

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

REGULAR MEETING  
February 10, 2020, 5:00 P.M.

1. Call to order.
2. Pledge and Prayer.
3. Adoption of Agenda.
4. Public Input.
5. Approval of minutes of January 13, 2020. *(1- 3)*
6. Financial Reports: Balance Sheet; Budget Report; Checkbook Activity; Past Due Accounts Report; Employee Leave. *(4-15)*
7. Steven Priessman: Internet Service Improvement
8. General Manager Report. *(16)*
9. Commissioner Comments.
10. Public Input.
11. Adjourn.

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

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

**Minutes of Regular Meeting  
Board of Commissioners  
January 13, 2020**

Board Members Present: Joe Hand, Stephen Rosenthal, Dottie Haldeman, Chris Reynolds, and Leslie Sturmer.

Others Present: John McPherson, Mack Cox.

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 with the addition of Resolution 2020-02. **Second** by Joe Hand. Passed by a vote of 5-0.
4. Public Input. Public input was requested but none was provided.
5. Approval of Minutes. **Motion** by Chris Reynolds to accept the minutes of the regular meeting of December 9, 2019, and special meeting of December 18, 2019. **Second** by Dottie Haldeman. Passed by a vote of 5-0.
6. Financial Reports. Budget, Balance Sheet, Checkbook Activity, Past Due Accounts, and Employee Leave reports were presented for review. **Motion** by Dottie Haldeman to accept the financial reports as presented. **Second** by Leslie Sturmer. Passed by a vote of 5-0. **Motion** by Chris Reynolds to pay off balance on Drummond Bank line of credit. **Second** by Dottie Haldeman. Passed by a vote of 5-0
7. Resolution 2020-01:

A RESOLUTION OF THE CEDAR KEY WATER AND SEWER DISTRICT CHANGING THE LATE DATE FOR PAYMENT OF BILLS FROM THE 28<sup>TH</sup> OF EACH MONTH TO THE 26<sup>TH</sup> OF EACH MONTH; ADDING THE COST OF CHECK VALVES TO THE METER INSTALLATION COST; PROVIDING INSTRUCTIONS TO THE CODIFIER; AND ESTABLISHING AN EFFECTIVE DATE.

**Motion** by Chris Reynolds to adopt Resolution 2020-01 as presented. **Second** by Dottie Haldeman. Passed by a vote of 5-0.

8. Resolution 2020-02:

A RESOLUTION OF THE CEDAR KEY WATER AND SEWER DISTRICT AUTHORIZING THE CHAIR AND SECRETARY OF THE BOARD TO SIGN ALL DOCUMENTS NECESSARY TO RENEW A LINE OF CREDIT WITH DRUMMOND COMMUNITY BANK; AND ESTABLISHING AN EFFECTIVE DATE.

**Motion** by Dottie Haldeman to adopt Resolution 2020-02 as presented. **Second** by Joe Hand. Passed by a vote of 5-0.

9. General Manager Report.

- a. *Water Plant.* The GM reported that the old Hach chlorine analyzer finally bit the dust and was replaced by a new Hach analyzer which uses better technology and matches the analyzer used at the wastewater treatment plant which has worked very well.

The GM also reported that the results on the two-stage ion exchange test were promising. It showed a substantial reduction in DOC levels and good THM creation potential numbers. He stated that he will be working with Tim Norman to determine next steps based on these results.

- b. *Downtown Building Painting and Repairs.* The GM advised the Board that District staff would probably be doing the work on the front railings rather than trying to get Dreyers to come back and do this work.
- c. *Cell Service.* The GM reported that we are awaiting a final proposal from Verizon, and that Verizon will be making a presentation to the City Commission at its meeting on February 18.
- d. *Water Meters.* The GM reported that the communications portion of the radio meter system ceased to function during meter reading for December, and that the problem could not be remedied prior to the December billing. He stated that December billings were thus based on November billings, to be adjusted as needed as soon as the meter reading system is back up and running. He reported that Mueller Systems has been notified and will be working with the District to update the system.
- e. *Sludge Truck/Vacuum Trailer:* The GM reported that James has for some time been concerned about the reliability of the sludge truck and the cost of repairs, and that staff has thus been looking at alternatives with the conclusion being that a vacuum trailer should be purchased. The proposed vacuum trailer was brought to Cedar Key for a demonstration, and James believes it will meet the District's needs without the expense of maintaining a big truck. The GM reported that the cost of the trailer is in the District budget for this year, and the District recently got a call from someone who wanted to buy the sludge truck which is a year 2000, with an unknown number of miles on it, and with a leak issue that James believes might soon require replacement of the engine. The GM reported that the offer for the truck is \$7,500 from a contractor who needs it for a specific job and was informed about all problems with the truck. He stated that James believes this to be a good offer, and that having a reliable vacuum/tank is an essential tool for making repairs to both the water and sewer system. He reported that the state-contract price of the vacuum trailer is \$57,873, with an offer to allow us to spread the

payments out over 12 months in the form of a one-year lease with monthly payments of \$5,027, with a \$1 buy-out option, and total payments in the amount of \$60,027.

**Motion** by Chris Reynolds to declare the 2000 Sludge Truck to be surplus, to authorize its sale for \$7,500, and to authorize the General Manager to enter into the purchase agreement for the new vacuum trailer. **Second** by Leslie Sturmer. Motion passed by a vote of 5-0.

10. Commissioner Comments: Commissioner Haldeman asked about concerns she's seen on social media and heard elsewhere regarding customers having a rotten egg smell in their water. There was a discussion about this issue, with the general manager stating that in all cases in which they have investigated, the smell has been caused by something in the customer's house such as stale water in a hot water heater or in a clogged in-house filter. He encouraged the commissioners to refer all complaints to him so that he and James can investigate.
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 6:30 p.m.

