

NOTICE AND AGENDA
CEDAR KEY WATER & SEWER DISTRICT
510 3RD STREET, CEDAR KEY, FL32625

REGULAR MEETING
April 11, 2022
5:00 P.M.

1. Call to order
2. Pledge and Prayer
3. Adoption of Agenda
4. Swearing in of New Members
5. Election of Chair and Secretary
6. Approval of minutes of the March 14, 2022 regular meeting
7. Financial Reports: Balance Sheet; Budget Report; Checkbook Activity; Past Due Accounts Report; Employee Leave
8. Bill Adjustment Request
9. General Manager Report
10. Attorney Report
11. Commissioner Comments
12. Public Input
13. 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
POST OFFICE BOX 309
510 3RD STREET
CEDAR KEY, FL 32625
(352) 543-5285**

STATE OF FLORIDA
COUNTY OF LEVY
CEDAR KEY WATER & SEWER DISTRICT

I, _____ DO HEREBY make an oath that I will support, protect, and defend the Government of the United States of America, and of the State of Florida, against all enemies, domestic or foreign and will bear true faith, loyalty and allegiance to the same, that I am entitled to hold Office under the Constitution of the United States of America, and of the State of Florida, and that I will perform all the duties of the Office of a CEDAR KEY WATER & SEWER DISTRICT Commissioner and I am qualified to hold Office of WATER & SEWER DISTRICT Commissioner.

ATTEST: _____

DATE: _____

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

**Minutes of Regular Meeting
Board of Commissioners
March 14, 2022**

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

Others Present: Chad Wisdom, James McCain, Mandy Offerle, Frank Offerle, Jan Childers, Clay Childers, Sarah Solano Stokes, Stephanie May, Claudette Nelson, Claudette Nelson, Nancy Sera, Phil Prescott, Steve Priessman, Diane Priessman, Brendan McKintrick, Heath Davis.

1. Meeting called to order at 5:01 P.M. by Stephen Rosenthal, Chairman of the Board.
2. Pledge and Prayer.
3. Adoption of Agenda. **Motion** by Dottie Haldeman to adopt the agenda as presented. **Second** by Tabitha Lauer. Passed by a vote of 5-0.
4. Adoption of Minutes. **Motion** by Dottie Haldeman to accept the minutes of the regular Meeting of February 14, 2022, as presented. **Second** by Tabitha Lauer. Passed by a vote of 5-0.
5. Audit Report. The final audit report for 2020-2021 was presented by Brendan McKintrick of James Moore CPAs. Mr. McKintrick summarized the report with emphasis on the following:
 - The report is an unmodified opinion.
 - Lack of segregation of tasks, which is a common problem with small entities.
 - State has new information that was need like how much you compensated employees or contractors. What was the mileage rate was for this year?

Dottie Haldeman ask if the State would be requiring the District to hire new employees in the future to compensate for the Districts lack of segregation of duties. Mr. McKintrick replied that the State knows that a lot of small organizations have this issue and does not see them making that change in the future. Stephen Rosenthal thanked James Moore for doing a great job on the audit report and for getting it done in a timely manner. The Board also thanked James Moore CPAs for getting the audit report done in a timely manner.

Motion by Tabitha Lauer to adopt the final audit report as presented. **Second** by Dottie Haldeman. Passed by a vote of 5-0.

6. Financial Reports. Budget, Balance Sheet, Checkbook Activity, and Employee Leave Reports were presented for review. **Motion** by Dottie Haldeman to accept financial reports as presented. **Second** by Tabitha Lauer. Joe Hand ask Chad Wisdom if he looked into the sick and vacation leave amounts changing from month to month. Chad responded by explaining how it is set up for each employee to accrue so much sick and vacation leave every paycheck so that if someone does take a day or two off during the month it does not really show any change to their leave from month to month. Chad also, explained that once Robert Beauchamp and Laura Smith come in October to start the audit process they will set his sick and vacation leave up the same way so that Ann does not have to go in every time he takes time off and subtract it manually. Stephen Rosenthal ask if it was time for the mid-year budget adjustment. Chad said that it would be done at the next meeting and that he and John would get the necessary resolutions needed for approval. Leslie Sturmer ask about the water tower maintenance contract. Chad replied that we are 10 years into a 15 year contract. James has asked that they push some of the things they were going to do this year to next year and focus on painting and they were agreeable with James's suggestions. Dottie Haldeman was concerned about a customer on the penalty list as it was \$1907.00. Leslie Sturmer ask if they had a leak and Chad told her that it was the amount for the metered usage and that the bill had been paid. Passed 5-0
7. Billing Adjustment Request. There are no billing adjustments to report.
8. General Managers Report.
 - a. *Water Plant.* The GM reported that he is working with DEP to rewrite the grant for the remaining money to refurbish the MIEX and order more resin, pumps, mixers, etc. The that we now off the consent order with DEP for THMs and only have to test for them once year.
 - b. *Wastewater.* The GM was happy to report that the House Bills HB 9155 & SB 1586 are now up for approval by the Governor for the full \$2.5 million. Chad believes that review will be in June. This money will go to the lift station refurbishment. CROM is preparing to start in the first few weeks in April on the refurbishment of the front aeration tank. We have received the COVID funds from the City that will be used to pay for the aeration tank refurbishment.
 - c. *COVID-19.* There have been no COVID issues this month. The GM is still encouraging employees to get vaccinated.
 - d. *Election.* The GM reported that Alicia is doing very well with the election, anytime she she has any questions she calls or emails the Election office to get any needed answers. The GM also ask that if anyone goes into the hardware store to be sure and thank Mike for the ballot box that he made for the District at no charge.

e. *Grants.* The GM reported that we are in a kind of limbo for grant money until numbers are put together for a new project whether it is for a new pipeline or a new water plant. Joe ask John what the numbers were that we got in the past from Rural Development. It was discussed as to why we would only get 50% grant money versus 75% grant money. Chad reported that he would be sending in the application for the grant that was applied for in October even though it will not get approval, as advised by Leroy from Suwannee River Water Management, so that we stay on their radar for next year.

f. *District Credit Card.* The GM reported that since it has been an issue with getting parts and other items needed from our vendors we have had to order from Amazon, which requires payment upfront, so we have had to charge these items to the District credit card. A few of our vendors have told us with gas prices the way they are we are going to be seeing a fuel service charge added to our bills. I ask what I need to do to have the credit limit upped and the bank said it needed to be approved by the Board first. Tabitha ask to abstain from the vote because she is also employed by Drummond Bank. **Motion** by Dottie Haldeman to up the credit card limit to \$4000. **Second** by Joe Hand. Passed 4-0.

9. Attorney Report. John ask for a request to give the GM approval to advertise for a new attorney. The Board expressed their sadness as John has been an asset to the Water District. **Motion** by Tabitha Lauer to accept the request for advertising for a new lawyer for the Water & Sewer District. **Second** by Dottie Haldeman. Passed 5-0

10. Commissioner Comments.

Leslie Sturmer wanted to let everyone know that every year she completes an Outside Activities Form for the University of Florida. It is not required to be filed with the Commissioner Candidacy Qualification paperwork. Leslie also expressed how much she has loved serving on the Water & Sewer District Board and working with John, Chad and the rest of the staff at the Water & Sewer District.

12. Public Input. There was no public comment.

13. Adjournment: There being no further business to conduct, the meeting was adjourned at 5:34 p.m.

Stephen B. Rosenthal, Chairperson

Leslie Sturmer, Commissioner &
Secretary of the Board

Date: _____

Cedar Key Water & Sewer District
Balance Sheet
 As of March 31, 2022
 Mar 31, 22

ASSETS

Current Assets

Checking/Savings

Unrestricted Cash Funds

100 - Operating Account	172,807.27
102 Petty Cash	175.00
113.3 Unrestricted Savings	53,002.47

Total Unrestricted Cash Funds 225,984.74

Restricted Cash Funds

103.1 Security Deposit	13,901.02
114.00 RD Payment	49,357.50
114.02 RD RESERVE ACCOUNT	44,168.00

Total Restricted Cash Funds 107,426.52

Total Checking/Savings 333,411.26

Other Current Assets

135.5 - Unbilled Receivables	25,664.80
134 - Accounts Receivable	96,279.95
135 - Allowance for A/R	-9,700.00
160 - Inventory & Materials	56,809.57

Total Other Current Assets 169,054.32

Total Current Assets 502,465.58

Fixed Assets

301 - Land	125,195.95
302 - Other Improvements	2,504,213.86
304 - Plant and Equipment	7,888,890.37
306 - Other Equipment	98,091.31
307 - Sewer Machinery	130,629.33
308 - Computer S/W	11,313.24
309 - Vehicles	125,128.96
311 - Less Accum Depreciation	-6,083,417.26

Total Fixed Assets 4,800,045.76

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 5,468,902.53

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

485 - Note Payable -RD - Current	19,000.00
403- Emplo Ret Con Payabale	580.20

Cedar Key Water & Sewer District
Balance Sheet
As of March 31, 2022

	<u>Mar 31, 22</u>
405-01 Salaries Payable	4,923.67
407-01 SS Tax Payable	417.00
408 - Sales Tax Payable	81.60
411 - Unearned Revenues	9,222.29
450 - Fed. Income Taxes Payable	1,617.17
482 - Accrued Int Pay	2,349.00
483 - Accrued Compensated Absences	20,193.00
484 -Customer Deposits Payable	13,901.02
Total Other Current Liabilities	<u>72,284.95</u>
Total Current Liabilities	<u>72,284.95</u>
Long Term Liabilities	
460 - N/P-Rural Development	1,056,000.00
500 - Accrd Compen Absences-LT	9,379.00
Total Long Term Liabilities	<u>1,065,379.00</u>
Total Liabilities	<u>1,137,663.95</u>
Equity	
598 - Restricted for Debt Service	37,990.50
3900 - Retained Earnings	180,111.27
599 - Investment in Capital Assets -	3,891,295.66
Net Income	221,841.15
Total Equity	<u>4,331,238.58</u>
TOTAL LIABILITIES & EQUITY	<u><u>5,468,902.53</u></u>

