

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, April 24, 2018**  
**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 February 27, 2018
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. Review/discuss applications received for Field Assistant position Schedule Interviews and appoint a board member to participate in the interviews
  - b. Discuss property owned by Mitch Mitchell located at Cedar Island-2 houses with one Grinder Pump
  - c. Discuss Ronald Bennett employment contract which ends July 1, 2018
    1. Do we need a contract?
    2. Consider replacing contract with a job description & discuss compensation and job duties
7. Old Business
  - a. Update on Hurricane Hermine repairs expenses and Public Assistance from the Federal Emergency Management Agency and the State of Florida
  - 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 Project Update
8. Closing Remarks Commissioners/Staff
9. Motion to Adjourn

# TAYLOR COASTAL WATER & SEWER DISTRICT

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## MINUTES OF REGULAR COMMISSION MEETING

March 27, 2018 3:00 p.m.

1. The meeting was held at the District Building at 3:00 PM on March 27, 2018 present were: Commissioners Lynn Aibejeris, Steve Brown, Nancy Geohagan, Gennie Malone and Roger Weste. Commissioner Benjye Tuten was absent. 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. Commissioner Steve Brown led in prayer and the pledge of allegiance to the flag.
3. Richard Powell, Willie Huxford, Felicity Appel and Kevin Easton were the guests present.
4. Felicity Appell of Dewberry-Preble-Rish spoke with the Board on the progress of the proposed water improvements project. She gave an estimated figure of \$11,000,000 for the entire project, which included areas outside of the coastal high hazard area, an elevated tank and a new well. The Board questioned the need for an elevated tank and she said we could use a large storage tank and pumping system which would lower the cost. The Board also discussed the possibility of Taylor County sharing the financial responsibility of providing water for firefighting capabilities. Felicity said she would continue working on rerouting lines to eliminate dead ends as well as revising the plans and would be back at a future date to present more information. Kevin Easton of Dewberry-Preble-Rish performed the environmental impact survey and found only one gopher tortoise burrow which would need to be re-located in the wellhead protection area.
5. Approval of minutes for the regular commission meeting January 23, 2018. 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 Brown offered a second. Chairman Aibejeris asked for further discussion. There was none. By unanimous vote the motion was approved.**
6. **Staff and Committee Reports**
  - a. **Director Report – Lynette Senter** - Lynette reported the Water and Sewer sales for February were just under the budgeted amount. There were three turned off accounts and one new account. The adjustments for the month totaled \$1,042.25 due to the freezing weather. The water loss ratio was reported at 18.44%. 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 – None**
  - c. **Financial Reports –Diane Carlton –** Diane reported that water and sewer sales for the month of February 2018 were \$44,039.33. Total expenses were \$31,689.21. We received \$475.69 in other income. The net income for the month was \$13,826.26. The exception expense items for the month included \$1,724.74 which was for Jones Edmonds performing the groundwater monitoring. A copy of the February 2018 balance sheet was presented to the commissioners. There were no questions from the commissioners. Chairman Aibejeris called for a motion to accept the Financial Report as given. **Commissioner Brown made a motion to accept the Financial Reports as given. Commissioner Geohagan offered a second. Chairman Aibejeris called for further discussion. There was none. By unanimous vote the motion was approved.**
  - d. **Other Office Manager Items-Diane Carlton -None**