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Stephen B. Rosenthal, Chairperson

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Leslie Sturmer, Commissioner &  
Secretary of the Board

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

# Cedar Key Water & Sewer District Balance Sheet

As of January 31, 2020

Jan 31, 20

**ASSETS**

**Current Assets**

**Checking/Savings**

**Unrestricted Cash Funds**

100 - Operating Account	99,391.07
102 Petty Cash	175.00
113.3 Unrestricted Savings	2,015.26

<b>Total Unrestricted Cash Funds</b>	101,581.33
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**Restricted Cash Funds**

103.1 Security Deposit	12,501.02
114.00 RD Payment	1,300.00
114.02 RD RESERVE ACCOUNT	29,462.00

<b>Total Restricted Cash Funds</b>	43,263.02
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<b>Total Checking/Savings</b>	144,844.35
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**Other Current Assets**

138.10 · Due from Other Governmental Uni	-0.03
134 - Accounts Receivable	85,506.36
135 - Allowance for A/R	-17,550.00
160 - Inventory & Materials	36,966.00
170 · Utility Deposit	141.19

<b>Total Other Current Assets</b>	105,063.52
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<b>Total Current Assets</b>	249,907.87
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**Fixed Assets**

301 - Land	125,195.95
302 - Other Improvements	2,275,950.23
304 - Plant and Equipment	7,530,935.97
306 - Other Equipment	117,452.81
307 - Sewer Machinery	158,704.72
308 - Computer S/W	9,540.64
309 - Vehicles	110,495.02
311 - Less Accum Depreciation	-5,734,852.43

<b>Total Fixed Assets</b>	4,593,422.91
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**Other Assets**

**311 · Construction in Progress**

315.25 · CIP-WW Lines 3 bridges-District	125,019.87
315.00 · CIP-WW lines 3 bridges-SRWMD	95,000.00
312 · CIP-SRF Project	140,250.00
313 · CIP - SRF District Match	26,000.00
313.25 · CIP - Special Legislative 38091	166,661.36
313.50 · CIP - (Sp Leg 38091) District	20,702.94

<b>Total 311 · Construction in Progress</b>	573,634.17
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<b>Total Other Assets</b>	573,634.17
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<b>TOTAL ASSETS</b>	5,416,964.95
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**LIABILITIES & EQUITY**

**Liabilities**

4

# Cedar Key Water & Sewer District Balance Sheet

As of January 31, 2020

Jan 31, 20

<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
407-01 SS Tax Payable	-4.00
408 - Sales Tax Payable	51.32
411 - Deferred Revenue	9,802.39
450 - Fed. Income Taxes Payable	-648.23
482 - Accrued Int Pay	2,425.27
483 - Accrued Compensated Absences	15,775.00
484 -Security Deposit Payable	12,501.02
<b>Total Other Current Liabilities</b>	<b>39,902.77</b>
<b>Total Current Liabilities</b>	<b>39,902.77</b>
<b>Long Term Liabilities</b>	
460 - N/P-Rural Development	1,110,000.00
500 - Accrd Compen Absences-LT	8,373.00
<b>Total Long Term Liabilities</b>	<b>1,118,373.00</b>
<b>Total Liabilities</b>	<b>1,158,275.77</b>
<b>Equity</b>	
598 - Restricted for Debt Service	29,462.00
3900 - Retained Earnings	62,783.49
599 - Investment in Capital Assets -	4,057,057.08
Net Income	109,386.61
<b>Total Equity</b>	<b>4,258,689.18</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>5,416,964.95</b>

5

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

33%

Ordinary Income/Expense	Oct '19 - Sep 20	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
<b>300 - Income</b>				
305 - Water Charge	142,994.78	459,000.00	-316,005.22	31.15%
310 - Sewer Charges	121,868.90	402,000.00	-280,131.10	30.32%
315 - Ad Valorem Tax				
315.100 · Ad Valorem	153,814.65			
315 - Ad Valorem Tax - Other	0.00	213,000.00	-213,000.00	0.0%
<b>Total 315 - Ad Valorem Tax</b>	<b>153,814.65</b>	<b>213,000.00</b>	<b>-59,185.35</b>	<b>72.21%</b>
325 · Penalties	1,279.91	2,500.00	-1,220.09	51.2%
330 - Earned Interest	8.52	20.00	-11.48	42.6%
335 · New Meter Charges	400.00	1,000.00	-600.00	40.0%
340 - Rent	1,508.84	16,500.00	-14,991.16	9.14%
350 - Misc Income	156.02	3,500.00	-3,343.98	4.46%
360 · Carry Forward	0.00	50,000.00	-50,000.00	0.0%
365. Meter Installation Fee	240.00	1,000.00	-760.00	24.0%
382 - Grant - Legislative 2016	14,912.40	50,000.00	-35,087.60	29.83%
<b>Total 300 - Income</b>	<b>437,184.02</b>	<b>1,198,520.00</b>	<b>-761,335.98</b>	<b>36.48%</b>
<b>Total Income</b>	<b>437,184.02</b>	<b>1,198,520.00</b>	<b>-761,335.98</b>	<b>36.48%</b>
<b>Gross Profit</b>	<b>437,184.02</b>	<b>1,198,520.00</b>	<b>-761,335.98</b>	<b>36.48%</b>
<b>Expense</b>				
<b>500 · GENERAL AND ADMINISTRATIVE</b>				
<b>510 · Payroll</b>				
510.01 · Salaries	90,589.36	232,522.00	-141,932.64	38.96%
510.02 · Social Security/Medicare	6,838.90	17,787.00	-10,948.10	38.45%
510.03 · Retirement	10,328.11	29,174.00	-18,845.89	35.4%
510.04 · Health, Dental & Life Ins	17,925.21	51,400.00	-33,474.79	34.87%
510.05 · Workers Comp.	3,749.97	8,000.00	-4,250.03	46.88%
<b>Total 510 · Payroll</b>	<b>129,431.55</b>	<b>338,883.00</b>	<b>-209,451.45</b>	<b>38.19%</b>
<b>520 · Office</b>				
520.01 · Supplies	870.37	2,000.00	-1,129.63	43.52%
520.02 · Postage & Shipping	1,249.80	4,500.00	-3,250.20	27.77%
520.03 · Copier, Computer, Billing, Etc.	826.24	6,000.00	-5,173.76	13.77%
520.04 · Printing and Copying	669.90	1,500.00	-830.10	44.66%
<b>Total 520 · Office</b>	<b>3,616.31</b>	<b>14,000.00</b>	<b>-10,383.69</b>	<b>25.83%</b>
<b>530 · Utilities</b>				
530.01 · Fuel For Equipment	1,186.11	6,500.00	-5,313.89	18.25%
530.02 · Solid Waste Disposal	564.76	2,250.00	-1,685.24	25.1%
530.03 · Telephone	2,516.27	8,000.00	-5,483.73	31.45%
<b>Total 530 · Utilities</b>	<b>4,267.14</b>	<b>16,750.00</b>	<b>-12,482.86</b>	<b>25.48%</b>
<b>540 · Professional Fees</b>				
540.01 · Audit & Accounting	7,360.00	18,000.00	-10,640.00	40.89%
540.02 · Management/Legal	15,000.00	60,000.00	-45,000.00	25.0%
540.03 · Property Appraiser's Fee	0.00	6,000.00	-6,000.00	0.0%

