

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

REGULAR MEETING  
March 12, 2018, 5:00 P.M.

1. Call to order.
2. Pledge and Prayer.
3. Adoption of Agenda.
4. Public Input.
5. Approval of minutes of regular meetings February 12, 2018 *(1-3)*.
6. Financial Reports: Budget Report; Balance Sheet; Checkbook Activity; Past Due Accounts Report; Employee Leave *(4-15)*.
7. Bill Adjustment: Paula Harrington *(16-18)*.
8. RESOLUTION NO: 2018-03 *(19-21)*:  
  
A RESOLUTION OF THE CEDAR KEY WATER AND SEWER DISTRICT;  
MODIFYING JOB DESCRIPTION FOR GENERAL MANAGER; AND  
PROVIDING AN EFFECTIVE DATE.
9. General Manager Report *(22-23)*.
10. Commissioner Comments.
11. Public Input.
12. Adjourn.

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

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

**Minutes of Regular Meeting  
Board of Commissioners  
February 12, 2018**

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

Others Present: John McPherson, Mack Cox, Jim Wortham.

1. Meeting called to order at 5:00 p.m., by Dottie Haldeman, Chair.
  2. Pledge and Prayer.
  3. Adoption of Agenda. **Motion** by Stephen Rosenthal to adopt agenda as published, with the addition of a bill adjustment request by Richard Rains. **Second** by Joe Hand. Passed by a vote of 4-0.
  4. Public Input. Public input was requested but none was provided.
  5. Approval of Minutes. **Motion** by Stephen Rosenthal to accept minutes of the January 8, 2018, regular meeting as submitted. **Second** by Joe Hand. Passed by a vote of 4-0.
  6. Financial Reports. Budget, Balance Sheet, Checkbook Activity, Past Due Accounts, and Employee Leave reports were presented for review. The General Manager addressed several issues. **Motion** by Leslie Sturmer to accept financial reports as submitted. **Second** by Stephen Rosenthal. Passed by a vote of 4-0.
  7. Bill Adjustments. The Board reviewed the following requests:
    - A request by Granville Petrie for an adjustment from \$302.25 to \$185.59 resulting from a leak in an exterior ice machine where the water did not go through the wastewater system.
    - A request by Richard Rains for an adjustment from \$197.42 to \$131.59 resulting from a broken water line on an exterior clam raceway where the water did not go through the wastewater system.
- Motion** by Stephen Rosenthal to approve all three of the adjustment requests as meeting the requirements of District regulations. **Second** by Dottie Haldeman. Passed by a vote of 4-0.

8. General Manager Report.

- a. *Water Plant Issues.* The GM reported that the DEP hold on chlorine dioxide, including the District's application to use TwinOxide, remains in effect, and that the reverse osmosis system continues to be used as a way to reduce DBPs. He reported that due to less than ideal conditions for running RO, the District would need to purchase a supply of replacement membranes. He presented a proposal from Harn RO for the purchase of 36 membranes at \$200 per membrane. **Motion** by Leslie Sturmer to approve the purchase of the membranes. **Second** by Stephen Rosenthal. Passed by a vote of 4-0.

The GM reported that Tim Norman has submitted a proposal to DEP to try hydrogen peroxide as an oxidant to further reduce DBPs. Used of hydrogen peroxide has worked well in High Springs to reduce DBPs.

The GM presented the format for the notice that will need to be given regarding our DBP readings for last year which exceeded state standards when averaged over the year. He reviewed the options for disseminating the notice, i.e., hand delivery, publication in a newspaper, or mailing to each customer, and the Board directed the GM to use the mailing option. The GM also presented a cover letter that he suggested go with the official DEP notice to help explain the situation and what the District has done to lower DBP levels. The Board directed the GM to include the cover letter with the notice and have it signed by the GM, James McCain, and each Board member.

Finally, the GM reported that Tim Norman and he had met with Rural Development about the status of our funding approval, and that so far RD is OK with the delay and the money should still be available to fund whatever kind of treatment plant we choose to build.

- b. *Bridge Work.* The GM reported that all four directional drills, two water and two wastewater, for the airport bridges have been completed, connected, and placed in service.
- c. *State Road 24 Water Main Crossing.* The GM reported that the directional drill across SR 24 had been completed by TB Landmark, and that a subcontractor had been used to make the connection. He reported that the connection was more expensive than anticipated which has resulted in a cost overrun for the project.
- d. *Next Edge.* The GM reported that the District has been asked by the Next Edge Networks company if it could put a device on a railing of the water tower. He stated that he had asked for additional information regarding the public and governmental benefit of the proposed installation, but had not heard back from Next Edge to date. He suggested that this item be returned to at the next meeting if more information from Next Edge was received.

- e. *Staffing.* The GM reported that Gabe Doty is working out very well and should become a regular full-time employee on March 1. He also reported that Todd Hubbard with TwoFold Engineers did his first half-day stint on February 6 and James McCain was very happy with his assistance.
- f. *Groundwater Levels.* The GM presented the following ground water levels for the monitoring wells near Rosewood and the Lower Suwannee Refuge:

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
1.2.18	10.28	3.53	1 month ago
2.7.18	10.64	4.05	Current

- g. *General Manager Position.* The GM raised the possibility of advertising for a general manager with a background in utilities consistent with the District's job description for general manager. The Board asked the GM manager to work with Todd Hubbard with regard to providing this expertise, and directed the GM to suggest a revision to the job description to be considered at the next meeting.
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 6:50 p.m.

