

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

REGULAR MEETING
February 11, 2019, 5:00 P.M.

1. Call to order.
2. Pledge and Prayer.
3. Adoption of Agenda.
4. Public Input.
5. Approval of minutes of January 14, 2019 Board meeting. *(1-3)*.
6. Financial Reports: Budget Report; Balance Sheet; Checkbook Activity; Past Due Accounts Report; Employee Leave *(4-16)*.
7. Bill Adjustment Request: Thomas Simpson *(17-20)*.
8. General Manager Report *(21)*.
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 14, 2019**

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

Others Present: John McPherson, Mack Cox.

1. Meeting called to order at 5:00 p.m. by Stephen Rosenthal, Chair.
2. Pledge and Prayer.
3. Adoption of Agenda. **Motion** by Dottie Haldeman to adopt the agenda as presented. **Second** by Leslie Sturmer. Passed by a vote of 5-0.
4. Public Input. Public input was requested but none was provided.
5. Approval of Minutes. **Motion** by Joe Hand to accept the minutes of the December 10, 2018, meeting as presented. **Second** by Dottie Haldeman. Passed by a vote of 5-0.
6. Financial Reports. Budget, Balance Sheet, Checkbook Activity, Past Due Accounts, and Employee Leave reports were presented for review. The General Manager reviewed several accounts with high expenditures and explained the reasons therefor. The Board requested that the General Manager check into what alternatives there may be to purchasing the same transponders for the meters as they wear out. **Motion** by Dottie Haldeman to accept the financial reports as presented. **Second** by Leslie Sturmer. Passed by a vote of 5-0.
7. Bill Adjustments:
 - A request by Katherine Lane for an adjustment from \$108.46 to \$81.86 due to a broken line to an ice maker. **Motion** by Dottie Haldeman to approve the adjustment as meeting the standards for adjustments. **Second** by Joe Hand. Passed by a vote of 5-0.
 - A request by Maureen Zuck for an adjustment from \$313.79 to \$201.83 due to an exterior hose accidentally being left on for an extended period. **Motion** by Dottie Haldeman to approve the adjustment as meeting the standards for adjustments. **Second** by Joe Hand. Passed by a vote of 5-0.

8. General Manager Report.

a. *Water Plant Issues.*

- (1) Disinfectant Byproducts: The GM reported that the next test will be during the first week of February.
- (2) TwinOxide: The GM reported that the application for DEP authorization to proceed with the second TwinOxide test has been submitted, a draft permit from DEP has been received, and comments on the draft have been sent back to DEP.
- (3) Phosphate: The GM reported that both Hawkins Chemicals and the Florida Rural Water Association suggested that the District add phosphate to the water treatment process as a way to reduce hardness and the complaints the District is getting from customers about scaling on dishes in dishwashers. He reported that the necessary DEP permitting has been initiated through FRWA.

b. *Wastewater Treatment Plant Permit Renewal.* The GM reported that Tim Norman has submitted the application and additional information to DEP and we are awaiting DEP's response.

c. *Wastewater Bridge Lines Directional Drills.* The GM reported that the contract with SRWMD for the RIVER funds has been executed and Tim Norman has begun design work.

d. *Water Tower.* The GM reported that Utility Service Group will do the interior cleaning of the water tower on January 24.

e. *Trim Compliance.* The GM reported that after conducting the budget re-hearing and submitting paperwork to the State, the District received a TRIM compliance letter.

f. *Drummond Bank Line of Credit.* The GM reported that the District's \$100,000 line of credit with Drummond Bank needs to be renewed, and that Drummond Bank has agreed to waive the fees. The GM stated that the line of credit should be maintained for quick use in case of emergency, and requested that the Board approve renewal. **Motion** by Chris Reynolds to renew the line of credit and authorize the Board Chair and Secretary to sign the necessary documents. **Second** by Dottie Haldeman. Passed by a vote of 5-0.

g. *Annual Report for 2018.* Leslie Sturmer had the following comments about the draft annual report prepared by the GM:

- Check to see if there is a more clear way to describe our well-water than "surface water influenced."
- Check to make sure that the high DBP levels did not continue into 2018.

h. *Groundwater Levels.* The GM presented the following groundwater levels to the Board:

DATE	ROSEWOOD	SUWANNEE	NOTE
1.1.12	7.62	1.64	6 months before saltwater intrusion
5.23.12	6.67	-.54	Near start of intrusion event
8.1.12	9.76	3.76	Near end of intrusion event
1.1.17	9.88	2.99	Start of 2017
1.1.18	10.46	3.53	Start of this year
12.03.18	11.13	4.61	Previous reading
1.08.19	11.50	4.68	Current

9. Commissioner Comments: None.
10. Public Input: Public input was requested but none was provided.
11. Adjournment: There being no further business to conduct, the meeting was adjourned at 5:42 p.m.

Stephen Rosenthal, Chairperson

Leslie Sturmer, Commissioner &
Secretary of the Board

Date: _____

Cedar Key Water & Sewer District
Balance Sheet
As of January 31, 2019

Jan 31, 19

ASSETS

Current Assets

Checking/Savings

Unrestricted Cash Funds

100 - Operating Account	34,207.22
102 Petty Cash	175.00
113.3 Unrestricted Savings	40,016.85

Total Unrestricted Cash Funds 74,399.07

Restricted Cash Funds

103.1 Security Deposit	12,401.02
113.00 Water Capital Facility	2,084.94
114.00 RD Payment	31,300.00
114.02 RD RESERVE ACCOUNT	29,462.00

Total Restricted Cash Funds 75,247.96

Total Checking/Savings 149,647.03

Other Current Assets

134 - Accounts Receivable	85,255.84
135 - Allowance for A/R	-16,000.00
160 - Inventory & Materials	50,491.87
170 - Utility Deposit	141.19

