

**NOTICE AND AGENDA**  
CEDAR KEY WATER & SEWER DISTRICT  
510THIRD STREET, CEDAR KEY, FL32625

REGULAR MEETING  
February 14, 2022.  
5:00 P.M.

1. Call to order.
2. Pledge and Prayer.
3. Adoption of Agenda
4. Approval of minutes of the January 10, 2022 regular meeting.
5. Financial Reports: Balance Sheet; Budget Report; Checkbook Activity; Past Due Accounts Report; Employee Leave.
6. Bill Adjustment Request.
7. General Manager Report
8. Attorney report.
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 Regular Meeting  
Board of Commissioners  
January 10, 2022**

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

Others Present: Chad Wisdom, John McPherson, Mandy Offerle, Frank Offerle, Phil Prescott, Clay Childers, Jan Childers, Mac Cox, Nancy Sera, Heath Davis, Sue Colson, Steve Priessman, Stephanie May, Tara Judd, Sarah Stokes.

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 Leslie Sturmer to accept the minutes of the regular meeting of December 13, 2021, as presented. **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. **Motion** by Dottie Haldeman to accept the financial reports as presented. **Second** by Leslie Sturmer. Leslie Sturmer asked about line 770.01 on the P&L Report and Chad Wisdom stated that it was there pursuant to instructions from the accountant. Dottie Haldeman asked if all accounts listed on the penalty register were actually behind on payments and Chad Wisdom stated that they were and that notices would be going out. Passed by a vote of 5-0.
6. Bill Adjustment Request. **Motion** by Dottie Haldeman to approve the bill adjustment request by Sheila Kanaby as it meets the requirements for such an adjustment. **Second** by Tabitha Lauer. Passed by a vote of 5-0.
7. General Manager Report.
  - a. *Water Plant.*

The GM clarified that Mittauer and Associates is not doing the engineering for the pipeline project, but just providing information requested by the Board. He also noted that the water quality results for the raw Bronson well water were very good.

The GM reported that staff is looking into modernizing the existing water treatment plant with the most vulnerable components being replaced. He stated that a meeting

with Mittauer Associates was scheduled to review the rehabilitation of the lime softening system.

The GM reported that a meeting was held with Suwannee River Water Management District staff to discuss the pipeline, and that information requested by SRWMD had been provided. The “Cedar Key–Bronson–Otter Creek Regional Alternative Water Supply Feasibility Study” document was presented to the Board and discussed. Sue Colson noted that this document constituted notes of someone attending the regional supply meeting. The GM noted that the idea of sending wastewater to Bronson was a very long-term idea and not part of the immediate planning. He also noted that SRWMD expressed support for the plan and that funding should not be a problem. Dottie Haldeman asked about the water distribution work being done in Bronson right now and the GM responded that the idea is to obtain raw water from Bronson so that the condition of the Bronson water distribution system should not be an issue.

The GM reported that testing would be taking place in the coming week for what may be the final quarterly testing for DBPs. He reported that the carbon is lasting about 3 months, and that replacement carbon is on site. Joe Hand stated that the UV results confirm that the carbon lasts about 3 months.

*b. Wastewater System.*

The GM reported that the District’s funding request to the Florida Legislature has been accepted and submitted as HB 9155 and SB 1586. He also reported that the District has submitted a request to the City for Covid 19 funds for wastewater repairs. Finally, he reported that CROM corporation had visited the wastewater plant and prepared a proposal for the next phase which will be within what was budgeted for this work.

*c. Covid-19.* The GM reported that the District has dealt with some Covid 19 issues, but that operations have been not been affected.

*d. Holiday Issues.* The GM reported that the Christmas party was held on December 19 and went well.

8. **Attorney Report.** The attorney suggested that the Board consider the resolution requested by Drummond Bank for the line of credit. **Motion** by Leslie Sturmer to adopt the resolution subject to the attorney putting it in standard resolution format. **Second** by Joe Hand. Passed by a vote of 4-0, with Tabitha Lauer abstaining due to a conflict of interest.

Stephen Rosenthal asked the attorney about the upcoming election. The attorney stated that it would be conducted pursuant to the District’s charter and the interlocal agreement between the District and City. Chair Rosenthal requested that the attorney be prepared to do a workshop on open government, open records, and ethics after the election.

9. **Commissioner Comments.** None.

10. **Public Input.**

1. Mandy Offerle asked about the amount requested of the legislature and the Chad Wisdom responded that it is \$2.5 million to do the first 7 lift station rehabs.

2. Steve Priessman stated that it was important to place electric, phone, and fiber optic underground along State Road 24 if a new water line was installed along the highway, with these other utilities sharing the cost of the work.
  
