

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

FINAL BUDGET HEARING

September 24, 2018, 5:01 P.M.

1. Call to order.
2. Pledge and Prayer.
3. Adoption of Agenda.
4. Adoption of Final Millage Rate for FY 2018-2019.

RESOLUTION NO: 2018-12 (1)

A RESOLUTION OF THE CEDAR KEY WATER AND SEWER DISTRICT; ADOPTING THE FINAL LEVYING OF AD VALOREM TAXES FOR FISCAL YEAR 2018-2019; AND ESTABLISHING AN EFFECTIVE DATE.

5. Adoption of Final Budget for FY 2018-2019 (2-6)

RESOLUTION NO: 2018-13

A RESOLUTION OF THE CEDAR KEY WATER AND SEWER DISTRICT; ADOPTING THE FINAL BUDGET FOR FISCAL YEAR 2017-2018; AND ESTABLISHING AN EFFECTIVE DATE.

6. Second Reading, Rate Resolution (7-9)

RESOLUTION NO: 2018-08

A RESOLUTION OF THE CEDAR KEY WATER AND SEWER DISTRICT AMENDING RATES FOR WATER AND SEWER CHARGES; PROVIDING INSTRUCTIONS TO THE CODIFIER; AND ESTABLISHING AN EFFECTIVE DATE.

7. DOT Signature Authorization (10)

RESOLUTION NO: 2018-11

A RESOLUTION OF THE CEDAR KEY WATER AND SEWER DISTRICT AUTHORIZING THE GENERAL MANAGER OF THE DISTRICT TO SIGN ALL DOCUMENTS RELATING TO WORK BEING PERFORMED BY THE FLORIDA DEPARTMENT OF TRANSPORTATION ON THE C STREET BRIDGE; AND ESTABLISHING AN EFFECTIVE DATE.

8. Commissioner Comments.

9. Public Input.

10. 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.

RESOLUTION NO: 2018-12

A RESOLUTION OF THE CEDAR KEY WATER AND SEWER DISTRICT; ADOPTING THE FINAL LEVYING OF AD VALOREM TAXES FOR FISCAL YEAR 2018-2019; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the Cedar Key Water and Sewer District in Levy County, Florida, on September 24, 2018, held a public hearing as required by Section 200.65, Florida Statutes, for the setting of the final millage rate for Fiscal Year 2018-2019; and

WHEREAS, the gross taxable value for operating purposes not exempt from taxation within Levy County, Florida, has been certified by the County Property Appraiser to the Cedar Key Water and Sewer District as \$169,760,390.

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

Section 1. The Fiscal Year 2018-2019 tentative operating millage shall be 1.2000 mills which is 4.0% higher than the rolled-back rate of 1.1543 mills.

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

Passed by a vote of _____ to _____ on the 24th day of September, 2018, at _____ p.m.

CEDAR KEY WATER
AND SEWER DISTRICT

BY: _____
Stephen Rosenthal, Chairperson

ATTEST:

(SEAL)

Ann Richburg, Secretary

RESOLUTION NO: 2018-13

A RESOLUTION OF THE CEDAR KEY WATER AND SEWER DISTRICT; ADOPTING THE FINAL BUDGET FOR FISCAL YEAR 2018-2019; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the Cedar Key Water and Sewer District in Levy County, Florida, on September 24, 2018, held a public hearing as required by Section 200.65, Florida Statutes, for the adoption of the Final Budget for Fiscal Year 2018-2019; and

WHEREAS, the Cedar Key Water and Sewer District set forth the appropriations and revenue estimate for the Budget for the Fiscal Year 2018-2019 in the amount of \$1,277,824.

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

Section 1. The Fiscal Year 2018-2019 Final Budget shall be adopted.

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

Passed by a vote of _____ to _____ on the 24th day of September, 2018, at _____ p.m.

