

TAYLOR COASTAL WATER & SEWER DISTRICT  
18820 BEACH ROAD  
PERRY, FLORIDA 32348  
Phone/Fax: (850) 578-3043  
[www.tcwsd.org](http://www.tcwsd.org)

**REGULAR COMMISSION MEETING AGENDA**  
**Tuesday, December 12, 2017**  
**3:00 p.m.**

1. Meeting called to order and a quorum established
2. Prayer and the Pledge of Allegiance to the Flag
3. Welcome guests and open floor for comments for non-agendaed items
4. Approval of Minutes from the regular commission meeting November 14, 2017
5. Staff and Committee Reports
  - a. Director's Report – Lynette Senter
  - b. Other Assistant Office Manager Items- Lynette Senter
  - c. Financial Reports – Diane Carlton
  - d. Other Office Manager Items – Diane Carlton
6. New Business
  - a. Approval of corrected 2018 Board Meeting and Holiday Calendar
  - b. Discuss allocation of Hurricane Hermine Public Assistance funds received
  - c. Discuss COLA increase
7. Old Business
  - a. Update on Hurricane Hermine repairs and - Diane Carlton
  - b. Update on EPA Grant # XP 00D45516 Congressionally Mandated Project (Waste Water Equipment Purchases) - Diane Carlton
  - c. Update on the status of the Search Grant Application and the EPA grant application for Water Improvements
  - d. Wager Vent Update
8. Closing Remarks Commissioners/Staff
9. Motion to Adjourn

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## MINUTES OF REGULAR COMMISSION MEETING

November 14, 2017, 2017 3:00 p.m.

1. The meeting was held at the District Building at 3:00 PM on November 14, 2017 present were: Commissioners Lynn Aibejeris, Steve Brown, Nancy Geohagan and Gennie Malone and Benjye Tuten.  
  
TCW&SD STAFF present were: Diane Carlton and Lynette Senter. Chairman Aibejeris called the meeting to order at 3:00 p.m. and declared a quorum present.
2. Annual Election of Officers. **Commissioner Tuten made a motion to retain the current slate of Commissioners. Commissioner Brown offered a second. Chairman Aibejeris asked for further discussion. There was none. By unanimous vote the motion was approved.**
3. Commissioner Steve Brown led in prayer and the pledge of allegiance to the flag.
4. Debby Preble was our only guest. Chairman Aibejeris asked if anyone had any non-agendaed items to discuss. There were none.
5. Debby Preble gave an update on the status of the Search Grant Application and the EPA grand application for Water Improvements. Both have been executed - \$60,000 for Planning and \$234,000 for Design and Engineering. Three of the items discussed at the kick off meeting were Wellhead Protection, Booster Pressure, and an Elevated Storage Tank.
6. Approval of minutes for the regular commission meeting October 24, 2017. Chairman Aibejeris asked if everyone had reviewed the minutes and if there was a motion to approve. **Commissioner Malone made a motion to accept the minutes as presented. Commissioner Geohagan offered a second. Chairman Aibejeris asked for further discussion. There was none. By unanimous vote the motion was approved.**
7. **Staff and Committee Reports**
  - a. **Director Report – Lynette Senter** - Lynette reported the Water and Sewer sales for October were more than budgeted. We had no past due customers. We received 1 new customer for the month. We had 13 adjustments totaling \$286.00. There were no questions from the commissioners. **Chairman Aibejeris asked for a motion to accept the report. Commissioner Geohagan made a motion to accept the Director’s Report as presented. Commissioner Malone offered a second. Chairman Aibejeris called for further discussion. There was none. By unanimous vote the motion was approved.**
  - b. **Other Assistant Office Manager Items - Lynette Senter** – A local resident has made a request to use the District building once a month for a group meeting. One Commissioner and Lynette will be participating. As an employee will be available to open and close the building, the Board did not see a problem with granting this access. Further use of the building will be discussed in the future.
  - c. **Financial Reports –Diane Carlton** – Diane reported that water and sewer sales for the month of October 2017 were \$46,721.44. Total expenses were \$46,359.82. There was no Other Income. The net income for the month was \$361.62. The exception expense items for the month included \$3,627.01 for the down payment, tax, tag and title for the new Water Department Chevy Truck, \$1,201.50 for Legal Expenses from Mike Smith, and \$2,121.33 for repairs to the Wastewater Truck. A copy of the October 31, 2017 balance sheet was presented to the commissioners. She asked if anyone had questions. There were none. Chairman Aibejeris called for a motion to accept the Financial Report as given. **Commissioner Geohagan made a motion to accept the Financial Reports as given. Commissioner Brown offered a second. Chairman Aibejeris called for further discussion. There was none. By unanimous vote the motion was approved.**

TAYLOR COASTAL WATER & SEWER DISTRICT  
MINUTES OF REGULAR COMMISSION MEETING

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f. **Other Office Manager Items-Diane Carlton .**

1. Wager vent installation is still going slower than expected due to personnel issues. Diane will meet with Ron and help outline a work schedule so that we can continue to get these installed.
2. Tool loss and replacement has been on the rise. Commissioner Tuten suggested that each field employee be given a tool kit and be personally responsible for losses.
3. Discussion was held regarding installation of a time clock for Field Personnel.
4. Further personnel issues were discussed and Commissioner Tuten will be meeting with Diane to work on these.