6

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

*33%*

	Oct '19 - Sep 20	Budget	\$ Over Budget	% of Budget
540.05 · Tax Collector Fees	3,675.27			
540.04.Water/Wastewater Operator	0.00	5,000.00	-5,000.00	0.0%
<b>Total 540 · Professional Fees</b>	<b>26,035.27</b>	<b>89,000.00</b>	<b>-62,964.73</b>	<b>29.25%</b>
<b>550 - General Repair &amp; Maint</b>				
550.01 · Vehicle	1,146.11	25,000.00	-23,853.89	4.58%
550.02 · Equipment and Tools	57,873.00	52,000.00	5,873.00	111.29%
550.03 · Building	2,577.79	2,000.00	577.79	128.89%
550.04 · Supplies	-63.98	2,500.00	-2,563.98	-2.56%
550.05 · New Tools	149.32	4,000.00	-3,850.68	3.73%
<b>Total 550 - General Repair &amp; Maint</b>	<b>61,682.24</b>	<b>85,500.00</b>	<b>-23,817.76</b>	<b>72.14%</b>
<b>560 · Other</b>				
560.01 · Property/Liability Ins.	43,314.00	43,300.00	14.00	100.03%
560.02 · Election Expenses	0.00	1,000.00	-1,000.00	0.0%
560.03 · Continuing Education	282.00	1,800.00	-1,518.00	15.67%
560.04 · Annual Fees & Dues	677.00	2,000.00	-1,323.00	33.85%
560.05 · Ads and Publications	115.00	750.00	-635.00	15.33%
560.06 · Miscellaneous	1,881.15	2,000.00	-118.85	94.06%
560.07 · Contingency	0.00	16,012.00	-16,012.00	0.0%
<b>Total 560 · Other</b>	<b>46,269.15</b>	<b>66,862.00</b>	<b>-20,592.85</b>	<b>69.2%</b>
<b>Total 500 · GENERAL AND ADMINISTRATIVE</b>	<b>271,301.66</b>	<b>610,995.00</b>	<b>-339,693.34</b>	<b>44.4%</b>
<b>600 · DIRECT WATER EXPENSES</b>				
<b>610 · Chemicals and Filters</b>				
610.01 · Chemicals	27,237.56	60,000.00	-32,762.44	45.4%
610.02 · Miex Resin	0.00	36,000.00	-36,000.00	0.0%
610.03 · Twin Oxide Inst., Rent,Chemical	777.96	74,000.00	-73,222.04	1.05%
<b>Total 610 · Chemicals and Filters</b>	<b>28,015.52</b>	<b>170,000.00</b>	<b>-141,984.48</b>	<b>16.48%</b>
<b>620 - Laboratory</b>				
620.01 · In House Lab	0.00	1,000.00	-1,000.00	0.0%
620.02 · Outside Lab	2,348.00	2,500.00	-152.00	93.92%
620.03 · Instrument Calibration	0.00	3,500.00	-3,500.00	0.0%
<b>Total 620 - Laboratory</b>	<b>2,348.00</b>	<b>7,000.00</b>	<b>-4,652.00</b>	<b>33.54%</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	1,680.77	20,000.00	-18,319.23	8.4%
640.02 · Equipment	13,912.46	15,000.00	-1,087.54	92.75%
640.03 · Building & Grounds	0.00	3,000.00	-3,000.00	0.0%
640.04 · Water Tower Maintenance	9,489.00	35,500.00	-26,011.00	26.73%
640.05 · Generators Annual Mainte	250.00	2,250.00	-2,000.00	11.11%
<b>Total 640 · Repairs and Maintenance</b>	<b>25,332.23</b>	<b>75,750.00</b>	<b>-50,417.77</b>	<b>33.44%</b>
<b>650 · Utilities</b>				
650.01 · Electric	4,942.70	20,000.00	-15,057.30	24.71%
650.02 · Propane	0.00	600.00	-600.00	0.0%

