

CEDAR KEY WATER AND SEWER DISTRICT NOTICE OF PUBLIC MEETING

Notice is hereby given that at 5:01 PM on March 11, 2024, the Cedar Key Water and Sewer District (“District”) will hold a public meeting at the District’s office, 510 3RD STREET, CEDAR KEY, FL 32625, to which members of the public are invited to attend and participate. A copy of the draft agenda is listed below, The District may consider and take action with respect to matters not listed on the draft agenda.

1. Call to order
2. Pledge and Moment of Silence
3. Public Comment
4. Adoption of Agenda
5. W3C Update
6. Approval of Board Meeting Minutes from February 12, 2024 Regular Board Meeting.
7. Financial Reports: Balance Sheet; Budget Report; Checkbook Activity; Past Due Accounts Report; Employee Leave
8. Bill Adjustment Requests
9. General Managers Report
10. Attorneys Report
11. Commissioner Comments
12. Public Comment
13. Adjourn

If a person decides to appeal any decision made by the District with respect to any matter considered at the meeting, such person will need a record of the proceedings and may need to ensure that a verbatim record is made, including the testimony and evidence upon which the appeal is made. In accordance with the Americans with Disabilities Act, persons needing special accommodations or an interpreter to participate in the meeting should contact the District Office at (352) 543-5285 at least three (3) business days prior to the dates of the hearing.

W3C Pipeline Progress Report March 2024

Looking for expansion of W3C board members

Bronson

Otter Creek

Cedar Key

Levy School Board

Levy County

Hiring Susan Folsom (Withlacoochee Water Coop) for \$15k scope of services due in May. We can then ask for bids on the entire job

Paid \$20,000 Lawyer fees

Hired Norm Fugate as attorney

Want to hire administrative assistant (Sue Beaudet wrote job description)

Hiring Shannon (Live Oak) for grant writing

Interviewed Beachum agency for Sue's admin asst job?

Requested more administrative money from Leroy/Tim (SRWMD)

Didn't do rfq for engineers shortlist

**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, 2024**

Board Members Present: Leslie Sturmer, Joe Hand, Stephen Rosenthal, Michael Borelli, Johnathan Ferguson.

Other Presents: Evan Rosenthal, Alicia Johns, James McCain, Sue Colson, Mandy Offerle, Frank Offerle, and John Rittenhouse.

1. Meeting called to order at 5:01 p.m. by Michael Borelli, Chair.
2. Pledge and Prayer.
3. Public Comment.
4. Adoption of Agenda. **Motion** by Stephen Rosenthal to approve tonight's agenda. **Second** by Leslie Sturmer. Passed by vote 5-0.
5. W3C Update. Joe Hand gave the Board a brief update on the last W3C Meeting. Joe let the Board know that the W3C got \$300,000 from the Florida Commerce Rural Infrastructure Fund. Joe and Evan discussed with the Board that the W3C will need to hire an Engineering Firm to come in and write up the procurements for engineering work. Sue Colson came and gave her thoughts on how the progress of the W3C was going and showed the Board some of the handouts that were given out to all who attended. Joe also informed the Board that W3C is currently looking for property to do potential well site evaluations. The W3C has gotten applications for legal counsel and accounting services. The Board and Evan Rosenthal discussed the time he has put in helping the W3C with some of the legal aspects in the forming of the co-op and how much more time he would be putting in, if any.
6. W3C Attorney Discussion. Mr. Ferguson gave the Board his thoughts on the Legal Counsel Firms that submitted their interest to represent the W3C. The Board and Joe discussed other jobs that are open for the W3C.
7. Approval of Board Meeting Minutes from the January 8, 2024, January 15, 2024, January 22, 2024, January 29, 2024, and February 5, 2024 Board Meetings. **Motion** by Stephen Rosenthal to accept the Minutes from the above listed Board Meetings with corrections. **Second** by Leslie Sturmer. Passed by vote 5-0.
8. Financial Reports: Balance Sheet; Budget Report; Checkbook Activity; Past Due Accounts Report; Employee Leave. The Board discussed the Financial Reports and had a few questions about line items 520.03, 540.02, 383, 560.06 and 770.01. Ann was not present at the meeting so James told the Board that he would get with Ann and get answers to the Board's questions.
9. Bill Adjustment Requests. The Board discussed the Sewer Adjustment for the FWCC Building. The Board agreed to adjust the sewer portion of the bill. **Motion** by Leslie Sturmer to adjust the sewer portion of the FWCC water bill. **Second** by Johnathan Ferguson. Passed by vote 5-0.

10. Seacoast Bank Line of Credit Renewal. Alicia discussed the Renewal of the Seacoast Bank Line of Credit that the District. Alicia let the Board know that the current Line of Credit with the Bank expired on February 8, 2024. **Motion** by Leslie Sturmer to approve the Renewal of the Seacoast Bank line of Credit. **Second** by Stephen Rosenthal. Passed by vote of 5-0.
11. General Manager New Hire Discussion. The Board and John Rittenhouse briefly discussed the Contract for General Manager and after a lot of discussion Mr. Rittenhouse accepted the position of General Manager of the Cedar Key Water & Sewer District. **Motion** by Joe Hand to accept John Rittenhouse as the New General Manager of the Cedar Key Water & Sewer District. **Second** by Johnathan Ferguson. Passed by vote 5-0.
12. General Managers Report. James and the Board discussed the issues at the Water & Sewer Plants. The Board James how the search for a new Technician was going, to which James replied that their was a candidate that he thought might be a good fit, but nothing has been decided yet. Evan, James and the Board also discussed the FEMA/FDEM paper work that would need to be approved and signed. **Motion** by Johnathan Ferguson to allow the Chair or General Manager approve and sign all documents for the Disaster Recovery with FEMA/FDEM. **Second** by Joe Hand. Passed by vote 5-0. James let the Board know that he would be March 4, 2024 to March 8, 2024. Ms. Leslie ask if a table or spreadsheet could be made to outline the progress of each of the projects and grants the District has at this time.
13. Attorney Report. Evan and the Board discussed the upcoming RFQ for the Lift Station Rehabilitation Grant construction phase would be going out on Februray 15, 2024. Since the Grant requires that a contract be in place by March 31, 2024 and the Board will meet on March 11, 2024, the Board will have to have a Special Meeting to discuss and award the contract. The date for the Special Meeting can be discussed at the March 11, 2024 Board Meeting. Evan discussed with the Board what percentage FEMA would pay for versus what the District will have to pay for. Evan let the Board know that the Engineering RFQ for the Disaster Recovery will also be going out shortly after the Lift Station Rehabilitaion grant RFQ.
14. Commissioner Comments. Joe let the Board know that he would get in touch with the other GM Applicants to let them know the position has been filled.
15. Public Comments. No Public Comments
16. Adjournment: There being no more business to conduct, the meeting was adjourned at 7:00 p.m.