10. Adjournment: There being no further business to conduct, the meeting was adjourned at 5:40 p.m.

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

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

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

**Cedar Key Water & Sewer District**  
**Profit & Loss**  
 January 2022

	Jan 22
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>300 - Income</b>	
305 - Water Revenue	49,588.24
310 - Sewer Revenues	41,797.23
315 - Ad Valorem Tax	
315.100 · Ad Valorem	10,732.47
<b>Total 315 - Ad Valorem Tax</b>	10,732.47
325 · Penalties	120.00
330 - Earned Interest	2.47
335 · New Meter Charges	300.00
340 - Rent for Water & Sewer Di	
341 City	-2,343.00
340 · 340-100 Cedar Key Dist.	2,065.00
<b>Total 340 - Rent for Water &amp; Sewer Di</b>	-278.00
350 - Misc Income	2,520.83
365. Meter Installation Fee	540.00
<b>Total 300 - Income</b>	105,323.24
<b>Total Income</b>	105,323.24
<b>Gross Profit</b>	105,323.24
<b>Expense</b>	
<b>500 · GENERAL AND ADMINISTRATIVE</b>	
<b>510 · Payroll</b>	
510.01 · Salaries	27,690.30
510.02 · Social Security/Medicare	2,079.09
510.03 · Retirement	2,990.95
510.04 · Health, Dental & Life Ins	5,897.80
<b>Total 510 · Payroll</b>	38,658.14
<b>520 · Office</b>	
<b>520.01 · Supplies</b>	
780-01 Off Exp - Wat	65.12
520.01 · Supplies - Other	111.40
<b>Total 520.01 · Supplies</b>	176.52
520.02 · Postage & Shipping	547.60
520.03 · Copier, Computer, Billing, Etc.	253.27
<b>Total 520 · Office</b>	977.39
<b>530 · Utilities</b>	
530.01 · Fuel For Equipment	1,077.20
530.02 · Solid Waste Disposal	141.19
530.03 · Telephone	737.35
<b>Total 530 · Utilities</b>	1,955.74
<b>540 · Professional Fees</b>	
540.01 · Audit & Accounting	11,400.00
540.02 · Management/Legal	1,500.00
540.05 · Tax Collector Fees	214.65
	13,114.65

**Cedar Key Water & Sewer District**  
**Profit & Loss**  
January 2022

	Jan 22
Total 540 · Professional Fees	13,114.65
560 · Other	
560.04 · Annual Fees & Dues	2,400.00
Total 560 · Other	2,400.00
Total 500 · GENERAL AND ADMINISTRATIVE	57,105.92
<b>600 · DIRECT WATER EXPENSES</b>	
610 · Chemicals and Filters	
610.01 · Chemicals	9,768.17
610.02 · Miex Resin	861.12
Total 610 · Chemicals and Filters	10,629.29
620 · Laboratory	
620.02 · Outside Lab	1,745.00
Total 620 · Laboratory	1,745.00
640 · Repairs and Maintenance	
640.01 · Piping and Distribution	1,930.20
640.03 · Building & Grounds	3,159.50
640.04 · Water Tower Maintenance	3,999.50
Total 640 · Repairs and Maintenance	9,089.20
650 · Utilities	
650.01 · Electric	1,956.65
650.03 · Telephone	78.23
Total 650 · Utilities	2,034.88
Total 600 · DIRECT WATER EXPENSES	23,498.37
<b>700 · DIRECT WASTEWATER EXPENSES</b>	
710 · Chemicals and Filters	
710.01 · Chemicals	4,211.30
Total 710 · Chemicals and Filters	4,211.30
720 · Laboratory	
720.01 · In House Lab	3,159.50
720.02 · Outside Lab	638.04
Total 720 · Laboratory	3,797.54
730 · Regulatory	
730.02 · Biosolids Hauling	10,895.00
Total 730 · Regulatory	10,895.00
740 · Repairs Maintenance Other	
740.01 · Piping & Distribution	2,467.06
740.02 · Equipment	2,065.00
Total 740 · Repairs Maintenance Other	4,532.06
750 · Utilities	
750.01 · Electric	2,570.94
Total 750 · Utilities	2,570.94
Total 700 · DIRECT WASTEWATER EXPENSES	26,006.84
Total Expense	106,611.13
Net Ordinary Income	-1,287.89
Net Income	-1,287.89