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

33%

	Oct '19 - Sep 20	Budget	\$ Over Budget	% of Budget
650.03 · Telephone	435.82	3,500.00	-3,064.18	12.45%
<b>Total 650 · Utilities</b>	<b>5,378.52</b>	<b>24,100.00</b>	<b>-18,721.48</b>	<b>22.32%</b>
660 · Other				
660.20 · Contingency	0.00	20,000.00	-20,000.00	0.0%
<b>Total 660 · Other</b>	<b>0.00</b>	<b>20,000.00</b>	<b>-20,000.00</b>	<b>0.0%</b>
680 · Loans				
680.05 · RD - Water System Interest	0.00	31,000.00	-31,000.00	0.0%
680.06 · RD - Water System Principal	0.00	17,000.00	-17,000.00	0.0%
<b>Total 680 · Loans</b>	<b>0.00</b>	<b>48,000.00</b>	<b>-48,000.00</b>	<b>0.0%</b>
<b>Total 600 · DIRECT WATER EXPENSES</b>	<b>61,074.27</b>	<b>345,850.00</b>	<b>-284,775.73</b>	<b>17.66%</b>
<b>700 · DIRECT WASTEWATER EXPENSES</b>				
710 · Chemicals and Filters				
710.01 · Chemicals	8,185.39	30,000.00	-21,814.61	27.29%
<b>Total 710 · Chemicals and Filters</b>	<b>8,185.39</b>	<b>30,000.00</b>	<b>-21,814.61</b>	<b>27.29%</b>
720 · Laboratory				
720.01 · In House Lab	23.31	1,500.00	-1,476.69	1.55%
720.02 · Outside Lab	3,788.44	13,000.00	-9,211.56	29.14%
720.03 · Instrument Calibration	-384.00	3,600.00	-3,984.00	-10.67%
<b>Total 720 · Laboratory</b>	<b>3,427.75</b>	<b>18,100.00</b>	<b>-14,672.25</b>	<b>18.94%</b>
730 · Regulatory				
730.01 · Permits	200.00	200.00	0.00	100.0%
730.02 · Biosolids Hauling	16,800.00	50,000.00	-33,200.00	33.6%
<b>Total 730 · Regulatory</b>	<b>17,000.00</b>	<b>50,200.00</b>	<b>-33,200.00</b>	<b>33.87%</b>
740 · Repairs Maintenance Other				
740.01 · Piping & Distribution	396.67	6,000.00	-5,603.33	6.61%
740.02 · Equipment	2,946.98	25,000.00	-22,053.02	11.79%
740.03 · Building and Grounds	3,252.24	60,000.00	-56,747.76	5.42%
740.04 · Generator-Annual Maintenance	475.00	1,375.00	-900.00	34.55%
<b>Total 740 · Repairs Maintenance Other</b>	<b>7,070.89</b>	<b>92,375.00</b>	<b>-85,304.11</b>	<b>7.66%</b>
750 · Utilities				
750.01 · Electric	7,176.67	30,000.00	-22,823.33	23.92%
750.02 · Propane	0.00	1,000.00	-1,000.00	0.0%
<b>Total 750 · Utilities</b>	<b>7,176.67</b>	<b>31,000.00</b>	<b>-23,823.33</b>	<b>23.15%</b>
760 · Other				
760.01 · Professional Fees -WWTP Permit	0.00	20,000.00	-20,000.00	0.0%
<b>Total 760 · Other</b>	<b>0.00</b>	<b>20,000.00</b>	<b>-20,000.00</b>	<b>0.0%</b>
770 · Capital Expenditures				
770.01 · Bridge 1,2,3 Drills	10,863.76			
<b>Total 770 · Capital Expenditures</b>	<b>10,863.76</b>			
<b>Total 700 · DIRECT WASTEWATER EXPENSES</b>	<b>53,724.46</b>	<b>241,675.00</b>	<b>-187,950.54</b>	<b>22.23%</b>
<b>Total Expense</b>	<b>386,100.39</b>	<b>1,198,520.00</b>	<b>-812,419.61</b>	<b>32.22%</b>
<b>Net Ordinary Income</b>	<b>51,083.63</b>	<b>0.00</b>	<b>51,083.63</b>	<b>100.0%</b>
<b>Net Income</b>	<b>51,083.63</b>	<b>0.00</b>	<b>51,083.63</b>	<b>100.0%</b>



## Cedar Key Water & Sewer District Monthly Checkbook Activity As of January 31, 2020

Date	Num	Name	Memo	Amount
<b>Unrestricted Cash Funds</b>				
01/02/2020	28916	Johns, Alicia M.	Pay Check	-433.62
01/02/2020	28917	McCain, James E.	Pay Check	-1,406.07
01/02/2020	28919	Richburg, Margaret A.	Pay Check	-579.61
01/02/2020	28915	Doty, Gabriel T	Pay Check	-502.78
01/02/2020	28918	Quinn, William M.	Pay Check	-678.96
01/02/2020	28920	US Postmaster	775 pc @ .35 ea = 271.25	-271.25
01/02/2020	Bankdraft	EFTPS	59-1156008	-1,063.20
01/03/2020	28921	John K. McPherson. P.A.	Management, Invoice No: 806 December 2019	-5,000.00
01/04/2020		Deposit	#704001	108.50
01/06/2020	28922	Johns, Alicia M.	Pay Check	-433.61
01/06/2020		Deposit	#430001	135.94
01/07/2020	28923	Ann Richburg	Reimbursement Request mileage to Ocala	-84.68
01/09/2020	28924	Doty, Gabriel T	Pay Check	-594.59
01/10/2020	28927	McCain, James E.	Pay Check	-830.01
01/10/2020	28928	Quinn, William M.	Pay Check	-781.77
01/10/2020	28930	Richburg, Margaret A.	Pay Check	-579.61
01/10/2020	28925	Haldeman, Hattie B.	Pay Check	-369.40
01/10/2020	28926	Hand, Joseph G.	Pay Check	-369.40
01/10/2020	28929	Reynolds, Chris	Pay Check	-369.40
01/10/2020	28931	Rosenthal, Stephen B.	Pay Check	-369.40
01/10/2020	28932	Sturmer, Leslie N.	Pay Check	-369.40
01/10/2020	Bankdraft	EFTPS	59-1156008	-1,239.54
01/10/2020	28933	Central FL Electric	Electrict 12/20019	-3,957.04
01/10/2020	Bankdraft	City Of Cedar Key	Solid Waste	-141.19
01/10/2020	28934	A-Able Septic-Sewer Service, Inc.	Invoice NO: 45786,45666	-4,920.00
01/10/2020	28935	AT&T	35254352859381989,35254364059371988	-566.33
01/10/2020	28936	Hawkins, Inc.d/b/a Dumont	Invoice No: 4636473,4636474	-5,540.88
01/10/2020	28937	Marina Hardware At Cedar Key, In	Invoice No & Account No: 220 12/30/2019	-377.05
01/10/2020	28938	Mittauer & Asssociates, Inc.	Invoice No: 20007	-645.00
01/10/2020	28939	Quill Corporation	Invoice No. 9743769,1085042,1936731,2466916	-393.68
01/10/2020	28940	Konica Minolta Business Solutions	Maintenance, Invoice No: 263291899 01/2020	-80.54
01/10/2020	28941	NAPA Gulf Coast Parts, LLC	Account # 1999 12/2019	-68.27
01/10/2020	28942	Verizon Wireless	Cell Phones, Invoice No: 9522628596-0001	-96.70
01/10/2020	28943	Verizon Wireless	Cell Phones, Invoice No: 842009805-0001	-108.11
01/12/2020		Deposit	#682001	1,000.48
01/13/2020	28944	Johns, Alicia M.	Pay Check	-433.63
01/13/2020		Deposit	Deposit	13,522.54
01/13/2020		Deposit	Deposit	35,017.25
01/13/2020		Deposit	Richard White Dock Meter	320.00
01/14/2020		Deposit	Deposit	9,134.78
01/14/2020		Deposit	#359001	52.13
01/16/2020	28945	Quinn, William M.	Pay Check	-935.46
01/16/2020	28946	Richburg, Margaret A.	Pay Check	-579.61