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Dottie Haldeman, Chairperson

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Leslie Sturmer, Commissioner &  
Secretary of the Board

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

**Cedar Key Water & Sewer District**  
**2017-2018 Profit & Loss Budget vs. Actual**  
2017 thru 2018

42%

Ordinary Income/Expense	Oct '17 - Feb 18	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
385 · Prior Year Expense Refund	2,729.22			
<b>300 - Income</b>				
305 - Water Charge	171,575.87	427,000.00	-255,424.13	40.18%
310 - Sewer Charges	144,816.67	373,000.00	-228,183.33	38.83%
<b>315 - Ad Valorem Tax</b>				
315.100 · Ad Valorem	155,874.46	184,775.00	-28,900.54	84.36%
<b>Total 315 - Ad Valorem Tax</b>	<b>155,874.46</b>	<b>184,775.00</b>	<b>-28,900.54</b>	<b>84.36%</b>
320 - City Solid Waste Billing	5,250.00	9,000.00	-3,750.00	58.33%
325 · Penalties	860.00	3,200.00	-2,340.00	26.88%
330 - Earned Interest	2.52	12.00	-9.48	21.0%
335 · New Meter Charges	1,400.00	2,000.00	-600.00	70.0%
340 - Rent	2,132.10	4,600.00	-2,467.90	46.35%
350 - Misc Income	675.01	500.00	175.01	135.0%
360 · Carry Forward	0.00	109,000.00	-109,000.00	0.0%
365. Meter Installation Fee	840.00	1,000.00	-160.00	84.0%
382 - Grant - Legislative 2016	0.00	20,000.00	-20,000.00	0.0%
383- Grant - Rural Development	0.00	63,750.00	-63,750.00	0.0%
<b>Total 300 - Income</b>	<b>483,426.63</b>	<b>1,197,837.00</b>	<b>-714,410.37</b>	<b>40.36%</b>
<b>Total Income</b>	<b>486,155.85</b>	<b>1,197,837.00</b>	<b>-711,681.15</b>	<b>40.59%</b>
<b>Gross Profit</b>	<b>486,155.85</b>	<b>1,197,837.00</b>	<b>-711,681.15</b>	<b>40.59%</b>
<b>Expense</b>				
<b>500 · GENERAL AND ADMINISTRATIVE</b>				
<b>510 · Payroll</b>				
510.01 · Salaries	94,972.61	213,000.00	-118,027.39	44.59%
510.02 · Social Security/Medicare	7,034.77	16,000.00	-8,965.23	43.97%
510.03 · Retirement	8,946.35	27,000.00	-18,053.65	33.14%
510.04 · Health, Dental & Life Ins	20,349.77	47,000.00	-26,650.23	43.3%
510.05 · Workers Comp.	5,802.00	6,550.00	-748.00	88.58%
<b>Total 510 · Payroll</b>	<b>137,105.50</b>	<b>309,550.00</b>	<b>-172,444.50</b>	<b>44.29%</b>
<b>520 · Office</b>				
520.01 · Supplies	349.72	2,000.00	-1,650.28	17.49%
520.02 · Postage & Shipping	1,783.04	4,500.00	-2,716.96	39.62%
520.03 · Copier, Computer, Billing, Etc.	733.12	4,500.00	-3,766.88	16.29%
520.04 · Printing and Copying	765.23	1,000.00	-234.77	76.52%
<b>Total 520 · Office</b>	<b>3,631.11</b>	<b>12,000.00</b>	<b>-8,368.89</b>	<b>30.26%</b>
<b>530 · Utilities</b>				
530.01 · Fuel For Equipment	1,864.72	4,000.00	-2,135.28	46.62%
530.02 · Solid Waste Disposal	564.76	1,700.00	-1,135.24	33.22%
530.03 · Telephone	2,549.84	6,500.00	-3,950.16	39.23%
<b>Total 530 · Utilities</b>	<b>4,979.32</b>	<b>12,200.00</b>	<b>-7,220.68</b>	<b>40.81%</b>
<b>540 · Professional Fees</b>				
540.01 · Audit & Accounting	8,150.00	17,000.00	-8,850.00	47.94%

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**Cedar Key Water & Sewer District**  
**2017-2018 Profit & Loss Budget vs. Actual**  
2017 thru 2018