6. **New Business**

- a. The 2018 Board Meeting and Holiday Calendar was presented. **Commissioner Brown made a motion to accept the Board Calendar. Commissioner Geohagan offered a second. Chairman Aibejeris called for further discussion. There was none. By unanimous vote the motion was approved.**

7. **Old Business**

- a. Update on Hurricane Hermine repairs, expenses and Public Assistance from the Federal Emergency Management Agency and the State of Florida- Diane reported that we have continued to provide FEMA with more information as requested, but still have not received any money.
- b. Update EPA Grant # XP 00D45516 Congressionally Mandated Project (Waste Water Equipment Purchase) Diane reported she has used some of this money to begin the purchase of wager vents. 55% of the \$35,000.00 purchase amount will be submitted for reimbursement to the District. Additional vents will be purchased as needed.

8. **Closing Remarks Commissioners/Staff**

The Commissioners expressed thanks to staff. There were no other comments.

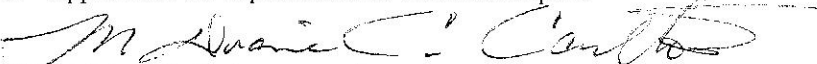
9. **Motion to Adjourn**

**Chairman Aibejeris requested a Motion to Adjourn. Commissioner Malone made a motion to adjourn the meeting. Commissioner Brown offered second. The meeting adjourned at 5:04 p.m.**

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Board Actions:

1. Approval of the minutes of the September 22, 2017 regular Board Meeting
2. Approval of the September 2017 Directors Report
3. Approval of the September 2017 Financial Reports

  
BY: M. Diane C. Carlton, Recording Secretary  
Taylor Coastal Water and Sewer District

# Directors Report

Taylor Coastal Water &amp; Sewer Distr

## Water Sold This Month

898,000 Gallons

	Amount (\$)	# Of Accounts
Total Water	15,781.89	497
Total Sewage	22,495.08	477
Total Grinder Pump Fee	5,887.48	475
Total LATE FEE	405.85	34
Total Adjustments	-1,057.38	9
<b>Total Current Charges</b>	<b>43,512.92</b>	<b>497</b>
<hr/>		
Amount Past Due 1-30 Days	2,368.62	34
Amount Past Due 31-60 Days	260.19	3
Amount Past Due Over 60 Days	0.00	
Amount Of Overpayments/Prepayments	-17,563.83	162
<b>Total Receivables</b>	<b>28,577.90</b>	<b>427</b>

Total Receipts On Account	43,623.74	411
Net Change in Memberships	0.00	0
Amount of All Memberships	216,270.00	429
Amount of All Deposit 2	4,500.00	6
Turned Off Accounts (Amount Owed)	-1,313.45	140
Collection Accounts (Amount Owed)	-1,313.45	126
Number Of Unread (Turned On) Meters		
Average Usage For Active Meters	1,750	513
Average Water Charge For Active Meters	30.76	497

Usage Groups	Gallons	# Of Accounts	Usage	Gallons	% Of Usage	% Of Sales
Over 50,000	0	0		0	0.00	0.00
40,001-50,000	0	0		0	0.00	0.00
30,001-40,000	0	0		0	0.00	0.00
20,001-30,000	2	2		51,000	5.68	1.24
10,001-20,000	12	12		170,000	18.93	4.35
8,001-10,000	8	8		77,000	8.57	2.24
6,001-8,000	7	7		50,000	5.57	1.70
4,001-6,000	27	27		144,000	16.04	5.91
2,001-4,000	54	54		188,000	20.94	10.63
1-2,000	160	160		218,000	24.28	30.18
Zero Usage	243	243		0	0.00	43.75
<b>Total Meters</b>		<b>513</b>		<b>898,000</b>	<b>100.00</b>	<b>100.00</b>

# Directors Report

Taylor Coastal Water &amp; Sewer Distr

## Monthly Reconciliation

Ending Receivables (Last Month)		28,688.72
Sales this Month	+	44,570.30
Adjustments this Month		-1,057.38
Less Payments this Month	-	43,623.74
	=	<u>28,577.90</u>
Total Receivables		<b>28,577.90</b>
Ending Memberships (Last Month)		219,270.00
Changes this Month		0.00
	=	<u>219,270.00</u>
Total Memberships		<b>220,770.00</b>

# PAST DUE LIST

Taylor Coastal Water & Sewer Distr

ACCT#	LN	NAME	CURRENT	1-30	31-60	61+	LAST PAYMENT	TOTAL
175	2	BENNETT, JOHN WILLIAM	105.16	209.15	109.51		83.56 9/18/17	423.82
250	3	BLAND, JAMES	93.87	93.70	83.56		83.56 8/25/17	271.13
263	3	STUBBS, STACY	93.87	92.05	67.12		100.00 9/6/17	253.04
Total Receivables:			<b>28,577.90</b>	<b>292.90</b>	<b>260.19</b>			
Accounts Listed:			<b>3</b>	<b>394.90</b>	<b>0.00</b>			<b>\$947.99</b>

All Customers Age 2 Accounts  
 Taylor Coastal Water & Sewer Dist.