## Cedar Key Water & Sewer District Monthly Checkbook Activity As of January 31, 2020

Date	Num	Name	Memo	Amount
01/16/2020		Deposit	Deposit	193.52
01/17/2020	28947	Doty, Gabriel T	Pay Check	-441.24
01/17/2020	28949	Johns, Alicia M.	Pay Check	-433.61
01/17/2020	28948	McCain, James E.	Pay Check	-980.71
01/17/2020	BANK DRAFT	EFTPS	59-1156008	-1,090.38
01/17/2020		Deposit	Deposit	173.17
01/17/2020		Deposit	Deposit	57.02
01/20/2020		Deposit	Deposit	223.05
01/22/2020	28950	Ann Richburg	Reimbursement Request mileage to Ocala	-84.68
01/22/2020		Deposit	Deposit	49.18
01/23/2020	28951	Johns, Alicia M.	Pay Check	-433.62
01/23/2020	28952	McCain, James E.	Pay Check	-1,406.08
01/23/2020	28953	Bank of America	Account # 5490 9902 2217 3922	-3,414.23
01/23/2020	28954	Doty, Gabriel T	Pay Check	-502.79
01/23/2020	28956	Richburg, Margaret A.	Pay Check	-579.62
01/23/2020	28955	Quinn, William M.	Pay Check	-678.96
01/23/2020	28957	A-Able Septic-Sewer Service, Inc.	Invoice NO: 45897,45967	-4,220.00
01/23/2020	28958	AT & T MOBILITY	287283253088	-23.50
01/23/2020	28959	Aqua Pure Water & Sewerage Ser	Invoice No:83899 12/31/2020	-2,062.00
01/23/2020	28960	Ellis Automated Corporation	Invoice No: 1658 1/07/2020	-848.50
01/23/2020	28961	Grainger Parts	Invoice No: 9402528655	-156.60
01/23/2020	28962	Hawkins, Inc.d/b/a Dumont	Invoice No: 4642813, 4642814	-2,127.59
01/23/2020	28963	Safeguard Business Systems Inc.	Invoice No: 33873801 1/29/2020	-403.75
01/23/2020	28964	Utility Service Co., Inc.	Invoice No: 498040 01/01/2020	-4,744.50
01/23/2020	28965	VISA	Invoice No 9274	-532.20
01/23/2020	Bankdraft	EFTPS	59-1156008	-1,063.12
01/23/2020		Deposit	Deposit	200.00
01/24/2020		Deposit	Deposit	13,007.11
01/28/2020		Deposit	Deposit	108.83
01/28/2020		Deposit	Deposit	16,448.37
01/29/2020		Johns, Alicia M.	Pay Check	-433.62
01/29/2020	Bankdraft	Blue Cross Blue Shield of FL	Group:90866 Division: 001 Invoice No: 74326763	-4,200.46
01/29/2020	28967	A-Able Septic-Sewer Service, Inc.	Invoice NO: 45897,45967	-100.00
01/30/2020	28968	Doty, Gabriel T	Pay Check	-594.59
01/30/2020	28969	Richburg, Margaret A.	Pay Check	-579.60
01/30/2020	28970	AFLAC	ATF27	-1,262.45
01/30/2020	28971	Transamerica Worksite Marketing	33859	-70.10
01/30/2020	28972	AT&T Internet Service	Invoice No: 122314242 December 2019	-116.25
01/30/2020	28973	Cedar Key Auto Care	Invoice No:55899	-75.77
01/30/2020	28974	DAVISVISION	90866	-79.26
01/30/2020	28975	Gator Works Computing	Backup, Invoice 19-22275 02/2020	-98.45
01/30/2020	28976	McCall Service, Inc.	# 1000001449	-48.00
01/30/2020		Deposit	State of Florida PiloTest	14,912.40
01/30/2020	28977	McCain, James E.	Pay Check	-830.00
01/30/2020	28978	Quinn, William M.	Pay Check	-781.76



# Cedar Key Water & Sewer District

## Monthly Checkbook Activity

As of January 31, 2020

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
01/30/2020	28979	Quill Corporation	Invoice No. 42778321/24/2020	-37.95
01/30/2020	Bankdraft	EFTPS	59-1156008	-933.58
01/31/2020	28980	Florida Department Of Revenue	No: 48-8012445825-3 07/2019 Thru 12/2019	-149.34
01/31/2020	Bankdraft	Drummond Community Bank	500 · GENERAL AND ADMINISTRATIVE:560 · C	-75,271.88
01/31/2020	Bankdraft	FMP,TF Pension Service	Retirement January 2020	-3,598.14
01/31/2020		Deposit	Deposit	408.66
01/31/2020		Deposit	#817001 & #925001	285.02
01/31/2020		Deposit	Deposit	16,296.15
				<u>-29,004.57</u>
				<u>-29,004.57</u>
				<u><u>-29,004.57</u></u>

Total Unrestricted Cash Funds -29,004.57

**TOTAL** -29,004.57



# Cedar Key Water & Sewer District

## Sick and Annual Leave Balances

January 31, 2020 Amount Used 2020

<u>Employee</u>	<u>Sick Available</u>	<u>Sick Used</u>	<u>Vacation Available</u>	<u>Vacation Used</u>
Doty, Gabriel T	46:00	0:00	43:22	8:00
Johns, Alicia M.	21:27	27:30	34:29	20:00
McCain, James E.	1200:30	16:00	179:33	10:00
Quinn, William M.	256:30	0:00	146:51	8:00
Richburg, Margaret A.	6:30	4:00	37:00	40:00