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

50%

	Oct '21 - Mar 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
300 - Income				
305 - Water Revenue	243,698.16	487,200.00	-243,501.84	50.02%
310 - Sewer Revenues	203,335.90	407,400.00	-204,064.10	49.91%
315 - Ad Valorem Tax				
315.100 · Ad Valorem	201,905.99	235,800.00	-33,894.01	85.63%
Total 315 - Ad Valorem Tax	201,905.99	235,800.00	-33,894.01	85.63%
320 - City Solid Waste Billing	-141.19			
325 · Penalties	1,510.00	2,500.00	-990.00	60.4%
330 - Earned Interest	2.47	20.00	-17.53	12.35%
335 - New Meter Charges	3,600.00	2,000.00	1,600.00	180.0%
340 - Rent for Water & Sewer Di				
341 City	737.00			
340 · 340-100 Cedar Key Dist.	14,604.00			
340 - Rent for Water & Sewer Di - Other	1,612.00	15,050.00	-13,438.00	10.71%
Total 340 - Rent for Water & Sewer Di	16,953.00	15,050.00	1,903.00	112.65%
350 - Misc Income	91,294.52	7,500.00	83,794.52	1,217.26%
360 · Carry Forward	0.00	40,000.00	-40,000.00	0.0%
365. Meter Installation Fee	660.00	1,000.00	-340.00	66.0%
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	762,818.85	1,265,470.00	-502,651.15	60.28%
390 · Security Deposit				
390.01 · Security Deposit	100.00			
Total 390 · Security Deposit	100.00			
Total Income	762,918.85	1,265,470.00	-502,551.15	60.29%
Gross Profit	762,918.85	1,265,470.00	-502,551.15	60.29%
Expense				
500 · GENERAL AND ADMINISTRATIVE				
510 · Payroll				
510.01 · Salaries	178,380.75	359,000.00	-180,619.25	49.69%
510.02 · Social Security/Medicare	13,391.85	32,000.00	-18,608.15	41.85%
510.03 · Retirement	16,289.15	42,000.00	-25,710.85	38.78%
510.04 · Health, Dental & Life Ins	40,845.54	59,000.00	-18,154.46	69.23%
510.05 · Workers Comp.	4,764.23	6,000.00	-1,235.77	79.4%
Total 510 · Payroll	253,671.52	498,000.00	-244,328.48	50.94%
520 · Office				
520.01 · Supplies	462.60	3,000.00	-2,537.40	15.42%
520.02 · Postage & Shipping	2,642.72	5,200.00	-2,557.28	50.82%
520.03 · Copier, Computer, Billing, Etc.	1,310.60	5,000.00	-3,689.40	26.21%
520.04 · Printing and Copying	744.60	1,500.00	-755.40	49.64%
520.05 · Web Portal/E-Billing	0.00	0.00	0.00	0.0%
Total 520 · Office	5,160.52	14,700.00	-9,539.48	35.11%

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

	Oct '21 - Mar 22	Budget	\$ Over Budget	% of Budget
530 - Utilities				
530.01 · Fuel For Equipment	4,871.05	7,500.00	-2,628.95	64.95%
530.02 · Solid Waste Disposal	564.76	2,500.00	-1,935.24	22.59%
530.03 · Telephone	4,546.35	10,000.00	-5,453.65	45.46%
530 · Utilities - Other	0.00	0.00	0.00	0.0%
Total 530 · Utilities	9,982.16	20,000.00	-10,017.84	49.91%
540 - Professional Fees				
540.01 · Audit & Accounting	15,700.00	20,000.00	-4,300.00	78.5%
540.02 · Management/Legal	7,500.00	21,000.00	-13,500.00	35.71%
540.03 · Property Appraiser's Fee	167.49	7,200.00	-7,032.51	2.33%
540.05 · Tax Collector Fees	4,458.85	6,000.00	-1,541.15	74.31%
540.04 · Water/Wastwater Operator	0.00	500.00	-500.00	0.0%
Total 540 · Professional Fees	27,826.34	54,700.00	-26,873.66	50.87%
550 - General Repair & Maint				
550.01 · Vehicle	2,584.25	28,000.00	-25,415.75	9.23%
550.02 · Equipment and Tools	4,365.88	7,500.00	-3,134.12	58.21%
550.03 · Building	401.69	2,500.00	-2,098.31	16.07%
550.04 · Supplies	710.41	1,000.00	-289.59	71.04%
550.05 · New Tools	0.00	1,000.00	-1,000.00	0.0%
Total 550 - General Repair & Maint	8,062.23	40,000.00	-31,937.77	20.16%
560 - Other				
560.01 · Property/Liability Ins.	49,250.00	50,000.00	-750.00	98.5%
560.02 · Election Expenses	0.00	3,000.00	-3,000.00	0.0%
560.03 · Continuing Education	37.12	1,500.00	-1,462.88	2.48%
560.04 · Annual Fees & Dues	7,236.00	5,000.00	2,236.00	144.72%
560.05 · Ads and Publications	54.68	750.00	-695.32	7.29%
560.06 · Miscellaneous	296.77	1,000.00	-703.23	29.68%
560.07 · Contingency	35.98	3,460.00	-3,424.02	1.04%
Total 560 · Other	56,910.55	64,710.00	-7,799.45	87.95%
Total 500 · GENERAL AND ADMINISTRATIVE	361,613.32	692,110.00	-330,496.68	52.25%
600 - DIRECT WATER EXPENSES				
610 - Chemicals and Filters				
610.01 · Chemicals	38,868.39	80,000.00	-41,131.61	48.59%
610.02 · Miex Resin	686.12	18,000.00	-17,313.88	3.81%
Total 610 - Chemicals and Filters	39,554.51	98,000.00	-58,445.49	40.36%
620 - Laboratory				
620.01 · In House Lab	1,809.35	5,000.00	-3,190.65	36.19%
620.02 · Outside Lab	2,775.00	9,000.00	-6,225.00	30.83%
Total 620 - Laboratory	4,584.35	14,000.00	-9,415.65	32.75%
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	8,931.83	15,000.00	-6,068.17	59.55%

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

	Oct '21 - Mar 22	Budget	\$ Over Budget	% of Budget
640.02 · Equipment	1,064.53	20,000.00	-18,935.47	5.32%
640.03 · Building & Grounds	4,826.28	2,000.00	2,826.28	241.31%
640.04 · Water Tower Maintenance	8,674.00	16,000.00	-7,326.00	54.21%
640.05 · Generators Annual Mainte	1,438.70	2,250.00	-811.30	63.94%
Total 640 · Repairs and Maintenance	24,935.34	55,250.00	-30,314.66	45.13%
650 · Utilities				
650.01 · Electric	10,002.27	21,000.00	-10,997.73	47.63%
650.02 · Propane	0.00	700.00	-700.00	0.0%
650.03 · Telephone	670.62	3,000.00	-2,329.38	22.35%
Total 650 · Utilities	10,672.89	24,700.00	-14,027.11	43.21%
660 · Other				
660.01 · Professional Fees	70.00	5,000.00	-4,930.00	1.4%
660.20 · Contingency	0.00	3,500.00	-3,500.00	0.0%
Total 660 · Other	70.00	8,500.00	-8,430.00	0.82%
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	81,242.09	316,508.00	-235,265.91	25.67%
700 · DIRECT WASTEWATER EXPENSES				
710 · Chemicals and Filters				
710.01 · Chemicals	9,408.49	30,000.00	-20,591.51	31.36%
Total 710 · Chemicals and Filters	9,408.49	30,000.00	-20,591.51	31.36%
720 · Laboratory				
720.01 · In House Lab	3,246.13	3,000.00	246.13	108.2%
720.02 · Outside Lab	6,916.00	15,000.00	-8,084.00	46.11%
Total 720 · Laboratory	10,162.13	18,000.00	-7,837.87	56.46%
730 · Regulatory				
730.01 · Permits	200.00	2,000.00	-1,800.00	10.0%
730.02 · Biosolids Hauling	31,840.00	60,000.00	-28,160.00	53.07%
Total 730 · Regulatory	32,040.00	62,000.00	-29,960.00	51.68%
740 · Repairs Maintenance Other				
740.01 · Piping & Distribution	17,598.81	7,500.00	10,098.81	234.65%
740.02 · Equipment	5,019.74	14,350.00	-9,330.26	34.98%
740.03 · Building and Grounds	9,939.46	85,000.00	-75,060.54	11.69%
740.04 · Generator-Annual Maintenance	0.00	1,500.00	-1,500.00	0.0%
Total 740 · Repairs Maintenance Other	32,558.01	108,350.00	-75,791.99	30.05%
750 · Utilities				
750.01 · Electric	12,441.66	29,002.00	-16,560.34	42.9%
750.02 · Propane	0.00	1,000.00	-1,000.00	0.0%
Total 750 · Utilities	12,441.66	30,002.00	-17,560.34	41.47%