Michael Borelli, Chairperson

Leslie Sturmer, Commissioner &
Secretary of the Board

Cedar Key Water & Sewer District
Balance Sheet
 As of February 29, 2024
 Feb 29, 24

ASSETS

Current Assets

Checking/Savings

Unrestricted Cash Funds

100 - Operating Account	407,813.20
102 Petty Cash	175.00
113.3 Unrestricted Savings	100,301.43

Total Unrestricted Cash Funds 508,289.63

Restricted Cash Funds

103.1 Security Deposit	14,583.96
114.00 RD Payment	50,790.00
114.02 RD RESERVE ACCOUNT	54,257.56

Total Restricted Cash Funds 119,631.52

Total Checking/Savings 627,921.15

Other Current Assets

138.10 · Due from Other Governmental Uni	65,378.19
134 - Accounts Receivable	100,192.36
135 - Allowance for A/R	-9,700.00
160 - Inventory & Materials	58,622.69

Total Other Current Assets 214,493.24

Total Current Assets 842,414.39

Fixed Assets

311.100 · WW Aeration Upgrade	15,800.00
311.105 · CIP WW Plant Upgrades	3,564.83
301 - Land	125,195.95
302 - Other Improvements	2,504,213.86
304 - Plant and Equipment	7,892,413.39
306 - Other Equipment	100,188.35
307 - Sewer Machinery	130,629.33
308 - Computer S/W	10,417.35
309 - Vehicles	125,128.96
311 - Less Accum Depreciation	-6,353,923.48

Total Fixed Assets 4,553,628.54

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 5,562,434.12

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

Cedar Key Water & Sewer District
Balance Sheet
As of February 29, 2024
Feb 29, 24

485 · Note Payable -RD - Current	20,000.00
403- Empl Ret Con Payabale	90.12
407-01 SS Tax Payable	591.12
408 - Sales Tax Payable	114.65
411 - Unearned Revenues	11,100.72
450 · Fed. Income Taxes Payable	-2,420.05
482 - Accrued Int Pay	2,307.53
483 · Accrued Compensated Absences	16,625.00
484 -Customer Deposits Payable	14,657.25
Total Other Current Liabilities	63,066.34
Total Current Liabilities	63,066.34
Long Term Liabilities	
460 · N/P-Rural Development	1,016,000.00
500 - Accrd Compem Absences-LT	13,946.00
Total Long Term Liabilities	1,029,946.00
Total Liabilities	1,093,012.34
Equity	
598 · Restricted for Debt Service	42,655.47
3900 · Retained Earnings	551,995.01
599 · Investment in Capital Assets -	3,663,878.54
Net Income	210,892.76
Total Equity	4,469,421.78
TOTAL LIABILITIES & EQUITY	5,562,434.12

Cedar Key Water & Sewer District
Profit & Loss Budget vs. Actual
 October 2023 through February 2024

	Oct '23 -...	Budget	\$ Over B...	% of B...
Ordinary Income/Expense				
Income				
341 · City Portion of Leases	0.00	2,058.00	-2,058.00	0.0%
300 - Income				
305 - Water Revenue	235,461.14	526,000.00	-290,538.86	44.8%
310 - Sewer Revenues	204,889.47	442,000.00	-237,110.53	46.4%
325 · Penalties	4,193.32	1,200.00	2,993.32	349.4%
330 - Earned Interest	1,937.03	1,150.00	787.03	168.4%
335 · New Meter Charges	1,080.00	1,200.00	-120.00	90.0%
350 - Misc Income	357.60	1,600.00	-1,242.40	22.4%
365. Meter Installation Fee	240.00	505.00	-265.00	47.5%
382 - Grant - Legislative 2016	0.00	0.00	0.00	0.0%
383- DEP Sewer Grant	74,492.70			
300.00 · Income - Other	0.00	250.00	-250.00	0.0%
Total 300 - Income	522,651.26	973,905.00	-451,253.74	53.7%
Other Sources Of Income				
315 - Ad Valorem Tax				
315.100 · Ad Valorem	209,892.97	387,484.00	-177,591.03	54.2%
315 - Ad Valorem Tax - Other	92,784.30	0.00	92,784.30	100.0%
Total 315 - Ad Valorem Tax	302,677.27	387,484.00	-84,806.73	78.1%
331 · City Contribution	215.50			
340 · Rental Income	10,304.18	24,000.00	-13,695.82	42.9%
370 · Water Charge New Connection	3,000.00	24,500.00	-21,500.00	12.2%
371 · Sewer Charge New Connection	3,000.00			
333 · Other Miscellaneous	2,357.42	1,000.00	1,357.42	235.7%
364 · Gain on Sale of Equipment	0.00	0.00	0.00	0.0%
Total Other Sources Of Income	321,554.37	436,984.00	-115,429.63	73.6%
Total Income	844,205.63	1412947.00	-568,741.37	59.7%
Gross Profit	844,205.63	1412947.00	-568,741.37	59.7%
Expense				
500 · GENERAL AND ADMINISTRATIVE				
510 · Payroll				
510.01 · Salaries	131,150.86	312,500.00	-181,349.14	42.0%
510.02 · Social Security/Medicare	9,836.27	24,000.00	-14,163.73	41.0%
510.03 · Retirement	18,742.03	31,512.00	-12,769.97	59.5%
510.04 · Health, Dental & Life Ins	33,598.75	76,373.00	-42,774.25	44.0%
510.05 · Workers Comp.	4,287.66	8,500.00	-4,212.34	50.4%
510.06 · Compensated Absence Expense	0.00	0.00	0.00	0.0%
Total 510 · Payroll	197,615.57	452,885.00	-255,269.43	43.6%
520 · Office				
520.01 · Supplies	2,280.38	3,000.00	-719.62	76.0%
520.02 · Postage & Shipping	2,303.74	7,600.00	-5,296.26	30.3%
520.03 · Copier, Computer, Billing, Etc.	4,300.63	5,000.00	-699.37	86.0%
520.04 · Printing and Copying	170.47	1,500.00	-1,329.53	11.4%
520.05 · Web Portal/E-Billing	0.00	250.00	-250.00	0.0%
520.08 · Bad Debt Expense	0.00	0.00	0.00	0.0%
520.10 · Rents	1,006.31			
Total 520 · Office	10,061.53	17,350.00	-7,288.47	58.0%