Total Other Current Assets 119,888.90

Total Current Assets 269,535.93

Fixed Assets

301 - Land	125,195.95
302 - Other Improvements	2,275,950.23
304 - Plant and Equipment	7,530,935.97
306 - Other Equipment	116,229.81
307 - Sewer Machinery	158,704.72
308 - Computer S/W	9,540.64
309 - Vehicles	110,495.02
311 - Less Accum Depreciation	-5,473,100.38

Total Fixed Assets 4,853,951.96

Other Assets

311.50 - CIP - New Water Treatment Plant	
312 - CIP-SRF Project	140,250.00
313 - CIP - SRF District Match	26,000.00
313.25 - CIP - Special Legislative 38091	64,750.00
313.50 - CIP - (Sp Leg 38091) District	20,628.19

Total 311.50 - CIP - New Water Treatment Plant 251,628.19

Total Other Assets 251,628.19

TOTAL ASSETS 5,375,116.08

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

4

Cedar Key Water & Sewer District
Balance Sheet
As of January 31, 2019

Jan 31, 19

407-01 SS Tax Payable	71.14
408 - Sales Tax Payable	24.89
411 - Deferred Revenue	6,067.08
450 - Fed. Income Taxes Payable	-260.18
482 - Accrued Int Pay	2,460.07
483 - Accrued Compensated Absences	14,320.00
484 -Security Deposit Payable	12,372.67
Total Other Current Liabilities	35,055.67
Total Current Liabilities	35,055.67
Long Term Liabilities	
460 - N/P-Rural Development	1,126,000.00
500 - Accrd Compen Absences-LT	8,970.00
Total Long Term Liabilities	1,134,970.00
Total Liabilities	1,170,025.67
Equity	
597 Restricted for Construction	2,850.45
598 - Restricted for Debt Service	24,560.00
3900 - Retained Earnings	170,780.56
599 - Investment in Capital Assets -	3,979,580.15
Net Income	27,319.25
Total Equity	4,205,090.41
TOTAL LIABILITIES & EQUITY	5,375,116.08

Cedar Key Water & Sewer District
2018-2019 Profit & Loss Budget vs. Actual
2018 thru 2019

33%

	Oct '18 - Jan 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
300 - Income				
305 - Water Charge	143,537.57	445,000.00	-301,462.43	32.26%
310 - Sewer Charges	118,967.26	389,000.00	-270,032.74	30.58%
315 - Ad Valorem Tax				
315.100 · Ad Valorem	120,057.99			
315 - Ad Valorem Tax - Other	3,231.04	203,712.00	-200,480.96	1.59%
Total 315 - Ad Valorem Tax	123,289.03	203,712.00	-80,422.97	60.52%
325 · Penalties	1,365.00	2,000.00	-635.00	68.25%
330 - Earned Interest	9.52	12.00	-2.48	79.33%
335 · New Meter Charges	400.00	2,000.00	-1,600.00	20.0%
340 - Rent	1,092.62	4,600.00	-3,507.38	23.75%
350 - Misc Income	1,429.00	500.00	929.00	285.8%
360 · Carry Forward	0.00	50,000.00	-50,000.00	0.0%
365. Meter Installation Fee	240.00	1,000.00	-760.00	24.0%
382 - Grant - Legislative 2016	7,746.00	180,000.00	-172,254.00	4.3%
386 - Grant SRWMD 2018	2,340.00	95,000.00	-92,660.00	2.46%
Total 300 - Income	400,416.00	1,372,824.00	-972,408.00	29.17%
Total Income	400,416.00	1,372,824.00	-972,408.00	29.17%
Gross Profit	400,416.00	1,372,824.00	-972,408.00	29.17%
Expense				
500 · GENERAL AND ADMINISTRATIVE				
510 · Payroll				
510.01 · Salaries	85,346.04	219,200.00	-133,853.96	38.94%
510.02 · Social Security/Medicare	6,340.33	16,800.00	-10,459.67	37.74%
510.03 · Retirement	9,644.17	27,300.00	-17,655.83	35.33%
510.04 · Health, Dental & Life Ins	17,721.28	51,400.00	-33,678.72	34.48%
510.05 · Workers Comp.	8,222.00	6,600.00	1,622.00	124.58%
Total 510 · Payroll	127,273.82	321,300.00	-194,026.18	39.61%
520 · Office				
520.01 · Supplies	782.03	2,000.00	-1,217.97	39.1%
520.02 · Postage & Shipping	1,425.55	6,000.00	-4,574.45	23.76%
520.03 · Copier, Computer, Billing, Etc.	641.15	4,500.00	-3,858.85	14.25%
520.04 · Printing and Copying	0.00	1,500.00	-1,500.00	0.0%
Total 520 · Office	2,848.73	14,000.00	-11,151.27	20.35%
530 · Utilities				
530.01 · Fuel For Equipment	1,913.04	6,000.00	-4,086.96	31.88%
530.02 · Solid Waste Disposal	564.76	1,700.00	-1,135.24	33.22%
530.03 · Telephone	2,348.92	9,000.00	-6,651.08	26.1%
Total 530 · Utilities	4,826.72	16,700.00	-11,873.28	28.9%
540 · Professional Fees				
540.01 · Audit & Accounting	10,100.00	17,000.00	-6,900.00	59.41%
540.02 · Management/Legal	13,500.00	54,000.00	-40,500.00	25.0%

6

Cedar Key Water & Sewer District
2018-2019 Profit & Loss Budget vs. Actual
2018 thru 2019