CEDAR KEY WATER
AND SEWER DISTRICT

BY: _____
Stephen Rossenthal, Chairperson

ATTEST:

(SEAL)

Ann Richburg, Secretary

**CEDAR KEY WATER AND SEWER DISTRICT
2018-2019 FINAL BUDGET**

ACCT	NAME	2018 BUDGET	2018 ACTUAL	2019 PROPOSED
INCOME				
305	Water Charges	427,000	427,000	445,000
310	Sewer Charges	373,000	373,000	389,000
315	Ad Valorem Tax	184,775	184,775	203,712
320	City Solid Waste Billing	9,000	9,000	0
325	Penalties	3,200	1,640	2,000
330	Earned Interest	12	12	12
335	New Meter Charges	2,000	1,867	2000
340	Rent	4,600	4,600	4,600
350	Miscellaneous	500	1,246	500
360	Carry Forward	109,000	109,000	50,000
365	Meter Installation	1,000	1,120	1,000
382	Grant: Legislative 2016	20,000	20,000	180,000
383	Grant: State SRF	63,750	63,750	0
	TOTAL INCOME	\$1,197,837	\$1,197,010	\$1,277,824
EXPENSE				
	GENERAL ADMINISTRATIVE			
	Payroll			
510.01	Salaries	213,000	237,024	219,200
510.02	Social Security/Medicare	16,000	16,212	16,800
510.03	Retirement	27,000	26,404	27,300
510.04	Health, Dental, Life	47,000	47,000	51,400
510.05	Workers Compensation	6,550	5,800	6,600
	Total Payroll	309,550	332,440	321,300
	Office			
520.01	Supplies	2,000	1,684	2,000
520.02	Postage and Shipping	4,500	6,047	6,000
520.03	Copier, Comp., Billing, Etc.	4,500	4,305	4,500
520.04	Printing and Copying	1,000	1,127	1,500
	Total Office	12,000	13,163	14,000
	Utilities			
530.01	Fuel for Equipment	4,000	5,468	6,000
530.02	Solid Waste Disposal	1,700	1,505	1,700
530.03	Telephone	6,500	8,667	9,000
	Total Utilities	12,200	15,640	16,700
	Professional Fees			
540.01	Audit and Accounting	17,000	17,000	17,000
540.02	Management/Legal	54,000	54,000	54,000

ACCT	NAME	2018 BUDGET	2018 ACTUAL	2019 PROPOSED
540.03	Property Appraiser's Fee	6,000	6,000	6,000
540.04	Water/Wastewater Operator	11,000	11,000	5,000
	Total Professional Fees	88,000	88,000	82,000
	General Repair and Maintenance			
550.01	Vehicle	2,000	4,109	4,000
550.02	Equipment and Tools	2,500	2,065	55,000
550.03	Building	1,500	1,517	35,000
550.04	Supplies	2,500	1,941	2,500
550.05	New Tools	4,000	5,717	4,000
	Total General R & M	12,500	15,349	100,500
	Other			
560.01	Property/Liability Ins.	45,000	46,557	43,300
560.02	Election Expenses	1,000	0	1,000
560.03	Continuing Education	1,800	0	1,800
560.04	Annual Fees and Dues	2,000	2,110	2,000
560.05	Ads and Publications	500	154	500
560.06	Miscellaneous	2,000	1,982	2,000
560.07	Contingency	7,473	7,500	17,124
	Total Other	59,773	58,303	67,724
570	Capital Expenditures	0	0	0
	Total Capital Expenditures	0	0	0
	TOTAL GENERAL ADMINISTRATIVE	\$494,023	\$522,895	\$602,224
	DIRECT WATER EXPENSES			
	Chemicals and Filters			
610.01	Chemicals	36,000	46,078	40,000
610.02	Miex Resin	0	36,104	36,000
610.03	TwinOxide Installation, Rent, Chemicals	101,087	0	90,000
610.04	RO Filters and Membranes	0	9,045	0
	Total Chemicals and Filters	137,087	91,227	166,000
	Laboratory			
620.01	In House Lab	2,000	747	1,000
620.02	Outside Lab	2,000	2,630	2,500
620.03	Instrument Calibration	3,500	3,500	3,500
	Total Laboratory	7,500	6,877	7,000
	Regulatory			
630.01	Permits	1,000	0	1,000
	Total	1,000	-	1,000