**Cedar Key Water & Sewer District**  
**Profit & Loss Budget vs. Actual**  
October 2021 through January 2022

	<u>Oct '21 - Jan 22</u>	<u>Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>300 - Income</b>			
305 - Water Revenue	171,926.08	487,200.00	35.29%
310 - Sewer Revenues	142,888.30	407,400.00	35.07%
315 - Ad Valorem Tax			
315.100 · Ad Valorem	180,719.15	235,800.00	76.64%
<b>Total 315 - Ad Valorem Tax</b>	<u>180,719.15</u>	<u>235,800.00</u>	<u>76.64%</u>
325 · Penalties	1,170.00	2,500.00	46.8%
330 - Earned Interest	2.47	20.00	12.35%
335 · New Meter Charges	300.00	2,000.00	15.0%
340 - Rent for Water & Sewer Di			
341 City	-75.00		
340 · 340-100 Cedar Key Dist.	6,583.00		
340 - Rent for Water & Sewer Di - Other	1,612.00	15,050.00	10.71%
<b>Total 340 - Rent for Water &amp; Sewer Di</b>	<u>8,120.00</u>	<u>15,050.00</u>	<u>53.95%</u>
350 - Misc Income	5,127.84	7,500.00	68.37%
360 · Carry Forward	0.00	40,000.00	0.0%
365. Meter Installation Fee	540.00	1,000.00	54.0%
366 · Recovery of Bad Debt	0.00	0.00	0.0%
382 - Grant - Legislative 2016	0.00	67,000.00	0.0%
<b>Total 300 - Income</b>	<u>510,793.84</u>	<u>1,265,470.00</u>	<u>40.36%</u>
<b>Total Income</b>	<u>510,793.84</u>	<u>1,265,470.00</u>	<u>40.36%</u>
<b>Gross Profit</b>	510,793.84	1,265,470.00	40.36%
<b>Expense</b>			
<b>500 · GENERAL AND ADMINISTRATIVE</b>			
<b>510 · Payroll</b>			
510.01 · Salaries	121,891.79	359,000.00	33.95%
510.02 · Social Security/Medicare	9,148.20	32,000.00	28.59%
510.03 · Retirement	13,433.05	42,000.00	31.98%
510.04 · Health, Dental & Life Ins	29,178.23	59,000.00	49.46%
510.05 · Workers Comp.	4,764.23	6,000.00	79.4%
<b>Total 510 · Payroll</b>	<u>178,415.50</u>	<u>498,000.00</u>	<u>35.83%</u>
<b>520 · Office</b>			
520.01 · Supplies			
780-01 Off Exp - Wat	65.12		
520.01 · Supplies - Other	173.38	3,000.00	5.78%
<b>Total 520.01 · Supplies</b>	<u>238.50</u>	<u>3,000.00</u>	<u>7.95%</u>
520.02 · Postage & Shipping	1,633.20	5,200.00	31.41%
520.03 · Copier, Computer, Billing, Etc.	898.55	5,000.00	17.97%
520.04 · Printing and Copying	0.00	1,500.00	0.0%
520.05 · Web Portal/E-Billing	0.00	0.00	0.0%
<b>Total 520 · Office</b>	<u>2,770.25</u>	<u>14,700.00</u>	<u>18.85%</u>
<b>530 · Utilities</b>			

**Cedar Key Water & Sewer District**  
**Profit & Loss Budget vs. Actual**  
October 2021 through January 2022

	<u>Oct '21 - Jan 22</u>	<u>Budget</u>	<u>% of Budget</u>
530.01 · Fuel For Equipment	4,048.26	7,500.00	53.98%
530.02 · Solid Waste Disposal	423.57	2,500.00	16.94%
530.03 · Telephone	2,599.93	10,000.00	26.0%
530 · Utilities - Other	0.00	0.00	0.0%
<b>Total 530 · Utilities</b>	<b>7,071.76</b>	<b>20,000.00</b>	<b>35.36%</b>
<b>540 · Professional Fees</b>			
540.01 · Audit & Accounting	15,400.00	20,000.00	77.0%
540.02 · Management/Legal	4,500.00	21,000.00	21.43%
540.03 · Property Appraiser's Fee	0.00	7,200.00	0.0%
540.05 · Tax Collector Fees	4,202.61	6,000.00	70.04%
540.04.Water/Wastwater Operator	0.00	500.00	0.0%
<b>Total 540 · Professional Fees</b>	<b>24,102.61</b>	<b>54,700.00</b>	<b>44.06%</b>
<b>550 - General Repair &amp; Maint</b>			
550.01 · Vehicle	2,584.25	28,000.00	9.23%
550.02 · Equipment and Tools	921.08	7,500.00	12.28%
550.03 · Building	186.14	2,500.00	7.45%
550.04 · Supplies	289.24	1,000.00	28.92%
550.05 · New Tools	0.00	1,000.00	0.0%
<b>Total 550 - General Repair &amp; Maint</b>	<b>3,980.71</b>	<b>40,000.00</b>	<b>9.95%</b>
<b>560 · Other</b>			
560.01 · Property/Liability Ins.	49,250.00	50,000.00	98.5%
560.02 · Election Expenses	0.00	3,000.00	0.0%
560.03 · Continuing Education	0.00	1,500.00	0.0%
560.04 · Annual Fees & Dues	3,131.00	5,000.00	62.62%
560.05 · Ads and Publications	54.68	750.00	7.29%
560.06 · Miscellaneous	269.00	1,000.00	26.9%
560.07 · Contingency	0.00	3,460.00	0.0%
<b>Total 560 · Other</b>	<b>52,704.68</b>	<b>64,710.00</b>	<b>81.45%</b>
<b>Total 500 · GENERAL AND ADMINISTRATIVE</b>	<b>269,045.51</b>	<b>692,110.00</b>	<b>38.87%</b>
<b>600 · DIRECT WATER EXPENSES</b>			
<b>610 · Chemicals and Filters</b>			
610.01 · Chemicals	26,873.61	80,000.00	33.59%
610.02 · Miex Resin	686.12	18,000.00	3.81%
<b>Total 610 · Chemicals and Filters</b>	<b>27,559.73</b>	<b>98,000.00</b>	<b>28.12%</b>
<b>620 - Laboratory</b>			
620.01 · In House Lab	1,419.59	5,000.00	28.39%
620.02 · Outside Lab	750.00	9,000.00	8.33%
<b>Total 620 - Laboratory</b>	<b>2,169.59</b>	<b>14,000.00</b>	<b>15.5%</b>
<b>630 - Regulatory</b>			
630.01 · Permits	0.00	1,000.00	0.0%
<b>Total 630 - Regulatory</b>	<b>0.00</b>	<b>1,000.00</b>	<b>0.0%</b>
<b>640 · Repairs and Maintenance</b>			
640.01 · Piping and Distribution	5,508.39	15,000.00	36.72%
640.02 · Equipment	685.95	20,000.00	3.43%