33%

	Oct '18 - Jan 19	Budget	\$ Over Budget	% of Budget
540.03 · Property Appraiser's Fee	0.00	6,000.00	-6,000.00	0.0%
540.05 · Tax Collector Fees	3,012.93			
540.04 · Water/Wastewater Operator	880.00	5,000.00	-4,120.00	17.6%
Total 540 · Professional Fees	27,492.93	82,000.00	-54,507.07	33.53%
550 - General Repair & Maint				
550.01 · Vehicle	868.79	4,000.00	-3,131.21	21.72%
550.02 · Equipment and Tools	-64.79	55,000.00	-55,064.79	-0.12%
550.03 · Building	48.00	35,000.00	-34,952.00	0.14%
550.04 · Supplies	179.98	2,500.00	-2,320.02	7.2%
550.05 · New Tools	350.93	4,000.00	-3,649.07	8.77%
Total 550 - General Repair & Maint	1,382.91	100,500.00	-99,117.09	1.38%
560 · Other				
560.01 · Property/Liability Ins.	43,286.00	43,300.00	-14.00	99.97%
560.02 · Election Expenses	0.00	1,000.00	-1,000.00	0.0%
560.03 · Continuing Education	0.00	1,800.00	-1,800.00	0.0%
560.04 · Annual Fees & Dues	1,857.00	2,000.00	-143.00	92.85%
560.05 · Ads and Publications	166.32	500.00	-333.68	33.26%
560.06 · Miscellaneous	651.16	2,000.00	-1,348.84	32.56%
560.07 · Contingency	0.00	17,124.00	-17,124.00	0.0%
Total 560 · Other	45,960.48	67,724.00	-21,763.52	67.86%
Total 500 · GENERAL AND ADMINISTRATIVE	209,785.59	602,224.00	-392,438.41	34.84%
600 · DIRECT WATER EXPENSES				
610 · Chemicals and Filters				
610.01 · Chemicals	19,757.17	40,000.00	-20,242.83	49.39%
610.02 · Miex Resin	0.00	36,000.00	-36,000.00	0.0%
610.03 · Twin Oxide Inst., Rent, Chemical	0.00	90,000.00	-90,000.00	0.0%
610.04 · RO Filters and Membranes	256.65			
Total 610 · Chemicals and Filters	20,013.82	166,000.00	-145,986.18	12.06%
620 - Laboratory				
620.01 · In House Lab	2,012.53	1,000.00	1,012.53	201.25%
620.02 · Outside Lab	585.00	2,500.00	-1,915.00	23.4%
620.03 · Instrument Calibration	0.00	3,500.00	-3,500.00	0.0%
Total 620 - Laboratory	2,597.53	7,000.00	-4,402.47	37.11%
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	13,187.03	15,000.00	-1,812.97	87.91%
640.02 · Equipment	2,856.53	25,000.00	-22,143.47	11.43%
640.03 · Building & Grounds	0.00	3,000.00	-3,000.00	0.0%
640.04 · Water Tower Maintenance	17,751.94	35,500.00	-17,748.06	50.01%
640.05 · Generators Annual Mainte	250.00	2,250.00	-2,000.00	11.11%
Total 640 · Repairs and Maintenance	34,045.50	80,750.00	-46,704.50	42.16%
650 · Utilities				

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Cedar Key Water & Sewer District
2018-2019 Profit & Loss Budget vs. Actual
2018 thru 2019

33%

	Oct '18 - Jan 19	Budget	\$ Over Budget	% of Budget
650.01 · Electric	5,212.51	20,000.00	-14,787.49	26.06%
650.02 · Propane	486.42	400.00	86.42	121.61%
650.03 · Telephone	997.55	2,000.00	-1,002.45	49.88%
Total 650 · Utilities	6,696.48	22,400.00	-15,703.52	29.9%
660 · Other				
660.01 · Professional Fees	22,314.00	90,000.00	-67,686.00	24.79%
660.20 · Contingency	0.00	9,500.00	-9,500.00	0.0%
Total 660 · Other	22,314.00	99,500.00	-77,186.00	22.43%
680 · Loans				
680.05 · RD - Water System Interest	0.00	31,000.00	-31,000.00	0.0%
680.06 · RD - Water System Principal	0.00	16,000.00	-16,000.00	0.0%
Total 680 · Loans	0.00	47,000.00	-47,000.00	0.0%
Total 600 · DIRECT WATER EXPENSES	85,667.33	423,650.00	-337,982.67	20.22%
700 · DIRECT WASTEWATER EXPENSES				
710 · Chemicals and Filters				
710.01 · Chemicals	8,580.33	36,000.00	-27,419.67	23.83%
Total 710 · Chemicals and Filters	8,580.33	36,000.00	-27,419.67	23.83%
720 · Laboratory				
720.01 · In House Lab	-116.63	1,500.00	-1,616.63	-7.78%
720.02 · Outside Lab	2,502.00	13,000.00	-10,498.00	19.25%
720.03 · Instrument Calibration	0.00	3,600.00	-3,600.00	0.0%
Total 720 · Laboratory	2,385.37	18,100.00	-15,714.63	13.18%
730 · Regulatory				
730.01 · Permits	0.00	200.00	-200.00	0.0%
730.02 · Biosolids Hauling	17,880.00	45,000.00	-27,120.00	39.73%
Total 730 · Regulatory	17,880.00	45,200.00	-27,320.00	39.56%
740 · Repairs Maintenance Other				
740.01 · Piping & Distribution	2,619.79	5,000.00	-2,380.21	52.4%
740.02 · Equipment	7,572.21	15,000.00	-7,427.79	50.48%
740.03 · Building and Grounds	0.00	1,000.00	-1,000.00	0.0%
740.04 · Generator-Annual Maintenance	475.00	1,150.00	-675.00	41.3%
Total 740 · Repairs Maintenance Other	10,667.00	22,150.00	-11,483.00	48.16%
750 · Utilities				
750.01 · Electric	7,831.50	20,000.00	-12,168.50	39.16%
750.02 · Propane	341.63	1,000.00	-658.37	34.16%
Total 750 · Utilities	8,173.13	21,000.00	-12,826.87	38.92%
760 · Other				
760.01 · Professional Fees -WWTP Permit	1,538.00	0.00	1,538.00	100.0%
760.02 · Contingency	0.00	9,500.00	-9,500.00	0.0%
Total 760 · Other	1,538.00	9,500.00	-7,962.00	16.19%
770 · Capital Expenditures				
770.01 · Bridge 1,2,3 Drills	28,420.00	195,000.00	-166,580.00	14.57%
Total 770 · Capital Expenditures	28,420.00	195,000.00	-166,580.00	14.57%
Total 700 · DIRECT WASTEWATER EXPENSES	77,643.83	346,950.00	-269,306.17	22.38%



