.00

Water Usage		Adjusted Sewer Usage	
Gallons:	14,040	Gallons*:	
0 to 3K @ \$2.58/K	\$7.74	0 to 3K @ \$2.09/K	\$0.00
3 to 6 K @ \$4.84/K	\$14.52	3 to 6 K @ \$4.23/K	\$0.00
6 to 9 K @ \$6.82/K	\$20.46	6 to 9 K @ \$6.14/K	\$0.00
9K+ @ \$8.83/K	\$44.50	9K+ @ \$8.04/K	\$0.00
Total:	\$113.22	Total:	\$0.00

Adjusted Water and Sewer, Total: \$113.22

Usage Report

From: 09/01/2020 Through: 10/16/2021
 Sorted By: Account Number
 For 504001

14,040 gpd

Location No	Acct No.	Name	Service Address	Route	Prior Date	Prior Read	Current Date	Current Read			
504001	504001	L&M SOL.	192 2ND ST - POOL	11							
13458140	5/8" METER	WATER	Gallons	440	0	0.00	26.10	08/19/2020	29178	09/21/2020	29222
13458140	5/8" METER	WATER	Gallons	880	0	0.00	28.27	09/21/2020	29222	10/20/2020	29310
13458140	5/8" METER	WATER	Gallons	63480	0	0.00	549.78	10/20/2020	29310	11/19/2020	35658
13458140	5/8" METER	WATER	Gallons	650	0	0.00	27.68	11/19/2020	35658	12/21/2020	35723
13458140	5/8" METER	WATER	Gallons	690	0	0.00	27.78	12/21/2020	35723	01/20/2021	35792
13458140	5/8" METER	WATER	Gallons	560	0	0.00	27.44	01/20/2021	35792	02/22/2021	35848
13458140	5/8" METER	WATER	Gallons	300	0	0.00	26.77	02/22/2021	35848	03/22/2021	35878
13458140	5/8" METER	WATER	Gallons	1730	0	0.00	30.46	03/22/2021	35878	04/22/2021	36051
13458140	5/8" METER	WATER	Gallons	2980	0	0.00	33.69	04/22/2021	36051	05/19/2021	36349
13458140	5/8" METER	WATER	Gallons	4950	0	0.00	43.18	05/19/2021	36349	06/21/2021	36844
13458140	5/8" METER	WATER	Gallons	4400	0	0.00	40.52	06/21/2021	36844	07/21/2021	37284
13458140	5/8" METER	WATER	Gallons	87420	0	0.00	761.17	07/21/2021	37284	08/23/2021	46026
13458140	5/8" METER	WATER	Gallons	204940	0	0.00	1798.87	08/23/2021	46026	09/22/2021	66520
Totals for Customer/Location/Service: 504001 / 504001 / WATER				373,420	0	0	3421.71				

WATER	Gallons	373420	373420	0	0.00	3421.71
Grand Totals						
Number of Accounts		1				
Number of Locations		1				
Account/Location Combinations		1				

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SEND PAYMENTS TO:
CEDAR KEY WATER AND SEWER DISTRICT
P.O. BOX 309
CEDAR KEY, FL 32625-0309
PHONE #: (352) 543-5285

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SERVICE		ACCOUNT NUMBER
FROM 09/22/21	TO 10/20/21	504001
PREV. READING 66520	PRES. READING 66725	UNITS USED 2050
Previous Balance		1798.87
Water		32.56
After 26th \$20.00 penalty, if 26th falls on the weekend, you have until the following Monday to pay your balance.		
DATE DUE 11/26/21	TOTAL DUE	1831.43
SERVICE ADDRESS 192 2ND ST - POOL		

PLEASE RETURN THIS STUB WITH PAYMENT.	
ACCOUNT NUMBER: 504001	
DATE DUE 11/26/21	TOTAL AMOUNT DUE 1831.43
AMOUNT ENCLOSED: \$	
MAKE CHECKS PAYABLE TO: CEDAR KEY WATER AND SEWER DISTRICT	

L&M SOL.
BOX 837
CEDAR KEY, FL 32625-0837

CEDAR KEY WATER AND SEWER DISTRICT

REQUEST FOR BILL ADJUSTMENT

Date: 10/18/2021

Name: Cedar Cove Pool

Name on Account if Different: _____

Physical Address of Account: 192 2nd Street

Description of water loss including dates over which loss occurred:
Leak in pool for the past two months.