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

	Oct '21 - Mar 22	Budget	\$ Over Budget	% of Budget
760 · Other				
760.01 · Professional Fees -WWTP Permit	1,612.00	5,000.00	-3,388.00	32.24%
760.02 · Contingency	0.00	3,500.00	-3,500.00	0.0%
Total 760 · Other	1,612.00	8,500.00	-6,888.00	18.97%
770 · Capital Expenditures				
770.01 · Bridge 1,2,3 Drills	0.00	0.00	0.00	0.0%
Total 770 · Capital Expenditures	0.00	0.00	0.00	0.0%
Total 700 · DIRECT WASTEWATER EXPENSES	98,222.29	256,852.00	-158,629.71	38.24%
Total Expense	541,077.70	1,265,470.00	-724,392.30	42.76%
Net Ordinary Income	221,841.15	0.00	221,841.15	100.0%
Net Income	221,841.15	0.00	221,841.15	100.0%

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

Date	Num	Name	Memo	Amount
Unrestricted Cash Funds				
100 - Operating Account				
03/01/2022		Deposit	Repair to Individual Pumping unit @ 12771 Jernigar	112.50
03/01/2022		Deposit	Deposit	23,713.53
03/01/2022		Deposit	Deposit	80.74
03/01/2022		Deposit	Verison	1,125.00
03/01/2022		Deposit	Deposit	433.20
03/01/2022		Re-Fund	Over Payment	293.59
03/01/2022		Deposit	Outdoor Grease service fee	40.52
03/01/2022	30692	Johns, Alicia M.	Pay Check	-491.04
03/01/2022		Deposit	Deposit	8,207.15
03/01/2022		Deposit	Deposit	150.00
03/01/2022		Deposit	Deposit	918.00
03/01/2022	Bankdraft	Bad Check	ACH Return Kath Hull	-64.66
03/01/2022		Deposit	Caren Denkee	64.00
03/01/2022		Deposit	Susan Varnedoe Repair Pump Station	215.00
03/01/2022		Deposit	Jerry Lawrence Repair	798.66
03/02/2022	30693	US Postmaster	Stamps	-116.00
03/02/2022	30694	US Postmaster	790 pieces @ \$0.40 = \$316.00	-316.00
03/02/2022	30695	Margaret Ann Richburg	03/02/2022 Mileage to Ocala Lab	-84.68
03/03/2022	30676	VISA	Repairs Maintenece Other:740.01 Piping & Distrit	-1,296.96
03/03/2022	30696	Quinn, William M.	Pay Check	-974.99
03/03/2022	30697	Wisdom, Thomas C.	Pay Check	-2,098.35
03/03/2022	30698	John K. McPherson. P.A.	Management, Invoice No: 41 02/28/22	-1,500.00
03/04/2022	30699	Doty, Gabrial T	Pay Check	-662.18
03/04/2022	30700	McCain, James E.	Pay Check	-881.19
03/04/2022	30701	Richburg, Margaret A.	Pay Check	-637.90
03/04/2022	Bankdraft	EFTPS	59-1156008	-2,003.92
03/04/2022		Deposit	Deposit	293.14
03/04/2022		Deposit	Deposit	60.89
03/05/2022		Deposit	Deposit	114.62
03/07/2022		Deposit	Deposit	44.94
03/08/2022		Deposit	Deposit	448.36
03/09/2022		Deposit	Deposit	80.00
03/10/2022	30703	Doty, Gabrial T	Pay Check	-826.56
03/10/2022		Deposit	Deposit	173.98
03/11/2022	30706	Johns, Alicia M.	Pay Check	-491.05
03/11/2022	30708	Quinn, William M.	Pay Check	-688.98
03/11/2022	30704	Haldeman, Hattie B.	Pay Check	-369.40
03/11/2022	30705	Hand, Joseph G.	Pay Check	-369.40
03/11/2022	30707	Lauer, Tabitha	Pay Check	-369.40
03/11/2022	30709	Richburg, Margaret A.	Pay Check	-637.89
03/11/2022	30710	Rosenthal, Stephen B.	Pay Check	-369.40
03/11/2022	30711	Sturmer, Leslie N.	Pay Check	-369.40
03/11/2022	30712	McCain, James E.	Pay Check	-881.19

Cedar Key Water & Sewer District

Monthly Checkbook Activity

As of March 31, 2022

Date	Num	Name	Memo	Amount
03/11/2022	Bankd	EFTPS	59-1156008	-1,384.74
03/11/2022		Deposit	Deposit	116.89
03/11/2022		Deposit	Deposit	16,056.83
03/14/2022	30713	A-Able Septic-Sewer Service, Inc.	Invoice NO:53349-53656-535666-53534	-8,165.00
03/14/2022	30714	AMERICAN PIPE & TANK, INC.	Sewer Cleaqn Out for Liftstations	-4,800.00
03/14/2022	30715	Aqua Pure Water & Sewerage Ser	Invoice No: 85409 2/28/22	-414.00
03/14/2022	30716	AVANTI COMPANY, INC., (THE)	Testing water meter calibration for DEP	-1,220.00
03/14/2022	30717	Bay Pointe Utilities , Inc.	Invoice # BFO22002 2/28/2022	-150.00
03/14/2022	30718	Central FL Electric	Electric Bills 02/2022	-4,886.26
03/14/2022	30719	Gator Works Computing	Invoice NO: 21-24373 01/25/2022	-2,162.53
03/14/2022	30720	Goldstar Proudcnts Inc.	0029792 Grease Cutter	-3,180.40
03/14/2022	30721	Gulf Coast Business Systems	Laser Utility Bill Paper Invoice No: 4977	-744.60
03/14/2022	30722	Grainger Parts	9215800377-9227500460 02/2022	-230.27
03/14/2022	30723	Hach Company	Invoice NO: 12903794	-389.76
03/14/2022	30724	Hawkins, Inc.d/b/a Dumont	Invoice No: 6133264-6133122-3778093	-6,713.11
03/14/2022	30725	Konica Minolta Business Solutions	Invoice No: 62223026 3/22	-91.52
03/14/2022	30726	LANIER MUNICIPAL SUPPLY CO	Invoice NO:209090-209092	-703.25
03/14/2022	30727	Marina Hardware At Cedar Key, In	Invoice No & Account No: 220 01/2022	-582.51
03/14/2022	30728	Quill Corporation	Invoice # 23206136	-59.76
03/14/2022	30729	Ring Power	Invoice No:08WC7539506	-3,444.80
03/14/2022	30730	Verizon # 2	Invoice NoAcct.842009805-00001	-108.43
03/14/2022	30731	Verizon Wireless # 1	Invoice No: Acct. 9895763916 02/2022	-97.30
03/14/2022	30732	VISA		-550.36
03/14/2022	30733	WiFiber	Inter Net Invoice No: 20064 03/2022 - 04/2022	-215.00
03/14/2022		Deposit	Deposit	54.86
03/15/2022	30734	WiFiber	Inter Net Invoice No: May 2022 thru September 20	-525.00
03/15/2022	30735	Margaret Ann Richburg	03/15/2022 Mileage to Ocala Lab	-84.68
03/16/2022		Deposit	Deposit	62.21
03/16/2022		Deposit	Deposit	56.43
03/17/2022	30736	Doty, Gabriel T	Pay Check	-785.47
03/17/2022	30737	Johns, Alicia M.	Pay Check	-491.05
03/17/2022	30739	Wisdom, Thomas C.	Pay Check	-2,098.34
03/17/2022	30738	Richburg, Margaret A.	Pay Check	-637.90
03/17/2022	30740	VISA		-1,103.02
03/18/2022	30741	McCain, James E.	Pay Check	-1,040.44
03/18/2022	30742	Quinn, William M.	Pay Check	-688.99
03/18/2022	Bankdraft	EFTPS	59-1156008	-1,948.52
03/18/2022	30743	Chad Wisdom	Reimbursement for parts ordered	-171.56
03/18/2022		Deposit	\$ 85,000.00 from the City of Cedar Key	85,000.00
03/18/2022		Deposit	Deposit	322.33
03/19/2022		Deposit	Deposit	61.33
03/20/2022		Deposit	Deposit	267.96
03/23/2022	30745	Margaret Ann Richburg	03/15/2022 Mileage to Ocala Lab	-84.68
03/24/2022		Deposit	Deposit	200.14
03/25/2022	30744	Johns, Alicia M.	Pay Check	-491.04

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

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
03/25/2022	30746	Doty, Gabrial T	Pay Check	-579.98
03/25/2022	30747	Quinn, William M.	Pay Check	-783.99
03/25/2022	30748	Richburg, Margaret A.	Pay Check	-411.90
03/25/2022	30749	McCain, James E.		-1,502.18
03/25/2022	30750	AT & T # 2	352-543-6405 937 1988	-139.69
03/25/2022	30751	AT & T #1	352 543-5285 938 1989	-800.95
03/25/2022	30752	US Postmaster	784 pieces @ \$0..53 = \$415.52	-415.52
03/25/2022		Deposit	Deposit	27.00
03/27/2022		Deposit	Deposit	66.67
03/28/2022	BANKDRAI	EFTPS	59-1156008	-1,207.64
03/28/2022	30753	Johns, Alicia M.		-519.10
03/28/2022	Bankdraft	Blue Cross Blue Shield of FL	Group:90866 75627568 04/01 thru 05/01/2022	-5,463.09
03/29/2022	30754	Margaret Ann Richburg	03/29/2022 Mileage to Ocala Lab	-84.68
03/29/2022		Deposit	Deposit	65.35
03/30/2022	Bankdraft	VISA		-491.46
03/30/2022	Bankdraft	FMP,TF Pension Service	Retirement March, 2022	-3,456.10
03/30/2022		Deposit	Deposit	12,414.49
03/30/2022		Deposit	Deposit	16,024.02
03/30/2022		Deposit	Deposit	146.77
03/30/2022		Deposit	Deposit	8,795.65
03/30/2022		Deposit	Deposit	4,500.00
03/30/2022		Deposit	Deposit	3,520.00
03/31/2022	30755	Quinn, William M.	Pau Check	-927.50
03/31/2022	30756	Quinn, William M.	Pay Check	-688.98
Total 100 - Operating Account				<u>100,709.16</u>
Total Unrestricted Cash Funds				<u>100,709.16</u>
TOTAL				<u><u>100,709.16</u></u>