TAYLOR COASTAL WATER & SEWER DISTRICT  
MINUTES OF REGULAR COMMISSION MEETING  
Page 2 of 3

7. Mr. Richard Powell presented the 10-1-2016 to 9-30-2017 Financial Report and Audit. He stated that it was a clean audit with no concerns.
8. **New Business**
  - a. A copy of our Rules & Regulations and additional District information was given out to the Board Members for their review. The Board will review this package and discuss at a future date.
  - b. Mr. Willie Huxford's application for a Board position has been presented to the County for approval.
  - c. Office Manager Diane Carlton reminded Commissioners Brown, and Malone that their board term would expire in May 2018. The Commissioners signed letters to be presented to the Taylor County Board of County Commissioners in April. Commissioner Tuten was absent and therefore could not sign his application but verbally expressed his desire at our January 2018 meeting to continue to serve.
  - d. Mr. Bruce Heartsfield's request to have a water membership converted to a non-potable account was discussed and the Board determined that it was not transferrable and Mr. Heartsfield would have to pay the necessary fees for a non-potable meter.
  - e. Only three applications were received for the Field Assistant position. The Board asked that we re-advertise to increase the pool of applicants.
  - f. Tractor operation and repair issues were discussed and the Board suggested that we look for another company to provide maintenance and repairs.
9. **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 submitted requests for reimbursements for the wager vent project but have not heard anything regarding these. We are preparing an extension request to ask for additional time to prepare further requests for reimbursement as they become necessary.
  - b. Update EPA Grant # XP 00D45516 Congressionally Mandated Project (Waste Water Equipment Purchase) We have applied for an extension so that we may use the remaining monies for the wager vent purchases and it was approved for 3 months or until March 31, 2018. We should be billed by F.J. Nugent prior to March 2018 and be able to request that the remaining monies be reimbursed to us for purchase of the remaining number of wager vents needed. The reimbursement will equal 55% of the cost
  - c. Update on the Search Grant Application and EPA grant application for Water Improvements – The engineers are still working on the plans and specifications for the improvements. We received our 1<sup>st</sup> billing from them this month and will submit a request for reimbursement from the State Revolving Grant Fund.
  - d. Wager Vent Project Update – Diane reported that the Field Staff will be notified that they must complete at least 25 or more wager vent installations per week until the project is complete. They may have to work beyond their average 4 hours per day to complete this project by May 31, 2018.
10. **Closing Remarks Commissioners/Staff**
  - a. The Commissioners expressed thanks to staff. There were no other comments.

TAYLOR COASTAL WATER & SEWER DISTRICT  
MINUTES OF REGULAR COMMISSION MEETING

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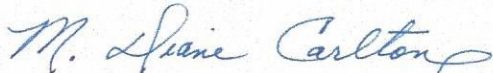
11. **Motion to Adjourn**

**Chairman Aibejeris requested a Motion to Adjourn. Commissioner Geohagan made a motion to adjourn the meeting. Commissioner Malone offered second. The meeting adjourned at 5:21 P.M.**

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Board Actions:

1. Approval of the minutes of the January 23, 2018 regular Board Meeting
2. Approval of the February 2018 Directors Report
3. Approval of the February 2018 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

996,000 Gallons

	Amount (\$)	# Of Accounts
Total Water	16,034.48	500
Total Sewage	23,021.58	480
Total Grinder Pump Fee	5,924.98	478
Total LATE FEE	259.72	32
Total Adjustments	417.17	13
<b>Total Current Charges</b>	<b>45,657.93</b>	<b>502</b>
<hr/>		
Amount Past Due 1-30 Days	1,179.84	16
Amount Past Due 31-60 Days	0.00	
Amount Past Due Over 60 Days	0.00	
Amount Of Overpayments/Prepayments	-20,187.12	159
<b>Total Receivables</b>	<b>26,650.65</b>	<b>433</b>

Total Receipts On Account	47,810.09	445
Net Change in Memberships	1,000.00	1
Amount of All Memberships	219,570.00	433
Amount of All Deposit 2	4,500.00	6
Turned Off Accounts (Amount Owed)	-1,013.45	139
Collection Accounts (Amount Owed)	-1,013.45	125
Number Of Unread (Turned On) Meters		1
Average Usage For Active Meters	1,923	518
Average Water Charge For Active Meters	32.07	500

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	2	2		77,000	7.73	2.04
20,001-30,000	1	1		23,000	2.31	0.54
10,001-20,000	10	10		138,000	13.86	3.49
8,001-10,000	4	4		38,000	3.82	1.09
6,001-8,000	19	19		137,000	13.76	4.56
4,001-6,000	29	29		155,000	15.56	6.04
2,001-4,000	69	69		229,000	22.99	13.23
1-2,000	153	153		199,000	19.98	28.39
Zero Usage	231	231		0	0.00	40.62
<hr/>						
<b>Total Meters</b>		<b>518</b>		<b>996,000</b>	<b>100.00</b>	<b>100.00</b>

4/2/2018

10:51:42AM

Reprinted for:

3/31/2018

## Directors Report

Taylor Coastal Water & Sewer Distr.