# Cedar Key Water and Sewer District

## Penalty Register

Detailed

For charges due before 02/04/2020

Account Balance as of 02/05/2020

Disconnect Date 02/10/2020

Sorted by: Route + Reading Sequence

Location No	Account No	Name	Address	Meter No.	Prev. Balance	Penalty	Tax	Account Balance
33001	33001	KIM WHITNEY	11912 SR 24					
WATER	P1			19125718	8.86	20.00	0.00	28.86
SEWER					24.00	0.00	0.00	24.00
		KIM WHITNEY	Total		32.86	20.00	0.00	52.86
37001	37001	CLAMTASTIC	11990 HWY 24					
WATER	P1			11444234	128.06	20.00	0.00	148.06
SEWER					99.85	0.00	0.00	99.85
		CLAMTASTIC	Total		227.91	20.00	0.00	247.91
54001	54001	MIKE ROACH	12232 FRANKO CIRCLE					
WATER	P1			14280786	42.46	20.00	0.00	62.46
SEWER					38.80	0.00	0.00	38.80
		MIKE ROACH	Total		81.26	20.00	0.00	101.26
85001	85001	KEN SANDERS	12416 SR 24					
WATER	P1			13379850	25.15	20.00	0.00	45.15
SEWER					24.12	0.00	0.00	24.12
		KEN SANDERS	Total		49.27	20.00	0.00	69.27
114001	114001	SCOTT BULLARD	12649 BAYSHORE AVE.					
WATER	P1			14062470	80.32	20.00	0.00	100.32
SEWER					73.58	0.00	0.00	73.58
		SCOTT BULLARD	Total		153.90	20.00	0.00	173.90
115001	115001	BOBBY JONES	12657 BAYSHORE AVE.					
WATER	P1			14280802	25.60	20.00	0.00	45.60
SEWER					24.49	0.00	0.00	24.49
		BOBBY JONES	Total		50.09	20.00	0.00	70.09
238001	238001	AVENT, A.W. (PP)	13730 SW AIRPORT RD.					
WATER	P1			19125739	26.33	20.00	0.00	46.33
SEWER					25.08	0.00	0.00	25.08
		AVENT, A.W. (PP)	Total		51.41	20.00	0.00	71.41
249001	249001	MARK SALTER	16741 SW 133RD ST.					
WATER	P1			14280664	31.23	20.00	0.00	51.23
SEWER					29.05	0.00	0.00	29.05
		MARK SALTER	Total		60.28	20.00	0.00	80.28
256001	256001	TONY NEWELL	1173 WHIDDON AVE- 2					
WATER	P1			09535569	32.43	20.00	0.00	52.43
SEWER					30.03	0.00	0.00	30.03
		TONY NEWELL	Total		62.46	20.00	0.00	82.46
324001	324001	OLIVER BAUER	12451 GULF BLVD.					
WATER	P1			14280606	60.68	20.00	0.00	80.68
SEWER					37.24	0.00	0.00	37.24
		OLIVER BAUER	Total		97.92	20.00	0.00	117.92
344001	344001	G. KENNETH SANDERS	16317 ANDREWS CIRCLE					
WATER	P1			14280611	28.58	20.00	0.00	48.58
SEWER					26.90	0.00	0.00	26.90
		G. KENNETH SANDERS	Total		55.48	20.00	0.00	75.48
1086001	1086001	TODD THOMPSON	12191 SW 165TH AVENUE					
WATER	P1			14621653	28.43	20.00	0.00	48.43
SEWER					26.78	0.00	0.00	26.78
		TODD THOMPSON	Total		55.21	20.00	0.00	75.21
363001	363001	ROBBIE COLLINS	12051 SW 164TH TERRACE					

Location No	Account No	Name	Address		Prev. Balance	Penalty	Tax	Account Balance
Service	Code			Meter No.				
363001	363001	ROBBIE COLLINS	12051 SW 164TH TERRACE					
WATER	P1			12943645	37.91	20.00	0.00	57.91
SEWER					34.82	0.00	0.00	34.82
		ROBBIE COLLINS	Total		72.73	20.00	0.00	92.73
1290001	1290001	RICHARD VILISSOV	16441 SW 120TH PLACE					
WATER	P1			14346409	22.93	20.00	0.00	42.93
		RICHARD VILISSOV	Total		22.93	20.00	0.00	42.93
448001	448001	JOHN ANASTASI	12750 JERNIGAN AVE.					
WATER	P1			14280695	35.56	20.00	0.00	55.56
SEWER					32.76	0.00	0.00	32.76
		JOHN ANASTASI	Total		68.32	20.00	0.00	88.32
449001	449001	MARY CRONIN	12770 JERNIGAN AVE.					
WATER	P1			14280696	27.68	20.00	0.00	47.68
SEWER					26.17	0.00	0.00	26.17
		MARY CRONIN	Total		53.85	20.00	0.00	73.85
474001	474001	CRAIG MCCALL	16691 ANNA ST.					
WATER	P1			19125725	50.79	20.00	0.00	70.79
SEWER					47.13	0.00	0.00	47.13
		CRAIG MCCALL	Total		97.92	20.00	0.00	117.92
491001	491001	LYNN SYLVER	12390 GULF BLVD					
WATER	P1			14280471	28.80	20.00	0.00	48.80
SEWER					27.09	0.00	0.00	27.09
		LYNN SYLVER	Total		55.89	20.00	0.00	75.89
698001	698001	RALPH IVES	550 1ST ST IP#209					
WATER	P1			13484072	26.13	20.00	0.00	46.13
SEWER					24.91	0.00	0.00	24.91
		RALPH IVES	Total		51.04	20.00	0.00	71.04
747001	747001	CEDAR KEY ARTS	457 2ND STREET-CEDAR					
WATER	P1			14280520	26.88	20.00	0.00	46.88
SEWER					25.52	0.00	0.00	25.52
		CEDAR KEY ARTS	Total		52.40	20.00	0.00	72.40
826001	826001	HINKLES CLAMS LLC	1 DOCK/ALLEN					
WATER	P1			13935880	45.00	20.00	0.00	65.00
		HINKLES CLAMS LLC	Total		45.00	20.00	0.00	65.00
840001	840001	PETER FRIZZELL	690 6TH STREET					
WATER	P1			12601516	39.54	20.00	0.00	59.54
SEWER					56.64	0.00	0.00	56.64
		PETER FRIZZELL	Total		96.18	20.00	0.00	116.18
854001	854001	FARAWAY INN	847 3RD ST.-O.BAUR					
WATER	P1			14346281	112.26	20.00	0.00	132.26
SEWER					83.81	0.00	0.00	83.81
		FARAWAY INN	Total		196.07	20.00	0.00	216.07
902001	902001	XIOMARA PEREZ	666 5TH ST.					
WATER	P1			13458139	27.03	20.00	0.00	47.03
SEWER					49.64	0.00	0.00	49.64
		XIOMARA PEREZ	Total		76.67	20.00	0.00	96.67
933001	933001	CELIA BULLARD	3011 G ST.					
WATER	P1			14346501	22.31	20.00	0.00	42.31
SEWER					24.95	0.00	0.00	24.95
		CELIA BULLARD	Total		47.26	20.00	0.00	67.26
956001	956001	JOE VASTOLA	882 8TH ST.					
WATER	P1			14346507	115.96	20.00	0.00	135.96
SEWER					72.78	0.00	0.00	72.78
		JOE VASTOLA	Total		188.74	20.00	0.00	208.74