Cedar Key Water & Sewer District

Sick and Annual Leave Balances

March 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	10:00	52:00	72:43	0:00
Johns, Alicia M.	38:27	32:00	8:41	111:30
McCain, James E.	1059:18	30:00	266:29	35:30
Quinn, William M.	273:00	19:00	159:46	8:00
Richburg, Margaret A.	20:00	14:00	72:56	63:00
Wisdom, Thomas C.	80:00	0:00	198:00	24:00

Cedar Key Water and Sewer District

Penalty Register

Detailed

For charges due before 04/08/2022

Account Balance as of 04/01/2022

Disconnect Date 04/08/2022

Sorted by: Route + Reading Sequence

Location No	Account No	Name	Address	Meter No.	Prev. Balance	Penalty	Tax	Account Balance
10001	10001	MARILYN SPALDING	11591 SW 154TH ST.					
				12601510	57.15	20.00	0.00	77.15
					54.54	0.00	0.00	54.54
		MARILYN SPALDING	Total		111.69	20.00	0.00	131.69
28001	28001	BARBARA WOODHOUSE	15780 SUNSET PT DRIVE					
				13380016	45.45	20.00	0.00	65.45
					38.10	0.00	0.00	38.1
		BARBARA WOODHOUSE	Total		83.55	20.00	0.00	103.55
37001	37001	CLAMTASTIC	11990 HWY 24					
				2100185297	99.97	20.00	0.00	119.97
					92.44	0.00	0.00	92.44
		CLAMTASTIC	Total		192.41	20.00	0.00	212.41
45001	45001	ALICE MCKEE	12208 FRANKO CIR.					
				13658464	66.58	20.00	0.00	86.58
					62.17	0.00	0.00	62.17
		ALICE MCKEE	Total		128.75	20.00	0.00	148.75
74001	74001	TIM CASTELL	12301 CEDAR ST.					
				2100160604	44.46	20.00	0.00	64.46
					30.11	0.00	0.00	30.11
		TIM CASTELL	Total		74.57	20.00	0.00	94.57
81001	81001	W.E. KNIGHT	12406 SR 24					
				14346305	66.25	20.00	0.00	86.25
					70.54	0.00	0.00	70.54
		W.E. KNIGHT	Total		136.79	20.00	0.00	156.7
82001	82001	DONALD GILLMORE	12412 SR 24					
				19125699	60.29	20.00	0.00	80.29
					57.08	0.00	0.00	57.08
		DONALD GILLMORE	Total		117.37	20.00	0.00	137.3
109001	109001	PETER STEFANI	12586 SR 24					
				19125728	27.22	20.00	0.00	47.22
					26.18	0.00	0.00	26.18
		PETER STEFANI	Total		53.40	20.00	0.00	73.4
126001	126001	DAVID FEIGIN	12716 SW SR 24					
				14346406	54.39	20.00	0.00	74.39
					80.06	0.00	0.00	80.06
		DAVID FEIGIN	Total		134.45	20.00	0.00	154.4
272001	272001	DENISE LUDTKE	1150 HAWTHORNE AVE.					
				2100160620	55.89	20.00	0.00	75.89
					33.24	0.00	0.00	33.24
		DENISE LUDTKE	Total		89.13	20.00	0.00	109.13
363001	363001	ROBBIE COLLINS	12051 SW 164TH					
				12943645	29.33	20.00	0.00	49.33
					27.88	0.00	0.00	27.88
		ROBBIE COLLINS	Total		57.21	20.00	0.00	77.21
384001	384001	CYNTHIA QUALTIRE	16510 SW 120TH PL.					
				13658419	38.86	20.00	0.00	58.86
					12.78	0.00	0.00	12.78
		CYNTHIA QUALTIRE	Total		51.64	20.00	0.00	71.64
387001	387001	JOHN EATON	16571 SW 120TH PL.					
				14346393	44.83	20.00	0.00	64.83
					41.05	0.00	0.00	41.05
		JOHN EATON	Total		85.88	20.00	0.00	105.88
400001	400001	CHRISTIE LAVOIE	12291 SW 166TH COURT					
				2100185307	33.67	20.00	0.00	53.67
					31.39	0.00	0.00	31.39
		CHRISTIE LAVOIE	Total		65.06	20.00	0.00	85.06

430001	430001	MELODY GREY	16917 STURGIS CIRCLE						
WATER	P1			14280625	70.94	20.00	0.00	90.94	
SEWER					46.41	0.00	0.00	46.41	
		MELODY GREY	Total		117.35	20.00	0.00	137.3	
442001	442001	ANTHONY BATCHELOR	12630 HODGSON AVE.						
WATER	P1			13379829	43.36	20.00	0.00	63.36	
SEWER					39.76	0.00	0.00	39.76	
		ANTHONY BATCHELOR	Total		83.12	20.00	0.00	103.12	
448001	448001	JOHN ANASTASI	12750 JERNIGAN AVE.						
WATER	P1			2100035365	72.76	20.00	0.00	92.76	
SEWER					67.37	0.00	0.00	67.37	
		JOHN ANASTASI	Total		140.13	20.00	0.00	160.1	
462001	462001	TODD TAYLOR	16851 MARGERY ST.						
WATER	P1			14062242	27.73	20.00	0.00	47.73	
SEWER					26.59	0.00	0.00	26.59	
		TODD TAYLOR	Total		54.32	20.00	0.00	74.32	
476001	476001	WILLIAM GILES	16690 HODGES AVENUE						
WATER	P1			14346392	34.67	20.00	0.00	54.67	
SEWER					32.20	0.00	0.00	32.2	
		WILLIAM GILES	Total		66.87	20.00	0.00	86.87	
505001	505001	ISLAND ROOM REST.	192 2ND STREET						
WATER	P1			2100023765	139.96	20.00	0.00	159.96	
SEWER					128.74	0.00	0.00	128.74	
		ISLAND ROOM REST.	Total		268.70	20.00	0.00	288.7	
512001	512001	HUY NGUYEN	192 2ND ST-CC 315						
WATER	P1			18258667	29.09	20.00	0.00	49.09	
SEWER					27.69	0.00	0.00	27.69	
		HUY NGUYEN	Total		56.78	20.00	0.00	76.78	
518001	518001	B. PRESS	82 2ND ST -CC 213						
WATER	P1			14280478	77.33	20.00	0.00	77.33	
SEWER					54.70	0.00	0.00	54.7	
		B. PRESS	Total		112.0	20.00	0.00	132.03	
531001	531001	JEFF OODY	52 2ND ST - STILT HOUSE						
WATER	P1			13935875	30.58	20.00	0.00	50.58	
SEWER					28.89	0.00	0.00	28.89	
		JEFF OODY	Total		59.47	20.00	0.00	79.47	
560001	560001	WILLIAM HENDERSON	11 OLD MILL DRIVE 7D						
WATER	P1			14280516	27.03	20.00	0.00	47.03	
SEWER					26.02	0.00	0.00	26.02	
		WILLIAM HENDERSON	Total		53.05	20.00	0.00	73.05	
565001	565001	KALEE WADE	11 OLD MILL DRIVE 8C						
WATER	P1			14280445	32.07	20.00	0.00	52.07	
SEWER					30.10	0.00	0.00	30.1	
		KALEE WADE	Total		62.17	20.00	0.00	82.17	
597001	597001	KEN SCHWARTZ	211 2ND ST 33-324						
WATER	P1			2100035374	30.98	20.00	0.00	50.98	
SEWER					29.22	0.00	0.00	29.22	
		KEN SCHWARTZ	Total		60.20	20.00	0.00	80.2	
652001	652001	D. STEAKLEY	7041 DEPOT ST 201C						
WATER	P1			14346389	29.98	20.00	0.00	49.98	
SEWER					28.41	0.00	0.00	28.41	
		D. STEAKLEY	Total		58.39	20.00	0.00	78.39	
658001	658001	RICHARD GRIER	7041 DEPOT ST 303C						
WATER	P1			14280849	31.93	20.00	0.00	51.93	
SEWER					29.99	0.00	0.00	29.99	
		RICHARD GRIER	Total		61.92	20.00	0.00	81.92	
682001	682001	TIPSY COW	360 DOCK STREET						
WATER	P1			14346426	39.70	20.00	0.00	59.70	
SEWER					36.57	0.00	0.00	36.57	
		TIPSY COW	Total		76.27	20.00	0.00	96.27	
719001	719001	GALLOGLAIGH LLC	550 1ST ST IP#206						
WATER	P1			13484063	30.52	20.00	0.00	50.52	
SEWER					28.85	0.00	0.00	28.85	
		GALLOGLAIGH LLC	Total		59.37	20.00	0.00	79.37	
740001	740001	CHRISTY ROMAN	357 2ND ST.						
WATER	P1			18258650	31.50	20.00	0.00	51.50	
SEWER					30.28	0.00	0.00	30.28	
		CHRISTY ROMAN	Total		61.78	20.00	0.00	81.78	