Cedar Key Water & Sewer District
2018-2019 Profit & Loss Budget vs. Actual
2018 thru 2019

33%

Total Expense
Net Ordinary Income
Net Income

Oct '18 - Jan 19	Budget	\$ Over Budget	% of Budget
373,096.75	1,372,824.00	-999,727.25	27.18%
27,319.25	0.00	27,319.25	100.0%
27,319.25	0.00	27,319.25	100.0%

9

Cedar Key Water & Sewer District Monthly Checkbook Activity

As of January 31, 2019

Date	Num	Name	Memo	Amount
Unrestricted Cash Funds				
100 - Operating Account				
01/02/2019	Bankdraft	Transferred	October 2018 thru September 2019	-4,902.00
01/02/2019	Bankdraft	Transfer	For RD Payment on 09/01/2019	-30,000.00
01/02/2019	28122	US Postmaster	785 pieces @ \$0.35 = \$274.75	-274.75
01/02/2019	28123	US Postmaster	2 ROLLS OF STAMPS	-100.00
01/03/2019	28124	Johns, Alicia M.	Pay Check	-417.67
01/03/2019	28125	Quinn, William M.	Pay Check	-1,009.60
01/03/2019	28126	Richburg, Margaret A.	Pay Check	-558.12
01/03/2019		Deposit	Deposit	51.53
01/04/2019	28127	Doty, Gabriel T	Pay Check	-489.07
01/04/2019	28128	McCain, James E.	Pay Check	-841.85
01/04/2019	Bankdraft	EFTPS	59-1156008	-969.08
01/07/2019	Bankdraft	City Of Cedar Key	Solid Waste for January 2019	-141.19
01/07/2019		Deposit	Deposit	6,655.53
01/08/2019	28129	A-Able Septic-Sewer Service, Inc.	Biosolids Hauling: Invoice: 42589 12/29/18	-1,860.00
01/08/2019	28130	ARROYO PROCESS EQUIPMENT, INC	Invoice No: 162575	-724.47
01/08/2019	28131	AT&T		-522.18
01/08/2019	28132	Carr, Riggs & Ingram, LLC	Audit Work Completed on Audit Invoice 16587077	-2,000.00
01/08/2019	28133	Central FL Electric	Electric December 2018	-4,205.19
01/08/2019	28134	Gator Works Computing	Backup, Invoice 17- 21188 January 2019	-98.45
01/08/2019	28135	Hawkins, Inc.d/b/a Dumont	Chemicals, Invoice 4418730,4418731,4422385	-2,022.19
01/08/2019	28136	John K. McPherson. P.A.	Management, Invoice No: 782 December 2018	-4,500.00
01/08/2019	28137	Konica Minolta Business Solutions	Maintenance, Invoice No: 256026148	-81.53
01/08/2019	28138	LANIER MUNICIPAL SUPPLY CO.,INC.	Invoice No: 98709	-603.72
01/08/2019	28139	Mittauer & Associates, Inc.	Invoice No: 19029	-16,493.00
01/08/2019	28140	NAPA Gulf Coast Parts, LLC	Vehicle December 2018	-186.00
01/08/2019	28141	Telemetry & Control Systems Solutions,	Invoice No: 2349 01/02/2019	-585.00
01/08/2019	28142	Utility Service Co., Inc.	Invoice No: 466781 01 Jan 2019	-8,875.97
01/08/2019	28143	Verizon Wireless	Cell Phones, Invoice No: 9820921298,98209701815	-204.28
01/08/2019	28144	Marina Hardware At Cedar Key, Inc.	Miscellaneous Parts/Supplies Account #: 220 Dec	-287.10
01/09/2019	131	Transfer	To Pay HACH Invoice No: 11239353 for 796.51	765.51
01/09/2019		Deposit	Account No: 337001 IRA CARTER	71.75
01/10/2019	28145	Doty, Gabriel T	Pay Check	-577.79
01/10/2019	28146	Aqua Pure Water & Sewerage Service , I	Outside Lab, Invoice 83208	-509.00
01/10/2019	28147	FEI-Tampa, FL Waterworks # 044	Invoice # 1705577	-3,888.00
01/10/2019	28148	Hawkins, Inc.d/b/a Dumont	Chemicals, Invoice 4425921,4425922	-3,945.62
01/10/2019	28149	VISA	Invoice No7054	-111.99
01/11/2019	28152	Johns, Alicia M.	Pay Check	-417.66
01/11/2019	28153	McCain, James E.	Pay Check	-1,115.25
01/11/2019	28154	Quinn, William M.	Pay Check	-661.31
01/11/2019	28156	Richburg, Margaret A.	Pay Check	-558.11
01/11/2019	28150	Haldeman, Hattie B.	Pay Check	-369.40
01/11/2019	28151	Hand, Joseph G.	Pay Check	-369.40
01/11/2019	28155	Reynolds, Chris	Pay Check	-369.40

Cedar Key Water & Sewer District Monthly Checkbook Activity As of January 31, 2019