# ADJUSTMENTS

Thursday, November 30, 2017

2:44:49PM

11/30/2017

Page 1 of 1

Taylor Coastal Water & Se

ACCT.#	NAME	CODE	AMOUNT	APPROVAL	DATE
34	CARLTON, CHARLES D	13	(\$6.99)	LTS	11/21/17
NP					
150	MADISON, JASON & SAMA	13	(\$125.83)	LTS	11/21/17
NP					
178	HENDERSON, ROBBIE L.	13	(\$69.91)	LTS	11/21/17
NP 10,000 GALLONS					
186	HILL, SIDNEY	13	(\$13.98)	LTS	11/21/17
NP					
225	WILLIAMS, JAMES T. Jr.	13	(\$69.91)	LTS	11/21/17
NP					
551	NALL, FELIX & PAT	13	(\$27.96)	LTS	11/21/17
NP					
618	HIGH, J.D. and LESLIE	13	(\$104.86)	LTS	11/21/17
NP					
	<b>7 Total Adjustments</b>		<b>(\$419.44)</b>	<b>For Adjustment 13</b>	
67	MILLS, ROBERT P.	14	\$100.00	LTS	11/8/17
TRANSFER MILLS TO CARTER					
	<b>1 Total Adjustments</b>		<b>\$100.00</b>	<b>For Adjustment 14</b>	
89	CATALANO, ALVIN	17	(\$737.94)	mdcc	11/27/17
Large Usage/hose left running per Ron Bennett					
	<b>1 Total Adjustments</b>		<b>(\$737.94)</b>	<b>For Adjustment 17</b>	
13.	(419.44) Non-potable water/second meter				
14.	100.00 Transfer fee (chg of owner)				
17.	(737.94) One time adjustment request				

9 Accounts

9Total Adjustments

(\$1,057.38)

All Customers

\*\*\*\*\* Taylor Coastal Water & Sewer Dist.

# TAYLOR COASTAL WATER & SEWER DISTRICT

## Profit & Loss Budget Performance

3:50 PM  
12/08/17  
Accrual Basis

November 2017

	Nov 17	Budget	Oct - Nov 17	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
ADJUSTMENTS, RVS BILLING	-1,057.38	0.00	-771.38	0.00	0.00
Grinder Pump Fee	5,887.48	5,825.00	11,737.46	11,650.00	69,900.00
LATE FEES, RVS	405.85	318.33	684.31	636.66	3,820.00
SEWAGE SALES	22,495.08	22,684.00	45,582.06	45,368.00	272,208.00
WATER CONNECTION FEE (RVS MEMBERSHIP)	0.00	0.00	1,000.00	0.00	2,000.00
WATER SALES	15,781.89	15,276.00	32,001.91	30,552.00	183,312.00
Total Income	43,512.92	44,103.33	90,234.36	88,206.66	531,240.00
Gross Profit	43,512.92	44,103.33	90,234.36	88,206.66	531,240.00
Expense					
FORD F-150 PICKUP PAYMENTS	385.66		4,012.67		0.00
FINES	0.00		0.00		0.00
Reconciliation Discrepancies	0.00	0.00	0.00	0.00	0.00
ACCOUNTING	0.00	0.00	0.00	0.00	8,238.00
ADVERTISING	0.00	0.00	0.00	0.00	1,000.00
BAD DEBT EXPENSE	0.00	0.00	0.00	0.00	0.00
BANK CHARGES/SERVICE CHARGES	89.42	25.00	114.37	50.00	300.00
COMPUTER/SERVICE, SOFTWARE	806.92	0.00	1,867.80	0.00	3,500.00
DUES & SUBSCRIPTIONS	0.00	0.00	0.00	0.00	700.00
ENGINEERING SERVICES	0.00	0.00	0.00	0.00	1,500.00
FINANCE CHG/LATE FEE	0.00	0.00	0.00	0.00	0.00
FREIGHT	100.71	0.00	195.52	0.00	1,000.00
GAS/OIL/DIESEL	0.00	500.00	133.88	1,000.00	6,000.00
INSURANCE					
INLAND MARINE	0.00	0.00	0.00	0.00	228.00
AUTO	0.00	0.00	684.00	0.00	1,598.00
BONDS, Comm/Emp Dis/D&O Lia	0.00	0.00	363.00	363.00	2,652.00
GENERAL LIABILITY INS.	0.00	0.00	0.00	0.00	1,830.00
POLLUTION (WWTP DIESEL TANK)	666.00	0.00	666.00	664.00	664.00
PROPERTY INSURANCE	0.00	0.00	0.00	0.00	1,716.00
Total INSURANCE	666.00	0.00	1,713.00	1,027.00	8,688.00
INTEREST EXPENSE - RURAL DEV (USDA-RD)	0.00	4,626.43	4,698.05	9,407.08	56,288.27
LANDSCAPING & DESIGN	0.00	0.00	0.00	0.00	500.00
LEGAL/PROFESSIONAL FEES	0.00	250.00	1,201.50	500.00	3,000.00
LICENSES & PERMITS	0.00	0.00	175.00	225.00	2,400.00
MISCELLANEOUS EXPENSE	218.67	0.00	218.67	0.00	0.00
MOWING	332.98	291.67	1,052.26	583.34	1,300.00
PERSONNEL EXPENSE					
EDUCATION/CONFERENCE EXPENSE	0.00	200.00	0.00	400.00	1,200.00
RETIREMENT CONTRIBUTION-FRS (FL Retirement Systems)	914.36	908.75	1,781.34	1,817.50	10,905.00
SALARIES & WAGES-WTR & WW OP	7,468.59	7,395.75	14,568.78	14,791.50	88,749.00