741001	741001	DIOCESE OF ST	390 2ND STREET						
WATER	P1			19125759		74.46	20.00	0.00	94.46
SEWER						52.37	0.00	0.00	52.37
		DIOCESE OF ST	Total			126.83	20.00	0.00	146.83
767001	767001	DELL WEIBLE	8030 D ST -NICHOLAS						
WATER	P1			12943634		42.60	20.00	0.00	62.60
SEWER						39.10	0.00	0.00	39.10
		DELL WEIBLE	Total			81.70	20.00	0.00	101.70
772001	772001	PATRICK TYSON	621 1ST ST - FAIRCLOTH						
WATER	P1			19125716		29.74	20.00	0.00	49.74
SEWER						28.21	0.00	0.00	28.21
		PATRICK TYSON	Total			57.95	20.00	0.00	77.95
791001	791001	ROB PALMER	774 2ND STREET - 2						
WATER	P1			2100160651		158.40	20.00	0.00	178.40
SEWER						134.88	0.00	0.00	134.80
		ROB PALMER	Total			293.28	20.00	0.00	313.20
796001	796001	JAN VODA	742 2ND ST.						
WATER	P1			13379848		27.00	20.00	0.00	57.00
SEWER						26.00	0.00	0.00	26.00
		JAN VODA	Total			53.00	20.00	0.00	73.00
810001	810001	AMANDA O'NEAL	609 4TH & D STREET						
WATER	P1			14280388		145.98	20.00	0.00	165.90
SEWER						150.00	0.00	0.00	150.00
		AMANDA O'NEAL	Total			295.98	20.00	0.00	315.90
845001	845001	TERESE SEARS	741 6TH ST-PHILLIP						
WATER	P1			2000047454		74.57	20.00	0.00	94.57
SEWER						68.91	0.00	0.00	68.91
		TERESE SEARS	Total			143.48	20.00	0.00	163.40
854001	854001	FARAWAY INN	849 3RD STREET						
WATER	P1			14346281		537.25	20.00	0.00	557.25
SEWER						491.78	0.00	0.00	491.78
		FARAWAY INN	Total			1029.03	20.00	0.00	1049.03
884001	884001	NANCY SUTTON	809 4TH STREET						
WATER	P1			2100023770		59.65	20.00	0.00	79.65
SEWER						36.52	0.00	0.00	36.52
		NANCY SUTTON	Total			96.17	20.00	0.00	106.17
885001	885001	KRISTIE SCIALDONE	782 4TH ST						
WATER	P1			14280385		44.38	20.00	0.00	64.38
SEWER						40.65	0.00	0.00	40.65
		KRISTIE SCIALDONE	Total			85.03	20.00	0.00	105.03
902001	902001	COLLEEN MCINTINE	666 5TH ST.						
WATER	P1			14346124		324.48	20.00	0.00	344.48
SEWER						387.98	0.00	0.00	387.98
		COLLEEN MCINTINE	Total			712.46	20.00	0.00	732.46
915001	915001	HAROLD GRAY	5051 G STREET						
WATER	P1			2100160628		54.03	20.00	0.00	76.03
SEWER						52.02	0.00	0.00	52.02
		HAROLD GRAY	Total			106.05	20.00	0.00	126.05
924001	924001	GREGORY LIPSCOMB	842 6TH ST.						
WATER	P1			14346505		85.33	20.00	0.00	105.33
SEWER						80.42	0.00	0.00	80.42
		GREGORY LIPSCOMB	Total			165.75	20.00	0.00	185.75
925001	925001	AMY BLETCHER	810 6TH ST.						
WATER	P1			14346514		62.00	20.00	0.00	82.00
SEWER						75.09	0.00	0.00	75.09
		AMY BLETCHER	Total			137.09	20.00	0.00	157.09
950001	950001	REBECCA CULLINAN	926 8TH ST.						
WATER	P1			14346491		33.02	20.00	0.00	53.02
SEWER						30.86	0.00	0.00	30.86
		REBECCA CULLINAN	Total			63.88	20.00	0.00	83.88

Total Customers 46
Prev. Balance \$6,281.47
Penalty \$920.00
Total Tax \$0.00
Account Balance \$7,201.47

Previously Posted Penalty \$580.00

Adjusted Bill Calculation

Adjustment Information

Date Requested: 4/6/2022
 Month of Service: Apr-22
 Metered Usage: 18,900 Gal
 Am't Billed (W&S): \$312.42

Customer Name: Hal Hodges

Account No.: 673001

Service Address: 8010 A Street

*Previous 12 Months

Average W&S Usage: 5,722 gallons/Month

Justification: Plumber hooked sprinkler system into water meter line while doing some outside repairs.

	Water	Sewer
Base Charges:	\$27.00	\$26.00

Water Usage

Gallons: **18,900**

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	\$91.77
Total:		\$163.62

Adjusted Sewer Usage

Gallons*: **5,722**

0 to 3K @	\$2.19/K	\$6.57
3 to 6 K @	\$4.44/K	\$12.09
6 to 9 K @	\$6.45/K	\$0.00
9K+ @	\$8.44/K	\$0.00
Total:		\$44.66

Adjusted Water and Sewer, Total: \$208.28

Usage Report

From: 03/01/2021 Through: 04/06/2022
 Sorted By: Account Number
 For 673001

5,722 gpd avg

Location No	Acct No.	Name	Service Address	Route	Prior Date	Prior Read	Current Date	Current Read						
673001	673001	HAL HODGES	8010 A ST.	11										
12943647	5/8" METER	WATER	03/31/2021	Gallons	7800	7800	0	0.00	60.54	02/22/2021	14268	03/22/2021	15048	
12943647	5/8" METER	WATER	04/28/2021	Gallons	5770	5770	0	0.00	47.15	03/22/2021	15048	04/22/2021	15625	
12943647	5/8" METER	WATER	05/28/2021	Gallons	5600	5600	0	0.00	46.32	04/22/2021	15625	05/19/2021	16185	
12943647	5/8" METER	WATER	07/01/2021	Gallons	6220	6220	0	0.00	49.76	05/19/2021	16185	06/21/2021	16807	
12943647	5/8" METER	WATER	07/30/2021	Gallons	6210	6210	0	0.00	49.69	06/21/2021	16807	07/21/2021	17428	
12943647	5/8" METER	WATER	09/01/2021	Gallons	5140	5140	0	0.00	44.10	07/21/2021	17428	08/23/2021	17942	
12943647	5/8" METER	WATER	09/30/2021	Gallons	5890	5890	0	0.00	47.73	08/23/2021	17942	09/22/2021	18531	
12943647	5/8" METER	WATER	10/28/2021	Gallons	4100	4100	0	0.00	40.72	09/22/2021	18531	10/20/2021	18941	
12943647	5/8" METER	WATER	11/30/2021	Gallons	4940	4940	0	0.00	44.99	10/20/2021	18941	11/18/2021	19435	
12943647	5/8" METER	WATER	12/29/2021	Gallons	6710	6710	0	0.00	55.45	11/18/2021	19435	12/20/2021	20106	
12943647	5/8" METER	WATER	01/31/2022	Gallons	5570	5570	0	0.00	48.19	12/20/2021	20106	01/19/2022	20663	
12943647	5/8" METER	WATER	03/02/2022	Gallons	4710	4710	0	0.00	43.82	01/19/2022	20663	02/17/2022	21134	
12943647	5/8" METER	WATER	04/01/2022	Gallons	18900	18900	0	0.00	163.62	02/17/2022	21134	03/21/2022	23024	
Totals for Customer/Location/Service: 673001 / 673001 / WATER					87,560	87,560	0	0.00	742.08					

Grand Totals

WATER	Gallons	87560	87560	0	0.00	742.08
Number of Accounts		1		1		
Number of Locations		1		1		
Account/Location Combinations		1		1		

CEDAR KEY WATER AND SEWER DISTRICT

REQUEST FOR BILL ADJUSTMENT

Date: 4/6/2022

Name: Hal Hodges

Name on Account if Different: _____

Physical Address of Account: 8010 A Street

Description of water loss including dates over which loss occurred:

Customer was having some repairs done and the company doing the repairs hooked his sprinkler lines from his well to the water meter.

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

Alicia M. Lewis
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
April 11, 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 4th with Suwanee River Water Management.(minutes enclosed)
- We finished testing on TTHM's and are shifting back to yearly. (August)

2. Wastewater System

- House Bill#HB9155 and Senate Bill#1586 has passed and waiting on the Governors signature.
- CROM is currently working on 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 is complete with all incumbents retaining their positions.

5. I have attached some Attorney resumes for the Districts position as such.

**CEDAR KEY WATER AND SEWER DISTRICT
NOTICE OF JOB OPENING**

LEGAL COUNSEL

The Cedar Key Water and Sewer District is an independent special district created by the Florida legislature with the duty and authority to provide potable water and wastewater services within the boundaries of the District which are generally co-terminus with the boundaries of the City of Cedar Key. The District operates pursuant to a charter issued by the Florida Legislature, and is governed by a five-member elected governing board. It has the authority to collect user fees and impose ad valorem taxes. It serves a population of about 700, and has about 900 total accounts. Additional information may be found at the District's website: www.ckwater.org.