ACCT	NAME	2018 BUDGET	2018 ACTUAL	2019 PROPOSED
	Repairs and Maintenance			
640.01	Piping and Distribution	10,000	18,160	15,000
640.02	Equipment	25,000	40,919	25,000
640.03	Building and Grounds	2,000	2,757	3,000
640.04	Water Tower Maintenance	35,500	35,500	35,500
640.05	Generators: Annual Maintenance	2,250	2,250	2,250
	Total R & M	74,750	99,586	80,750
	Utilities			
650.01	Electric	20,000	20,000	20,000
650.02	Propane	400	400	400
650.03	Telephone	3,500	1,638	2,000
	Total Utilities	23,900	22,038	22,400
	Other			
660.01	Professional Fees: Misc	9,800	9,800	90,000
660.04	Professional Fees: Water Plant	83,750	83,750	
660.20	Contingency	18,500	0	9,500
	Total Other	112,050	93,550	99,500
	Capital Expenditures			
670.02	Water Plant Construction	0	0	0
	Total Capital Expenditures	0	-	-
	Loans			
680.05	RD--Water System Interest	31,377	31,377	31,000
680.06	RD--Water System Principal	15,000	15,000	16,000
	Total Loans	46,377	46,377	47,000
	TOTAL DIRECT WATER EXPENSES	\$402,664	\$359,655	\$423,650

ACCT	NAME	2018 BUDGET	2018 ACTUAL	2019 PROPOSED
	DIRECT WASTEWATER EXPENSES			
	Chemicals and Filters			
710.01	Chemicals	36,000	32,432	36,000
	Total Chemicals and Filters	36,000	32,432	36,000
	Laboratory			
720.01	In House Lab	1,700	1,110	1,500
720.02	Outside Lab	13,000	13,285	13,000
720.03	Instrument Calibration	3,600	3,600	3,600
	Total Laboratory	18,300	17,995	18,100
	Regulatory			
730.01	Permits	200	200	200
730.02	Biosolids Hauling	35,000	41,420	45,000
	Total Regulatory	35,200	41,620	45,200
	Repairs and Maintenance			
740.01	Piping and Distribution	4,000	8,529	5,000
740.02	Equipment	15,000	14,481	15,000
740.03	Building and Grounds	1,000	0	1,000
740.04	Generator: Annual Maintenance	1,150	1,150	1,150
	Total R & M	21,150	24,160	22,150
	Utilities			
750.01	Electric	20,000	19,488	20,000
750.02	Propane	1,000	461	1,000
	Total Utilities	21,000	19,949	21,000
	Other			
760.01	Professional Fees: WWTP Permit Renewal	0	38,550	0
760.02	Contingency	18,500	0	9,500
	Total Other	18,500	38,550	9,500
770	Capital Expenditures			
770.01	Bridge 1, 2, 3, Drills	100,000	-	100,000
	Total Capital Expenditures	100,000	-	
	TOTAL DIRECT WASTEWATER EXPENSES	\$250,150	\$174,706	\$251,950
	TOTAL EXPENSES	\$1,146,837	\$1,057,256	\$1,277,824
	SURPLUS/DEFICIT	\$51,000	\$139,754	\$0

RESOLUTION NO: 2018-08

A RESOLUTION OF THE CEDAR KEY WATER AND SEWER DISTRICT AMENDING RATES FOR WATER AND SEWER CHARGES; PROVIDING INSTRUCTIONS TO THE CODIFIER; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the Cedar Key Water and Sewer District owns and operates a water and wastewater system as part of a combined and integrated water and wastewater system; and

WHEREAS, the District provides potable water and wastewater treatment services to customers within its geographical boundaries as established by the Legislature of the State of Florida; and,

WHEREAS, in order for the District to provide high-quality water and wastewater services, it is necessary that rates be charged for such services that are sufficient to meet all of the obligations of the District; and

WHEREAS, the District has an obligation to insure that sufficient revenues are generated to cover all existing and anticipated expenditures for the water and wastewater system; and

WHEREAS, outstanding revenue bonds of the District require establishment of proper and adequate rates and charges for both water and wastewater services in order to pay for necessary operation, maintenance, expansion and debt service requirements of the district, all of which are proper and equitable, and necessary to avoid such expense having to be paid from other revenue or tax sources; and,

WHEREAS, it is incumbent upon the District to collect rates in as equitable a manner as possible; and

WHEREAS, the District Board finds that rate increases adopted by this resolution are fair, equitable and necessary to carry out the responsibilities of the District.