Cedar Key Water & Sewer District Profit & Loss Budget vs. Actual October 2023 through February 2024

	Oct '23 -...	Budget	\$ Over B...	% of B...
530 · Utilities				
530.01 · Fuel For Equipment	3,777.80	10,000.00	-6,222.20	37.8%
530.02 · Solid Waste Disposal	757.14	1,400.00	-642.86	54.1%
530.03 · Telephone	7,957.17	10,500.00	-2,542.83	75.8%
530 · Utilities - Other	0.00	0.00	0.00	0.0%
Total 530 · Utilities	12,492.11	21,900.00	-9,407.89	57.0%
540 · Professional Fees				
540.01 · Audit & Accounting	460.00	34,000.00	-33,540.00	1.4%
540.02 · Management/Legal	9,043.21	32,000.00	-22,956.79	28.3%
540.03 · Property Appraiser's Fee	0.00	6,750.00	-6,750.00	0.0%
540.05 · Tax Collector Fees	1,069.22	5,500.00	-4,430.78	19.4%
540.04 · Water/Wastewater Operator	0.00	0.00	0.00	0.0%
Total 540 · Professional Fees	10,572.43	78,250.00	-67,677.57	13.5%
550 - General Repair & Maint				
550.01 · Vehicle	874.68	3,000.00	-2,125.32	29.2%
550.02 · Equipment and Tools	0.00	2,000.00	-2,000.00	0.0%
550.03 · Building	190.46	500.00	-309.54	38.1%
550.04 · Supplies	798.32	900.00	-101.68	88.7%
550.05 · New Tools	0.00	0.00	0.00	0.0%
Total 550 - General Repair & Maint	1,863.46	6,400.00	-4,536.54	29.1%
560 · Other				
560.01 · Property/Liability Ins.	71,251.34	56,300.00	14,951.34	126.6%
560.03 · Continuing Education	100.00	2,500.00	-2,400.00	4.0%
560.04 · Annual Fees & Dues	400.00	6,000.00	-5,600.00	6.7%
560.05 · Ads and Publications	2,865.05	2,500.00	365.05	114.6%
560.06 · Miscellaneous	27,166.88	1,500.00	25,666.88	1,811.1%
560.07 · Contingency	14,284.10	125,322.00	-111,037.90	11.4%
Total 560 · Other	116,067.37	194,122.00	-78,054.63	59.8%
Total 500 · GENERAL AND ADMINISTRATIVE	348,672.47	770,907.00	-422,234.53	45.2%
600 · DIRECT WATER EXPENSES				
610 · Chemicals and Filters				
610.01 · Chemicals	48,221.55	83,000.00	-34,778.45	58.1%
610.02 · Miex Resin	0.00	20,000.00	-20,000.00	0.0%
Total 610 · Chemicals and Filters	48,221.55	103,000.00	-54,778.45	46.8%
620 - Laboratory				
620.01 · In House Lab	468.23	2,750.00	-2,281.77	17.0%
620.02 · Outside Lab	288.00	2,200.00	-1,912.00	13.1%
Total 620 - Laboratory	756.23	4,950.00	-4,193.77	15.3%
630 - Regulatory				
630.01 · Permits	0.00	150.00	-150.00	0.0%
Total 630 - Regulatory	0.00	150.00	-150.00	0.0%

Cedar Key Water & Sewer District
Profit & Loss Budget vs. Actual
 October 2023 through February 2024

	Oct '23 -...	Budget	\$ Over B...	% of B...
640 · Repairs and Maintenance				
640.01 · Piping and Distribution	1,874.83	20,000.00	-18,125.17	9.4%
640.02 · Equipment	3,926.00	16,000.00	-12,074.00	24.5%
640.03 · Building & Grounds	0.00	4,000.00	-4,000.00	0.0%
640.04 · Water Tower Maintenance	9,198.86	20,000.00	-10,801.14	46.0%
640.05 · Generators Annual Mainte	0.00	2,000.00	-2,000.00	0.0%
640.06 · Water Plant Maintenance	0.00	25,000.00	-25,000.00	0.0%
Total 640 · Repairs and Maintenance	14,999.69	87,000.00	-72,000.31	17.2%
650 · Utilities				
650.01 · Electric	10,222.94	27,500.00	-17,277.06	37.2%
650.02 · Propane	0.00	1,000.00	-1,000.00	0.0%
650.03 · Telephone	1,877.91	1,500.00	377.91	125.2%
Total 650 · Utilities	12,100.85	30,000.00	-17,899.15	40.3%
660 · Other				
660.01 · Professional Fees	0.00	10,000.00	-10,000.00	0.0%
660.02 · Engineering-SRF Planning	0.00	0.00	0.00	0.0%
660.04 Prof. Fees- Water Plant	0.00	0.00	0.00	0.0%
660.05 Pilot Study- Water Plant	0.00	0.00	0.00	0.0%
660.20 . Contingency	0.00	0.00	0.00	0.0%
Total 660 · Other	0.00	10,000.00	-10,000.00	0.0%
670 · Capital Expenditures				
670.04 · New Vehicle	0.00	50,000.00	-50,000.00	0.0%
Total 670 · Capital Expenditures	0.00	50,000.00	-50,000.00	0.0%
680 · Loans				
680.07 · DCB - LOC Interest	0.00	0.00	0.00	0.0%
680.05 · RD - Water System Interest	0.00	29,040.00	-29,040.00	0.0%
680.06 · RD-Water System Principal	0.00	20,000.00	-20,000.00	0.0%
Total 680 · Loans	0.00	49,040.00	-49,040.00	0.0%
685.00 · Contingency	0.00	10,000.00	-10,000.00	0.0%
690.1 · Depreciation Water	0.00	0.00	0.00	0.0%
Total 600 · DIRECT WATER EXPENSES	76,078.32	344,140.00	-268,061.68	22.1%
700 · DIRECT WASTEWATER EXPENSES				
710 · Chemicals and Filters				
710.01 · Chemicals	12,322.50	27,500.00	-15,177.50	44.8%
Total 710 · Chemicals and Filters	12,322.50	27,500.00	-15,177.50	44.8%
720 · Laboratory				
720.01 · In House Lab	468.22	0.00	468.22	100.0%
720.02 · Outside Lab	7,256.39	14,100.00	-6,843.61	51.5%
Total 720 · Laboratory	7,724.61	14,100.00	-6,375.39	54.8%
730 · Regulatory				
730.01 · Permits	0.00	1,000.00	-1,000.00	0.0%
730.02 · Biosolids Hauling	25,560.00	85,000.00	-59,440.00	30.1%
Total 730 · Regulatory	25,560.00	86,000.00	-60,440.00	29.7%
740 · Repairs Maintenance Other				
740.01 · Piping & Distribution	44,266.55	30,000.00	14,266.55	147.6%
740.02 · Equipment	4,658.01	30,000.00	-25,341.99	15.5%
740.03 · Building and Grounds	85.00	50,000.00	-49,915.00	0.2%
740.04 · Generator-Annual Maintenance	11,245.25	10,000.00	1,245.25	112.5%
Total 740 · Repairs Maintenance Other	60,254.81	120,000.00	-59,745.19	50.2%