The District will be accepting applications for the position of legal counsel. The District's legal counsel is expected to:

- Provide legal representation to the District in all matters coming before the District.
- Attend a monthly meeting of the District governing board, generally held at 5:00 p.m. on the second Monday of each month, and also attend any special meetings called by the Board.
- Answer to the District governing board, but also work closely with the District's general manager to provide legal advice and services necessary to assist the general manager in carrying out the mission of the District.
- Act as an independent contractor subject to a contract with the District spelling out duties and compensation.
- Be licensed to practice law in the State of Florida.

A letter of interest and resume may be hand delivered to the District Offices at 510 3rd Street, Cedar Key; mailed to P.O. Box 309, Cedar Key, FL, 32625; or emailed to chad@ckwater.org. The application period will remain open until position is filled.

Dated: March 24, 2022

Robin Myers

Hosford, FL 32334

robinemyers4_224@indeedemail.com

+1 850 559 9750

Authorized to work in the US for any employer

Work Experience

General Counsel for Calhoun Liberty Credit Union

Calhoun Liberty Credit Union

2018 to Present

- Responsible for guaranteeing compliance with State and Federal Laws including the Fair Housing Act and Equal Housing Opportunity Act.
- Providing representation for the Credit Union in civil matters relating to foreclosure, loan defaults and Uniform Commercial Code litigation.
- Assist in putting in place policies and procedures that have resulted in a financial institution in the poorest part of the Florida Panhandle growing by more than 30 million dollars in three years.

County Attorney

LIBERTY COUNTY

2016 to Present

- Representing the Liberty County Board of County Commission as general counsel in all legal matters.
- Insure compliance with State and Federal law in the procurement of goods and services, contracting with vendors, human resource management and compliance.
- Represent the Board in budget disputes between the Board and Sheriff before the Florida Cabinet.
- Worked with house and senate representatives to draft budget appropriation requests on behalf of the County.
- Defended the County in civil suits including imminent domain, governmental takings, trust disputes, personal injury, worker's compensation and wrongful termination.
- Worked closely with the Board, Clerk and Department Heads to draft policies in compliance with the ever changing rules and regulations handed down by the State and Federal Legislatures.
- Attended all Board meeting and reviewed all Board decisions to insure compliance with applicable State and Federal Laws. Provided oversight of grants and special tax revenue expenditures of restricted funds, CARES Act funds, Hurricane Michael Relief Funds, and special gas tax revenues.
- This compliance is especially important in Liberty County where the nonrestrictive funds are only about 7% of the overall budget. The rest of the expenditures are subject to strict compliance with the expenditure criteria set forth in the funding source.

Private Practice Attorney

2014 to Present

Representing individual, corporate, and governmental clients in matters ranging from criminal defense, real estate transactions, contracts and all aspects of civil litigation.

Assitant State Attorney

SECOND JUDICIAL CIRCUIT FLORIDA

2004 to 2014

- Oversaw all stages of pre-arrest investigation of criminal complaints as the chief law enforcement officer in the County.
- Worked closely with various local and statewide law enforcement agencies to insure criminal complaints were investigated in accordance with constitutional and statutory mandates.
- Approved arrest warrants, search warrants, and issued subpoenas to secure testimony and evidence.
- Took sworn testimony from witnesses and law enforcement officers to substantiate the filing of formal charges.
- Held sole discretion over post arrest charging and resolution of the cases.
- Represented the State of Florida in all criminal matters that resulted in trials.
- The Nature of trials I performed varied from financial crimes to sexual battery, to murder.
- Sexual Assault Response Team (SART): Drafted a grant and with its funding established a SART program.
- Our Sexual Assault Response Team included a partnership with the local school system, local law enforcement agencies, EMS, State Attorney's Office, Emergency Rooms and social services.
- The program we instituted insured that any person who reported sexual assault was handled in a very specific way in order to make certain they were taken seriously and treated with respect.
- Our SART Grant provided funding for the training of Emergency Room nurses on every shift as Sexual Assault Nurse Examiners (SANE) certified. This provided a local qualified and trained individual which made the collection of the sex assault examination infinitely easier on the victim.
- Established programs to assure that services were available for the victims during and after the pendency of the criminal prosecution, ensuring the ability for educational outreach through schools in raising awareness of sexual assault among the staff and students
- Child Death Review Team: As a member of the Second Circuits Child Death Review Team I reviewed every child death in the Second Judicial Circuit. We reviewed the actions of law enforcement, EMS, medical examiners, and doctors to make certain the opinion of accidental death was correct
- Through review we were able to identify several cases whose initial investigations were incomplete and were subsequently able to pick up the investigation and bring charges.
- On cases of accidental death, we made recommendations to regulators regarding dangerous conditions and products we identified as contributing factors of the child's death. This resulted in products being reviewed and sometimes recalled or removed from the market.

Education

Juris Doctorate

Florida State School of Law

April 2004

Skills

- Fair Housing Regulations
- Legal Drafting
- Legal Research
- Human Resources Management
- UCC Law

- Office Management
- Interviewing

Certifications and Licenses

Bar

LAW OFFICE OF

CAROLE JOY BARICE, P.A.

Post Office Box 70
Nobleton, Florida 34661
Telephone: (352) 568-0095
Direct e-mail address:
LAWCJB@EARTHLINK.NET



*ALSO ADMITTED IN ALASKA
*ALSO ADMITTED IN MICHIGAN
*SUPREME COURT CERTIFIED MEDIATOR
COUNTY, CIRCUIT & APPELLATE COURTS

*BOARD CERTIFIED
CITY, COUNTY &
LOCAL GOVERNMENT LAW

Transmitted via U.S. Mail and e Mail to chad@ckwater.org

April 7, 2022

Chair and Members of the Board of Commissioners
Chad Wisdom, General Manager
Cedar Key Water and Sewer District
510 3rd Street
Cedar Key, Florida 32625

RE: Legal Counsel Position

Dear Chair, Members of the Board of Commissioners, and Mr. Wisdom:

Please accept this as my letter of interest for your consideration of my qualifications to serve as the District Legal Counsel. I am Board Certified in City, County and Local Government Law, and have been Board Certified in this area of the law since 1996. Attached, please find a copy of my resume detailing experience representing local governmental entities. I have, also, represented state governmental entities, as Assistant General Counsel to the Florida Department of Environmental Regulation (predecessor to the Department of Environmental Protection), and as General Counsel to the Florida Department of State.

I currently serve as the District Legal Counsel to three Independent Special Districts, created by the Florida Legislature and operating under a Charter much like the Cedar Key Water and Sewer District. They are the Homosassa Special Water District, the Lake Apopka Natural Gas District and the Citrus County Mosquito Control District. These Districts are governed by Boards of Commissioners to whom I report. The Commissioners of the Homosassa Special Water District and the Citrus County Mosquito Control District are elected to office, while three of the Commissioners of the Lake Apopka Natural Gas District are elected City Commissioners, and two of the Commissioners are appointed by the member cities.

Each of these Independent Special Districts are governed by the Florida Constitution and Florida Statutes applicable to Independent Special Districts, including, to name a few, the Government in the Sunshine Law, Public Records Law, Consultants Competitive Negotiation Act and Uniform Special District Accountability Act. As Legal Counsel for these Districts, I attend

regular monthly and special Board meetings, provide legal counsel to the Boards of Commissioners, and work closely with the Executive Directors and agency managerial staff.

In the past, I have served as Assistant City Attorney to the City of Altamonte Springs, the City of Cocoa Beach, the City of Deltona and the City of Dunnellon. While in those positions, I dealt with a wide range of issues related to public utilities, as well as issues relating to land use and municipal governance.

I would be pleased to meet with you as our schedules may permit, if you feel I am a good candidate for the position. I am available for such a meeting between now and April 27th, and after May 10th. Between April 27th and May 10th, I will be out of the state, and will be available by telephone or through a virtual format, such as Zoom. Please let me know if you would like a list of references or any additional information.

Thank you for your consideration. I look forward to hearing from you.

Sincerely,

A handwritten signature in cursive script, appearing to read "Carole Joy Barice".

Carole Joy Barice, Esquire

Encl.

CAROLE JOY BARICE

PROFESSIONAL EXPERIENCE

CAROLE JOY BARICE, P.A.
Nobleton, Florida
Attorney-Private Practice
January 2018 – Present

Sole Practitioner. Government Law; Land Use and Environmental Law. General Litigation, Real Property, Contracts and Administrative Law. Board Certified in City, County and Local Government Law. Retained as Legal Counsel to Lake Apopka Natural Gas District, Homosassa Special Water District and Citrus County Mosquito Control District; Florida Supreme Court Certified Mediator, Appellate, County and Circuit Courts.

McGEE & MASON, P.A.
101 South Main Street
Brooksville, Florida 34601
August 2004-January 2018

Land Use and Environmental Law; Government Law; Administrative Law; Appellate Practice; Real Property; Contracts; General Litigation. Board Certified in City, County and Local Government Law. Retained as Legal Counsel to City of Dunnellon, City of Weeki Wachee, Lake Apopka Natural Gas District, Homosassa Special Water District, Citrus County Mosquito Control District and Lake County Water Authority; Florida Supreme Court Certified Mediator, Appellate, County and Circuit Courts.

THE NATURE CONSERVANCY
Altamonte Springs, Florida
Wekiva/Ocala Large Conservation Area Project Coordinator and Southeast Division Attorney
September 2003-August 2004

Land Conservation; Legal Counsel to Field Offices in United States Southeast Division. Real Property, Land Acquisition, Government Grants, Contracts, Administrative Law, and Environmental Law. Legal, Scientific and Environmental multidisciplinary approach to ecosystem protection. Coordinating team of scientific professionals with Federal, State, Regional, Local Government and Private entities on Policy, Regulation and Land Acquisition.