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

Section 1. Water Rates.

Section 5.02 of the District Resolutions is hereby amended as follows:

5.02 Water Rates

Base Service Availability Charge:

Small User: ~~\$23.00~~ 24.00

Large User: \$66.00

Plus the following usage charges:

Number of Gallons	Rate per 1,000 Gallons Used
0 to 3,000	\$2.31 <u>2.43</u> (\$.00243/gallon)
3,001 to 6,000	\$4.34 <u>4.56</u> (\$.00456/gallon)
6,001 to 9,000	\$6.12 <u>6.43</u> (\$.00643/gallon)
9,001 and up	\$7.92 <u>8.32</u> (\$.00832/gallon)

Section 2. Sewer Rates.

Section 5.03 of the District Resolutions is hereby amended as:

5.03 Sewer Rates.

Base Service Availability Charge:

Small User: ~~\$22.00~~ 23.00

Large User: \$63.00

Plus the following usage charges:

Number of Gallons	Rate per 1,000 Gallons Used
0 to 3,000	\$1.88 <u>1.97</u> (\$.00197/gallon)
3,001 to 6,000	\$3.80 <u>3.99</u> (\$.00399/gallon)
6,001 to 9,000	\$5.51 <u>5.79</u> (\$.00579/gallon)
9,001 and up	\$7.22 <u>7.58</u> (\$.00758/gallon)

Section 3. Amendment and Codification.

In Sections 1 and 2 above, language underlined shall be added; language struck through shall be deleted. The changes in Sections 1 and 2 above shall be incorporated into the District's codified resolutions.

Section 4. Effective Date.

This Resolution shall take effect upon final adoption, with the newly adopted rates to be applied as of October 1, 2017.

On first reading passed by a vote of 5 to 0 on the 10th day of September, 2018.

On second reading passed by a vote of _____ to _____ on the 24th day of September, 2018.

CEDAR KEY WATER
AND SEWER DISTRICT

BY: _____
Stephen Rosenthal, Chairperson

ATTEST:

(SEAL)

Secretary

RESOLUTION NO: 2018-11

A RESOLUTION OF THE CEDAR KEY WATER AND SEWER DISTRICT AUTHORIZING THE GENERAL MANAGER OF THE DISTRICT TO SIGN ALL DOCUMENTS RELATING TO WORK BEING PERFORMED BY THE FLORIDA DEPARTMENT OF TRANSPORTATION ON THE C STREET BRIDGE; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the Florida Department of Transportation (Department) will be constructing, reconstructing, or otherwise changing a portion of C Street which includes the Cedar Key Channel Bridge #340014, and its roadway approaches in Levy County, Florida; and

WHEREAS, the Cedar Key Water and Sewer District (District) has certain utility facilities, including valves, water lines and sanitary lines located within the project area (Facilities); and

WHEREAS, the road and bridge construction work will necessitate the relocation or adjustment of the Facilities; and

WHEREAS, The Department has agreed to include, as part of the Project, the funding and performance of the design, construction, and relocation of the Facilities; and

WHEREAS, the governing board of the District desires to authorize the District's General Manager, John K. McPherson, to sign all documents necessary to effectuate the Department's agreement to design, construct and relocate the Facilities.

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

Section 1. The General Manager of the District, John K. McPherson, is hereby authorized to sign all documents necessary to effectuate the Department's agreement to design, construct and relocate the Facilities as described above, with specific authorization to sign the Utility Work By Highway Contractor Agreement for the Cedar Key Channel Bridge.

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

Passed by a vote of _____ to _____ on the 24th day of September, 2018.

CEDAR KEY WATER
AND SEWER DISTRICT

BY: _____
Stephen Rosenthal, Chairperson

ATTEST:

(SEAL)

Ann Richburg, Secretary