**Cedar Key Water & Sewer District**  
**Profit & Loss Budget vs. Actual**  
October 2021 through January 2022

	<u>Oct '21 - Jan 22</u>	<u>Budget</u>	<u>% of Budget</u>
640.03 · Building & Grounds	4,185.03	2,000.00	209.25%
640.04 · Water Tower Maintenance	8,674.00	16,000.00	54.21%
640.05 · Generators Annual Mainte	1,438.70	2,250.00	63.94%
<b>Total 640 · Repairs and Maintenance</b>	<b>20,492.07</b>	<b>55,250.00</b>	<b>37.09%</b>
<b>650 · Utilities</b>			
650.01 · Electric	5,637.98	21,000.00	26.85%
650.02 · Propane	0.00	700.00	0.0%
650.03 · Telephone	27.62	3,000.00	0.92%
<b>Total 650 · Utilities</b>	<b>5,665.60</b>	<b>24,700.00</b>	<b>22.94%</b>
<b>660 · Other</b>			
660.01 · Professional Fees	0.00	5,000.00	0.0%
660.20 · Contingency	0.00	3,500.00	0.0%
<b>Total 660 · Other</b>	<b>0.00</b>	<b>8,500.00</b>	<b>0.0%</b>
<b>670 · Capital Expenditures</b>			
670.02 Water Plant Construction	1,425.00	67,000.00	2.13%
<b>Total 670 · Capital Expenditures</b>	<b>1,425.00</b>	<b>67,000.00</b>	<b>2.13%</b>
<b>680 · Loans</b>			
680-05 · RD - Water System Interest	0.00	30,058.00	0.0%
680.06 · RD-Water System Principal	0.00	18,000.00	0.0%
<b>Total 680 · Loans</b>	<b>0.00</b>	<b>48,058.00</b>	<b>0.0%</b>
<b>Total 600 · DIRECT WATER EXPENSES</b>	<b>57,311.99</b>	<b>316,508.00</b>	<b>18.11%</b>
<b>700 · DIRECT WASTEWATER EXPENSES</b>			
<b>710 · Chemicals and Filters</b>			
710.01 · Chemicals	9,408.49	30,000.00	31.36%
<b>Total 710 · Chemicals and Filters</b>	<b>9,408.49</b>	<b>30,000.00</b>	<b>31.36%</b>
<b>720 · Laboratory</b>			
720.01 · In House Lab	3,246.13	3,000.00	108.2%
720.02 · Outside Lab	3,899.60	15,000.00	26.0%
<b>Total 720 · Laboratory</b>	<b>7,145.73</b>	<b>18,000.00</b>	<b>39.7%</b>
<b>730 · Regulatory</b>			
730.01 · Permits	200.00	2,000.00	10.0%
730.02 · Biosolids Hauling	23,675.00	60,000.00	39.46%
<b>Total 730 · Regulatory</b>	<b>23,875.00</b>	<b>62,000.00</b>	<b>38.51%</b>
<b>740 · Repairs Maintenance Other</b>			
740.01 · Piping & Distribution	7,478.02	7,500.00	99.71%
740.02 · Equipment	2,973.21	14,350.00	20.72%
740.03 · Building and Grounds	9,723.66	85,000.00	11.44%
740.04 · Generator-Annual Maintenance	0.00	1,500.00	0.0%
<b>Total 740 · Repairs Maintenance Other</b>	<b>20,174.89</b>	<b>108,350.00</b>	<b>18.62%</b>
<b>750 · Utilities</b>			
750.01 · Electric	7,185.18	29,002.00	24.78%
750.02 · Propane	0.00	1,000.00	0.0%
<b>Total 750 · Utilities</b>	<b>7,185.18</b>	<b>30,002.00</b>	<b>23.95%</b>
<b>760 · Other</b>			

**Cedar Key Water & Sewer District**  
**Profit & Loss Budget vs. Actual**  
 October 2021 through January 2022

	<u>Oct '21 - Jan 22</u>	<u>Budget</u>	<u>% of Budget</u>
760.01 · Professional Fees -WWTP Permit	1,612.00	5,000.00	32.24%
760.02 · Contingency	0.00	3,500.00	0.0%
<b>Total 760 · Other</b>	<u>1,612.00</u>	<u>8,500.00</u>	<u>18.97%</u>
<b>770 · Capital Expenditures</b>			
770.01 · Bridge 1,2,3 Drills	0.00	0.00	0.0%
<b>Total 770 · Capital Expenditures</b>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>
<b>Total 700 · DIRECT WASTEWATER EXPENSES</b>	<u>69,401.29</u>	<u>256,852.00</u>	<u>27.02%</u>
<b>Total Expense</b>	<u>395,758.79</u>	<u>1,265,470.00</u>	<u>31.27%</u>
<b>Net Ordinary Income</b>	<u>115,035.05</u>	<u>0.00</u>	<u>100.0%</u>
<b>Net Income</b>	<u><u>115,035.05</u></u>	<u><u>0.00</u></u>	<u><u>100.0%</u></u>