### Monthly Reconciliation

Ending Receivables (Last Month)		28,802.81
Sales this Month	+	45,240.76
Adjustments this Month		417.17
Less Payments this Month	-	47,810.09
	=	<u>26,650.65</u>
Total Receivables		<b>26,650.65</b>
Ending Memberships (Last Month)		221,570.00
Changes this Month		1,000.00
	=	<u>222,570.00</u>
Total Memberships		<b>224,070.00</b>

# CHANGES IN MEMBERSHIP

Acct #	Name	Service Address	Deposit #	Reason	Previous	Date	New Amount	Date	Changed
648	COOPER, LEE	Osprey Road, Lots 20 & 21	1	New Membership	\$0.00	3/13/2018	\$1,000.00	3/13/2018	\$1,000.00
1	Accounts using code for	New Membership			0				Accounts using code for New Deposit
0	Accounts using code for	Membership Increase			0				Accounts using code for Increase Deposit
0	Accounts using code for	Apply to Balance			0				Accounts using code for Apply to Balance
0	Accounts using code for	Refund			0				Accounts using code for Refund
0	Accounts using code for	Other			0				Accounts using code for Other
0	Accounts using code for	Transfer			0				Accounts using code for Transfer
	Net Change:						1,000.00		Deposit 2 Net Change: 0.00

All Customers  
Taylor Coastal Water & Sewer Dist.



Reprinted for:

# PAST DUE LIST

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ACCT #	RT NAME	CURRENT	1-30	31-60	61+	LAST PAYMENT	TOTAL
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Total Receivables: **26,650.65**

Accounts Listed:

All Customers Age 2 Accounts

Taylor Coastal Water & Sewer Dist.

# ADJUSTMENTS

Monday, April 2, 2018

10:44:08AM

Reprinted For: 3/31/18

Reprinted for: 3/31/2018

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Taylor Coastal Water & Sewer

ACCT. #	NAME	CODE	AMOUNT	APPROVAL	DATE
99	KEATON BEACH PARTNEF	1	\$0.00		3/21/18
161	WIGGINS, TIM	1	\$0.00		3/21/18
	<b>2 Total Adjustments</b>	<b>\$0.00</b>	<b>For Adjustment 1</b>		
68	MUSSLEWHITE, JAMES	2	\$103.08		3/19/18
NSF Pay Clix transaction for 3-13-18					
	<b>1 Total Adjustments</b>	<b>\$103.08</b>	<b>For Adjustment 2</b>		
68	MUSSLEWHITE, JAMES	3	\$5.00		3/19/18
3-13-18 returned ck fee PayClix					
	<b>1 Total Adjustments</b>	<b>\$5.00</b>	<b>For Adjustment 3</b>		
202	BOWDEN MANOR	10	(\$8.87)	LTS	3/1/18
Meter Box Leak					
506	CARRIER, WILLIAM	10	\$0.34		3/19/18
Check written for eight-five and 00/100					
	<b>2 Total Adjustments</b>	<b>(\$8.53)</b>	<b>For Adjustment 10</b>		
397	HARDWICK, JOHN	12	(\$8.53)	LTS	3/9/18
Mailed bill on the 15th					
	<b>1 Total Adjustments</b>	<b>(\$8.53)</b>	<b>For Adjustment 12</b>		
34	CARLTON, CHARLES D	13	(\$6.99)	LTS	3/21/18
NP					
150	MADISON, JASON & SAMA	13	(\$146.80)	LTS	3/21/18
NP					
225	WILLIAMS, JAMES T. Jr.	13	(\$27.96)	LTS	3/21/18
NP					
300	SCHAMBEAU, GERALD	13	(\$20.97)	LTS	3/21/18
NP					
	<b>4 Total Adjustments</b>	<b>(\$202.72)</b>	<b>For Adjustment 13</b>		
11	CARMICHAEL, RICHARD	14	\$100.00	LTS	3/28/18
TRANSFER CARMICHAEL TO WATTS					
147	DORRIS, GARY & LISA	14	\$100.00	LTS	3/29/18
JOHNSON TO DORRIS					
320	BURKHART, CHRISTOPHE	14	\$100.00	LTS	3/9/18
TRANSFER LESTOCK TO BURKHART					
	<b>3 Total Adjustments</b>	<b>\$300.00</b>	<b>For Adjustment 14</b>		
315	VERNESE, MIKE	17	(\$91.13)	MDCC	3/13/18
	<b>1 Total Adjustments</b>	<b>(\$91.13)</b>	<b>For Adjustment 17</b>		
250	BLAND, JAMES	20	\$300.00	LTS	3/15/18
Reconnect Water & Sewer					
	<b>1 Total Adjustments</b>	<b>\$300.00</b>	<b>For Adjustment 20</b>		
250	BLAND, JAMES	21	\$20.00	LTS	3/15/18
Lein Fees					
369	BETTY HANSEN	21	\$20.00	LTS	3/15/18
Lein fees					
	<b>2 Total Adjustments</b>	<b>\$40.00</b>	<b>For Adjustment 21</b>		
369	BETTY HANSEN	22	(\$20.00)	LTS	3/15/18
LEIN FEES ADDED					
	<b>1 Total Adjustments</b>	<b>(\$20.00)</b>	<b>For Adjustment 22</b>		