42%

	Oct '17 - Feb 18	Budget	\$ Over Budget	% of Budget
540.02 · Management/Legal	18,000.00	54,000.00	-36,000.00	33.33%
540.03 · Property Appraiser's Fee	0.00	6,000.00	-6,000.00	0.0%
540.04 · Tax Collector Fees	3,707.00			
540.05.Water/Wastwater Operator	0.00	11,000.00	-11,000.00	0.0%
<b>Total 540 · Professional Fees</b>	<b>29,857.00</b>	<b>88,000.00</b>	<b>-58,143.00</b>	<b>33.93%</b>
<b>550 - General Repair &amp; Maint</b>				
550.01 · Vehicle	1,338.15	2,000.00	-661.85	66.91%
550.02 · Equipment and Tools	188.36	2,500.00	-2,311.64	7.53%
550.03 · Building	615.69	1,500.00	-884.31	41.05%
550.04 · Supplies	571.84	2,500.00	-1,928.16	22.87%
550.05 · New Tools	3,412.68	4,000.00	-587.32	85.32%
<b>Total 550 - General Repair &amp; Maint</b>	<b>6,126.72</b>	<b>12,500.00</b>	<b>-6,373.28</b>	<b>49.01%</b>
<b>560 · Other</b>				
560.01 · Property/Liability Ins.	46,557.00	45,000.00	1,557.00	103.46%
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	710.00	2,000.00	-1,290.00	35.5%
560.05 · Ads and Publications	50.00	500.00	-450.00	10.0%
560.06 · Miscellaneous	898.69	2,000.00	-1,101.31	44.94%
560.07 · Contingency	0.00	9,923.00	-9,923.00	0.0%
<b>Total 560 · Other</b>	<b>48,215.69</b>	<b>62,223.00</b>	<b>-14,007.31</b>	<b>77.49%</b>
<b>Total 500 · GENERAL AND ADMINISTRATIVE</b>	<b>229,915.34</b>	<b>496,473.00</b>	<b>-266,557.66</b>	<b>46.31%</b>
<b>600 · DIRECT WATER EXPENSES</b>				
<b>610 · Chemicals and Filters</b>				
610.01 · Chemicals	20,445.01	36,000.00	-15,554.99	56.79%
610.03 · Twin Oxide Inst., Rent,Chemical	0.00	101,087.00	-101,087.00	0.0%
<b>Total 610 · Chemicals and Filters</b>	<b>20,445.01</b>	<b>137,087.00</b>	<b>-116,641.99</b>	<b>14.91%</b>
<b>620 - Laboratory</b>				
620.01 · In House Lab	106.95	2,000.00	-1,893.05	5.35%
620.02 · Outside Lab	1,018.00	2,000.00	-982.00	50.9%
620.03 · Instrument Calibration	0.00	3,500.00	-3,500.00	0.0%
<b>Total 620 - Laboratory</b>	<b>1,124.95</b>	<b>7,500.00</b>	<b>-6,375.05</b>	<b>15.0%</b>
<b>630 - Regulatory</b>				
630.01 · Permits	0.00	1,000.00	-1,000.00	0.0%
<b>Total 630 - Regulatory</b>	<b>0.00</b>	<b>1,000.00</b>	<b>-1,000.00</b>	<b>0.0%</b>
<b>640 · Repairs and Maintenance</b>				
640.01 · Piping and Distribution	10,682.81	10,000.00	682.81	106.83%
640.02 · Equipment	28,748.66	25,000.00	3,748.66	115.0%
640.03 · Building & Grounds	1,158.20	2,000.00	-841.80	57.91%
640.04 · Water Tower Maintenance	8,875.97	35,500.00	-26,624.03	25.0%
640.05 · Generators Annual Mainte	475.00	2,250.00	-1,775.00	21.11%
<b>Total 640 · Repairs and Maintenance</b>	<b>49,940.64</b>	<b>74,750.00</b>	<b>-24,809.36</b>	<b>66.81%</b>
<b>650 · Utilities</b>				
650.01 · Electric	7,508.23	20,000.00	-12,491.77	37.54%

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**Cedar Key Water & Sewer District**  
**2017-2018 Profit & Loss Budget vs. Actual**  
2017 thru 2018

*42%*

	Oct '17 - Feb 18	Budget	\$ Over Budget	% of Budget
650.02 · Propane	0.00	400.00	-400.00	0.0%
650.03 · Telephone	766.61	3,500.00	-2,733.39	21.9%
<b>Total 650 · Utilities</b>	<b>8,274.84</b>	<b>23,900.00</b>	<b>-15,625.16</b>	<b>34.62%</b>
<b>660 · Other</b>				
660.01 · Professional Fees	5,933.00	9,800.00	-3,867.00	60.54%
660.04 Prof. Fees- Water Plant	3,000.00	83,750.00	-80,750.00	3.58%
660.20 · Contingency	0.00	18,500.00	-18,500.00	0.0%
<b>Total 660 · Other</b>	<b>8,933.00</b>	<b>112,050.00</b>	<b>-103,117.00</b>	<b>7.97%</b>
<b>670 · Capital Expenditures</b>				
670.03 · SR 24 Pipe Crossing	26,319.00	10,000.00	16,319.00	263.19%
<b>Total 670 · Capital Expenditures</b>	<b>26,319.00</b>	<b>10,000.00</b>	<b>16,319.00</b>	<b>263.19%</b>
<b>680 · Loans</b>				
680.05 · RD - Water System Interest	0.00	31,377.00	-31,377.00	0.0%
680.06 · RD - Water System Principal	0.00	15,000.00	-15,000.00	0.0%
<b>Total 680 · Loans</b>	<b>0.00</b>	<b>46,377.00</b>	<b>-46,377.00</b>	<b>0.0%</b>
<b>Total 600 · DIRECT WATER EXPENSES</b>	<b>115,037.44</b>	<b>412,664.00</b>	<b>-297,626.56</b>	<b>27.88%</b>
<b>700 · DIRECT WASTEWATER EXPENSES</b>				
<b>710 · Chemicals and Filters</b>				
710.01 · Chemicals	14,544.76	36,000.00	-21,455.24	40.4%
<b>Total 710 · Chemicals and Filters</b>	<b>14,544.76</b>	<b>36,000.00</b>	<b>-21,455.24</b>	<b>40.4%</b>
<b>720 · Laboratory</b>				
720.01 · In House Lab	326.38	1,700.00	-1,373.62	19.2%
720.02 · Outside Lab	4,428.00	13,000.00	-8,572.00	34.06%
720.03 · Instrument Calibration	0.00	3,600.00	-3,600.00	0.0%
<b>Total 720 · Laboratory</b>	<b>4,754.38</b>	<b>18,300.00</b>	<b>-13,545.62</b>	<b>25.98%</b>
<b>730 · Regulatory</b>				
730.01 · Permits	200.00	200.00	0.00	100.0%
730.02 · Biosolids Hauling	15,840.00	35,000.00	-19,160.00	45.26%
<b>Total 730 · Regulatory</b>	<b>16,040.00</b>	<b>35,200.00</b>	<b>-19,160.00</b>	<b>45.57%</b>
<b>740 · Repairs Maintenance Other</b>				
740.01 · Piping & Distribution	752.55	4,000.00	-3,247.45	18.81%
740.02 · Equipment	7,928.92	15,000.00	-7,071.08	52.86%
740.03 · Building and Grounds	0.00	1,000.00	-1,000.00	0.0%
740.04 · Generator-Annual Maintenance	250.00	1,150.00	-900.00	21.74%
<b>Total 740 · Repairs Maintenance Other</b>	<b>8,931.47</b>	<b>21,150.00</b>	<b>-12,218.53</b>	<b>42.23%</b>
<b>750 · Utilities</b>				
750.01 · Electric	7,356.32	20,000.00	-12,643.68	36.78%
750.02 · Propane	214.91	1,000.00	-785.09	21.49%
<b>Total 750 · Utilities</b>	<b>7,571.23</b>	<b>21,000.00</b>	<b>-13,428.77</b>	<b>36.05%</b>
<b>760 · Other</b>				
760.01 · Professional Fees -WWTP Permit	12,272.00	38,550.00	-26,278.00	31.83%
760.02 · Contingency	0.00	18,500.00	-18,500.00	0.0%
<b>Total 760 · Other</b>	<b>12,272.00</b>	<b>57,050.00</b>	<b>-44,778.00</b>	<b>21.51%</b>
<b>770 · Capital Expenditures</b>				