TAYLOR COASTAL WATER & SEWER DISTRICT  
 Profit & Loss Budget Performance

November 2017

3:50 PM  
 12/08/17  
 Accrual Basis

	Nov 17	Budget	Oct - Nov 17	YTD Budget	Annual Budget
SALARIES & WAGES-ADMINISTRATIVE	600.00	4,076.50	4,446.64	8,153.00	48,918.00
TAXES-PAYROLL	4,336.70	877.83	5,174.13	1,755.66	10,534.00
TRAVEL/MILEAGE	0.00	100.00	0.00	200.00	1,200.00
WORKER'S COMPENSATION INSURANCE	0.00	0.00	0.00	0.00	3,900.00
Total PERSONNEL EXPENSE	13,319.65	13,558.83	25,970.89	27,117.66	165,406.00
POSTAGE	0.00	0.00	1,657.50	1,516.50	3,033.00
PROPEQUIP UPGRADES - Dist Off	0.00	0.00	0.00	0.00	4,000.00
Repair Maintenance District Off	30.00	30.00	60.00	60.00	500.00
SAFETY EQUIPMENT	0.00	60.00	0.00	60.00	350.00
TAXES-OTHER	0.00	0.00	0.00	0.00	0.00
TELEPHONE	281.72	375.00	563.88	750.00	4,500.00
TRACTOR MAINTENANCE	0.00	150.00	0.00	150.00	600.00
UTILITIES (ELECTRICAL SERVICE)	2,019.47	2,341.67	4,023.00	4,683.34	28,100.00
VEHICLE MAINTENANCE	0.00	0.00	2,649.18	0.00	1,200.00
WASTEWATER DEPARTMENT					
Hurricane Hermine Expenses	38,000.00	0.00	38,176.85	0.00	0.00
NEW PUMP PURCHASE DISTRICT	18,000.00	4,500.00	27,000.00	9,000.00	54,000.00
GP INSTALLATION EXPENSES	6,208.40	0.00	6,910.55	0.00	12,000.00
GRINDER PUMP REPAIR ACCOUNT	1,411.08	1,325.00	1,411.08	2,650.00	15,900.00
EQUIPMENT PURCHASES	0.00	0.00	0.00	0.00	0.00
CHEMICALS, SEWER	148.75	0.00	158.72	0.00	1,500.00
GROUNDWATER MONITORING, WWTP	0.00	200.00	94.12	200.00	5,000.00
LAB TESTING/SUPPLIES, SEWER	20.00	216.97	73.65	433.34	2,600.00
REPAIR/MAINTENANCE, SEWER	30.00	2,646.00	1,280.00	5,292.00	31,752.00
REPLACEMENT PARTS, SEWER	0.00	0.00	207.25	0.00	7,500.00
SLUDGE HAULING	0.00	0.00	0.00	0.00	7,100.00
SUPPLIES/SMALL TOOLS, SEWER	0.00	0.00	64.50	0.00	800.00
SYSTEM/PLANT UPGRADES, SEWER	0.00	0.00	0.00	0.00	0.00
Total WASTEWATER DEPARTMENT	63,818.23	8,887.67	75,376.72	17,575.34	138,152.00
WATER DEPARTMENT					
Hurricane Hermine Expenses	0.00	0.00	0.00	0.00	0.00
CHEMICALS, WATER	166.25	125.00	166.25	250.00	1,500.00
LAB TESTING/SUPPLIES, WATER	120.00	333.00	120.00	666.00	4,000.00
REPAIR/MAINTENANCE, WATER	370.00	417.00	1,242.72	834.00	5,000.00
REPLACEMENT PARTS, WATER	900.00	250.00	1,579.13	500.00	3,000.00
SUPPLIES/SMALL TOOLS, WATER	0.00	67.00	0.00	130.00	800.00
SYSTEM/PLANT UPGRADES, WATER	0.00	0.00	0.00	0.00	0.00
TANK MAINTENANCE, WATER	0.00	0.00	4,554.22	4,102.90	7,140.00
Total WATER DEPARTMENT	1,556.25	1,192.00	7,662.32	6,482.90	21,440.00
Total Expense	83,625.68	32,288.27	133,346.21	71,188.16	485,195.27
Net Ordinary Income	-40,112.76	11,815.06	-43,111.85	17,018.50	66,044.73