Date	Num	Name	Memo	Amount
01/11/2019	28157	Rosenthal, Stephen B.	Pay Check	-369.40
01/11/2019	28158	Sturmer, Leslie N.	Pay Check	-369.40
01/11/2019	Bankdraft	EFTPS	59-1156008	-1,280.98
01/11/2019		Deposit	Account No. 430001 MELODY GREY	51.13
01/14/2019	Bankdraft	Wex Bank Marathon Fleet	Fuel Invoice: 57208927 December 2018	-418.90
01/14/2019		Deposit	Deposit	11,498.25
01/15/2019		Deposit	359001 Frances Bradley	47.00
01/16/2019		Deposit	32001 Sunset Isle RV Park	1,049.43
01/17/2019	28160	Johns, Alicia M.	Pay Check	-417.66
01/17/2019	28161	McCain, James E.	Pay Check	-1,405.62
01/18/2019	28162	Doty, Gabriel T	Pay Check	-458.82
01/18/2019	28163	Quinn, William M.	Pay Check	-678.38
01/18/2019	28164	Richburg, Margaret A.	Pay Check	-558.12
01/18/2019	28165	A-Able Septic-Sewer Service, Inc.	Biosolids Hauling: Invoice: 42679 01/09-10/2019	-1,920.00
01/18/2019	28166	Bank of America	Account # 5490 9902 2217 3922	-2,252.05
01/18/2019	28167	AT&T Internet Service	Invoice No: 122314242	-101.74
01/18/2019	28168	LANIER MUNICIPAL SUPPLY CO.,INC.	Invoice No: 98903	-297.66
01/18/2019	28169	USA Blue Book	Invoice No: 773143	-153.06
01/18/2019	28170	Sunstate Meter & Supply, Inc.	Invoice No: 65503	-529.19
01/18/2019	Bankdraft	EFTPS	59-1156008	-1,039.94
01/22/2019	28171	A-Able Septic-Sewer Service, Inc.	Biosolids Hauling: Invoice: 42725 01/15/19 01/16/19	-3,660.00
01/22/2019	Bankdraft	Blue Cross Blue Shield of FL	Group:90866 Division: 001 Invoice 737787740 Feb	-4,201.13
01/22/2019		Deposit	Deposit	5,299.30
01/22/2019		Deposit	Deposit	11,860.21
01/23/2019	28172	CARD SERVICE CENTER	XXXX XXXX XXXX 0185 Invoice No: 8660958 John	-8.80
01/23/2019		Deposit	Deposit	114.08
01/24/2019	28174	Quinn, William M.	Pay Check	-1,121.25
01/24/2019	28173	Johns, Alicia M.	Pay Check	-417.67
01/24/2019		Deposit	Account 4001 FWC 402001 Museum	243.79
01/24/2019	28175	AFLAC	ATF27	-1,262.45
01/24/2019	28176	DAVISVISION	90866	-89.28
01/24/2019	28177	Transamerica Worksite Marketing	33859	-56.08
01/24/2019	28178	AT & T MOBILITY	Account # 287283253088 January 2019	-23.55
01/24/2019	28179	LANIER MUNICIPAL SUPPLY CO.,INC.	Invoice No: 99026,99100	-1,139.35
01/24/2019		Deposit	773001 Sharon Shaw	54.17
01/25/2019	28180	Doty, Gabriel T	Pay Check	-548.55
01/25/2019	28181	McCain, James E.	Pay Check	-914.70
01/25/2019	28182	Richburg, Margaret A.	Pay Check	-558.11
01/25/2019	Bankdraft	EFTPS	59-1156008	-1,052.70
01/25/2019	Bankdraft	FMP,TF Pension Service	Retirement January 2019	-2,629.07
01/25/2019	28183	Cedar Key Water & Sewer District	301001	-100.00
01/27/2019		Deposit	310001 Edward Griswold	52.14
01/28/2019		Deposit	300001 Jennie McCain	236.55
01/28/2019	28184	Johns, Alicia M.	Pay Check	-417.67
01/28/2019		Deposit	River Cost Share Agreement Cedar Key Water	2,340.00



Cedar Key Water & Sewer District Monthly Checkbook Activity

As of January 31, 2019

Date	Num	Name	Memo	Amount
01/28/2019		Refund deposit	Over Paid	371.00
01/28/2019		Deposit	Deposit	8,886.15
01/28/2019		Deposit	300 - Income:382 - Grant - Legislative 2016	7,746.00
01/29/2019		Deposit	Deposit	15,196.97
01/29/2019		Deposit	115001 \$ 47.00,171001 \$ 47.00,283001 \$ 61.57	155.57
01/29/2019		Deposit	Deposit	4,430.92
01/30/2019	28185	US Postmaster	775 pc @ 0.35 ea = \$ 271.25	-271.25
01/30/2019	28186	A-Able Septic-Sewer Service, Inc.	Biosolids Hauling: Invoice: 42865	-1,620.00
01/30/2019	28187	Bay Pointe Utilities , Inc.	Invoice # BFO19001	-150.00
01/30/2019	28188	Harn R/O Systems, Inc.	Invoice No: 0008008-IN	-256.65
01/30/2019	28189	Mittauer & Associates, Inc.	Invoice No: 19046	-5,821.00
01/30/2019	28190	Mittauer & Associates, Inc.	Invoice No: 19047	-23,740.00
01/30/2019	28191	Two Fold Water Engineering, Inc.	Invoice No: 36013 January 25, 2019	-880.00
Total 100 - Operating Account				<u>-81,858.54</u>
Total Unrestricted Cash Funds				<u>-81,858.54</u>
TOTAL				<u>-81,858.54</u>

12

Cedar Key Water & Sewer District

Sick and Annual Leave Balances

January 31,2019 Amount Used 2019

<u>Employee</u>	<u>Sick Available</u>	<u>Sick Used</u>	<u>Vacation Available</u>	<u>Vacation Used</u>
Doty, Gabriel T	6:00	32:00	51:14	0:00
Johns, Alicia M.	21:57	4:30	31:35	24:00
McCain, James E.	1187:30	0:00	211:37	8:00
Quinn, William M.	227:30	0:00	223:58	16:00
Richburg, Margaret A.	8:00	5:30	54:04	8:00