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**Cedar Key Water & Sewer District**  
**2017-2018 Profit & Loss Budget vs. Actual**  
 2017 thru 2018

42%

	Oct '17 - Feb 18	Budget	\$ Over Budget	% of Budget
770.01 · Bridge 1,2,3 Drills	0.00	100,000.00	-100,000.00	0.0%
Total 770 · Capital Expenditures	0.00	100,000.00	-100,000.00	0.0%
Total 700 · DIRECT WASTEWATER EXPENSES	64,113.84	288,700.00	-224,586.16	22.21%
Total Expense	409,066.62	1,197,837.00	-788,770.38	34.15%
Net Ordinary Income	77,089.23	0.00	77,089.23	100.0%
Net Income	<b>77,089.23</b>	<b>0.00</b>	<b>77,089.23</b>	<b>100.0%</b>

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## Cedar Key Water & Sewer District Balance Sheet

As of February 28, 2018

Feb 28, 18

**ASSETS**

**Current Assets**

**Checking/Savings**

**Unrestricted Cash Funds**

100 - Operating Account	116,621.23
102 Petty Cash	175.00
113.3 Unrestricted Savings	30,000.00

**Total Unrestricted Cash Funds** 146,796.23

**Restricted Cash Funds**

103.1 Security Deposit	18,127.50
113.00 Water Capital Facility	2,850.45
114.00 RD Payment	47,677.50
114.02 RD RESERVE ACCOUNT	24,560.00

**Total Restricted Cash Funds** 93,215.45

**Total Checking/Savings** 240,011.68

**Accounts Receivable**

1200 - Accounts Rec.-Grease Trap -4,533.99

**Total Accounts Receivable** -4,533.99

**Other Current Assets**

138.10 - Due from Other Governmental Uni	2,250.00
134 - Accounts Receivable	80,575.13
135 - Allowance for A/R	-15,000.00
160 - Inventory & Materials	54,628.05

**Total Other Current Assets** 122,453.18

**Total Current Assets** 357,930.87

**Fixed Assets**

301 - Land	125,195.95
302 - Other Improvements	2,275,950.23
304 - Plant and Equipment	7,518,155.97
306 - Other Equipment	107,378.28
307 - Sewer Machinery	158,704.72
308 - Computer S/W	9,540.64
309 - Vehicles	110,495.02
311 - Less Accum Depreciation	-5,207,079.67

**Total Fixed Assets** 5,098,341.14

**Other Assets**

**311.50 - CIP - New Water Treatment Plant**

131.25 CIP Special Leg 338091	11,500.00
312 - CIP-SRF Project	140,250.00
313 - CIP - SRF District Match	26,000.00
313.25 - CIP - Special Legislative 38091	53,250.00
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** 5,707,900.20

**Cedar Key Water & Sewer District**  
**Balance Sheet**  
As of February 28, 2018  
Feb 28, 18

**LIABILITIES & EQUITY**

Liabilities

Current Liabilities

Other Current Liabilities

403- Emplo Ret Con Payabale	400.00
407-01 SS Tax Payable	-548.30
408 - Sales Tax Payable	24.52
411 - Deferred Revenue	6,067.08
450 · Fed. Income Taxes Payable	-224.42
482 - Accrued Int Pay	2,909.32
483 · Accrued Compensated Absences	16,190.00
484 -Security Deposit Payable	18,099.15

Total Other Current Liabilities 42,917.35

Total Current Liabilities 42,917.35

Long Term Liabilities

460 · N/P-Rural Development	1,141,000.00
500 - Accrd Compen Absences-LT	9,481.00

Total Long Term Liabilities 1,150,481.00

Total Liabilities 1,193,398.35

Equity

597 Restricted for Construction	2,850.45
598 · Restricted for Debt Service	19,658.00
3900 · Retained Earnings	222,593.43
599 · Investment in Capital Assets -	4,192,169.33
Net Income	77,230.64