Have you requested another adjustment over the prior 3 years? Yes _____ No

Alicia M. Jones
Signature

Submit:

Mail: CKWSD, P.O. Box 309, Cedar Key, FL, 32625.
Email: alicia@ckwater.org
Fax: 866-278-7502
Hand: 510 3rd Street, Cedar Key.

**Cedar Key Water and Sewer District
General Manager Report
October 11, 2021**

1. Water System

We need to have a discussion on the New Water Plant and the contract that was sent out last week. The staff is recommending not signing this contract until further discussions are held.

We would like to look at the cost of modernizing our current plant with our most vulnerable components being replaced.

James McCain and I went to Bronson's city meeting and, the idea of getting our water from them was seemingly well received and long as it was financially, mutually beneficial.

2. Wastewater System

We are submitting a Legislative Budget request to the House of Representatives as well as the Senate for funding for our lift station refurbishment.

We have approached the City of Cedar Key about allocating part of the Covid-19 funds that they received, to our wastewater treatment plant rehabilitation project (\$85,000.00).

3. Cell Service

Verizon has completed their project and it was brought online last week.

4. Covid-19

We continue to follow separation protocols at the District office, with no symptoms or testing these past weeks. Vaccines are available for essential workers, and our employees are being urged to get them.

5. I am providing the information requested by the board on other local utilities as to their pay rate and scale for employees.

6. Contracts for the General Manager and the Attorney were requested by the auditors and will be needing to be discussed in regards to the general manager's vacation time in particular.

Hourly positions:

Chiefland Pay Schedule starting wages:

Wastewater Supervisor:	\$56,000.00/yr	= \$24.56/hr	
Wastewater Tech non cert:	\$30300.00/yr	=\$14.56/hr	(2 ea)
Water Supervisor:	\$63,800.00/yr	= \$30.67/hr	
Water "C" Operator:	\$39300.00/yr	=\$18.89/hr	
Water Tech Non certified:	\$32800.00/yr	=\$15.76/hr	
Billing Clerk/Admin Sec:	\$43400.00/yr	=\$20.86/hr	
Admin Assistant:	\$23608.00/yr	=\$11.35/hr	(2ea)

Bronson Pay Schedule Current wages:

Public Works Director:	\$50,000.00/yr	= \$24.04/hr	(15yrs)
Non licensed Maint. Tech:	\$34,320.00/yr	= \$16.50/hr	(1.5yr)
Non licensed Maint. Tech:	\$31,200.00/yr	= \$15.00/hr	less than 1yr (2ea)
Billing Clerk:	\$34,800.00/yr	= \$16.73/hr	(6yrs)
Administrative Secretary:	\$42,000.00/yr	= \$20.19/hr	(3yrs)

Cedar Key Current Wages:

Water/wastewater Sup.	\$68,785.60/yr	=\$33.07/hr (43yrs)
Water/WW Assist. Sup	\$46,924.80/yr	=\$22.56/hr (14yrs)
Water/WW tech w/ww lic:	\$28,080.00/yr	=\$13.50/hr (4yrs)
Billing Clerk:	\$29,369.60/yr	=\$14.12/hr (14yrs)
Administrative Secretary:	\$41,184.00/yr	=\$19.80/hr (37yrs)