Cedar Key Water & Sewer District
Profit & Loss Budget vs. Actual
 October 2023 through February 2024

	Oct '23 -...	Budget	\$ Over B...	% of B...
750 · Utilities				
750.01 · Electric	12,753.16	35,000.00	-22,246.84	36.4%
750.02 · Propane	0.00	1,800.00	-1,800.00	0.0%
Total 750 · Utilities	<u>12,753.16</u>	<u>36,800.00</u>	<u>-24,046.84</u>	<u>34.7%</u>
760 · Other				
760.01 · Professional Fees -WWTP Permit	0.00	3,500.00	-3,500.00	0.0%
760.02 · Contingency	0.00	10,000.00	-10,000.00	0.0%
Total 760 · Other	<u>0.00</u>	<u>13,500.00</u>	<u>-13,500.00</u>	<u>0.0%</u>
770.000 · DEP Grant Expenses				
770.100 · DEP Sewer Grant - Engineering	89,947.00	0.00	89,947.00	100.0%
Total 770.000 · DEP Grant Expenses	<u>89,947.00</u>	<u>0.00</u>	<u>89,947.00</u>	<u>100.0%</u>
790.1 · Depreciation Sewer	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>
Total 700 · DIRECT WASTEWATER EXPEN...	<u>208,562.08</u>	<u>297,900.00</u>	<u>-89,337.92</u>	<u>70.0%</u>
Total Expense	<u>633,312.87</u>	<u>1412947.00</u>	<u>-779,634.13</u>	<u>44.8%</u>
Net Ordinary Income	<u>210,892.76</u>	<u>0.00</u>	<u>210,892.76</u>	<u>100.0%</u>
Net Income	<u><u>210,892.76</u></u>	<u><u>0.00</u></u>	<u><u>210,892.76</u></u>	<u><u>100.0%</u></u>

Cedar Key Water & Sewer District Monthly Checkbook Activity

As of February 29, 2024

Date	Num	Name	Memo	Amount
Unrestricted Cash Funds				
100 - Operating Account				
02/01/2024	32123	Doty, Gabriel T	Pay Check	-968.18
02/01/2024	32124	US Postmaster	801 pc @ .53 ea = \$ 424.53	-424.53
02/01/2024	BANKDRAFT	Blue Cross Blue Shield of FL	Group:90866 76875962 02/01/2024-03/01/2024	-5,583.78
02/01/2024		Deposit	Deposit AD VALOREM TAX	92,784.30
02/01/2024		Deposit	Deposit Charter	459.88
02/01/2024		Deposit	Deposit NEXTOWER	955.09
02/01/2024		Deposit	Verizon	1,159.00
02/02/2024	32125	Johns, Alicia M.	Pay Check	-600.42
02/02/2024	32126	McCain, James E.	Pay Check	-1,203.83
02/02/2024	32127	Quinn, William M.	Pay Check	-856.27
02/02/2024	32128	Richburg, Margaret A.	Pay Check	-553.58
02/02/2024	Bankdraft	FMP,TF Pension Service	12/23	-3,212.26
02/02/2024	Bankdraft	EFTPS	59-1156008	-1,268.08
02/02/2024	32129	Alicia Johns	Mileage146 miles @ .655= 95.63 01/30/2024	-95.63
02/02/2024		Deposit	Deposit	68.95
02/02/2024	Bankdraft	ACH Return	Julie Harlow	-230.63
02/03/2024		Deposit	Deposit	218.89
02/04/2024		Deposit	Deposit	89.82
02/05/2024		Deposit	Deposit	218.18
02/05/2024	Bankdraft	ACH Return	Gilpin	-292.04
02/06/2024		Deposit	Deposit	63.05
02/07/2024	32130	Johns, Alicia M.	Pay Check	-622.76
02/07/2024	32131	Central FL Electric	Electric Bills 01/27/24	-5,008.39
02/07/2024		Deposit	Deposit	171.76
02/08/2024	32132	Wex Bank Marathon Fleet	Invoice No: 94964118 01/24	-674.05
02/08/2024	32133	AT & T # 2	352-543-6405 937 1988 01/2024	-346.24
02/08/2024	32134	James McCain	Refund	-259.92
02/08/2024	32135	Transamerica Employee Benefi	33859	-38.08
02/08/2024	32136	AFLAC	ATF27	-953.08
02/08/2024	32137	Quinn, William M.	Pay Check	-1,009.16
02/08/2024	32138	AT & T MOBILITY	Invoice No: 287283353088	-124.00
02/08/2024	32139	AT&T # 1	Invoice No: 5826416803	-133.59
02/08/2024	32140	Gator Works Computing	Invoice NO: 23-26817	-181.00
02/08/2024	32141	Grainger Parts	Invoice NO. 996587758	-47.14
02/08/2024	32142	Hawkins, Inc.d/b/a Dumont	Invoice NO: 6617970,6677965	-7,900.30
02/08/2024	32143	Konica Minolta Business Solutio	Invoice No 291915671 2/24	-97.88
02/08/2024	32144	Levy Jones	Supplies	-322.85
02/08/2024	32145	Quill Corporation	Invoice NO. 36749947	-25.18
02/08/2024	32146	Marina Hardware At Cedar Key	220 1/24	-247.73
02/08/2024	32147	NAPA Gulf Coast Parts, LLC	1999 01/24	-328.16
02/08/2024	32148	Verizon # 2	Invoice No: 9954973142	-99.94
02/08/2024	32149	Verizon Wireless # 1	Invoice No: 9955021718	-109.73
02/08/2024		Deposit	Deposit	120.97