Total Equity 4,514,501.85

**TOTAL LIABILITIES & EQUITY 5,707,900.20**

## Cedar Key Water & Sewer District Monthly Checkbook Activity

As of February 28, 2018

Date	Num	Name	Memo	Amount
<b>Unrestricted Cash Funds</b>				
<b>100 - Operating Account</b>				
02/01/2018	27404	Doty, Gabriel T	Pay Check	-537.80
02/01/2018		Deposit	Deposit	114.33
02/02/2018	27405	Johns, Alicia M.	Pay Check	-406.94
02/02/2018	27406	McCain, James E.	VOID:	0.00
02/02/2018	27407	Quinn, William M.	Pay Check	-688.57
02/02/2018	27408	Richburg, Margaret A.	Pay Check	-540.55
02/02/2018	27409	McCain, James E.	VOID:	0.00
02/02/2018	27410	McCain, James E.	Pay Check	-926.72
02/02/2018		Bankdraft EFTPS	59-1156008	-892.10
02/05/2018		Deposit	Deposit	159.81
02/07/2018	27411	Quinn, William M.	Pay Check	-809.36
02/07/2018	27412	A-Able Septic-Sewer Serv	Biosolids Hauling: Invoice: 39340	-1,980.00
02/07/2018	27413	AT&T	Account No: 35254364059371988, 3525435285938	-349.11
02/07/2018	27414	Beauchamp & Edwards	Invoice # 10630	-250.00
02/07/2018	27415	Central FL Electric	Electric	-4,265.59
02/07/2018	27416	Hach Company	Invoice No: 10774323	-29.54
02/07/2018	27417	John K. McPherson. P.A.	Management, Invoice No: 760 January 2018	-4,500.00
02/07/2018	27418	Konica Minolta Business S	Maintenance, Invoice No: 1051689	-81.90
02/07/2018	27419	Marina Hardware At Cedar	Miscellaneous Parts/Supplies Account #: 220	-235.63
02/07/2018	27420	NAPA Gulf Coast Parts, LL	Auto Parts, ACCT: 1999	-154.25
02/07/2018	27421	Quill Corporation	Invoice No: 326567,4584367, Account No: C340603	-220.53
02/07/2018	27422	Telemetry & Control Syster	Invoice No: 2254	-2,300.00
02/07/2018	27423	USA Blue Book	Invoice No: 472204,472346	-449.89
02/07/2018	27424	Verizon Wireless	Cell Phones, Invoice 522628596-00001,842009805-	-203.08
02/08/2018		Deposit	Deposit	9,776.51
02/08/2018		Deposit	Deposit	70.79
02/08/2018		Deposit	Phil Rhiddlehoover Myers replacement pump	1,275.00
02/09/2018	27425	Doty, Gabriel T	Pay Check	-417.28
02/09/2018	27426	Johns, Alicia M.	Pay Check	-406.94
02/09/2018	27427	McCain, James E.	Pay Check	-974.01
02/09/2018	27428	Richburg, Margaret A.	Pay Check	-540.54
02/09/2018		bANKDR EFTPS	59-1156008	-908.12
02/12/2018		Deposit	January 2018	750.00
02/12/2018	27429	AT&T 5014	Internet Service Account 122314242	-96.28
02/12/2018	27430	Amazon Hose & Rubber C	Invoice # 263187-00	-799.75
02/12/2018	27431	Aqua Pure Water & Sewer	Outside Lab, Invoice 82518	-1,956.00
02/12/2018	27432	Hawkins, Inc.d/b/a Dumont	Chemicals, Invoice :4225437,4225439	-3,968.25
02/12/2018	27433	USA Blue Book	Invoice No: 481892	-862.05
02/12/2018		Deposit	Deposit	10,034.11
02/12/2018		Deposit	Deposit	13,841.52
02/13/2018		Deposit	Deposit Sunset Isle RV Resort	2,096.15
02/14/2018		Bankdraft Wex Bank Marathon Fleet	Fuel Invoice: 52959646	-679.98
02/14/2018		Deposit	Deposit	13,653.74

## Cedar Key Water & Sewer District Monthly Checkbook Activity As of February 28, 2018

Date	Num	Name	Memo	Amount
02/14/2018		Bankdraft	Funds Transfer	-9,990.31
02/15/2018	27434	McCain, James E.	Pay Check	-1,033.82
02/15/2018	27435	Johns, Alicia M.	Pay Check	-406.94
02/16/2018	27437	Quinn, William M.	Pay Check	-608.03
02/16/2018	27438	Richburg, Margaret A.	Pay Check	-540.54
02/16/2018	27436	Doty, Gabriel T	Pay Check	-417.28
02/16/2018	27442	Rosenthal, Stephen B.	Pay Check	-369.40
02/16/2018	27440	Hand, Joseph G.	Pay Check	-369.40
02/16/2018	27439	Haldeman, Hattie B.	Pay Check	-369.40
02/16/2018	27441	Reynolds, Chris	Pay Check	-369.40
02/16/2018	27443	Sturmer, Leslie N.	Pay Check	-369.40
02/16/2018		Bankdraft EFTPS	59-1156008	-1,165.04
02/16/2018	27444	Testament Fence LLC	50% @ contract siging	-750.00
02/16/2018	27445	Bank of America	Account # 5490 9902 2217 3922	-1,028.93
02/16/2018		Deposit	Deposit	82.77
02/19/2018		Deposit	Deposit	138.77
02/20/2018		Deposit	Deposit	161.82
02/20/2018		Deposit	Deposit	222.08
02/20/2018		Deposit	Deposit	9,887.23
02/21/2018	27446	US Postmaster	Postage for 9 rolls of stamps @ \$ 50.00 ea= \$ 450.00	-450.00
02/21/2018	27447	CARD SERVICE CENTER	XXXX XXXX XXXX 0185	-665.76
02/21/2018	27448	Hawkins, Inc.d/b/a Dumont Chemicals, Invoice	:4232495,4232496	-1,635.75
02/21/2018	27449	McCall Service, Inc.	# 100001449 Invoice No: 100001449	-48.00
02/22/2018	27450	McCain, James E.	Pay Check	-1,151.49
02/22/2018		Bankdraft Blue Cross Blue Shield of F Group:90866 Division: 001 Invoice 73266432 March		-3,739.24
02/22/2018		Deposit	Deposit	6,867.47
02/22/2018		Deposit	James Wortham Lots 6&7 Sturgis Circle	320.00
02/22/2018		Deposit	Crais McCall \$ 100.00 for Personnel \$ 215.00 - \$ 100.00	100.00
02/22/2018		Deposit	Deposit	320.00
02/23/2018	27452	Johns, Alicia M.	Pay Check	-406.94
02/23/2018	27453	Quinn, William M.	Pay Check	-705.06
02/23/2018	27454	Richburg, Margaret A.	Pay Check	-540.54
02/23/2018	27451	Doty, Gabriel T	Pay Check	-417.28
02/23/2018	27455	FASON ELECTRIC, INC.	Invoice #5497	-320.00
02/23/2018		Bankdraft EFTPS	59-1156008	-931.92
02/25/2018		Deposit	Deposit	79.98
02/26/2018		Deposit	Deposit	53.16
02/27/2018		Deposit	Deposit	67.50
02/27/2018		Deposit	Deposit	74.25
02/28/2018	27456	Transamerica Worksite Ma	33859	-56.08
02/28/2018	27457	AFLAC	ATF27	-1,009.96
02/28/2018		Deposit	Deposit	385.12
02/28/2018	27458	Cedar Key Water & Sewer	301001	-100.00
02/28/2018		Deposit	Deposit	302.30
02/28/2018		Deposit	Deposit	13,700.23