CAROLE JOY BARICE, P.A.
Longwood, Florida
Attorney-Private Practice
October 2002 – August 2004

Sole Practitioner. Land Use and Environmental Law. General Litigation, Real Property, Contracts and Administrative Law. Board Certified in City, County and Local Government

Carole Joy Barice (continued)

Law. Florida Supreme Court Certified Mediator, County and Circuit Courts. Special Master, Orange County Code Enforcement.

FOWLER, BARICE, FEENEY & O'QUINN, P.A.
Orlando, Florida
Attorney - Private Practice
December 1984 – October 2002

General litigation; registered lobbyist; Board Certified in City, County and Local Government Law. Areas of practice include Administrative and Local Governmental Law, Environmental Law, Real Property, Eminent Domain and Condemnation, Contracts, Federal Antitrust, Civil Rights, Professional and Occupational Licensing; Retained as Legal Counsel to City of Altamonte Springs, City of Deltona and City of Cocoa Beach; Special Counsel to City of Ocoee; Member East Central Florida Regional Planning Council 1992 - 1999; Retained as Hearing Officer for the City of Orlando; Florida Supreme Court Certified Mediator, County and Circuit Courts; member Florida Energy 2020 Commission 2000 – 2002.

OFFICE OF THE SECRETARY OF STATE
Tallahassee, Florida
General Counsel, Chief Cabinet Aide, Florida Department of State
June 1983-November 1984

Supervision of legal department of Department of State and active legal representation of the Department and Secretary of State in judicial and administrative legal proceedings, state and federal forums. Representative and policy advisor to state Cabinet officer in Executive and Legislative matters involving 12 state agencies administered by the Governor and Cabinet. Primary responsibility for policy direction and coordination between Governor and Cabinet and agency directors.

OFFICE OF THE SECRETARY OF STATE
Tallahassee, Florida
Senior Cabinet Aide, Senior Attorney
August 1979 - June 1983

Legal representation of the Department of State. Policy advisor to state Cabinet officer. Primary responsibility for Environmental and Regional Planning matters.

ATTORNEY -PRIVATE PRACTICE
Tallahassee
December 1978-August 1979
Sole Practitioner. General litigation, Environmental and Administrative litigation, Legislative lobbyist.

Carole Joy Barice (continued)

STATE OF FLORIDA, DEPARTMENT OF ENVIRONMENTAL REGULATION
Tallahassee, Florida
Assistant General Counsel,
June 1976 - December 1978

Environmental and Administrative Law. Representation of the agency in judicial and administrative legal proceedings, state and federal forums, trial and appellate phases. Legal pleadings, briefs, discovery, extensive use of expert witnesses, oral argument, settlement negotiations. Cases involved air pollution, water pollution, dredge and fill, public drinking water, personnel, contracts, performance bonds and leases. Legal Counsel to District branch offices.

17TH JUDICIAL CIRCUIT OF FLORIDA BROWARD COUNTY
Ft. Lauderdale, Florida
Assistant State Attorney, Intern
March 1975 - June 1975

Criminal Law. Misdemeanors.

PROFESSIONAL ADMISSIONS

Florida Bar Certified CITY, COUNTY AND LOCAL GOVERNMENT LAW
Florida Supreme Court Certified Appellate, County and Circuit Court MEDIATOR
Northern, Southern and Middle Federal District Courts, Florida
United States Eleventh Circuit Court of Appeals, Atlanta
Michigan Bar, June 25, 1979
Florida Bar, June 1, 1976
Alaska Bar, 1999

APPOINTMENTS AND PROFESSIONAL ASSOCIATIONS

Florida Energy 2020 Commission, 2000 – 2002
East Central Florida Regional Planning Council, 1992 - 1999 Secretary/Treasurer
Florida Bar City, County, Local Government Certification Committee, 2009-2015
City, County and Local Government Law Certification Exam 1997 Appeal Panel
Florida Board of Bar Examiners 1999 Passing Standard Review Study Panel
Capital Tiger Bay Club
Orlando Tiger Bay Club
Florida Economics Club
Williams Inn of Court, Secretary
Orange County Bar Association
Seminole County Bar Association

Carole Joy Barice (continued)

Hernando County Bar Association
Central Florida Association for Women Lawyers
Citrus/ Hernando Inn of Court
Florida Bar Grievance Committee Fifth Judicial Circuit

COMMUNITY SERVICE

Anthony House Shelter for the Homeless, Zellwood
Legal Aide Pro Bono Service; Founding Director and Vice President and Secretary
Church of the Annunciation, Longwood
Eucharistic Minister and Minister to the Sick, Hospitals and Homebound
Hospice of the Comforter, Patient Volunteer
Florida Audubon Society
Center for Birds of Prey; Docent, Volunteer
Teen Court Hernando County
American Cancer Society Brooksville Relay for Life
Hernando County Bar Association Team Coordinator

EDUCATION – DEGREES AND HONORS

FLORIDA STATE UNIVERSITY, School of Law
Florida State University at Tallahassee
Juris Doctor with Honors Degree - 1975
Upper 15% scholastic rank
Law Review

OXFORD UNIVERSITY, Brasenose College
Oxford, England
International Law Studies - Summer 1974

FAIRLEIGH DICKINSON UNIVERSITY
Madison, New Jersey
Post Graduate Employment Oriented Courses - 1971

UNIVERSITY OF FLORIDA AT GAINESVILLE
Gainesville, Florida
Bachelor of Science Degree in Chemistry - 1970

PERSONAL

Married to Charles S. Lee, Director of Advocacy, Audubon Florida



5302 NW 156th Avenue
Gainesville, FL 32653
(386) 462-9286
(386) 462-3196 fax

Cedar Key Regionalization Meeting Minutes

TO: Heath Davis, Sue Colson, Dottie Haldeman, Chad Wisdom (Cedar Key)

COPIES: File, SRWMD

FROM: Wetland Solutions, Inc.

DATE: April 5, 2022

April 4, 2022 – Cedar Key Meeting (Cedar Key Water & Sewer District Office, 2:00 pm)

Attendees

Cedar Key – Heath Davis, Sue Colson, Dottie Haldeman, Chad Wisdom

SRWMD – Leroy Marshall, Lorna Radcliff

WSI – Scott Knight, Chris Keller

Minutes

- General project overview
 - WSI explained that the purpose of the project is to evaluate alternatives to meet the water and wastewater needs of Cedar Key, Otter Creek, Bronson, and unincorporated Levy County. This project will evaluate each community maintaining their current system, as well as potential regionalization with Bronson supplying water to other project partners. This alternatives evaluation will also consider various paths by which regionalization can be completed including a regional authority or through interlocal agreements. The purpose of this meeting was to gain more information about Cedar Key's current water system, wastewater system, interest in potential regionalization, and other related items of interest.
- Cedar Key's Current Water System
 - The City of Cedar Key currently supplies water from two wells (#4 and #5) located northeast of the City along SR24. Well 4 is 145' deep and Well 5 is 186' deep. These wells produce water with high TOC and hardness. Well 3 is no longer used because of elevated TOC concentrations.
 - The original water treatment plant was built in 1962. The current treatment process includes:
 - Pumping, sodium permanganate treatment, ion exchange, initial chlorination, lime softening, sand filters with aeration, hydrogen peroxide for de-chlorination, carbon filters, and final chlorination before

distribution (assuming the residual is met, if it is not, then recirculate and re-chlorinate).

- The cost for replacing carbon in this system is approximately \$28,000/3 months with the exchange being completed manually.
- Much of the City's distribution system is looped to provide adequate fire flows and reduce water age. Flushing is completed annually and the City is about to begin using auto-flushers to improve water age. Some areas of the City have 8" lines in residential areas (to provide fire flows) with few accounts and water age can be a challenge.
- The City currently has approximately 1,008 accounts although the population is highly variable based on visitors. Current flows are approximately 90,000-100,000 gallons per day Monday through Thursday with flows approximately doubling on weekends. Flows increase to 250,000-280,000 gallons per day on festival weekends.
- The City has seen a shift from part-time residents to more full-time residents. This has resulted in a loss in cost-sharing for projects from a 25% match to a 50% match for USDA projects.
- Water rates have an increasing block rate structure with a \$27/month account charge. Water usage is charged at a rate of \$2.71/1,000 gallons for 0-3,000, \$5.08/1,000 gallons for 3,000-6,000, \$7.17/1,000 gallons for 6,000-9,000 gallons, and \$9.27/1,000 gallons for usage over 9,000 gallons per month. The current water rates in combination with a portion of ad valorem taxes allow for the system to generate approximately the amount of revenue that is spent to run the system.
- Current treated water quality is good with few issues. Cedar Key is home to a large aquaculture (primarily clam farming) industry and the water quality at the tap in these facilities is critical with any taste, odor, or disinfection issues being particularly problematic. Many of these facilities complete their own water quality testing and additional treatment if necessary.
- Estimates of the tourist population were made based on restaurant visitation with an estimate of about 411,000 visitors per year.
- The City has evaluated the construction of a new water plant to meet current and future needs. Anticipated costs for this system are \$13-15 million.
- Water quality evaluations between Cedar Key most of the way to Bronson indicate similar water quality concerns to those of the City's current wells.
- Cedar Key's Current Wastewater System
 - Cedar Key's wastewater facility was constructed in 1993.
 - The current facility treats water with the following process:
 - Collection, bar screen, aeration, digester, clarifiers, sand filters, chlorination, and disposal.