Cedar Key Water and Sewer District

Penalty Register

Detailed

For charges due before 01/29/2019

Account Balance as of 01/29/2019

Disconnect Date 02/08/2019

Sorted by: Route + Reading Sequence

Location No	Account No	Name	Address	Meter No.	Prev. Balance	Penalty	Tax	Account Balance
27001	27001	REBECCA GAINES	15731 SUNSET PT. DR.					
	WATER	P1		13379849	31.29	20.00	0.00	51.29
	SEWER				28.91	0.00	0.00	28.91
		REBECCA GAINES	Total		60.20	20.00	0.00	80.20
28001	28001	BARBARA WOODHOUSE	15780 MILLER ISLAND...					
	WATER	P1		13380016	57.98	20.00	0.00	77.98
	SEWER				36.09	0.00	0.00	36.09
		BARBARA WOODHOUSE	Total		94.07	20.00	0.00	114.07
266001	266001	MICHAEL GILFILEN	1350 HAWTHORNE AVE.					
	WATER	P1		13658421	29.47	20.00	0.00	49.47
	SEWER				27.43	0.00	0.00	27.43
		MICHAEL GILFILEN	Total		56.90	20.00	0.00	76.90
324001	324001	OLIVER BAUER	12451 GULF BLVD.					
	WATER	P1		14280606	28.08	20.00	0.00	48.08
	SEWER				26.31	0.00	0.00	26.31
		OLIVER BAUER	Total		54.39	20.00	0.00	74.39
337001	337001	IRA CARTER	16292 EAST PT. RD					
	WATER	P1		17336228	30.76	20.00	0.00	50.76
	SEWER				28.48	0.00	0.00	28.48
		IRA CARTER	Total		59.24	20.00	0.00	79.24
344001	344001	G. KENNETH SANDERS	16317 ANDREWS CIRCLE					
	WATER	P1		14280611	26.55	20.00	0.00	46.55
	SEWER				25.07	0.00	0.00	25.07
		G. KENNETH SANDERS	Total		51.62	20.00	0.00	71.62
1290001	1290001	RICHARD VILISSOV	16441 SW 120TH PLACE					
	WATER	P1		14346409	22.28	20.00	0.00	42.28
		RICHARD VILISSOV	Total		22.28	20.00	0.00	42.28
408001	408001	MARY MARTIN	16790 SW 121ST LANE					
	WATER	P1		14280779	28.13	20.00	0.00	48.13
	SEWER				26.35	0.00	0.00	26.35
		MARY MARTIN	Total		54.48	20.00	0.00	74.48
417001	417001	JUDY KINTNER	16751 SW HODGES AVE.					
	WATER	P1		13658415	26.36	20.00	0.00	46.36
	SEWER				24.91	0.00	0.00	24.91
		JUDY KINTNER	Total		51.27	20.00	0.00	71.27
420001	420001	AMBER STATHAM	16791 ANNA ST.					
	WATER	P1		14280622	24.12	20.00	0.00	44.12
	SEWER				23.10	0.00	0.00	23.10
		AMBER STATHAM	Total		47.22	20.00	0.00	67.22
435001	435001	WENDELL TALLEY	16862 STURGIS CIRCLE					
	WATER	P1		14280624	43.28	20.00	0.00	63.28
	SEWER				262.76	0.00	0.00	262.76
		WENDELL TALLEY	Total		306.04	20.00	0.00	326.04
448001	448001	JOHN ANASTASI	12750 JERNIGAN AVE.					
	WATER	P1		14280695	73.96	20.00	0.00	93.96
	SEWER				50.83	0.00	0.00	50.83
		JOHN ANASTASI	Total		124.79	20.00	0.00	144.79
449001	449001	MARY CRONIN	12770 JERNIGAN AVE.					
	WATER	P1		14280696	26.92	20.00	0.00	46.92

14

Location No	Account No	Name	Address	Meter No.	Prev. Balance	Penalty	Tax	Account Balance
449001	449001	MARY CRONIN	12770 JERNIGAN AVE.					
		SEWER			25.36	0.00	0.00	25.36
					52.28	20.00	0.00	72.28
474001	474001	MARY CRONIN CRAIG MCCALL	16691 ANNA ST.					
		WATER P1		14280619	69.09	20.00	0.00	89.09
		SEWER			62.65	0.00	0.00	62.65
					131.74	20.00	0.00	151.74
500001	500001	ROBIN GILLIES	16481 HODGES AVENUE					
		WATER P1		14346399	28.76	20.00	0.00	48.76
		SEWER			26.86	0.00	0.00	26.86
					55.62	20.00	0.00	75.62
644001	644001	J. HEMBREE	7041 DEPOT ST 301A					
		WATER P1		14280746	27.96	20.00	0.00	47.96
		SEWER			26.21	0.00	0.00	26.21
					54.17	20.00	0.00	74.17
682001	682001	AWAY FROM THE...	360 DOCK STREET					
		WATER P1		14346426	774.98	20.00	0.00	794.98
		SEWER			676.48	0.00	0.00	676.48
					1451.46	20.00	0.00	1471.46
747001	747001	CEDAR KEY ARTS...	457 2ND...					
		WATER P1		14280520	26.58	20.00	0.00	46.58
		SEWER			25.09	0.00	0.00	25.09
					51.67	20.00	0.00	71.67
754001	754001	DOWNTOWN FOUR, LLC	525 2ND STREET					
		WATER P1		14346427	9.93	20.00	0.00	29.93
		SEWER			37.05	0.00	0.00	37.05
					46.98	20.00	0.00	66.98
757001	757001	PELICAN REALTY	589 2ND STREET					
		WATER P1		14280396	25.92	20.00	0.00	45.92
		SEWER			24.56	0.00	0.00	24.56
					50.48	20.00	0.00	70.48
771001	771001	PELICAN REALTY	609 1ST STREET					
		WATER P1		12943667	26.79	20.00	0.00	46.79
		SEWER			25.27	0.00	0.00	25.27
					52.06	20.00	0.00	72.06
781001	781001	GUS SOLDATOS	660 1ST ST.-PINK HOUSE					
		WATER P1		14062241	29.05	20.00	0.00	49.05
		SEWER			27.10	0.00	0.00	27.10
					56.15	20.00	0.00	76.15
812001	812001	J HEMBREE	7071 G. ST.					
		WATER P1		14280649	24.15	20.00	0.00	44.15
		SEWER			23.12	0.00	0.00	23.12
					47.27	20.00	0.00	67.27
802001	802001	CATHY ALLEN	642 2ND ST.					
		WATER P1		12943657	32.34	20.00	0.00	52.34
		SEWER			29.83	0.00	0.00	29.83
					62.17	20.00	0.00	82.17
828001	828001	TRIPLE THREAT...	1071 D STREET					
		WATER P1		14280427	30.34	20.00	0.00	50.34
		SEWER			30.34	20.00	0.00	50.34
848001	848001	GEORGE WARNER	757 6TH STREET					
		WATER P1		14062608	24.00	20.00	0.00	44.00
		SEWER			23.00	0.00	0.00	23.00
					47.00	20.00	0.00	67.00
854001	854001	FARAWAY INN	847 3RD ST.-O.BAUR					
		WATER P1		14346281	75.82	20.00	0.00	95.82
		SEWER			68.79	0.00	0.00	68.79
					144.61	20.00	0.00	164.61
874001	874001	SHRADER MILLER	850 3RD ST.- SHRADER...					
		WATER P1		12943643	26.55	20.00	0.00	46.55