## Cedar Key Water & Sewer District Monthly Checkbook Activity As of February 28, 2018

Date	Num	Name	Memo	Amount
02/28/2018		Deposit	Deposit	18,362.40
02/28/2018	27459	A-Able Septic-Sewer Serv	Biosolids Hauling: Invoice: 39170	-1,980.00
02/28/2018	27460	Mittauer & Associates, Inc	Invoice 18093 \$1554.00 / 18092 \$ 695.00	-2,249.00
02/28/2018	27461	Print Shop	850 Water Newsletters	-122.93
02/28/2018	27462	USA Blue Book	Invoice No: 492128	-173.22
02/28/2018	27463	City Of Cedar Key	Garbage Collections 02/01/2018 thru 02/28/2018	-20,423.14
Total 100 - Operating Account				<u>16,552.08</u>
Total Unrestricted Cash Funds				<u>16,552.08</u>
<b>TOTAL</b>				<u><u>16,552.08</u></u>

**Cedar Key Water and Sewer District**

**Penalty Register**

Detailed

For charges due before 02/28/2018

Account Balance as of 03/01/2018

Disconnect Date 03/09/2018

Sorted by: Route + Reading Sequence

Location No	Account No	Name	Address	Meter No.	Prev. Balance	Penalty	Tax	Account Balance
1051001	1051001	WILL KNIGHT	12406 SR 24					
WATER	P1			14280709	242.14	20.00	0.00	262.14
		WILL KNIGHT	Total		242.14	20.00	0.00	262.14
<hr/>								
159001	159001	JOSEPH ALLEN	1010 WHIDDEN...					
WATER	P1			14280805	77.86	20.00	0.00	97.86
SEWER					53.68	0.00	0.00	53.68
GARBAGE					25.36	0.00	0.00	25.36
YARD...					4.50	0.00	0.00	4.50
ADMIN FEE					4.88	0.00	0.00	4.88
TIPPING...					10.26	0.00	0.00	10.26
		JOSEPH ALLEN	Total		176.54	20.00	0.00	196.54
<hr/>								
176001	176001	JOSEPH ALLEN SR	1274 WHIDDEN AVE.					
WATER	P1			12943638	102.41	20.00	0.00	122.41
SEWER					75.17	0.00	0.00	75.17
GARBAGE					25.36	0.00	0.00	25.36
YARD...					4.50	0.00	0.00	4.50
ADMIN FEE					4.88	0.00	0.00	4.88
TIPPING...					10.26	0.00	0.00	10.26
		JOSEPH ALLEN SR	Total		222.58	20.00	0.00	242.58
<hr/>								
283001	283001	CASSIE PEADEN	16491 SHELLCREST...					
WATER	P1			14346869	54.53	20.00	0.00	74.53
SEWER					50.93	0.00	0.00	50.93
GARBAGE					25.36	0.00	0.00	25.36
YARD...					4.50	0.00	0.00	4.50
ADMIN FEE					4.88	0.00	0.00	4.88
TIPPING...					4.26	0.00	0.00	4.26
		CASSIE PEADEN	Total		144.46	20.00	0.00	164.46
<hr/>								
337001	337001	IRA CARTER	16292 EAST PT. RD					
WATER	P1			17336228	72.37	20.00	0.00	92.37
SEWER					49.19	0.00	0.00	49.19
GARBAGE					25.36	0.00	0.00	25.36
YARD...					4.50	0.00	0.00	4.50
ADMIN FEE					4.88	0.00	0.00	4.88
TIPPING...					10.26	0.00	0.00	10.26
		IRA CARTER	Total		166.56	20.00	0.00	186.56
<hr/>								
682001	682001	AWAY FROM THE...	360 DOCK STREET					
WATER	P1			14346426	247.44	20.00	0.00	267.44
SEWER					224.93	0.00	0.00	224.93
		AWAY FROM THE...	Total		472.37	20.00	0.00	492.37
<hr/>								
754001	754001	DOWNTOWN FOUR, LLC	525 2ND STREET					
WATER	P1			14346427	192.70	20.00	0.00	212.70
SEWER					156.84	0.00	0.00	156.84
GARBAGE					44.00	0.00	0.00	44.00
YARD...					4.50	0.00	0.00	4.50
ADMIN FEE					4.88	0.00	0.00	4.88
TIPPING...					20.00	0.00	0.00	20.00
		DOWNTOWN FOUR, LLC	Total		422.92	20.00	0.00	442.92
<hr/>								
787001	787001	TINA RYAN	8040 F ST.					
WATER	P1			14280412	75.46	20.00	0.00	95.46