TAYLOR COASTAL WATER & SEWER DISTRICT  
 Profit & Loss Budget Performance

November 2017

3:50 PM  
 12/08/17  
 Accrual Basis

	Nov 17	Budget	Oct - Nov 17	YTD Budget	Annual Budget
Other Income/Expense					
Other Income					0.00
CAPITAL GRANT_EPA GRANT REVENUE	0.00		0.00		0.00
CAPITAL GRANT_USDA-RD GRANT REV	19,525.00		19,525.00		12,000.00
CUSTOMER GRINDER PUMP SALES	0.00	0.00	0.00	0.00	0.00
INTEREST INCOME	1.71	0.00	3.42	0.00	0.00
LABOR/PARTS, CUST REPAIR	0.00	0.00	0.00	0.00	0.00
MISCELLANEOUS INCOME	0.00	0.00	500.00	0.00	0.00
NEW LOT WATER SERVICE FEE	0.00		0.00		0.00
Total Other Income	19,526.71	0.00	20,028.42	0.00	12,000.00
Other Expense					0.00
EMPLOYEE VACINATION EXPENSE	0.00		89.00		0.00
Total Other Expense	0.00		89.00		0.00
Net Other Income	19,526.71	0.00	19,939.42	0.00	12,000.00
Net Income	-20,586.05	11,815.06	-23,172.43	17,018.50	78,044.73

# TAYLOR COASTAL WATER & SEWER DISTRICT EXPENSE BREAKDOWN

12/08/17

November 2017

Accrual Basis

Date	Num	Name	Memo	Amount
<b>FORD F-150 PICKUP PAYMENTS</b>				
11/28/2017		CITIZENS STATE BANK	Ford F-150 Truck payment #2	385.66
Total FORD F-150 PICKUP PAYMENTS				385.66
<b>BANK CHARGES/SERVICE CHARGES</b>				
11/03/2017	EFT	PAY CLIX	Monthly Fee	24.95
11/13/2017	EFT	CITIZEN'S STATE BANK	4 Boxes of Deposit Slips	64.47
Total BANK CHARGES/SERVICE CHARGES				89.42
<b>COMPUTER/SERVICE, SOFTWARE</b>				
11/01/2017		FAIRPOINT COMMUNICATIO...	Internet Service District Office	40.92
11/01/2017	148991	RVS SOFTWARE	Annual Software Maintenanc...	766.00
Total COMPUTER/SERVICE, SOFTWARE				806.92
<b>FREIGHT</b>				
11/02/2017		INTUIT	Intuit	5.63
11/02/2017		INTUIT	Intuit	19.36
11/06/2017	4179116	HAWKINS, INC	Fuel Surcharge Hawkins, Inc	12.00
11/06/2017	4179117	HAWKINS, INC	Fuel Surcharge Hawkins, Inc	12.00
11/09/2017	11212	MUNICIPAL WATER WORKS	Municipal Water Works	51.72
Total FREIGHT				100.71
<b>INSURANCE</b>				
<b>POLLUTION (WWTP DIESEL TANK)</b>				
11/28/2017		STOUTAMIRE-PAVLIK & ASS...	18/19 Storage Tank Liability ...	666.00
Total POLLUTION (WWTP DIESEL TANK)				666.00
Total INSURANCE				666.00
<b>MISCELLANEOUS EXPENSE</b>				
11/01/2017	5374	TREASURER STATE OF MAINE	November 2017 DOUGLAS ...	218.67
Total MISCELLANEOUS EXPENSE				218.67
<b>OFFICE EXPENSE</b>				
11/02/2017		INTUIT	Check Envelopes (250)	74.99
11/02/2017		INTUIT	Checks (500)	257.99
Total OFFICE EXPENSE				332.98
<b>PERSONNEL EXPENSE</b>				
<b>RETIREMENT CONTRIBUTION-FRS (FL Retirement Systems)</b>				
11/01/2017	5360	ADAMS, DOUGLAS E		113.49
11/01/2017	5361	BENNETT, RONALD A		323.79
11/01/2017	5362	CARLTON, MYREETHA DIAN...		171.95
11/01/2017	5363	MORGAN, DAVID L.		154.23
11/01/2017	5364	SENER, LYNETTE T		150.90
Total RETIREMENT CONTRIBUTION-FRS (FL Retirement Systems)				914.36
<b>SALARIES &amp; WAGES-WTR &amp; WW OP</b>				
11/01/2017	5360	ADAMS, DOUGLAS E		1,133.00
11/01/2017	5360	ADAMS, DOUGLAS E		300.00
11/01/2017	5360	ADAMS, DOUGLAS E		0.00
11/01/2017	5361	BENNETT, RONALD A		3,788.20
11/01/2017	5361	BENNETT, RONALD A		300.00
11/01/2017	5361	BENNETT, RONALD A		0.00
11/01/2017	5362	CARLTON, MYREETHA DIAN...		0.00
11/01/2017	5363	MORGAN, DAVID L.		1,301.21
11/01/2017	5363	MORGAN, DAVID L.		346.18
11/01/2017	5363	MORGAN, DAVID L.		0.00
11/01/2017	5363	MORGAN, DAVID L.		300.00
11/01/2017	5363	MORGAN, DAVID L.		0.00
Total SALARIES & WAGES-WTR & WW OP				7,468.59
<b>SALARIES &amp; WAGES-ADMINISTRATIVE</b>				