Cedar Key Water & Sewer District Monthly Checkbook Activity

As of February 29, 2024

Date	Num	Name	Memo	Amount
02/09/2024	32150	McCain, James E.	Pay Check	-1,348.83
02/09/2024	32152	Doty, Gabriel T	Pay Check	-816.22
02/09/2024	32153	Ferguson, Johnathan A.	Pay Check	-369.40
02/09/2024	32155	Richburg, Margaret A.	Pay Check	-553.58
02/09/2024	32151	Borelli, Michael A	Pay Check	-369.40
02/09/2024	32154	Hand, Joseph G.	Pay Check	-369.40
02/09/2024	32156	Rosenthal, Stephen B.	Pay Check	-369.40
02/09/2024	Bankdraft	EFTPS	59-1156008	-1,553.22
02/09/2024		Deposit	Deposit	200.12
02/10/2024		Deposit	Deposit	64.03
02/12/2024		Deposit	Deposit	311.87
02/13/2024	32157	Aqua Pure Water & Sewerage	Invoice No: 86759 01/2024	-2,845.00
02/13/2024	32158	Alicia Johns	Mileage146 miles @ .670 02/13/24	-104.39
02/13/2024	32159	Baskerville-Donovan, Inc.	Invoive No. 45141BDI Project No:12350301 1:	-6,644.50
02/13/2024	Bankdraft	City Of Cedar Key	Solid Waste 01/24	-128.69
02/13/2024	32160	Beauchamp & Edwards	Invoice # 23164 2/08/24	-460.00
02/13/2024	32161	CITRUS PUBLISHING	50081665, 50084210	-99.32
02/13/2024	32162	Elan Financial Services	4798 5103 5327 0230 01/24	-752.64
02/13/2024	32166	FORNTLINE WATERWORKS	6357108 1/18/24	-78.92
02/13/2024	32167	Graybar Electric Comp., Inc.	1631295	-187.73
02/13/2024	32168	Hawkins, Inc.d/b/a Dumont	Invoice NO:6670510, 66770511	-2,006.50
02/13/2024	32169	McCall Service, Inc.	Invoice No: 100001449 1/24/24	-64.20
02/13/2024	32170	Nabors Giblin & Nickerson	Invoice No: 1108-22064 49867 HJE	-5,632.22
02/13/2024	32171	Print Shop	Invoice No:85366	-150.48
02/13/2024		Deposit	Deposit	9,625.20
02/14/2024		Deposit	Deposit	273.59
02/15/2024	32172	Doty, Gabriel T	Pay Check	-968.19
02/15/2024	32173	Richburg, Margaret A.	Pay Check	-553.57
02/15/2024	32174	CITRUS PUBLISHING	50082541 SUMMARY	-21.22
02/15/2024	32175	Johns, Alicia M.	Pay Check	-615.65
02/15/2024		Deposit	Deposit	60.03
02/15/2024		Deposit	Deposit	13,301.32
02/15/2024		Deposit	Deposit	3,468.61
02/16/2024	32176	McCain, James E.	VOID: Pay Check	0.00
02/16/2024	32177	Quinn, William M.	Pay Check	-856.27
02/16/2024	32178	McCain, James E.	Pay Check	-1,469.37
02/16/2024	Bankdraft	EFTPS	59-1156008	-1,317.70
02/19/2024		Deposit	Deposit	57.75
02/20/2024	Bankdraft	Blue Cross Blue Shield of FL	Group:90866 76934341 3/24	-5,583.78
02/20/2024		Deposit	Deposit	185.10
02/20/2024		Deposit	Deposit	20,922.20
02/20/2024		Deposit	Deposit	4,917.22
02/21/2024		Deposit	Deposit	3,189.77
02/21/2024		Deposit	Deposit	659.94
02/22/2024	32180	City Of Cedar Key	10/01/23 Thru 02/22/24	-3,133.68

Cedar Key Water & Sewer District Monthly Checkbook Activity As of February 29, 2024

Date	Num	Name	Memo	Amount
02/22/2024	32183	AMERICAN PIPE & TANK, INC	Invoice No, 93913,94389,94564,94705	-12,780.00
02/22/2024	32184	AT&T # 1	Invoice No.8310013428737	-267.18
02/22/2024	32185	AT & T MOBILITY	Invoice No: 287283353088	-249.57
02/22/2024	32186	McCall Service, Inc.	Invoice No: 100001449 1/24/24	-64.20
02/22/2024	32188	Quinn, William M.	Pay Check	-1,009.16
02/23/2024	32187	Johns, Alicia M.	Pay Check	-586.19
02/23/2024	32189	McCain, James E.	Pay Check	-1,348.83
02/23/2024	32190	Doty, Gabrial T	Pay Check	-816.23
02/23/2024	32192	Richburg, Margaret A.	Pay Check	-553.58
02/23/2024	32193	Rittenhouse, John	Pay Check	-1,205.06
02/23/2024	Bankdraft	EFTPS	59-1156008	-1,645.36
02/23/2024	32194	AFLAC	ATF27	-1,191.35
02/23/2024	32195	CITRUS PUBLISHING	50084210 2/15/24	-44.98
02/23/2024	32196	Dewberry Engineers, Inc.	# 2397787 02/23/24	-3,682.40
02/23/2024	32197	Hawkins, Inc.d/b/a Dumont	Invoice NO: 6686541 2/12/24	-5,172.47
02/23/2024		Deposit	Deposit	57.75
02/25/2024		Deposit	Deposit	295.99
02/26/2024		Deposit	Deposit	270.35
02/27/2024	32198	Alicia Johns	Mileage146 miles @ .670 02/27/24	-97.82
02/27/2024	Bankdraft	FMP,TF Pension Service	12/23	-2,812.76
02/27/2024		Deposit	Deposit	59.74
02/27/2024		Deposit	Deposit	31,689.04
02/27/2024		Deposit	Deposit	68.68
02/27/2024		Deposit	Deposit	74.82
02/28/2024	32199	Hawkins, Inc.d/b/a Dumont	Invoice NO: 6698552, 6698550	-2,343.45
02/28/2024	32200	Transamerica Employee Benefi	33859	-34.08
02/29/2024	32201	Doty, Gabrial T	Pay Checks	-968.18
02/29/2024	32202	Johns, Alicia M.	Pay Checks	-586.20
02/29/2024		Deposit	Deposit	8,121.23
02/29/2024		Deposit	Re-fund from W3C for Attorney Fees	13,741.36
02/29/2024		Deposit	Deposit	459.88
02/29/2024		Deposit	Verizon	1,159.00
02/29/2024	32203	US Postmaster	817 pc @ .53 ea = \$ 433.01	-433.01
02/29/2024		Deposit	Deposit	505.86
02/29/2024	Bankdraft	ACH Return	Julie HarLow	-58.62
Total 100 - Operating Account				<u>98,857.78</u>
Total Unrestricted Cash Funds				<u>98,857.78</u>
TOTAL				<u>98,857.78</u>