**Cedar Key Water & Sewer District**  
**Monthly Checkbook Activity**  
As of January 31, 2022

Date	Num	Name	Memo	Amount
<b>Unrestricted Cash Funds</b>				
01/01/2022		Deposit	Verizon	1,125.00
01/01/2022		Deposit	Deposit	918.00
01/01/2022		Deposit	Larry King Repair on Individual Pumping Unit	2,346.84
01/01/2022		RE- Deposit	Faraway Inn	707.94
01/01/2022		Deposit	Deposit	220.00
01/01/2022		Deposit	Deposit	61.33
01/01/2022		Deposit	Deposit	481.64
01/03/2022	Bankdraft	Transferred	01/03/2022	-4,902.00
01/03/2022		Deposit	Deposit	393.43
01/03/2022		Deposit	Deposit	5,920.00
01/03/2022	Bankdraft	MetLife	MetLife Insurance Group #05391065	-111.60
01/03/2022	Bankdraft	Harland Checks	deposit	-65.12
01/04/2022	30574	Margaret Ann Richburg		-84.68
01/04/2022		Deposit	Deposit	67.70
01/06/2022	30575	Quinn, William M.	Pay Check	-975.00
01/06/2022	30576	Richburg, Margaret A.	Pay Check	-618.72
01/06/2022		Deposit	Deposit	167.08
01/06/2022		Deposit	Deposit	451.98
01/06/2022		Deposit	Deposit	173.99
01/07/2022	30577	Doty, Gabriel T	Pay Check	-579.98
01/07/2022	30578	Johns, Alicia M.	Pay Check	-491.05
01/07/2022	30579	McCain, James E.	Pay Check	-1,150.39
01/07/2022	30580	Wisdom, Thomas C.	Pay Check	-2,098.35
01/07/2022	30581	Johns, Alicia M.	Pay Check	-519.10
01/07/2022	30582	ARROYO PROCESS EQUIPMENT, Pump		-861.12
01/07/2022	30583	Haldeman, Hattie B.	Pay Check	-369.40
01/07/2022	30584	Hand, Joseph G.	Pay Check	-369.40
01/07/2022	30585	Lauer, Tabitha	Pay Check	-369.40
01/07/2022	30586	Rosenthal, Stephen B.	Pay Check	-369.40
01/07/2022	30587	Sturmer, Leslie N.	Pay Check	-369.40
01/07/2022	Bankdraft	EFTPS	59-1156008	-2,461.42
01/07/2022		Deposit	Deposit	61.08
01/07/2022		Deposit	Deposit	10,517.82
01/07/2022		Deposit	Deposit	59.81
01/08/2022		Deposit	Deposit	53.20
01/09/2022		Deposit	Deposit	58.98
01/09/2022		Deposit	Deposit	7,729.41
01/10/2022	30588	John K. McPherson. P.A.	Management, Invoice No: 37 12/21	-1,500.00
01/11/2022	30589	Johns, Alicia M.	Pay Check	-491.04
01/11/2022	30590	Margaret Ann Richburg	01/10/2022	-84.68
01/11/2022		Deposit	Deposit	266.35
01/11/2022		Deposit	Deposit 1590001	5,500.00
01/11/2022		Deposit	Deposit	433.20

## Cedar Key Water & Sewer District Monthly Checkbook Activity

As of January 31, 2022

Date	Num	Name	Memo	Amount
01/13/2022	30592	McCain, James E.	Pay Check	-1,275.29
01/13/2022	30593	Quinn, William M.	Pay Check	-783.99
01/13/2022	30594	Richburg, Margaret A.	Pay Check	-618.72
01/13/2022	30591	Doty, Gabriel T	Pay Check	-579.98
01/13/2022	30595	DAVISVISION	90866	-213.18
01/13/2022	30596	US Postmaster	4 rolls of Stamps @ \$ 55.00 ea= \$ 220.00	-220.00
01/13/2022	30597	Wisdom, Thomas C.	postage refund	-12.00
01/13/2022	Bankdraft	EFTPS	59-1156008	-1,184.48
01/14/2022		Deposit	Deposit	216.68
01/16/2022		Deposit	Deposit	60.30
01/18/2022	30598	Margaret Ann Richburg	01/17/2022	-84.68
01/18/2022	30599	VISA		-1,965.92
01/18/2022		Deposit	Deposit	57.12
01/19/2022	Bankdraft	Wex Bank Marathon Fleet	Invoice No: 77291630 December 2021	-1,077.20
01/19/2022	30600	James MoreCertified Public Accountant	Invoice No:742366 10/01/2020 thru 09/30/21 Au	-8,000.00
01/19/2022	30601	Beauchamp & Edwards	Invoice # 186661 09/2021	-3,400.00
01/19/2022	30602	Central FL Electric	Electric Bills 12/2021	-4,527.59
01/19/2022	30603	Marina Hardware At Cedar Key, Inc.	Invoice No & Account No: 220 12/2021	-197.34
01/19/2022	30604	Aqua Pure Water & Sewerage Service	Invoice No: 85294 12/31/2021	-2,129.00
01/19/2022	30605	AT & T # 2	35254364059371988	-78.23
01/19/2022	30606	AT & T #1	Account No: 35254352859381989	-425.08
01/19/2022	30607	Verizon # 2	Invoice NoAcct.842009805-00001	-108.93
01/19/2022	30608	Verizon Wireless # 1	Invoice No: Acct9999895763916 12/15/2021	-98.34
01/19/2022	30609	Streamline	Annual Fees Invoice NO: OEAD86AE-0003 2022	-2,400.00
01/19/2022		Deposit	Deposit	18,084.31
01/20/2022	30610	Doty, Gabriel T	Pay Check	-662.18
01/20/2022	30611	Johns, Alicia M.	Pay Check	-491.05
01/20/2022	30612	McCain, James E.	Pay Check	-876.19
01/20/2022	30613	Quinn, William M.	Pay Check	-1,085.83
01/20/2022	30614	Richburg, Margaret A.	Pay Check	-618.73
01/20/2022	30615	Wisdom, Thomas C.	Pay Check	-2,098.35
01/20/2022	Bankdraft	EFTPS	59-1156008	-2,066.02
01/20/2022	Bankdraft	City Of Cedar Key	Solid Waste	-141.19
01/20/2022	30616	Hawkins, Inc.d/b/a Dumont	Invoice No: 6080978 11/23/21	-13,979.47
01/20/2022	30617	Hach Company	Invoice NO: HACH48940	-6,319.00
01/20/2022	30618	Bank of America	Account # 5490 9902 2217 3922 Novmber 2020	-163.99
01/20/2022	30619	Custom Pump & Control	Invoice No: 40633	-2,065.00
01/20/2022	30620	Konica Minolta Business Solutions	Invoice No: 277492023 12/31/21	-89.28
01/20/2022	30621	Utility Service Co., Inc.	Invoice No: 551122 01/01/22	-3,999.50
01/20/2022	30622	WiFiber	Inter Net Invoice No: 19151 02/28/22	-105.00
01/20/2022	30623	Quill Corporation	Invoice #2198835 ,21990709 01/02/22	-111.40
01/20/2022		Deposit	Deposit	420.00
01/20/2022		Deposit	Deposit	7,587.33
01/21/2022		Deposit	Deposit	554.89
01/23/2022		Deposit	Deposit	112.18