# TAYLOR COASTAL WATER & SEWER DISTRICT EXPENSE BREAKDOWN

November 2017

12/08/17

Accrual Basis

Date	Num	Name	Memo	Amount
11/01/2017	5361	BENNETT, RONALD A		0.00
11/01/2017	5362	CARLTON, MYREETHA DIAN...		300.00
11/01/2017	5362	CARLTON, MYREETHA DIAN...		0.00
11/01/2017	5362	CARLTON, MYREETHA DIAN...		0.00
11/01/2017	5363	MORGAN, DAVID L.		0.00
11/01/2017	5364	SENER, LYNETTE T		300.00
11/01/2017	5364	SENER, LYNETTE T		0.00
11/01/2017	5364	SENER, LYNETTE T		0.00
Total SALARIES & WAGES-ADMINISTRATIVE				600.00
<b>TAXES-PAYROLL</b>				
11/01/2017	5360	ADAMS, DOUGLAS E		0.00
11/01/2017	5360	ADAMS, DOUGLAS E		70.25
11/01/2017	5360	ADAMS, DOUGLAS E		16.43
11/01/2017	5360	ADAMS, DOUGLAS E		0.00
11/01/2017	5361	BENNETT, RONALD A		253.47
11/01/2017	5361	BENNETT, RONALD A		59.28
11/01/2017	5361	BENNETT, RONALD A		0.00
11/01/2017	5362	CARLTON, MYREETHA DIAN...		1,871.12
11/01/2017	5362	CARLTON, MYREETHA DIAN...		134.61
11/01/2017	5362	CARLTON, MYREETHA DIAN...		31.48
11/01/2017	5363	MORGAN, DAVID L.		120.74
11/01/2017	5363	MORGAN, DAVID L.		28.24
11/01/2017	5364	SENER, LYNETTE T		1,605.32
11/01/2017	5364	SENER, LYNETTE T		118.13
11/01/2017	5364	SENER, LYNETTE T		27.63
Total TAXES-PAYROLL				4,336.70
Total PERSONNEL EXPENSE				13,319.65
<b>Repair Maintenance District Off</b>				
11/29/2017	746571	MESSICK PEST CONTROL	Monthly Pest Control Octob...	30.00
Total Repair Maintenance District Off				30.00
<b>TELEPHONE</b>				
11/01/2017		FAIRPOINT COMMUNICATIO...	Auto-Dialer WWTP (578-20...	0.00
11/01/2017		FAIRPOINT COMMUNICATIO...	WTP (578-2080)	45.19
11/01/2017		FAIRPOINT COMMUNICATIO...	WWTP (578-2474)	45.19
11/01/2017		FAIRPOINT COMMUNICATIO...	District Office (578-3043)	68.87
11/01/2017		FAIRPOINT COMMUNICATIO...	Usage Charges WWTP (578...	0.00
11/01/2017		FAIRPOINT COMMUNICATIO...	Usage Charges District Offic...	4.30
11/01/2017	5360	ADAMS, DOUGLAS E		0.00
11/01/2017	5361	BENNETT, RONALD A		-46.00
11/09/2017	9795956...	VERIZON WIRELESS	Shelf Phone- 843-1341	36.18
11/09/2017	9795956...	VERIZON WIRELESS	Shelf Phone 843-1917	0.22
11/09/2017	9795956...	VERIZON WIRELESS	David Morgan - 843-7613	8.93
11/09/2017	9795956...	VERIZON WIRELESS	Ronald Bennett - 843-7621	118.62
11/09/2017	9795956...	VERIZON WIRELESS	Shelf Phone 843-7626	0.22
Total TELEPHONE				281.72
<b>UTILITIES (ELECTRICAL SERVICE)</b>				
11/23/2017		TRI-COUNTY ELECTRIC, INC.	well	297.95
11/23/2017		TRI-COUNTY ELECTRIC, INC.	pumping station	30.77
11/23/2017		TRI-COUNTY ELECTRIC, INC.	District Office	113.34
11/23/2017		TRI-COUNTY ELECTRIC, INC.	Lift Station #2 Grackle	68.49
11/23/2017		TRI-COUNTY ELECTRIC, INC.	WWTP	1,305.79
11/23/2017		TRI-COUNTY ELECTRIC, INC.	Lift Station #1 Boat Ramp	105.09
11/23/2017		TRI-COUNTY ELECTRIC, INC.	Storage Trains	30.77
11/23/2017		TRI-COUNTY ELECTRIC, INC.	WW O&M	67.27
Total UTILITIES (ELECTRICAL SERVICE)				2,019.47
<b>WASTEWATER DEPARTMENT</b>				
<b>Hurricane Hermine Expenses</b>				
11/14/2017	9535	F. J. NUGENT & ASSOCIATES...	100 Wager Vents @ \$210.0...	21,000.00
11/14/2017	9535	F. J. NUGENT & ASSOCIATES...	100 2" x # Sch 80 PVC Nip...	1,000.00