Cedar Key Water and Sewer District

Penalty Register

Detailed

For charges due before 02/29/2024

Account Balance as of 02/29/2024

Disconnect Date 03/11/2024

Sorted by: Route + Reading Sequence

Location No	Account No	Name	Address	Meter No.	Prev. Balance	Penalty	Tax	Account Balance
Service	Code							
17001	17001	SCOTT SYKES	15610 SUNSET POINT					
WATER	P1			2300082609	42.51	20.00	0.00	62.51
SEWER					39.23	0.00	0.00	39.23
		SCOTT SYKES	Total		81.74	20.00	0.00	101.74
1610001	1610001	BRIAN ANDREWS	15725 SUNSET POINT					
WATER	P1			2100182425	35.05	20.00	0.00	55.05
SEWER					32.92	0.00	0.00	32.92
		BRIAN ANDREWS	Total		67.97	20.00	0.00	87.97
43001	43001	BENJAMIN BURNSSED	12250 SR 24					
WATER	P1			2100185277	29.43	20.00	0.00	49.43
SEWER					28.37	0.00	0.00	28.37
		BENJAMIN BURNSSED	Total		57.80	20.00	0.00	77.80
45001	45001	ALICE MCKEE	12208 FRANKO CIR.					
WATER	P1			13658464	37.29	20.00	0.00	57.29
SEWER					34.74	0.00	0.00	34.74
		ALICE MCKEE	Total		72.03	20.00	0.00	92.03
81001	81001	W.E. KNIGHT	12406 SR 24					
WATER	P1			14346305	106.88	20.00	0.00	126.88
SEWER					81.10	0.00	0.00	81.10
		W.E. KNIGHT	Total		187.98	20.00	0.00	207.98
1051001	1051001	WILL KNIGHT	12406 SR 24					
WATER	P1			18258673	30.03	20.00	0.00	50.03
		WILL KNIGHT	Total		30.03	20.00	0.00	50.03
82001	82001	DONALD GILLMORE	12412 SR 24					
WATER	P1			19125699	30.00	20.00	0.00	50.00
SEWER					28.83	0.00	0.00	28.83
		DONALD GILLMORE	Total		58.83	20.00	0.00	78.83
86001	86001	BIG MOON LLC	12420 STATE ROAD 24					
WATER	P1			14346430	40.61	20.00	0.00	60.61
SEWER					37.57	0.00	0.00	37.57
		BIG MOON LLC	Total		78.18	20.00	0.00	98.18
109001	109001	PETER STEFANI	12586 SR 24					
WATER	P1			2300008360	29.24	20.00	0.00	49.24
SEWER					28.40	0.00	0.00	28.40
		PETER STEFANI	Total		57.64	20.00	0.00	77.64
142001	142001	DANIEL KISS	12920 SR 24					
WATER	P1			14280658	128.68	20.00	0.00	148.68
		DANIEL KISS	Total		128.68	20.00	0.00	148.68
176001	176001	JOSEPH ALLEN SR	1274 WHIDDEN AVE.					
WATER	P1			12943638	80.78	20.00	0.00	100.78
SEWER					58.30	0.00	0.00	58.30
		JOSEPH ALLEN SR	Total		139.08	20.00	0.00	159.08
179001	179001	SCOTT SYKES	1218 WHIDDON AVE.					
WATER	P1			19125744	32.78	20.00	0.00	52.78
SEWER					31.08	0.00	0.00	31.08
		SCOTT SYKES	Total		63.86	20.00	0.00	83.86
205001	205001	SHARON SHAW	13163 SW 164TH AVENUE					
WATER	P1			14280592	35.35	20.00	0.00	55.35
SEWER					33.17	0.00	0.00	33.17