14

Total Customers	26		
Prev. Balance	\$2,103.05		
Penalty	\$520.00	Previously Posted Penalty	\$0.00
Total Tax	\$0.00		
Account Balance	\$2,623.05		



**Cedar Key Water and Sewer District  
General Manager Report  
February 10, 2020**

**1. Water Plant**

We received pretty good results on the two-stage ion exchange test. I have attached the DBP potential numbers, (17-18), and you can see that the DBP potentials for untreated water (influent) are very high, whereas the potentials for the treated water (effluent) are within standards. We are working with Tim Norman on how to proceed and I hope to have something to report about next steps at the meeting.

Our annual average for quarterly disinfectant byproducts was over the limit for THMs and so a public notice will be going out soon. (19) New quarterly samples were taken on February 4.

**2. Downtown Building Painting and Repairs**

We have decided to do the railing repairs ourselves and they are underway.

**3. Cell Service**

We are awaiting a draft proposal from Verizon which I hope to have for the meeting. Verizon will be making a presentation to the City Commission at its meeting on February 18.

**4. Water Meters**

The communications portion of the radio meter system has been replaced and upgraded and is working well. A successful reading of the meters took place on February 4 for the January billing.

**5. Sludge Truck/Vacuum Trailer**

The new vacuum trailer was delivered on Tuesday February 4, and training was provided to staff.

**6. Website**

Our new ADA accessible website is up and running at the same address: [ckwater.org](http://ckwater.org). Please give me any comments about the layout and design that you have.

**Florida Department of Environmental Protection**  
**Safe Drinking Water Program Laboratory Reporting Format**  
**DISINFECTANT BYPRODUCTS**

Report Number / Job ID: G1910999001 / 194346  
 Disinfectant Residual (mg/L) \_\_\_\_\_  
 PWS ID (From Page 1): \_\_\_\_\_

Digitally signed by Josh Apple  
 DN: cn=Josh Apple, o=Florida Department of Environmental Protection, ou=Environmental Laboratory, email=japple@dep.state.fl.us, c=US  
 Date: 2020.11.13 15:30:10 -0500

Contam ID	Contam Name	MCL	Units	Analysis Result	Qualifier*	Analytical Method	Lab MDL	Regulatory MRL**	Analysis Date	Analysis Time	DOH Lab Certification #
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2450	Monochloroacetic Acid	N/A	ug/L	16.71	1	EPA 552.2	10	2	01/07/2020	08:22	E84589
2451	Dichloroacetic Acid	N/A	ug/L	180.83		EPA 552.2	16	1	01/07/2020	08:22	E84589
2452	Trichloroacetic Acid	N/A	ug/L	288.89		EPA 552.2	18	1	01/07/2020	08:22	E84589
2453	Bromoacetic Acid	N/A	ug/L	11	U	EPA 552.2	11	1	01/07/2020	08:22	E84589
2454	Dibromoacetic Acid	N/A	ug/L	11	U	EPA 552.2	11	1	01/07/2020	08:22	E84589
2455	Total Halooacetic Acids (THAA5)	80	ug/L	486.33		EPA 552.2	18	—	01/07/2020	08:22	E84589

*Extracted*  
 12/31/19

Contam ID	Contam Name	MCL	Units	Analysis Result	Qualifier*	Analytical Method	Lab MDL	Regulatory MRL**	Analysis Date	Analysis Time	DOH Lab Certification #
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2841	Chloroform	N/A	ug/L	302.80		EPA 524.2	2.1	1	01/08/2020	20:33	E84589
2842	Bromoform	N/A	ug/L	4.4	U	EPA 524.2	4.4	1	01/08/2020	20:33	E84589
2843	Bromodichloromethane	N/A	ug/L	18.30		EPA 524.2	1.5	1	01/08/2020	20:33	E84589
2844	Dibromochloromethane	N/A	ug/L	3.3	U	EPA 524.2	3.3	1	01/08/2020	20:33	E84589
2850	Total Trihalomethanes	80	ug/L	321.18		EPA 524.2	1.5	—	01/08/2020	20:33	E84589

\*\*\* Laboratories are required to adhere to the minimum reporting level (MRL) requirements of 40 CFR 141.131(b)(2)(iv).  
 \*\*\*\* Applicable to monitoring as prescribed in 40 CFR 141.132(b)(2)(X)(B) and (b)(2)(X)(i).  
 \*\*\*\*\* Laboratories that use EPA Methods 317.0 Revision 2.0, 326.0 or 321.8 must meet a 1.0 ug/L MRL for bromate.