- 2. 103.08 Debit account for returned check
- 3. 5.00 Returned check fee

Monday, April 2, 2018

10:44:08AM

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Taylor Coastal Water & Se

ACCT. #	NAME	CODE	AMOUNT	APPROVAL	DATE
10.	(8.53) Other adjustment				
12.	(8.53) Late fee adjustment				
13.	(202.72) Non-potable water/second meter				
14.	300.00 Transfer fee (chg of owner)				
17.	(91.13) One time adjustment request				
20.	300.00 Reconnect fee				
21.	40.00 Lien fees				
22.	(20.00) Collection account/lein filed				

16 Accounts

19Total Adjustments

\$417.17

All Customers

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



WATER AUDIT  
Taylor Coastal Water and Sewer District

**MONTH:                      March                      2018**

**MASTER METER READING (entering distribution system):**

Current:	211,420				
Previous:	210,002				
	1,418,000	(x 1000)	=	1,418,000	
				<i>Gallons Pumped</i>	

**UNMETERED WATER**

**GALLONS**

<b>#1</b>	<b>Booster Station</b>	
	a. Tank Drain	0
	b. Air-Charge adjustments (200gpm)	0
	c. Chlorine adjustment -- storage	0
<b>#2</b>	<b>Line flushing (summary)</b>	
	a. North	12,000
	b. South	
	c. Flush Hydrant Test	
<b>#3</b>	<b>Broken lines</b>	0
<b>#4</b>	<b>Water Treatment Plant</b>	2,500
	a. Clear 10K tank	0
	b.	
	<b>Known unmetered water :</b>	14,500
		1,403,500

**Water sold (customer meters) per Director's Report (gallons)**

<b>Total Water Sold</b>	( 996,000
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**Estimated Water Loss, gallons**

407,500
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Gallons pumped **less** known unmetered water & water sold.

**Estimated Water Loss (%)**

28.74%
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Equals loss (gallons) divided by pumped (gallons)

desire ≤ 10%

TAYLOR COASTAL WATER & SEWER DISTRICT  
Profit & Loss Budget Performance  
March 2018