Location No	Account No	Name	Address	Meter No.	Prev. Balance	Penalty	Tax	Account Balance
205001	205001	SHARON SHAW	13163 SW 164TH AVENUE					
		SHARON SHAW	Total		68.52	20.00	0.00	88.52
230001	230001	BRIAN SKARUPSKI	13551 SW AIRPORT RD.					
WATER	P1			2100035360	59.27	20.00	0.00	79.27
SEWER					50.68	0.00	0.00	50.68
		BRIAN SKARUPSKI	Total		109.95	20.00	0.00	129.95
238001	238001	AVENT, A.W. (PP)	13730 SW AIRPORT RD.					
WATER	P1			19125739	79.16	20.00	0.00	99.16
SEWER					56.99	0.00	0.00	56.99
		AVENT, A.W. (PP)	Total		136.15	20.00	0.00	156.15
1430001	1430001	SCOTT LANDGRAF	16971 SW 133RD STREET					
WATER	P1			18189970	113.32	20.00	0.00	133.32
		SCOTT LANDGRAF	Total		113.32	20.00	0.00	133.32
268001	268001	PAT HIBBITS	1169 HAWTHORNE AVE					
WATER	P1			13379859	32.48	20.00	0.00	52.48
SEWER					30.84	0.00	0.00	30.84
		PAT HIBBITS	Total		63.32	20.00	0.00	83.32
277001	277001	CHERI THOMAS	1182 SHELLCREST-DBL					
WATER	P1			2100160616	91.45	20.00	0.00	111.45
SEWER					66.94	0.00	0.00	66.94
		CHERI THOMAS	Total		158.39	20.00	0.00	178.39
289001	289001	WELLS HAMLIN	1171 GULF BLVD.-					
WATER	P1			14346417	39.15	20.00	0.00	59.15
SEWER					36.29	0.00	0.00	36.29
		WELLS HAMLIN	Total		75.44	20.00	0.00	95.44
290001	290001	DIANA BIBLE	1170 PARODA AVE					
WATER	P1			13658397	50.82	20.00	0.00	70.82
SEWER					46.51	0.00	0.00	46.51
		DIANA BIBLE	Total		97.33	20.00	0.00	117.33
292001	292001	SALLY BEVERIDGE	1150 PARODA AVE.					
WATER	P1			18258647	31.44	20.00	0.00	51.44
SEWER					30.75	0.00	0.00	30.75
		SALLY BEVERIDGE	Total		62.19	20.00	0.00	82.19
369001	369001	CHESTER VANDERPYL	12031 SW 165TH AVE.					
WATER	P1			12943625	133.88	20.00	0.00	153.88
SEWER					89.65	0.00	0.00	89.65
		CHESTER VANDERPYL	Total		223.53	20.00	0.00	243.53
382001	382001	THOMAS KARLE	11850 RYE KEY DR.					
WATER	P1			14280763	33.17	20.00	0.00	53.17
SEWER					31.40	0.00	0.00	31.40
		THOMAS KARLE	Total		64.57	20.00	0.00	84.57
409001	409001	JONES & JONES	12111 SW 167 COURT					
WATER	P1			2100185310	0.92	20.00	0.00	20.92
SEWER					35.04	0.00	0.00	35.04
		JONES & JONES	Total		35.96	20.00	0.00	55.96
442001	442001	ANTHONY BATCHELOR	12630 HODGSON AVE.					
WATER	P1			13379829	44.53	20.00	0.00	64.53
SEWER					40.99	0.00	0.00	40.99
		ANTHONY BATCHELOR	Total		85.52	20.00	0.00	105.52
448001	448001	JOHN ANASTASI	12750 JERNIGAN AVE.					
WATER	P1			2100035365	109.90	20.00	0.00	129.90
SEWER					65.68	0.00	0.00	65.68
		JOHN ANASTASI	Total		175.58	20.00	0.00	195.58
496001	496001	ARTHUR PIEGER	12350 E. POINT RD.					
WATER	P1			14280703	45.54	20.00	0.00	65.54
SEWER					41.87	0.00	0.00	41.87
		ARTHUR PIEGER	Total		87.41	20.00	0.00	107.41
505001	505001	ISLAND ROOM REST.	192 2ND STREET					
WATER	P1			2100023765	92.20	20.00	0.00	112.20
SEWER					100.60	0.00	0.00	100.60

Location No	Account No	Name	Address	Meter No.	Prev. Balance	Penalty	Tax	Account Balance
505001	505001	ISLAND ROOM REST.	192 2ND STREET					
		ISLAND ROOM REST.	Total		192.80	20.00	0.00	212.80
561001	561001	BURTON PATTERSON	11 OLD MILL DRIVE 7E					
WATER	P1			14280443	29.64	20.00	0.00	49.64
SEWER					28.54	0.00	0.00	28.54
		BURTON PATTERSON	Total		58.18	20.00	0.00	78.18
567001	567001	SAMANTHA BENFIELD	11 OLD MILL DRIVE- 8E					
WATER	P1			14280446	81.43	20.00	0.00	101.43
SEWER					58.83	0.00	0.00	58.83
		SAMANTHA BENFIELD	Total		140.26	20.00	0.00	160.26
622001	622001	RICCARDO BARRANTES	7030 DEPOT STREET					
WATER	P1			2300008311	29.88	20.00	0.00	49.88
SEWER					28.74	0.00	0.00	28.74
		RICCARDO BARRANTES	Total		58.62	20.00	0.00	78.62
657001	657001	LISA EIELSON	7041 DEPOT ST 302C					
WATER	P1			14346396	34.18	20.00	0.00	54.18
SEWER					32.22	0.00	0.00	32.22
		LISA EIELSON	Total		66.40	20.00	0.00	86.40
680001	680001	BIG DECK	331 DOCK ST.					
WATER	P1			13935878	22.26	20.00	0.00	42.26
SEWER					210.88	0.00	0.00	210.88
		BIG DECK	Total		233.14	20.00	0.00	253.14
682001	682001	TIPSY COW	360 DOCK STREET					
WATER	P1			22198113	160.62	20.00	0.00	180.62
SEWER					112.07	0.00	0.00	112.07
		TIPSY COW	Total		272.69	20.00	0.00	292.69
1048001	1048001	LIAM & MADI'S	360 DOCK STREET					
WATER	P1			2200064397	53.57	20.00	0.00	73.57
SEWER					37.17	0.00	0.00	37.17
		LIAM & MADI'S	Total		90.74	20.00	0.00	110.74
740001	740001	CHRISTY ROMAN	357 2ND ST.					
WATER	P1			18258650	16.11	20.00	0.00	36.11
SEWER					33.80	0.00	0.00	33.80
		CHRISTY ROMAN	Total		49.91	20.00	0.00	69.91
752001	752001	TAMI WILKES	510 2ND STREET					
WATER	P1			2300008342	33.44	20.00	0.00	53.44
SEWER					31.62	0.00	0.00	31.62
		TAMI WILKES	Total		65.06	20.00	0.00	85.06
763001	763001	SHARON SHAW	573 1ST ST.					
WATER	P1			2000047455	37.35	20.00	0.00	57.35
SEWER					34.79	0.00	0.00	34.79
		SHARON SHAW	Total		72.14	20.00	0.00	92.14
1670001	1670001	CEDAR KEY BAKERY	315 2ND STREET					
WATER	P1			2100182430	78.80	20.00	0.00	98.80
		CEDAR KEY BAKERY	Total		78.80	20.00	0.00	98.80
773001	773001	SHARON SHAW	644 1ST STREET					
WATER	P1			2100160649	32.57	20.00	0.00	52.57
SEWER					30.92	0.00	0.00	30.92
		SHARON SHAW	Total		63.49	20.00	0.00	83.49
782001	782001	JEFFERY WIGSTEN	697 1ST ST.					
WATER	P1			13658465	49.18	20.00	0.00	69.18
SEWER					45.05	0.00	0.00	45.05
		JEFFERY WIGSTEN	Total		94.23	20.00	0.00	114.23
807001	807001	THE MARKET	7031 D STREET					
WATER	P1			2100182415	50.69	20.00	0.00	70.69
SEWER					40.65	0.00	0.00	40.65
		THE MARKET	Total		91.34	20.00	0.00	111.34
809001	809001	JUSTIN HUFFMAN	658 4TH ST.					
WATER	P1			14280377	328.17	20.00	0.00	348.17
SEWER					244.04	0.00	0.00	244.04