Location No	Account No	Name	Address	Meter No.	Prev. Balance	Penalty	Tax	Account Balance
874001	874001	SHRADER MILLER	850 3RD ST.- SHRADER...		25.07	0.00	0.00	25.07
		SEWER						
		SHRADER MILLER	Total		51.62	20.00	0.00	71.62

885001	885001	KRISTIE SCIALDONE	782 4TH ST		40.23	20.00	0.00	60.23
		WATER		14280385				
		P1						
		SEWER			36.73	0.00	0.00	36.73
		KRISTIE SCIALDONE	Total		76.96	20.00	0.00	96.96

916001	916001	WM. HEITMAN	4091 G STREET		24.00	20.00	0.00	44.00
		WATER		14346448				
		P1						
		SEWER			23.00	0.00	0.00	23.00
		WM. HEITMAN	Total		47.00	20.00	0.00	67.00

956001	956001	JOE VASTOLA	882 8TH ST.		68.20	20.00	0.00	88.20
		WATER		14346507				
		P1						
		SEWER			46.16	0.00	0.00	46.16
		JOE VASTOLA	Total		114.36	20.00	0.00	134.36

Paid

Paid

Total Customers 31
 Prev. Balance \$3,606.44
 Penalty \$620.00
 Total Tax \$0.00
 Account Balance \$4,226.44

Previously Posted Penalty \$0.00

Adjusted Bill Calculation

Adjustment Information

Date Requested: 2/5/2019
Month of Service: Jan-19
Metered Usage: 14,390 Gal
Am't Billed (W&S): \$208.21

Customer Name: Thomas Simpson

Account No.: 1076001

Service Address: 16864 Sturgis Circle

*Previous 12 Months

Average W&S Usage: 4,374 gallons/Month

Justification: Water line under concrete driveway found and repaired.

	Water	Sewer
Base Charges:	\$24.00	\$23.00

Water Usage

Gallons: **14,390**

0 to 3K @	\$2.43/K	\$7.29
3 to 6 K @	\$4.56/K	\$13.68
6 to 9 K @	\$6.43/K	\$19.29
9K+ @	\$8.32/K	\$44.84
Total:		\$109.10

Adjusted Sewer Usage

Gallons*: **4,374**

0 to 3K @	\$1.97/K	\$5.91
3 to 6 K @	\$3.99/K	\$5.48
6 to 9 K @	\$5.79/K	\$0.00
9K+ @	\$7.58/K	\$0.00
Total:		\$34.39

Adjusted Water and Sewer, Total: \$143.50

CEDAR KEY WATER AND SEWER DISTRICT

REQUEST FOR BILL ADJUSTMENT

Date: 2/5/2019

Name: Thomas Simpson

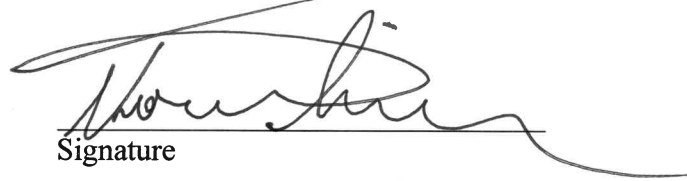
Name on Account if Different: _____

Physical Address of Account: 10804 Sturgis Circle

Description of water loss including dates over which loss occurred:

Water line under concrete driveway broken
and repaired.

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


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.

Usage Report

From: 02/01/2018 Through: 02/05/2019

Sorted By: Account Number

For 1076001

Location No	Acct No.	Name	Service Address	Route	Meter No.	Change Out	Size	Service	Tran Date	Measure	Act Usage	Bill Usage	Adj Usage	Adj Amt	Charges	Prior Date	Prior Read	Current Date	Current Read
1076001	1076001	THOMAS SIMPSON	16864 STURGIS CIRCLE	10															
		5/8" METER	10750.						02/28/2018	Gallons	10750.	10750.	0.	0.00	75.17	01/19/2018	13997	02/19/2018	15072
		5/8" METER	5140.						03/30/2018	Gallons	5140.	5140.	0.	0.00	39.22	02/19/2018	15072	03/19/2018	15586
		5/8" METER	6900.						05/01/2018	Gallons	6900.	6900.	0.	0.00	48.46	03/19/2018	15586	04/20/2018	16276
		5/8" METER	6350.						06/01/2018	Gallons	6350.	6350.	0.	0.00	45.09	04/20/2018	16276	05/21/2018	16911
		5/8" METER	3360.						06/29/2018	Gallons	3360.	3360.	0.	0.00	31.49	05/21/2018	16911	06/20/2018	17247
		5/8" METER	2350.						07/31/2018	Gallons	2350.	2350.	0.	0.00	28.43	06/20/2018	17247	07/20/2018	17482
		5/8" METER	2340.						08/31/2018	Gallons	2340.	2340.	0.	0.00	28.41	07/20/2018	17482	08/20/2018	17716
		5/8" METER	2090.						10/01/2018	Gallons	2090.	2090.	0.	0.00	27.83	08/20/2018	17716	09/20/2018	17925
		5/8" METER	2600.						10/31/2018	Gallons	2600.	2600.	0.	0.00	30.32	09/20/2018	17925	10/22/2018	18185
		5/8" METER	3640.						11/30/2018	Gallons	3640.	3640.	0.	0.00	34.21	10/22/2018	18185	11/19/2018	18549
		5/8" METER	6970.						12/31/2018	Gallons	6970.	6970.	0.	0.00	51.21	11/19/2018	18549	12/20/2018	19246
		5/8" METER	14390.						01/29/2019	Gallons	14390.	14390.	0.	0.00	109.10	12/20/2018	19246	01/22/2019	20685
Grand Totals																			
		WATER	66880.							Gallons	66880.	66880.	0.	0.00	548.94				
		Number of Accounts																	
		Number of Locations																	
		Account/Location Combinations																	