**TAYLOR COASTAL WATER & SEWER DISTRICT**  
**EXPENSE BREAKDOWN**  
 November 2017

Date	Num	Name	Memo	Amount
11/14/2017	9535	F.J. NUGENT & ASSOCIATES...	100 Cover Kit Replacement ...	16,000.00
Total Hurricane Hermine Expenses				38,000.00
<b>NEW PUMP PURCHASE DISTRICT</b>				
11/14/2017	9528	F.J. NUGENT & ASSOCIATES...	6 E-one 240V U Series Grin...	9,000.00
11/14/2017	9528	F.J. NUGENT & ASSOCIATES...	6 E-One 120V U Series Grin...	9,000.00
Total NEW PUMP PURCHASE DISTRICT				18,000.00
<b>GP INSTALLATION EXPENSES</b>				
11/02/2017	9475	F.J. NUGENT & ASSOCIATES...	Acct #644 Richard Byers	3,085.00
11/07/2017		ANNIE MAE MURPHY, CLER...	Easement Recording Fee Ri...	19.20
11/17/2017		ANNIE MAE MURPHY, CLER...	Easement Recording Fee Ja...	19.20
11/29/2017	9582	F.J. NUGENT & ASSOCIATES...	Ben Sessions Acct #643	3,085.00
Total GP INSTALLATION EXPENSES				6,208.40
<b>GRINDER PUMP REPAIR ACCOUNT</b>				
11/22/2017	9566	F.J. NUGENT & ASSOCIATES...	Grinder Pump Repair SN W...	390.50
11/22/2017	9564	F.J. NUGENT & ASSOCIATES...	Grinder Pump Repair SN W...	510.29
11/22/2017	9565	F.J. NUGENT & ASSOCIATES...	Grinder Pump Repair SN W...	510.29
Total GRINDER PUMP REPAIR ACCOUNT				1,411.08
<b>CHEMICALS, SEWER</b>				
11/06/2017	4179116	HAWKINS, INC	85.00 gallons @ \$1.75 per g...	148.75
Total CHEMICALS, SEWER				148.75
<b>LAB TESTING/SUPPLIES, SEWER</b>				
11/17/2017	349486	FLOWERS CHEMICAL LABO...	Pickup Fee/Vehicle Surchar...	20.00
Total LAB TESTING/SUPPLIES, SEWER				20.00
<b>REPAIR/MAINTENANCE, SEWER</b>				
11/03/2017	1113	TRI COUNTY FIRE AND SAF...	Annual Fire Extingisher Inspe...	30.00
Total REPAIR/MAINTENANCE, SEWER				30.00
Total WASTEWATER DEPARTMENT				63,818.23
<b>WATER DEPARTMENT</b>				
<b>CHEMICALS, WATER</b>				
11/06/2017	4179117	HAWKINS, INC	95.00 gallons @ \$1.75 per g...	166.25
Total CHEMICALS, WATER				166.25
<b>LAB TESTING/SUPPLIES, WATER</b>				
11/17/2017	349486	FLOWERS CHEMICAL LABO...	Routine Monthly Colilert-18 ...	100.00
11/17/2017	349486	FLOWERS CHEMICAL LABO...	Pickup Fee/Vehcile Surchar...	20.00
Total LAB TESTING/SUPPLIES, WATER				120.00
<b>REPAIR/MAINTENANCE, WATER</b>				
11/03/2017	1113	TRI COUNTY FIRE AND SAF...	Annual Fire Extingisher Insp...	20.00
11/15/2017		FAULKNER LAWN & MAINTEN...	Trim Trees, clean-up at Bos...	350.00
Total REPAIR/MAINTENANCE, WATER				370.00
<b>REPLACEMENT PARTS, WATER</b>				
11/09/2017	111212	MUNICIPAL WATER WORKS	18 Meters 5/8 x 3/4 @ \$50...	900.00
Total REPLACEMENT PARTS, WATER				900.00
Total WATER DEPARTMENT				1,556.25
<b>TOTAL</b>				<b>83,625.68</b>