**RESOLUTION EXPRESSING AN INTENTION TO WORK COOPERATIVELY WITH
OTHER INTERESTED MUNICIPALITIES TO ACHIEVE EFFECTIVE WATER
MANAGEMENT RESOURCES AND FACILITIES**

WHEREAS, it is deemed necessary in the public interest for this municipality to address the subject of water and water management; and

WHEREAS, the subject of water is a matter of public interest extending beyond the boundaries of any particular municipality and affecting a broader interest; and

WHEREAS, mutual cooperation between municipalities in the public interest is encouraged as a matter of both policy and practicality; and

WHEREAS, it is indispensable in the public interest that the municipalities who adopt and subscribe to this resolution and the initiative it espouses do what is feasible to create a resilient, comprehensive, all encompassing, protective and sustainable water supply, reflecting a reasonable resolve, conferring a regional benefit, and providing for the protection, preservation and enhancement of the prevailing aquifer;

NOW THEREFORE BE IT AND IT IS HEREBY RESOLVED THAT:

1. Consonant with the above objectives the municipalities adopting this resolution shall mutually develop a strategic plan for the nurturing of a healthy and sustainable water supply for rural Levy County to deal with and ameliorate all issues that arise in connection with the attainment of that goal and to forfend in particular against the dangers of sea level rise and climate change.
2. The plan, developed with all available technical input, experience and historical knowledge, shall be particularly concerned with keeping all natural resources healthy and providing the highest grade potable water, such that minimal treatment is necessary to render it usable and salutary in all respects.
3. This resolution shall and does endorse and confirm the stated premises and the articulated objectives with the fundamental idea of advancing a bold but simple concept for regional water management and supply for the present and future benefit of all Levy citizens so they can enjoy and keep a sustainable and healthy water supply. This shall serve to authorize and direct the officers of these municipalities to devote any necessary time, effort and energy to its stated objectives.
4. This resolution shall take effect immediately upon its approval and adoption.

[APPROPRIATE AND USUAL CLOSING AND SIGNING FOR ADOPTING
MUNICIPALITY]

\$2.5 million Cedar Key Sanitary Sewer Lift Station Rehabilitation Project Phase I

The Project:

Cedar Key is a small island town on the southwest side of the Florida Panhandle. With a population of approximately 680, Cedar Key is relatively small, quaint community. Cedar Key is a great spot for tourism, with beaches, recreational fishing and beautiful vistas. Cedar Key also has a robust clamming industry. The Cedar Key Water and Sewer District is responsible for all maintenance and upkeep on the water and sewer systems for the City. Currently, Cedar Key is faced with some aging sanitary sewer infrastructure issues. All of their 17 sanitary sewer lifts stations were put into service in 1984. 5 of these lift stations are considered in a critical state due to their locations and elevations. During heavy rainfall events, these 5 lift stations become submerged and are at risk. The purpose of this project is to rehabilitate these 5 lift stations by replacing the pumps, providing water tight seals, and raising the control panels to an elevation that will not be flooded during these events. This will have a substantial impact to the aging infrastructure by greatly reducing the probability of a sewer spill into the surrounding areas and will also allow District workers to perform emergency work on the systems during these events with much less risk to their health and safety.

Existing Industry Supported:

- Over 125 million clams are produced annually from Cedar Key, making it responsible for over 90% of the production of Florida's clams, said Leslie Sturmer, a UF/IFAS shellfish aquaculture researcher. This provides over 150 local growers in the area with steady paychecks year-round.
- Today, clam farming adds an estimated \$53 million a year into the area's economy and supports over 500 jobs.
- Cedar Key has one of the best fisheries in Florida. There are **redfish, spotted sea trout, flounder, black drum, bonnet head sharks** and many more species to be had in and around the mudflats, grass flats and oyster bars.
- **Scallop harvesting along the Coast adds millions in revenue to the economy every year.**

Impacts to Industry

During heavy storm events, these 5 lift stations have become submerged. When this occurs, there is always a possibility of having an area of leakage. To this point, the Water and Sewer District has been able to avoid this issue through exhaustive work and maintenance. Should this issue ever occur, with the close proximity of the lift stations to the Bay, all of the industries listed above would shut down until water quality testing could be provided that demonstrates there are no threats to the aquaculture. The clamming industry alone, which provides over 500 jobs to local residents, would be devastated by even

a one month shut down. The cost to rehabilitate these 5 lift stations and ultimately alleviate any threat of leakage during large storm events is minor in scale compared to the loss of jobs and impacts to the local economy should a catastrophic event occur.