0

19

Tom Donnelly

INVOICE

Plumbing, Inc.

352-493-1899

CFC 057651

PHONE 352 543 5094	PLUMBER Jamie	HELPER John	START DATE 2/14/19
BILL TO Tom Simpson			6pm
ADDRESS 16864 Sturgis Cir			
CITY Cedar Key			

DESCRIPTION OF WORK	
Reran 1" water main line under driveway due to leak under driveway.	
material	\$ 40.00
4-90	
20' 1" pvc	
Labor 4.5 hours	\$ 630.00
<div style="border: 1px solid black; border-radius: 50%; padding: 10px; display: inline-block;"> paid in full ck# 156 </div>	
PAYMENT DUE UPON RECEIPT OF INVOICE	
TOTAL \$ 670.00	

Tom Donnelly Plumbing, Inc. has the right to remove all material from property and home at the expense of the real property owner, if failure to meet terms of contract occurs. All material belongs to Tom Donnelly Plumbing, Inc. until all terms have been met of contract agreement.

The customer further agrees to waive demand, notice of non-payment and protest, and in the event suit shall be brought for the collection hereof, or the same has been collected upon demand of an attorney, to pay reasonable attorney's fees for making such collection.

Non-payment subject to a finance charge of 1 1/2% per month. Annual percentage rate of 18%.

(TD)

**Cedar Key Water and Sewer District
General Manager Report
February 11, 2019**

1. Water Plant

Disinfectant Byproducts: Samples were taken and sent to the lab on February 6, 2019.

TwinOxide: The application for authorization to proceed with the second TwinOxide test has been approved by DEP. The engineers are doing the needed upgrades to hardware and software. Notice to customers will go out before the test begins.

2. Wastewater Treatment Plant Permit Renewal

No change—still awaiting DEP response to our permit renewal application and response to request for additional information.

3. Wastewater Bridge Lines Directional Drills

Tim Norman has completed the design work on this project. Permitting with DOT and DEP is next, and then the project will go out to bid.

4. Water Tower

The interior washout by Utility Service Group was successfully performed on January 24.

5. Election

Seat 2 (Reynolds) and Seat 4 (Rosenthal) are up for election this spring (22). The qualifying period is March 18 to March 22.

6. Letter of Appreciation

Customer letter commending Billy and Alicia (23).

7. Groundwater Levels

DATE	ROSEWOOD	SUWANNEE	NOTE
1.1.12	7.62	1.64	6 months before saltwater intrusion
5.23.12	6.67	-.54	Near start of intrusion event
8.1.12	9.76	3.76	Near end of intrusion event
1.1.17	9.88	2.99	Start of 2017
1.1.18	10.46	3.53	Start of this year
1.8.19	11.50	4.68	Previous reading
2.5.19	11.60	4.75	Current

NOTICE OF ELECTION
CITY OF CEDAR KEY
And
CEDAR KEY WATER & SEWER DISTRICT
At Cedar Key City Hall
May 7, 2019
And if Necessary, a RUN OFF ELECTION on May 28, 2019
From 7am until 7pm
THREE CITY COMMISSION SEATS:
1, 3, & 5 (Two-Year Term)
TWO CEDAR KEY WATER & SEWER
DISTRICT COMMISSION GROUPS
2 & 4 (Two-Year Term)
Qualifying Period
Monday, March 18, 2019 at 9am
Until
Friday, March 22, 2019 at 12 Noon
REGISTRATION BOOKS CLOSE ON
MONDAY APRIL 8, 2019 at 5pm

2: Chris Reynolds
4: Stephen Rosenthal

Katharine Lane
757 5th Street Box 881
Cedar Key, FL 32625

John McPherson, General Manager
Cedar Key Water & Sewer District
PO Box 309
Cedar Key FL 32625

January 28, 2019

Dear John,

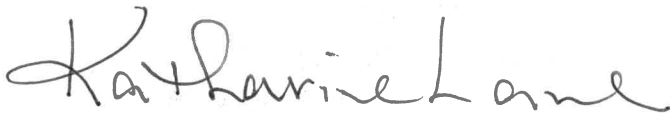
Several weeks ago when I received my bill, I was distressed to see a greatly increased water usage. When I reported it, Billy Quinn came to my house almost immediately and found the source of the leak. In my opinion, he went way beyond what I would have expected his responsibility to be in a case like this. He looked at every possible source, inside and outside. And, he found it! And, he was able to locate a shut-off valve to stop it.

I want to acknowledge him for being so willing to go the extra mile. It was very much appreciated.

Also. I would like to acknowledge Alicia Johns. I knew I was entitled to some rebate on my bill and fully expected to have to appeal formally for it. No. When I checked in with her she had already taken care of it and all I had to do was sign the proper form. Again, I feel like she went the extra mile and I am very appreciative.

I think you are fortunate to have such conscientious and diligent employees in your organization; and, we as customers, are even more fortunate.

Very truly yours,



Katharine Lane

23