- Disposal is through leach fields located at the water tower site.
 - The City is currently rebuilding aeration basins
 - The wastewater system does not face the same current challenges as the water system, but there is the potential for issues, particularly under extreme weather conditions.
 - Primary concerns in the wastewater system are related to occasional inundation of lift stations during king tides or storms when saltwater can enter lift stations and upset the wastewater treatment process. Additionally given the location of the wastewater facility within the City a spill is a substantial concern given the local economy's reliance on sensitive aquaculture.
 - Long-term concerns include sea-level rise and impacts associated with climate change that could cause treatment upsets or cause spills. Maintaining a wastewater facility within the City is of particular concern given the location of the facility within an area that is expected to regularly flood under future sea levels.
 - The City previously installed a reclaimed water distribution system but has not operated it due to excessive monitoring costs.
- Regionalization Interest
 - Cedar Key anticipates little population growth because of a lack of developable land. Additionally Levy County overall has seen essentially no population growth over the last decade. Primary unknowns that could drive additional growth are potential toll roads that could result in traffic and the need for services to meet traveler's needs.
 - There is significant interest in a regional project that could deliver higher quality water to the City's residents in a simpler manner. While the City is currently supplying high quality water there is an expectation that the existing wells will need replaced at some point and that treatment costs could escalate due to the need for additional processes or materials/equipment costs.
 - Cost is a factor and the City would have little ability to cover the cost of the project without state, federal, or District support. The City would also need to understand and ensure the structure of any water supply agreement whether it be through a regional authority or interlocal agreements. A primary concern is that the entity providing water must provide a high-quality and reliable water supply.
 - The regionalization approach of most interest would be a water supply authority that delivers a set quantity of water with a minimum quality through a master meter into the City's water system near their existing #4 and #5 well field. The City would pay for water from this system and continue to bill their residents.
 - Evaluations should consider the current costs paid by water users for their individual treatment systems.

- Significant utility conflicts exist at US19 where two large diameter natural gas lines run, from fiber optic lines that runs along the south, and possibly north, side of SR24, overhead power that runs along SR24, and from fiber optic lines that run along US19. Additionally, the city's water line runs along SR24 from the wells to the City.
- Cedar Key is a unique coastal city within the state. Rather than tourism, aquaculture/fishing is the largest revenue source. Additionally, Cedar Key provides 95% of the state's shellfish. Rather than some other areas that have lost productive waters, Cedar Key has completed stormwater and wastewater projects that have allowed opening of more than 5,000 additional acres to aquaculture. Cedar Key also has one of the state's two state museums and the state's smallest school.
- Cedar Key has worked with the USDA and the SRWMD to complete past projects and to invest in their water and wastewater system. This has included directionally drilling the City's water line at each of the bridge crossings.
- The City has both water and wastewater concerns with their neighbors in Levy County. This includes concerns over the quality of water that these residents receive from their wells and costs associated with treating this water. There is also concern with potential impacts of septic in these areas contributing to water quality issues in the creeks and rivers that feed the Cedar Key aquaculture industry. Levy County has attempted to address issues related to septic systems by requiring advanced septic in an established zone of Coastal Critical Concern.
- Cedar Key recommended consistent meetings between a small group of representatives from the individual entities to keep the project moving forward.

**AMENDMENT NO. 3
TO AGREEMENT NO. LP38091
BETWEEN
FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION
AND
CEDAR KEY WATER AND SEWER DISTRICT**

This Amendment to Agreement No. LP38091 (Agreement), as previously amended, is made by and between the Department of Environmental Protection (Department), an agency of the State of Florida, and Cedar Key Water and Sewer District (Grantee), on the date last signed below.

WHEREAS, the Department entered into the Agreement with the Grantee for Cedar Key Water and Sewer District Water Plant (Project), effective August 24, 2016; and,

WHEREAS, the Grantee has requested a reallocation of the budget for the project and,

WHEREAS, the parties wish to amend the Agreement as set forth herein; and,

WHEREAS, certain provisions of the Agreement need revision.

NOW THEREFORE, the parties agree as follows:

1. Section 17. of the Agreement is deleted and replaced as follows:

The Grant Managers for this Agreement are identified below:

Department's Grant Manager

Name: Jillian Bates
Address: 3900 Commonwealth Blvd.
Douglas Building, MS 3602
Tallahassee, FL 32399-300
Phone: 850-245-2918
Email: jillian.bates@floridadep.gov

Grantee's Grant Manager

Name: Chad Wisdom
Address: 510 3rd Street
Cedar Key, FL 32625
Phone: 352-543-5285
Email: chad@ckwater.org

2. **Attachment A-4, Grant Work Plan**, is hereby deleted in its entirety and replaced with **Attachment A-5, Revised Grant Work Plan**, as attached to this Amendment and hereby incorporated into the Agreement. All references in the Agreement to **Attachment A-4** shall hereinafter refer to **Attachment A-5, Revised Grant Work Plan**.
3. All other terms and conditions of the Agreement remain in effect. If and to the extent that any inconsistency may appear between the Agreement and this Amendment, the provisions of this Amendment shall control.

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK

The parties agree to the terms and conditions of this Amendment and have duly authorized their respective representatives to sign it on the dates indicated below.

CEDAR KEY WATER AND SEWER DISTRICT

STATE OF FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION

By: 
Name and Title of Authorized Representative
STEPHEN B. ROSENTHAL-CHAIKMAN

By: _____
Angela Knecht, Director of DWRA

Date: 3/29/22

Date: _____

Jillian Bates, DEP Grant Manager

Michael Barr, DEP QC Reviewer

List of attachments/exhibits included as part of this Amendment:

Specify Type Attachment	Letter/ Number A-5	Description (include number of pages) Revised Grant Work Plan (2 Pages)

**ATTACHMENT A-5
REVISED GRANT WORK PLAN**

PROJECT TITLE: Cedar Key Water and Sewer District Water Plant

PROJECT LOCATION: The Project will be located at 10050 SW CR 347, Cedar Key in Levy County, Florida. Project coordinates are latitude 29.181779 and longitude -83.022343.

PROJECT BACKGROUND: During the summer of 2012, the wellfield of the Cedar Key Water and Sewer District (Grantee) suffered from saltwater intrusion. The Department issued a consent order that placed tentative deadlines to become compliant with drinking water standards, as well as standards applicable to the new reverse osmosis facility's discharge. A new water treatment plant (WTP) will need to be constructed to meet the discharge requirements and effectively treat brackish groundwater. This plant will replace the existing, antiquated, facility. The Grantee originally planned to construct a 360,000 gallon per day membrane WTP at the site of the existing lime softening WTP. The pilot test showed that membrane technology would not work with the Grantee's usual groundwater-influenced raw well water.

PROJECT DESCRIPTION: Based on the results of the original pilot test, it was determined that the Grantee will need to use a new and up-to-date lime softening treatment process. To comply with permitting requirement of the new process, the Grantee tested the use of chlorine dioxide as the disinfectant. Although chlorine dioxide is an approved disinfectant for drinking water, a lengthy and rigorous testing period is required to make the switch to this disinfectant. It was determined that chlorine dioxide would not work, and the Grantee will test the use of granulated activated carbon (GAC) filtration as part of the treatment process to meet requirements relating to maximum levels of disinfectant byproducts. DEP has approved a 90-day pilot test of (GAC) filtration at the existing water treatment plant. Upon successful testing, (GAC) filtration equipment was purchased. The pilot was completed with uncertain results, it became clear that ion exchange would be needed in conjunction with (GAC) filtration. The pilot test was re-run with new carbon and ion exchange treatment, kept online throughout. It proved successful, however, the life of the (GAC) has shown to be extremely short. In effort to extend the (GAC) life, the Grantee needs to replace/upgrade the resin and certain associated pumps in ion exchange to prove an extended life and feasibility of the (GAC).

The Grantee does not anticipate that the funding under this Agreement will result in a fully completed project, so this Agreement will cover a portion of the work.

TASKS: All documentation should be submitted electronically unless otherwise indicated.

Task #1: Pre-Design Study

Deliverables: The Grantee (1) performed pre-design study on the use of chlorine dioxide as a disinfectant for the drinking water, (2) installed GAC filtration equipment, (3) ran pilot test to confirm adequate results and (4) if results are uncertain, rerun pilot test. The Grantee will produce a pre-design report that will detail the scope of the problem in the analysis area, outline design options, and identify tasks required to complete resolution of the problem.

Documentation: The Grantee will submit the final pre-design study report.

Performance Standard: The Department's Grant Manager will review the documentation to verify that the deliverables have been completed as described above. Upon review and written acceptance by the Department's Grant Manager, the Grantee may proceed with payment request submittal.

Payment Request Schedule: The Grantee may submit a payment request for cost reimbursement following the conclusion of the task.

PROJECT TIMELINE & BUDGET DETAIL:

The tasks must be completed by, and all documentation received by, the corresponding task end date. Cost reimbursable grant funding must not exceed the budget amounts as indicated below.

Task No.	Task Title	Budget Category	Grant Amount	Task Start Date	Task End Date
1	Pre-Design Study	Contractual	\$285,277.79	7/1/2017	6/30/2022
		Equipment	\$96,857.12	7/1/2017	6/30/2022
		Miscellaneous/Other Expenses	\$67,865.08	7/1/2017	6/30/2022
Total:			\$450,000		

The Grantee tested the use of granulated activated carbon (GAC) filtration as part of the treatment process in order to meet requirements relating to maximum levels of disinfectant byproducts. DEP has approved test GAC filtration at the existing water treatment plant.