Phased Projects

We are currently asking for only the cost to design and construct these 5 lift stations and their control panels. As stated earlier, there are a total of 17 lift stations that have been in service since 1984. The 5 lift stations that we are targeting during the 2022 year are the most critical. We have developed a plan to rehabilitate all 17 lift stations over the next 4 years in subsequent phases.

Lift Station Locations



CEDAR KEY – LIFT STATION REHABILITATION MAP

CEDAR KEY WATER AND SEWER DISTRICT
ATTORNEY REPORT
NOVEMBER 8, 2021

1. General Manager Contract

In the course of the audit for this year, it was discovered that there does not appear to be a signed copy of the general manager contract that the board agreed to upon the hiring of Chad. In the meantime, a question has come up about the way in which Chad is to be credited with annual leave. In the contract I prepared and which the Board approved, Chad would be granted annual leave in the same manner as other employees, i.e., a certain amount of leave would be credited to him for each week he worked at the District. Under the District's rules, an employee would earn 8 days of annual leave during the first year of employment at the District.

Here are the rates for annual leave as set forth in the District Code:

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

Chad's understanding is that what was negotiated is that he would automatically receive 4 weeks of leave during his first year, that those 4 weeks of leave would accrue on his first day of employment and be available to him for use from that day forward, and that each year thereafter 4 weeks of annual leave would accrue on the anniversary date of his employment. I don't recall negotiating this with him, but I certainly could be forgetting a discussion with him about this.

Given the need to sign a contract with Chad at this point, it is a good time to resolve this issue about his leave. Also, it has been a long time since the Board reviewed the rates set forth above, and this would be a good time to do that as well.

I have attached two versions of a contract with Chad: The original version that was approved by the Board, and a revised version which changes Paragraph 6 to reflect Chad's understanding of what was negotiated.

CEDAR KEY WATER AND SEWER DISTRICT
EXEMPT EMPLOYMENT AGREEMENT

(Original Version)

THIS AGREEMENT is entered into and effective the 1st day of February, 2021, by and between the Cedar Key Water and Sewer District (“District”) a chartered special district in the State of Florida, having a principal place of business located at 510 3rd Street, Cedar Key FL 32625, and Chad Wisdom, an individual residing at _____ (“Employee”).

WITNESSETH:

WHEREAS, the District desires to employ Employee in the position of General Manager, and Employee is willing to work for the District in that position.

NOW, THEREFORE, the District and Employee, in consideration of the premises and mutual covenants contained herein, agree as follows:

1. **Employment:** The District agrees to employ Employee and Employee agrees to serve the District in the position set forth above and/or to perform such services for the District as may be assigned by the District governing board (Board), in accordance with the terms herein set forth.
2. **Exclusive Service and Best Efforts:** Except as otherwise provided in writing, Employee shall devote his full time and best efforts to the performance of the District’s duties for the District, and shall faithfully adhere to the District’s regulations and procedures. The Employee’s duties generally shall be as set forth in the Job Description attached hereto.
3. **Salary:** Unless otherwise agreed to in writing, the District shall compensate Employee for Employee’s service as follows: The District shall pay Employee a biweekly a salary of \$2,692.
4. **Hours of Work:** Employee shall be an exempt salaried employee, and as such shall have no set hours for performance of the duties set forth herein. Employee shall, however, generally be expected to observe an 8-hour weekday, 40-hour week, Monday through Friday. At times, the needs of the District may require that Employee work overtime, and Employee agrees to be available for overtime work.
5. **Expenses:** The District shall reimburse Employee for reasonable expenses incurred by Employee on behalf of the District in the performance of Employee’s duties, if and to the extent approved by the Board. Employee shall furnish the District with the appropriate documentation required by the Internal Revenue Code and Regulations in connection with such expenses.