*letter*

*letter*

*letter*

*letter*

*Paid*

*letter*

*letter*

*Paid*

13

Location No	Account No	Name	Address		Prev. Balance	Penalty	Tax	Account Balance
787001	787001	TINA RYAN	8040 F ST.					
Service	Code			Meter No.				
SEWER					51.05	0.00	0.00	51.05
GARBAGE					25.36	0.00	0.00	25.36
YARD...					4.50	0.00	0.00	4.50
ADMIN FEE					4.88	0.00	0.00	4.88
TIPPING...					4.26	0.00	0.00	4.26
		TINA RYAN	Total		165.51	20.00	0.00	185.51
792001	792001	JAMES MASON	779 2ND STREET					
Water	P1			14346384	44.96	20.00	0.00	64.96
SEWER					32.16	0.00	0.00	32.16
GARBAGE					12.68	0.00	0.00	12.68
YARD...					2.25	0.00	0.00	2.25
ADMIN FEE					2.44	0.00	0.00	2.44
TIPPING...					-7.74	0.00	0.00	-7.74
		JAMES MASON	Total		86.75	20.00	0.00	106.75
840001	840001	PETER FRIZZELL	690 6TH STREET					
Water	P1			12601516	56.92	20.00	0.00	76.92
SEWER					70.86	0.00	0.00	70.86
		PETER FRIZZELL	Total		127.78	20.00	0.00	147.78
WAYLAND	WAYLAND	WAYLAND BECKHAM	12649 BAYSHORE...					
Water	P1				153.70	20.00	0.00	173.70
SEWER					350.65	0.00	0.00	350.65
GARBAGE					131.06	0.00	0.00	131.06
YARD...					20.25	0.00	0.00	20.25
ADMIN FEE					21.96	0.00	0.00	21.96
TIPPING...					55.17	0.00	0.00	55.17
		WAYLAND BECKHAM	Total		732.79	20.00	0.00	752.79

Paid

Paid

Paid

Paid \$500.00

Total Customers	11		
Prev. Balance	\$2,960.40		
Penalty	\$220.00	Previously Posted Penalty	\$0.00
Total Tax	\$0.00		
Account Balance	\$3,180.40		

# Cedar Key Water & Sewer District

## Sick and Annual Leave Balances

February 28, 2018 Amount Used 2018)

<u>Employee</u>	<u>Sick Available</u>	<u>Sick Used</u>	<u>Vacation Available</u>	<u>Vacation Used</u>
Doty, Gabriel T	24:00	0:00	14:48	0:00
Johns, Alicia M.	37:57	17:30	70:14	15:30
McCain, James E.	1177:00	0:00	217:05	31:30
Quinn, William M.	253:00	39:30	234:40	0:00
Richburg, Margaret A.	3:00	23:30	57:02	14:00



**CEDAR KEY WATER AND SEWER DISTRICT**

**REQUEST FOR BILL ADJUSTMENT**

Date: 3/1/18

Name: Paule Harrington

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

Physical Address of Account: 12228 Franko Circle

Description of water loss including dates over which loss occurred:

Painter left outside spigot on

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have you requested another adjustment over the prior 3 years? Yes \_\_\_\_\_ No X

Paule Harrington  
Signature

Submit:

Mail: CKWSD, P.O. Box 309, Cedar Key, FL, 32625.

Email: [alicia@ckwater.org](mailto:alicia@ckwater.org)

Fax: 866-278-7502

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

### Adjusted Bill Calculation

**Adjustment Information**

Date Requested: 3/1/2018  
 Month of Service: Feb-18  
 Metered Usage: 22,660 Gal  
 Am't Billed (W&S): \$323.70

Customer Name: Paula Harrington

Account No.: 53001

Service Address: 12228 Franko Circle

\*Previous 12 Months  
 Average W&S Usage: 268 gallons/Month

Justification: Outside spigot left on by painter

	<b>Water</b>	<b>Sewer</b>
Base Charges:	\$23.00	\$22.00

**Water Usage**

Gallons: 22,660

0 to 3K @	\$2.31/K	\$6.93
3 to 6 K @	\$4.34/K	\$13.02
6 to 9 K @	\$6.12/K	\$18.36
9K+ @	\$7.92/K	\$108.19
Total:		\$169.50

**Adjusted Sewer Usage**

Gallons\*: 268

0 to 3K @	\$1.88/K	\$0.50
3 to 6 K @	\$3.80/K	\$0.00
6 to 9 K @	\$5.51/K	\$0.00
9K+ @	\$7.22/K	\$0.00
Total:		\$22.50

**Adjusted Water and Sewer, Total: \$192.00**

Cedar Key Water and Sewer District

Usage Report

From: 02/01/2017 Through: 02/20/2018

Sorted By: Account Number

For 53001

*2108 gpd yr avg.*

Location No	Acct No.	Name	Service Address	Route	Change Out	Size	Service	Tran Date	Measure	Act Usage	Bill Usage	Adj Usage	Adj Amt	Charges	Prior Date	Prior Read	Current Date	Current Read			
53001	53001	PAULA HARRINGTON	12228 FRANKO CIRCLE	02																	
14280783		5/8" METER WATER						02/28/2017	Gallons	730.	730.	0.	0.00	23.61	01/23/2017	5348	02/20/2017	5621			
14280783		5/8" METER WATER						03/31/2017	Gallons	180.	180.	0.	0.00	22.40	02/20/2017	5621	03/20/2017	5639			
14280783		5/8" METER WATER						05/01/2017	Gallons	170.	170.	0.	0.00	22.37	03/20/2017	5639	04/24/2017	5656			
14280783		5/8" METER WATER						05/31/2017	Gallons	540.	540.	0.	0.00	23.19	04/24/2017	5656	05/19/2017	5710			
14280783		5/8" METER WATER						06/30/2017	Gallons	80.	80.	0.	0.00	22.18	05/19/2017	5710	06/19/2017	5718			
14280783		5/8" METER WATER						07/31/2017	Gallons	140.	140.	0.	0.00	22.31	06/19/2017	5718	07/21/2017	5732			
14280783		5/8" METER WATER						08/31/2017	Gallons	190.	190.	0.	0.00	22.42	07/21/2017	5732	08/21/2017	5751			
14280783		5/8" METER WATER						09/29/2017	Gallons	0.	0.	0.	0.00	22.00	08/21/2017	5751	09/20/2017	5751			
14280783		5/8" METER WATER						10/31/2017	Gallons	0.	0.	0.	0.00	23.00	09/20/2017	5751	10/23/2017	5751			
14280783		5/8" METER WATER						11/30/2017	Gallons	0.	0.	0.	0.00	23.00	10/23/2017	5751	11/20/2017	5751			
14280783		5/8" METER WATER						12/29/2017	Gallons	0.	0.	0.	0.00	23.00	11/20/2017	5751	12/18/2017	5751			
14280783		5/8" METER WATER						01/31/2018	Gallons	1190.	1190.	0.	0.00	25.75	12/18/2017	5751	01/19/2018	5870			
<b>Grand Totals</b>																					
										WATER		3220.		3220.		0.		0.00		275.23	
										Number of Accounts		1									
										Number of Locations		1									
										Account/Location Combinations		1									