Location No	Account No	Name	Address	Meter No.	Prev. Balance	Penalty	Tax	Account Balance
809001	809001	JUSTIN HUFFMAN	658 4TH ST.					
		JUSTIN HUFFMAN	Total		572.21	20.00	0.00	592.21
1075001	1075001	HEMBREE - TAYLOR,	634 6TH STREET					
WATER	P1			1406215	24.00	20.00	0.00	44.00
		HEMBREE - TAYLOR,	Total		24.00	20.00	0.00	44.00
840001	840001	PETER FRIZZELL	690 6TH STREET					
WATER	P1			12601516	33.77	20.00	0.00	53.77
SEWER					31.88	0.00	0.00	31.88
		PETER FRIZZELL	Total		65.65	20.00	0.00	85.65
845001	845001	TERESE SEARS	741 6TH ST					
WATER	P1			2000047454	22.90	20.00	0.00	42.90
SEWER					28.93	0.00	0.00	28.93
		TERESE SEARS	Total		51.83	20.00	0.00	71.83
923001	923001	TRACI ARGAVES	850 6TH ST.					
WATER	P1			14346512	86.78	20.00	0.00	106.78
SEWER					63.16	0.00	0.00	63.16
		TRACI ARGAVES	Total		149.94	20.00	0.00	169.94
956001	956001	JOE VASTOLA	882 8TH ST.					
WATER	P1			14346507	38.34	20.00	0.00	58.34
SEWER					35.59	0.00	0.00	35.59
		JOE VASTOLA	Total		73.93	20.00	0.00	93.93
959001	959001	CINDY PETRIE	909 6TH STREET					
WATER	P1			14346498	26.17	20.00	0.00	46.17
SEWER					36.49	0.00	0.00	36.49
		CINDY PETRIE	Total		62.66	20.00	0.00	82.66

Total Customers 49
 Prev. Balance \$5,209.02
 Penalty \$980.00
 Total Tax \$0.00
 Account Balance \$6,189.02

Previously Posted Penalty \$0.00

17 Customers
 \$1,962.25

Employee Time off Accrued and Used

Doty, Gabrial T

Date	Chk Num	Period Start	Period End	Hours	Vac Accrued	Vac Used	Vac Balance	Sick Accrued	Sick Used	Sick Balance	Sick Used - Sick Leave
02/01/2024	32123	01/27/2024	02/02/2024	55.00	1.90	-	17.10	2.00	-	14.00	-
02/15/2024	32172	02/10/2024	02/16/2024	55.00	1.90	-	19.00	2.00	-	16.00	-
02/23/2024	32190	02/17/2024	02/23/2024	46.00	1.53	-	20.53	2.00	-	18.00	-
02/29/2024	32201	02/24/2024	03/01/2024	55.00	1.53	-	22.07	2.00	-	20.00	-
02/09/2024	32152	02/03/2024	02/09/2024	46.00	1.90	-	23.97	2.00	-	22.00	-
				257.00	8.77	0.00	23.97	10.00	0.00	22.00	0.00

Johns, Alicia M.

Date	Chk Num	Period Start	Period End	Hours	Vac Accrued	Vac Used	Vac Balance	Sick Accrued	Sick Used	Sick Balance	Sick Used - Sick Leave
02/15/2024	32175	02/10/2024	02/16/2024	42.00	3.13	-	46.85	2.00	8.00	18.45	8.00
02/02/2024	32125	01/29/2024	02/02/2024	41.00	3.13	-	49.98	2.00	3.00	17.45	3.00
02/23/2024	32187	02/17/2024	02/23/2024	40.00	3.13	-	53.12	2.00	-	19.45	-
02/29/2024	32202	02/24/2024	03/01/2024	40.00	3.13	-	56.25	2.00	-	21.45	-
02/07/2024	32130	02/05/2024	02/09/2024	42.50	3.13	-	59.38	2.00	8.00	15.45	8.00
				205.50	15.67	0.00	59.38	10.00	19.00	15.45	19.00

McCain, James E.

Date	Chk Num	Period Start	Period End	Hours	Vac Accrued	Vac Used	Vac Balance	Sick Accrued	Sick Used	Sick Balance	Sick Used - Sick Leave
02/16/2024	32176	02/10/2024	02/16/2024	-	-	-	300.28	-	-	897.80	-
02/16/2024	32178	02/10/2024	02/16/2024	43.50	3.13	16.00	287.42	2.00	-	899.80	-
02/02/2024	32126	01/27/2024	02/02/2024	40.00	3.13	-	290.55	2.00	-	901.80	-
02/23/2024	32189	02/17/2024	02/23/2024	40.00	3.13	7.50	286.18	2.00	-	903.80	-
02/09/2024	32150	02/03/2024	02/09/2024	40.00	3.13	-	289.32	2.00	-	905.80	-
				163.50	12.53	23.50	289.32	8.00	0.00	905.80	0.00

Quinn, William M.

Date	Chk Num	Period Start	Period End	Hours	Vac Accrued	Vac Used	Vac Balance	Sick Accrued	Sick Used	Sick Balance	Sick Used - Sick Leave
02/16/2024	32177	02/10/2024	02/16/2024	46.00	3.13	-	214.90	2.00	-	301.50	-
02/02/2024	32127	01/27/2024	02/02/2024	46.00	3.13	-	218.03	2.00	3.00	300.50	3.00
02/22/2024	32188	02/10/2024	02/16/2024	55.00	3.13	-	221.17	2.00	-	302.50	-
02/08/2024	32137	02/03/2024	02/09/2024	55.00	3.13	-	224.30	2.00	3.00	301.50	3.00
				202.00	12.53	0.00	224.30	8.00	6.00	301.50	6.00

Richburg, Margaret A.

Date	Chk Num	Period Start	Period End	Hours	Vac Accrued	Vac Used	Vac Balance	Sick Accrued	Sick Used	Sick Balance	Sick Used - Sick Leave
02/15/2024	32173	02/10/2024	02/16/2024	32.00	3.13	4.00	14.37	2.00	4.00	2.00	4.00
02/02/2024	32128	01/27/2024	02/02/2024	32.00	3.13	-	17.50	2.00	-	4.00	-
02/23/2024	32192	02/24/2024	03/01/2024	32.00	3.13	-	20.63	2.00	-	6.00	-
02/09/2024	32155	02/03/2024	02/09/2024	32.00	3.13	-	23.77	2.00	4.00	4.00	4.00
				128.00	12.53	4.00	23.77	8.00	8.00	4.00	8.00