	Mar 18	Budget	Oct '17 - Mar 18	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
ADJUSTMENTS, RVS BILLING	417.17	0.00	-1,657.55	0.00	0.00
Grinder Pump Fee	5,924.98	5,825.00	35,387.38	34,950.00	69,900.00
LATE FEES, RVS	259.72	318.33	1,921.48	1,909.98	3,820.00
SEWAGE SALES	23,021.58	22,684.00	136,879.79	136,104.00	272,208.00
WATER CONNECTION FEE (RVS MEMBERSHIP)	1,000.00	0.00	4,300.00	0.00	2,000.00
WATER SALES	16,034.48	15,276.00	95,621.79	91,656.00	183,312.00
Total Income	46,657.93	44,103.33	272,252.89	264,619.98	531,240.00
Gross Profit	46,657.93	44,103.33	272,252.89	264,619.98	531,240.00
Expense					
FORD F-150 TRUCK PAYMENT	0.00		28,259.57		0.00
FORD F-150 PICKUP PAYMENTS	0.00		5,169.65		0.00
FINES	85.18	0.00	85.18	0.00	0.00
Reconciliation Discrepancies	0.00		0.00		0.00
ACCOUNTING	0.00	8,238.00	0.00	8,238.00	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	133.03	25.00	322.25	150.00	300.00
COMPUTER/SERVICE, SOFTWARE	40.92	0.00	2,385.22	0.00	3,500.00
DUES & SUBSCRIPTIONS	0.00	0.00	415.90	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	24.94	0.00	0.00
FREIGHT	14.99	0.00	532.15	0.00	1,000.00
GAS/OIL/DIESEL	233.51	500.00	1,075.38	3,000.00	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	1,020.00	1,020.00	1,668.00	1,483.00	2,652.00
GENERAL LIABILITY INS.	0.00	0.00	0.00	0.00	1,830.00
POLLUTION (WWTP DIESEL TANK)	0.00	0.00	666.00	664.00	664.00
PROPERTY INSURANCE	0.00	0.00	0.00	0.00	1,716.00
Total INSURANCE	1,020.00	1,020.00	3,018.00	2,147.00	8,688.00
INTEREST EXPENSE - RURAL DEV (USDA-RD)	4,698.05	4,780.65	27,582.09	28,067.03	56,288.27
LANDSCAPING & DESIGN	30.00	0.00	30.00	0.00	500.00
LEGAL/PROFESSIONAL FEES	47.70	250.00	1,321.97	1,500.00	3,000.00
LICENSES & PERMITS	0.00	225.00	175.00	900.00	2,400.00
MISCELLANEOUS EXPENSE	12.35	0.00	449.69	0.00	0.00
MOWING	290.00	0.00	290.00	0.00	1,300.00
OFFICE EXPENSE	256.98	291.67	1,909.34	1,750.02	3,500.00
PERSONNEL EXPENSE					
EDUCATION/CONFERENCE EXPENSE	0.00	0.00	105.00	500.00	1,200.00
RETIREMENT CONTRIBUTION-FRS (FL Retirement Systems)	895.16	908.75	5,360.42	5,452.50	10,905.00
SALARIES & WAGES-WTR & WW OP	7,226.06	7,395.75	43,453.59	44,374.50	88,749.00
SALARIES & WAGES-ADMINISTRATIVE	4,076.44	4,076.50	24,445.40	24,459.00	48,918.00
TAXES-PAYROLL	864.64	877.83	5,194.25	5,266.98	10,534.00
TRAVEL/MILEAGE	0.00	100.00	0.00	600.00	1,200.00
WORKER'S COMPENSATION INSURANCE	2,230.98	1,950.00	2,230.98	1,950.00	3,900.00
PERSONNEL EXPENSE - Other	0.00	0.00	187.67	0.00	0.00
Total PERSONNEL EXPENSE	15,293.28	15,308.83	80,977.31	82,602.98	165,406.00