**NOTE: Do not round values. Report results to the accuracy, precision, and sensitivity of the analytical method used.**

Reporting Form 62-550.730  
 Effective January 1995, Revised February 2010  
 Page 1 of 1

\* Results must be reported with appropriate qualifiers in accordance with Florida Administrative Code Rule 62-160, Table 1. Results qualified with A, F, H, N, O, T, Z, ? are unacceptable for compliance with 62-550. Results qualified with a J, Q, R, or Y must be accompanied by written justification and will be evaluated on a case by case basis. To avoid a monitoring violation, unacceptable results must be replaced with acceptable results from samples collected during the same monitoring period.

11

62-550.310(3)  
 DISINFECTION BYPRODUCTS

Florida Department of Environmental Protection  
 Safe Drinking Water Program Laboratory Reporting Format  
 Josh  
 Apple  
 Report Number / Job ID: G1810997001 / 194745  
 Disinfectant Residual (mg/L)

Approved by: Josh Apple  
 Date: 01/07/2020  
 Florida Department of Environmental Protection  
 Laboratory  
 1200 N. 17th St., Tallahassee, FL 32310-0002  
 Phone: 904.438.1234

PWS ID (From Page 1):

Contam ID	Contam Name	MCL	Units	Analysis Result	Qualifier*	Analytical Method	Lab MDL	Regulatory MRL**	Analysis Date	Analysis Time	DOH Lab Certification #
2450	Monochloroacetic Acid	N/A	ug/L	8.47		EPA 552.2	0.50	2	01/07/2020	07:10	E84588
2451	Dichloroacetic Acid	N/A	ug/L	28.68		EPA 552.2	0.81	1	01/07/2020	07:10	E84588
2452	Trichloroacetic Acid	N/A	ug/L	18.88		EPA 552.2	0.91	1	01/07/2020	07:10	E84588
2453	Bromoacetic Acid	N/A	ug/L	0.54	U	EPA 552.2	0.54	1	01/07/2020	07:10	E84588
2454	Dibromoacetic Acid	N/A	ug/L	0.54	U	EPA 552.2	0.54	1	01/07/2020	07:10	E84588
2458	Total Haloacetic Acids (THAA5)	80	ug/L	54.00		EPA 552.2	0.91	1	01/07/2020	07:10	E84588

Extracted  
 12/31/19

Contam ID	Contam Name	MCL	Units	Analysis Result	Qualifier*	Analytical Method	Lab MDL	Regulatory MRL**	Analysis Date	Analysis Time	DOH Lab Certification #
2941	Chloroform	N/A	ug/L	38.44		EPA 524.2	0.21	1	01/08/2020	20:06	E84589
2942	Bromoform	N/A	ug/L	0.44	U	EPA 524.2	0.44	1	01/08/2020	20:06	E84589
2943	Bromodichloromethane	N/A	ug/L	1.98		EPA 524.2	0.15	1	01/08/2020	20:06	E84589
2944	Dibromochloromethane	N/A	ug/L	0.33	U	EPA 524.2	0.33	1	01/08/2020	20:06	E84589
2950	Total Trihalomethanes	80	ug/L	40.46		EPA 524.2	0.15	1	01/08/2020	20:06	E84589

\*\*\* Laboratories are required to adhere to the minimum reporting level (MRL) requirements of 40 CFR 141.131(b)(2)(iv).  
 \*\*\* Applicable to monitoring as prescribed in 40 CFR 141.132.(b)(2)(i)(B) and (b)(2)(iii).  
 \*\*\*\* Laboratories that use EPA Methods 317.0 Revision 2.0, 326.0 or 321.8 must meet a 1.0 ug/L MRL for bromate.  
 NOTE: Do not round values. Report results to the accuracy, precision, and sensitivity of the analytical method used.

Reporting Form 62-550.730  
 Effective January 1985, Revised February 2010

Page 1 of 1

\*Results must be reported with appropriate qualifiers in accordance with Florida Administrative Code Rule 62-160, Table 1. Results qualified with A, F, H, N, O, T, Z, ? , are unacceptable for compliance with 62-550. Results qualified with a J, Q, R, or V must be accompanied by written justification and will be evaluated on a case by case basis. To avoid a monitoring violation, unacceptable results must be replaced with acceptable results from samples collected during the same monitoring period.

**IMPORTANT INFORMATION ABOUT YOUR DRINKING WATER  
CEDAR KEY WTP DISINFECTION BYPRODUCTS MONITORING PUBLIC NOTICE**

**What happened?**

Our water system did not meet the requirements of a drinking water standard. Although this is not an emergency, as our customers, you have a right to know what happened, what you should do, and what we are doing to correct this situation.

We routinely monitor for the presence of drinking water contaminants. Testing results we received from samples taken November 4, 2019, when averaged with quarterly results from the past year, show that our system exceeds the standards, or maximum contaminant levels (MCL), for Dis-infection Byproducts (DBPs), which includes Total Trihalomethanes (TTHMs). The standard for TTHMs is 80 micrograms per liter ( $\mu\text{g/L}$ ). Compliance is based on the locational running annual average (LRAA), which is the average of all quarterly results from the past year.

Contaminant & Date	Hodgson & Jernigan Ave.	Gulf Boulevard & Hodges Ave.
TTHMs LRAA following November 4, 2019 results	98.17	100.21

**What should I do?**

Some people who drink water containing TTHMs in excess of the MCL over many years may experience problems with their liver, kidneys, or central nervous system, and may have an increased risk of getting cancer.

Any customers who are concerned about their exposure to DBPs may choose alternative sources of water for ingestion.

**What does this mean?**

This is not an immediate risk. If it had been, you would have been notified immediately.

**What is being done?**

We are testing a new two-stage ion exchange treatment process that has shown promising results, and are working with our engineers on whether this may be used as a permanent fix for this problem. We will continue to monitor and report to you by public notice on future testing results.

For more information, please contact John McPherson, General Manager, at 352-543-5285 or 352-317-7431.

*Please share this information with all the other people who drink this water, especially those who may not have received this notice directly (for example, people in apartments, nursing homes, schools, and businesses). You can do this by posting this notice in a public place or distributing copies by hand or mail.*

This notice is being sent to you by CEDAR KEY WTP

State Public Water System ID#: 2380178

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

19