**RESOLUTION NO: 2018-03**

**A RESOLUTION OF THE CEDAR KEY WATER AND SEWER DISTRICT; MODIFYING JOB DESCRIPTION FOR GENERAL MANAGER; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the District Board finds it to be in the best interests of the District and its employees to update the District's job description for the General Manager position.

**NOW THEREFORE BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE CEDAR KEY WATER AND SEWER DISTRICT:**

**Section 1.** The District's job description for General Manager is modified as shown on Attachment A hereto. ~~Struck through~~ language is to be deleted, underlined language is to be added.

**Section 2.** This Resolution shall take effect upon final adoption.

Passed by a vote of \_\_\_\_\_ to \_\_\_\_\_ on the 12<sup>th</sup> day of March, 2016.

CEDAR KEY WATER  
AND SEWER DISTRICT

BY: \_\_\_\_\_  
Dottie Haldeman, Chairperson

Attest:

(SEAL)

\_\_\_\_\_  
Ann Richburg, Secretary

## ATTACHMENT "A"

### JOB DESCRIPTION - GENERAL MANAGER

The General Manager is in charge of, and responsible for, overseeing all operations of the combined water and wastewater utilities. Principal responsibilities include management of all planning, administration, customer service, engineering, construction, permitting, and operations for all utility responsibility areas in accordance with District policies. Additionally, the General Manager oversees the preparation and administration of the annual budget and is responsible for preparing and maintaining a capital improvement plan and budget. The General Manager reports directly to the five-member governing board for the District.

#### **Responsibilities:**

1. Ensure that the Water Plant and the Wastewater Treatment Plant operate as efficiently as possible and under any rules and regulations of the US government , the State of Florida, the Suwannee River Water Management District, Levy County and the City of Cedar Key, as appropriate, including provisions of the Cedar Key Comprehensive Plan and the Levy County Comprehensive Plan.
2. Issue Water and Sewer Allocations as necessary.
3. Ensure that necessary testing is performed and submit appropriate reports and answer questions for Regulatory Agencies.
4. Ensure that maintenance is performed in buildings, grounds, equipment as necessary.
5. Respond to customer complaints or questions and see that work orders are fulfilled.
6. Hire, fire, supervise, discipline and evaluate all District personnel pursuant to procedures adopted by Resolution of the District Board.
7. Set up and maintain office systems, including computers, software, billing systems, and meter readers.
8. Prepare an annual budget for the District.
9. Prepare monthly reports to the District Board of Commissioners and present at regular monthly meetings of the Board.
10. Handle all administrative responsibilities associated with the effective implementation of the above requirements.
11. Any other duties assigned by the Board of Commissioners of the District.

**Reporting and Salary:**

The General Manager reports to the Board of Commissioners and shall have a starting salary of \$50,000 - \$70,000 per year, depending on experience, education and qualifications. In the alternative, the General Manager may provide services to the District as an independent contractor at a rate negotiated with the District.

**Qualifications:**

The following are preferred, but the Board of Commissioners may find that alternative experience, education and/or training in other fields qualify a person to be General Manager:

- 5 years experience in water and wastewater treatment and/or utility management and a high school diploma.
- Must be a professional engineer with water and wastewater experience, and/or have a Class C Operator license for wastewater and water.

~~Must have at least 5 years experience in water and wastewater treatment and/or utility management and a high school diploma. Must be a professional engineer with water and wastewater experience, and/or have a Class C Wastewater and Water Operator's license. Must have knowledge of water and sewer utility management and operations.~~

**Benefits:**

Benefits include paid vacation, sick leave, and holidays paid medical, dental and life insurance; and retirement plan.

**Cedar Key Water and Sewer District  
General Manager Report  
March 12, 2018**

**1. Water Plant**

The DEP hold on chlorine dioxide, including our application to use TwinOxide, remains in effect. We are continuing to run the reverse osmosis system as a way to reduce DBPs. The additional 36 membranes were ordered and received from Harn.

Our request to DEP to try hydrogen peroxide as an oxidant to further reduce DBPs remains pending.

The cover letter and notice regarding the DBP issue was sent out February 22. There has been little response from the customers.

**2. Staffing**

Gabe Doty is working out very well and should become a regular full-time employee on March 1.

Todd Hubbard with TwoFold Engineers did his first half-day stint on February 6, and each week since then. We are very happy with the assistance he is providing.

**3. Election**

A reminder that the election for Seats 1, 3 and 5 will be held on May 8, 2018. The qualifying period is March 19 to March 23. I will have the packets for qualifying paperwork at the meeting.

**4. Groundwater Levels**

<b>DATE</b>	<b>ROSEWOOD</b>	<b>SUWANNEE</b>	<b>NOTE</b>
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
2.7.18	10.64	4.05	1 month ago
3.6.18	Not available	Not available	Current