**TAYLOR COASTAL WATER & SEWER DISTRICT**  
**Profit & Loss Budget Performance**  
**March 2018**

1:56 PM  
 04/18/18  
 Accrual Basis

	Mar 18	Budget	Oct '17 - Mar 18	YTD Budget	Annual Budget
POSTAGE	0.00	0.00	1,657.50	1,516.50	3,033.00
PROP/EQUIP UPGRADES - Dist Off	0.00	0.00	0.00	0.00	4,000.00
Repair Maintenance District Off	180.00	30.00	762.50	180.00	500.00
SAFETY EQUIPMENT	0.00	72.50	0.00	205.00	350.00
TAXES-OTHER	0.00	0.00	-6.16	0.00	0.00
TELEPHONE	286.74	375.00	1,744.45	2,250.00	4,500.00
TRACTOR MAINTENANCE	0.00	0.00	592.00	300.00	600.00
UTILITIES (ELECTRICAL SERVICE)	1,885.12	2,341.67	12,166.39	14,050.02	28,100.00
VEHICLE MAINTENANCE	0.00	300.00	3,440.70	600.00	1,200.00
WASTEWATER DEPARTMENT					
Hurricane Hermine Expenses	0.00	0.00	133,032.79	0.00	0.00
NEW PUMP PURCHASE DISTRICT	10,815.00	4,500.00	43,156.20	27,000.00	54,000.00
GP INSTALLATION EXPENSES	4,351.26	0.00	24,450.66	0.00	12,000.00
GRINDER PUMP REPAIR ACCOUNT	1,638.72	1,325.00	4,602.56	7,950.00	15,900.00
EQUIPMENT PURCHASES	0.00	0.00	0.00	0.00	0.00
CHEMICALS, SEWER	0.00	0.00	405.22	0.00	1,500.00
GROUNDWATER MONITORING, WWTP	0.00	500.00	1,818.86	2,700.00	5,000.00
LAB TESTING/SUPPLIES, SEWER	165.00	216.67	883.65	1,300.02	2,600.00
REPAIR/MAINTENANCE, SEWER	100.00	2,646.00	43,247.70	15,876.00	31,752.00
REPLACEMENT PARTS, SEWER	0.00	0.00	873.86	0.00	7,500.00
SLUDGE HAULING	0.00	0.00	0.00	0.00	7,100.00
SUPPLIES/SMALL TOOLS, SEWER	46.97	0.00	444.49	0.00	800.00
SYSTEM/PLANT UPGRADES, SEWER	0.00	0.00	0.00	0.00	0.00
<b>Total WASTEWATER DEPARTMENT</b>	<b>17,116.95</b>	<b>9,187.67</b>	<b>252,915.99</b>	<b>54,826.02</b>	<b>138,152.00</b>
WATER DEPARTMENT					
Hurricane Hermine Expenses	0.00	0.00	0.00	0.00	0.00
CHEMICALS, WATER	0.00	125.00	280.00	750.00	1,500.00
LAB TESTING/SUPPLIES, WATER	405.00	333.00	945.00	1,998.00	4,000.00
REPAIR/MAINTENANCE, WATER	0.00	417.00	2,022.25	2,502.00	5,000.00
REPLACEMENT PARTS, WATER	318.90	250.00	3,428.66	1,500.00	3,000.00
SUPPLIES/SMALL TOOLS, WATER	66.30	67.00	174.25	398.00	800.00
SYSTEM/PLANT UPGRADES, WATER	25,999.98	1,662.29	29,999.98	0.00	0.00
TANK MAINTENANCE, WATER	1,662.29	1,662.29	6,216.51	5,765.19	7,140.00
<b>Total WATER DEPARTMENT</b>	<b>28,452.47</b>	<b>2,854.29</b>	<b>43,066.65</b>	<b>12,913.19</b>	<b>21,440.00</b>
<b>Total Expense</b>	<b>70,077.27</b>	<b>45,800.28</b>	<b>470,363.66</b>	<b>215,195.76</b>	<b>465,195.27</b>
<b>Net Ordinary Income</b>	<b>-23,419.34</b>	<b>-1,696.95</b>	<b>-198,110.77</b>	<b>49,424.22</b>	<b>66,044.73</b>
Other Income/Expense					
Other Income					
STATE REVOLVING FUND PROGRAM	2,000.00		2,000.00		
State of Florida Public Assist (Reimbursement of Hurricane Hermine Expenses)	0.00		162,417.20		
CAPITAL GRANT_EPA GRANT REVENUE	0.00	0.00	20,900.00	0.00	0.00
CAPITAL GRANT_USDA-RD GRANT REV	0.00		19,525.00		
CUSTOMER GRINDER PUMP SALES	0.00	0.00	12,000.00	0.00	12,000.00
INTEREST INCOME	539.69	0.00	1,031.21	0.00	0.00
LABOR/PARTS, CUST REPAIR	0.00	0.00	410.81	0.00	0.00
MISCELLANEOUS INCOME	0.00	0.00	873.57	0.00	0.00
NEW LOT WATER SERVICE FEE	0.00	0.00	0.00	0.00	0.00
<b>Total Other Income</b>	<b>2,539.69</b>	<b>0.00</b>	<b>219,157.79</b>	<b>0.00</b>	<b>12,000.00</b>
Other Expense					



**TAYLOR COASTAL WATER & SEWER DISTRICT**  
**Profit & Loss Budget Performance**  
 March 2018

1:56 PM  
 04/18/18  
 Accrual Basis

	Mar 18	Budget	Oct '17 - Mar 18	YTD Budget	Annual Budget
EMPLOYEE VACINATION EXPENSE	0.00	0.00	89.00	0.00	0.00
Total Other Expense	0.00	0.00	89.00	0.00	0.00
Net Other Income	2,539.69	0.00	219,068.79	0.00	12,000.00
Net Income	<b>-20,879.65</b>	<b>-1,696.95</b>	<b>20,958.02</b>	<b>49,424.22</b>	<b>78,044.73</b>