**Cedar Key Water & Sewer District**  
**Monthly Checkbook Activity**  
As of January 31, 2022

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
01/24/2022		Deposit	Deposit	87.88
01/24/2022		Deposit	WiFiFiber	150.00
01/25/2022		Deposit	Deposit	176.00
01/27/2022	30624	Doty, Gabriel T	Pay Check	-785.47
01/27/2022	30625	Johns, Alicia M.	Pay Check	-491.04
01/27/2022	30626	Richburg, Margaret A.	Pay Check	-618.72
01/27/2022		Deposit	Deposit	154.81
01/28/2022		Deposit	Deposit	433.20
01/28/2022	30627	McCain, James E.	Pay Check	-1,035.44
01/28/2022	30628	Quinn, William M.	Pay Check	-688.98
01/28/2022	Bankdraft	FMP,TF Pension Service	Retirement January,2022	-3,480.99
01/28/2022	Bankdraft	Transfer		-9,495.00
01/28/2022		Deposit	Deposit	869.75
01/28/2022		Deposit	Deposit	13,294.84
01/28/2022		Deposit	Deposit	23,881.05
01/28/2022		Deposit	Deposit	83.03
01/31/2022	Bankdraft	EFTPS	59-1156008	-1,122.26
01/31/2022	30629	DAVISVISION	90866	-213.18
01/31/2022	30630	Transamerica Employee Benefits	33859	-56.08
01/31/2022	Bankdraft	Blue Cross Blue Shield of FL	Group:90866 75572657 02/01 thru 03/02/2022	-5,463.09
01/31/2022	Bankdraft	Transfer		-33,441.15
01/31/2022	30631	A-Able Septic-Sewer Service, Inc.	Invoice NO: 52816,53148,529553,53178,53193	-10,895.00
01/31/2022	30632	US Postmaster	789 pc @ .40 ea = \$ 315.60	-315.60
01/31/2022	30633	Grainger Parts	Invoice No: 9171038095	-1,805.64
01/31/2022	30634	LANIER MUNICIPAL SUPPLY CO.,	Invoice NO: 208014,208016	-428.36
01/31/2022		Deposit	Deposit	4,505.37
01/31/2022	30635	City Of Cedar Key	Rent 10/01/2021 thru 01/31/2022	-3,283.00
				<u>-48,268.86</u>
				<u>-48,268.86</u>
				<u>-48,268.86</u>
				<u>-48,268.86</u>