## TAYLOR COASTAL WATER &amp; SEWER DISTRICT

## Balance Sheet

As of December 8, 2017

12/08/17

Accrual Basis

Dec 8, 17

## ASSETS

Current Assets	
Checking/Savings	
OPERATING, SMALL BUSINESS CHKG (MAIN ACCOUNT, CHECKING)	329,617.40
SAVINGS, TCW&SD RESERVE ACCOUNT (BUSINESS SAVINGS)	
CAPITAL IMPROVEMENTS, MINOR	46,486.92
CONTINGENCY RESERVE	17,309.71
DEPRECIATION RESERVE-Major R&R (Major Repair/Replacement)	114,601.34
GRINDER PUMP REPAIR FEE	16,562.82
WATER SERVICE FEE, NEW LOTS	38,000.00
PAYMENTS, USDA-RD 91-03, TCU	9,583.60
DEBT RESERVE USDA-RD 91-03, TCU	25,159.00
PAYMENTS, USDA-RD 92-01, CONST.	10,100.00
DEBT RESERVE RD 92-01, CONST.	43,021.00
PAYMENTS, USDA-RD - PHASE II	14,184.38
DEBT RESERVE, USDA-RD-PHASE II	17,232.00
SAVINGS, TCW&SD RESERVE ACCOUNT (BUSINESS SAVINGS) - Other	5,013.47
Total SAVINGS, TCW&SD RESERVE ACCOUNT (BUSINESS SAVINGS)	357,254.24
Total Checking/Savings	686,871.64
Other Current Assets	
PREPAID EXPENSES	5,865.00
INVENTORY	89,535.00
RVS - SYSTEM INCOME	27,777.01
Total Other Current Assets	123,177.01
Total Current Assets	810,048.65
Fixed Assets	
FORD F-150 TRUCK PAYMENT	28,259.57
2017 FORD F-150 PICKUP	23,518.22
Improvements	8,400.00
ACCUMULATED DEPRECIATION	-3,094,814.11
BUILDINGS	9,281.23
CIP, PHASE II WASTEWATER CONST	5,680.00
CUSTOMER PURCHASED GPs	262,129.82
EQUIPMENT	133,536.36
EXPANSION, 95.68 Acres, WWTP (From Foley Lands & Timber through Suwannee River Water ...	111,587.90
FIRE HYDRANTS from TCBC	10,700.00
LAND	167,749.00
OFFICE EQUIPMENT	5,275.93
PIPING, TANKS & WELLS	797,853.40
PUMPS & CONTROLS	27,407.72
WASTEWATER SYSTEM, PHASE I (Quality Plus Services contract 8/17/04; Start 9/1/2004; subst...	6,627,527.83
WATER EXPANSION 2002	28,328.02
WATER SYS EXPA, PRECOST 6/30/04	7,363.22
WATER SYSTEM EXPANSION	87,255.43
WWTP O&M SHOP/OFF BLDG. 07-08	56,959.74
Total Fixed Assets	5,303,999.28
TOTAL ASSETS	6,114,047.93
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
ACCOUNTS PAYABLE (990 line 60)	1,214.46
Total Accounts Payable	1,214.46
Credit Cards	
CARDMEMBER SERVICE (Capital City Bank Visa)	
CCB VISA-SEAN MURPHY-1682	808.23
CCB BUSINESS VISA-BENNETT-6125	18,875.85
CCB BUSINESS VISA-SENTER-1850	7,825.18

**TAYLOR COASTAL WATER & SEWER DISTRICT**  
**Balance Sheet**  
 As of December 8, 2017

	Dec 8, 17
CCB BUSINESS VISA - CARL 2994	7,659.70
CCB BUSINESS VISA - MORG 3018	2,298.29
CARDMEMBER SERVICE (Capital City Bank Visa) - Other	-37,467.25
<b>Total CARDMEMBER SERVICE (Capital City Bank Visa)</b>	<b>0.00</b>
<b>Total Credit Cards</b>	<b>0.00</b>
<b>Other Current Liabilities</b>	
TCWSD (TRUCK PAYMENT)	745.76
TREASURER STATE OF MAINE (DOUGLAS ADAMS CHILD SUPPORT PAYMENTS)	656.01
NET PENSION LIABILITY	49,466.00
Accrued Wages	10,117.76
ACCRUED INTEREST-RD	122,774.04
CUSTOMER OVERPAYMENTS	17,563.83
PAYROLL LIABILITIES	5,852.34
RETIREMENT PAYABLE	1,161.96
<b>Total Other Current Liabilities</b>	<b>208,337.70</b>
<b>Total Current Liabilities</b>	<b>209,552.16</b>
<b>Long Term Liabilities</b>	
DEFERRED OUTFLOWS	-55,682.00
CONTRACT PAYABLE-Belcher/Sawgra (Water Service Agreement of 2002)	16,000.00
N/P,RD 2005A BONDS,TCU 91-03 (USDA-RD Loan #91-03)	351,864.60
N/P,RD 2005B BONDS,Const. 92-01 (USDA-RD Loan #92-01)	596,000.00
N/P, RD 2011A BONDS, PH II WW	229,049.83
TAYLOR CNTY BCC - FRS REIMBUR	5,373.57
<b>Total Long Term Liabilities</b>	<b>1,142,606.00</b>
<b>Total Liabilities</b>	<b>1,352,158.16</b>
<b>Equity</b>	
Opening Bal Equity (QB account)	51,777.79
RETAINED EARNINGS	3,417,864.02
Unrestrict (retained earnings) (990 line 21 & 67)	1,167,313.91
Net Income	124,934.05
<b>Total Equity</b>	<b>4,761,889.77</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>6,114,047.93</b>



## Taylor Coastal Water & Sewer District 2018 Board Meeting Calendar

**Proposed Board Meeting dates:**

***4<sup>th</sup> Tuesday of each month at 3:00 pm (unless otherwise noted)***

January 23, 2018	July 24, 2018
February 27, 2018	August 28, 2018
March 27, 2018	September 25, 2018
April 24, 2018	October 23, 2018
May 22, 2018	November 13, 2018
June 26, 2018	December 11, 2018



*\*All Board meetings are held at the District Administration Building  
located at 18820 Beach Road.*

**The District Office will be closed for the following recognized holidays:**

<u>Holiday</u>	<u>Date Observed</u>
New Years Day (2018)	January 1
Martin Luther King, Jr. Day	January 15
Good Friday	March 30
Memorial Day	May 28
Independence Day	July 4
Labor Day	September 3
Veterans Day	November 12
Thanksgiving Holidays	November 21 and 23
Christmas Holidays	December 24 to 31