6. Benefits: Employee shall be entitled to participate in any employee benefit plans which are maintained or established by the District for its employees, and shall be entitled to paid annual leave and paid sick leave in accordance with District policy.

7. Terms of Employment: The District and Employee hope that their association will continue for a substantial period of time, but the parties recognize that the future is inherently uncertain and that assurances of permanent or continuing employment are not feasible. Accordingly, in accordance with the District's standard policy, the employment shall be "at-will," that is, either party may terminate the employment at any time for any reason, with or without cause, by giving two weeks' notice to the other party. However, the District is not required to give Employee notice of termination if the termination is for cause.

8. Licensing: Employee understands that a primary goal of the District is to have the District's general manager have both a water and wastewater operator license. Employee therefore agrees that he will make his best effort to obtain both licenses as soon as allowable under Florida law. Employee shall provide the District governing board with quarterly updates on his progress towards obtaining these licenses.

9. Assignment: This Agreement and the obligations hereunder may not be assigned or transferred by Employee or by the District.

10. Entire Agreement; Amendments; Waivers: This Agreement contains the entire agreement between the parties, and supersedes any and all prior agreements, understandings or representations, oral or written. It may not be changed orally, but only by express terms, in writing, signed by each of the parties.

11. Construction; Venue: This Agreement shall be governed in all respects, whether as to validity, construction, capacity, performance, or otherwise, by the laws of the State of Florida. Venue shall be in Levy County, Florida. The paragraph headings used in this Agreement are solely for convenience and shall not affect, or be used in connection with, the interpretation of this Agreement.

I, Chad Wisdom, having read and understood this Employment Agreement and agreeing to fully comply with the same, do hereby accept this offer of employment.

DATED this _____ day of March, 2021.

Chad Wisdom
Employee

Stephen Rosenthal
Chair, Cedar Key Water and Sewer District

CEDAR KEY WATER AND SEWER DISTRICT

EXEMPT EMPLOYMENT AGREEMENT

(Revised Version)

THIS AGREEMENT is entered into and effective the 1st day of February, 2021, by and between the Cedar Key Water and Sewer District (“District”) a chartered special district in the State of Florida, having a principal place of business located at 510 3rd Street, Cedar Key FL 32625, and Chad Wisdom, an individual residing at _____ (“Employee”).

WITNESSETH:

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6. Benefits: Employee shall be entitled to participate in any employee benefit plans which are maintained or established by the District for its employees, and shall be entitled to paid annual leave and paid sick leave in accordance with District policy, with the following modification: Employee shall be entitled to 4 weeks of annual leave as of the date of employment, and thereafter shall be credited with 4 weeks of annual leave on each anniversary date of employment. Employee shall not be entitled to any additional accrual of annual leave.

7. Terms of Employment: The District and Employee hope that their association will continue for a substantial period of time, but the parties recognize that the future is inherently uncertain and that assurances of permanent or continuing employment are not feasible. Accordingly, in accordance with the District's standard policy, the employment shall be "at-will," that is, either party may terminate the employment at any time for any reason, with or without cause, by giving two weeks' notice to the other party. However, the District is not required to give Employee notice of termination if the termination is for cause.

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I, Chad Wisdom, having read and understood this Employment Agreement and agreeing to fully comply with the same, do hereby accept this offer of employment.

DATED this _____ day of March, 2021.

Chad Wisdom
Employee

Stephen Rosenthal
Chair, Cedar Key Water and Sewer District