Total Unrestricted Cash Funds

**TOTAL**

# Cedar Key Water and Sewer District

## Penalty Register

Detailed

For charges due before 02/10/2022

Account Balance as of 01/31/2022

Disconnect Date 02/10/2022

Sorted by: Route + Reading Sequence

Location No	Account No	Name	Address	Meter No.	Prev. Balance	Penalty	Tax	Account Balance
74001	74001	TIM CASTELL	12301 CEDAR ST.					
WATER	P1			2100160604	94.28	20.00	0.00	114.28
SEWER					85.66	0.00	0.00	85.66
		TIM CASTELL	Total		179.94	20.00	0.00	199.94
81001	81001	W.E. KNIGHT	12406 SR 24					
WATER	P1			14346305	172.60	20.00	0.00	192.60
SEWER					123.73	0.00	0.00	123.73
		W.E. KNIGHT	Total		296.33	20.00	0.00	316.33
<i>Paid \$150.00</i>								
1051001	1051001	WILL KNIGHT	12406 SR 24					
WATER	P1			18258673	126.37	20.00	0.00	146.37
		WILL KNIGHT	Total		126.37	20.00	0.00	146.37
<i>Paid</i>								
87001	87001	LYNN RENFROE	12502 SR 24					
WATER	P1			2100185283	104.22	20.00	0.00	124.22
SEWER					86.90	0.00	0.00	86.90
		LYNN RENFROE	Total		191.12	20.00	0.00	211.12
268001	268001	PAT HIBBITS	1169 HAWTHORNE AVE					
WATER	P1			13379859	58.09	20.00	0.00	78.09
SEWER					55.31	0.00	0.00	55.31
		PAT HIBBITS	Total		113.40	20.00	0.00	133.40
277001	277001	CHERI THOMAS	1182 SHELLCREST-DBL					
WATER	P1			14280684	79.34	20.00	0.00	99.34
SEWER					71.31	0.00	0.00	71.31
		CHERI THOMAS	Total		150.65	20.00	0.00	170.65
<i>Paid \$50.00</i>								
442001	442001	ANTHONY BATCHELOR	12630 HODGSON AVE.					
WATER	P1			13379829	57.24	20.00	0.00	77.24
SEWER					52.08	0.00	0.00	52.08
		ANTHONY BATCHELOR	Total		109.32	20.00	0.00	129.32
565001	565001	KALEE WADE	11 OLD MILL DRIVE 8C					
WATER	P1			14280445	61.13	20.00	0.00	81.13
SEWER					57.76	0.00	0.00	57.76
		KALEE WADE	Total		118.89	20.00	0.00	138.89
<i>Paid</i>								
593001	593001	SANDRA DELGADO	211 2ND ST 22-223					
WATER	P1			19125722	57.17	20.00	0.00	77.17
SEWER					54.56	0.00	0.00	54.56
		SANDRA DELGADO	Total		111.73	20.00	0.00	131.73
<i>Paid</i>								
767001	767001	DELL WEIBLE	8030 D ST -NICHOLAS					
WATER	P1			12943634	159.03	20.00	0.00	179.03
SEWER					109.66	0.00	0.00	109.66
		DELL WEIBLE	Total		268.69	20.00	0.00	288.69
<i>Paid</i>								
782001	782001	JEFFERY WIGSTEN	697 1ST ST.					
WATER	P1			13658465	122.92	20.00	0.00	142.92
SEWER					95.82	0.00	0.00	95.82
		JEFFERY WIGSTEN	Total		218.74	20.00	0.00	238.74
<i>Paid</i>								
810001	810001	AMANDA O'NEAL	609 4TH & D STREET					
WATER	P1			14280388	139.00	20.00	0.00	159.00
SEWER					108.23	0.00	0.00	108.23
		AMANDA O'NEAL	Total		247.23	20.00	0.00	267.23
<i>Paid \$165.00</i>								
817001	817001	NICOLE HARPER	633 4TH ST.					
WATER	P1			14280376	131.00	20.00	0.00	151.00

Location No	Account No	Name	Address	Meter No.	Prev. Balance	Penalty	Tax	Account Balance
817001	817001	NICOLE HARPER	633 4TH ST		111.22	0.00	0.00	111.22
					242.22	20.00	0.00	262.22
-----								
983001	983001	SCOTT EMOND	681 6TH STREET	14015257	158.20	20.00	0.00	178.20
					128.42	0.00	0.00	128.42
					286.62	20.00	0.00	306.62
-----								

*Paid*

Total Customers 14  
 Prev. Balance \$2,661.25  
 Penalty \$280.00  
 Total Tax \$0.00  
 Account Balance \$2,941.25

Previously Posted Penalty \$0.00

*8 customers  
 \$1,369.61*

# Cedar Key Water & Sewer District

## Sick and Annual Leave Balances

January 31, 2022 Amount Used 2022

<u>Employee</u>	<u>Sick Available</u>	<u>Sick Used</u>	<u>Vacation Available</u>	<u>Vacation Used</u>
Doty, Gabriel T	6:00	40:00	57:31	0:00
Johns, Alicia M.	28:27	24:00	51:59	40:00
McCain, James E.	1070:18	3:00	268:25	8:30
Quinn, William M.	268:00	6:00	145:07	0:00
Richburg, Margaret A.	4:00	14:00	95:52	15:00
Wisdom, Thomas C.	64:00	0:00	222:00	0:00



## Adjusted Bill Calculation

**Adjustment Information**

Date Requested: 1/19/2022  
 Month of Service: Jan-22  
 Metered Usage: 11,960 Gal  
 Am't Billed (W&S): \$189.51

Customer Name: Ken Edmunds

Account No.: 353001

Service Address: 16497 Hodges Avenue

\*Previous 12 Months

Average W&S Usage: 5,385 gallons/Month

Justification: Customer filled pool and left water hose on over night.

	<b>Water</b>	<b>Sewer</b>
Base Charges:	\$27.00	\$26.00

**Water Usage**

Gallons: **11,960**

0 to 3K	@	\$2.71/K	\$8.13
3 to 6 K	@	\$5.08/K	\$15.24
6 to 9 K	@	\$7.16/K	\$21.48
9K+	@	\$9.27/K	\$27.44
Total:			\$99.29

**Adjusted Sewer Usage**

Gallons\*: **5,385**

0 to 3K	@	\$2.19/K	\$6.57
3 to 6 K	@	\$4.44/K	\$10.59
6 to 9 K	@	\$6.45/K	\$0.00
9K+	@	\$8.44/K	\$0.00
Total:			\$43.16

**Adjusted Water and Sewer, Total:            \$142.45**

# Usage Report

From: 01/09/2021 Through: 02/09/2022  
 Sorted By: Account Number  
 For 353001

5,385 gal

Location No	Acct No.	Name	Service Address	Route	Change Out	Size	Name	Service	Tran Date	Measure	Act Usage	Bill Usage	Adj Usage	Adj Amt	Charges	Prior Date	Prior Read	Current Date	Current Read	
353001	353001	KEN EDMUNDS	16497 HODGES AVE	10																
19125700	5/8" METER	WATER	4980	0	0.00	4980	4980		01/29/2021	Gallons	4980	4980	0	0.00	43.32	12/21/2020	5082	01/20/2021	5580	
19125700	5/8" METER	WATER	4710	0	0.00	4710	4710		02/28/2021	Gallons	4710	4710	0	0.00	42.02	01/20/2021	5580	02/22/2021	6051	
19125700	5/8" METER	WATER	4280	0	0.00	4280	4280		03/31/2021	Gallons	4280	4280	0	0.00	39.94	02/22/2021	6051	03/22/2021	6479	
19125700	5/8" METER	WATER	5730	0	0.00	5730	5730		04/28/2021	Gallons	5730	5730	0	0.00	46.95	03/22/2021	6479	04/22/2021	7052	
19125700	5/8" METER	WATER	4160	0	0.00	4160	4160		05/28/2021	Gallons	4160	4160	0	0.00	39.35	04/22/2021	7052	05/19/2021	7468	
19125700	5/8" METER	WATER	14120	0	0.00	14120	14120		07/01/2021	Gallons	14120	14120	0	0.00	113.93	05/19/2021	7468	06/21/2021	8880	
19125700	5/8" METER	WATER	4330	0	0.00	4330	4330		07/30/2021	Gallons	4330	4330	0	0.00	40.18	06/21/2021	8880	07/21/2021	9313	
19125700	5/8" METER	WATER	5070	0	0.00	5070	5070		09/01/2021	Gallons	5070	5070	0	0.00	43.76	07/21/2021	9313	08/23/2021	9820	
19125700	5/8" METER	WATER	3860	0	0.00	3860	3860		09/30/2021	Gallons	3860	3860	0	0.00	37.90	08/23/2021	9820	09/22/2021	10206	
19125700	5/8" METER	WATER	4740	0	0.00	4740	4740		10/28/2021	Gallons	4740	4740	0	0.00	43.97	09/22/2021	10206	10/20/2021	10680	
19125700	5/8" METER	WATER	3170	0	0.00	3170	3170		11/30/2021	Gallons	3170	3170	0	0.00	35.99	10/20/2021	10680	11/18/2021	10997	
19125700	5/8" METER	WATER	5470	0	0.00	5470	5470		12/29/2021	Gallons	5470	5470	0	0.00	47.68	11/18/2021	10997	12/20/2021	11544	
19125700	5/8" METER	WATER	11960	0	0.00	11960	11960		01/31/2022	Gallons	11960	11960	0	0.00	99.29	12/20/2021	11544	01/19/2022	12740	
Totals for Customer/Location/Service: 353001 / WATER											76,580	76,580	0	0.00	674.28					

**Grand Totals**

WATER	Gallons	76580	76580	0	0.00	674.28
Number of Accounts		1				
Number of Locations		1				
Account/Location Combinations		1				

**CEDAR KEY WATER AND SEWER DISTRICT**

**REQUEST FOR BILL ADJUSTMENT**

Date: 1/19/2022

Name: Ken Edmunds

Name on Account if Different: \_\_\_\_\_

Physical Address of Account: 110497 Hodges Avenue

Description of water loss including dates over which loss occurred:

Customer was filling pool and left  
water hose on for a day and half.

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](mailto:alicia@ckwater.org)

Fax: 866-278-7502

Hand: 510 3<sup>rd</sup> Street, Cedar Key.

**Cedar Key Water and Sewer District  
General Manager Report  
February 14, 2022**

**1. Water System**

- We continue to look at the cost of modernizing our current plant with our most vulnerable components being replaced.
- We had a meeting on the 8th with Suwanee River Water Management.
- We finished testing on TTHM's and are shifting back to yearly and possibly tri-annually.

**2. Wastewater System**

- We have been accepted for Legislative Budget requests to the House of Representatives as well as the Senate for funding for our lift station refurbishment. House Bill#HB9155 and Senate Bill#1586. It has passed House committee and is going to Senate. If passed there it will go the house and Senate floor for voting.
- We 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). The City has approved that request and we are going forward with those needed repairs.
- CROM is preparing the orders for components and materials for the aeration basin repair.

**3. Covid-19**

No testing these past weeks. Vaccines are available for essential workers, and our employees are being urged to get them.

- 4.** Election preparation is underway. All 3 seats are currently contested. Alicia has spent time with the County Supervisor of elections to be prepared for the mail in ballots.
-