**TAYLOR COASTAL WATER & SEWER DISTRICT**  
**EXPENSE BREAKDOWN**  
 March 2018

Date	Num	Name	Memo	Amount
<b>Reconciliation Discrepancies</b>				
03/07/2018	EFT	CITIZEN'S STATE BANK	Deposit Correction for 3-7-1...	84.84
03/13/2018	EFT	CITIZEN'S STATE BANK	Deposit Correction Acct 506 ...	0.34
Total Reconciliation Discrepancies				85.18
<b>BANK CHARGES/SERVICE CHARGES</b>				
03/05/2018	EFT	PAY CLIX	Monthly Fee	24.95
03/19/2018	EFT	CITIZEN'S STATE BANK	Returned Payment Fee Jam...	5.00
03/19/2018	EFT	CITIZEN'S STATE BANK	Payclix Returned Payment J...	103.08
Total BANK CHARGES/SERVICE CHARGES				133.03
<b>COMPUTER/SERVICE,SOFTWARE</b>				
03/01/2018		CONSOLIDATED COMMUNIC...	578-3043 INTERNET SERV...	40.92
Total COMPUTER/SERVICE,SOFTWARE				40.92
<b>FREIGHT</b>				
03/07/2018		INTUIT	Intuit	14.99
Total FREIGHT				14.99
<b>GAS/OIL/DIESEL</b>				
03/06/2018		WALTER B'S	Chevrolet Service Truck mil...	67.11
03/13/2018		WALTER B'S	Fuel for Ford Service Truck ...	43.00
03/23/2018		KEATON BEACH GAS & GRILL	Fuel for Chevrolet work truck...	75.00
03/29/2018		WALTER B'S	Fuel for Ford Service Truck ...	48.40
Total GAS/OIL/DIESEL				233.51
<b>INSURANCE</b>				
<b>BONDS, Comm/Emp Dis/D&amp;O Lia</b>				
03/08/2018		STOUTAMIRE-PAVLIK & ASS...	Public Officials Liability 04/0...	1,020.00
Total BONDS, Comm/Emp Dis/D&O Lia				1,020.00
Total INSURANCE				1,020.00
<b>INTEREST EXPENSE - RURAL DEV (USDA-RD)</b>				
03/31/2018		RD Accr...	March 2018	4,698.05
Total INTEREST EXPENSE - RURAL DEV (USDA-RD)				4,698.05
<b>LANDSCAPING &amp; DESIGN</b>				
03/07/2018	898781	FAULKNER LAWN & MAINTEN...	Trim Plants & spray weeds ...	30.00
Total LANDSCAPING & DESIGN				30.00
<b>LEGAL/PROFESSIONAL FEES</b>				
03/07/2018		ANNIE MAE MURPHY, CLER...	James T. Bland Lein Record...	10.00
03/15/2018		ANNIE MAE MURPHY, CLER...	Lee Cooper Easement	27.70
03/27/2018		ANNIE MAE MURPHY, CLER...	James T Bland Release of L...	10.00
Total LEGAL/PROFESSIONAL FEES				47.70
<b>MISCELLANEOUS EXPENSE</b>				
03/23/2018	241464	FLORIDA RETIREMENT SYS...	Delinquent Fee for late sub...	10.27
03/23/2018	241708	FLORIDA RETIREMENT SYS...	Delinquent Fee for late sub...	2.08
Total MISCELLANEOUS EXPENSE				12.35
<b>MOWING</b>				
03/07/2018	898781	FAULKNER LAWN & MAINTEN...	District Office 2-28-18	20.00
03/07/2018	898781	FAULKNER LAWN & MAINTEN...	Water Plant 2-18-18	70.00
03/13/2018	048422	FAULKNER LAWN & MAINTEN...	Sewer Plant (10 acres) 3-13-...	200.00
Total MOWING				290.00
<b>OFFICE EXPENSE</b>				
03/07/2018		INTUIT	Check Envelopes (500)	101.99
03/14/2018		STAPLES	2000 Printed Envelopes	154.99

# TAYLOR COASTAL WATER & SEWER DISTRICT EXPENSE BREAKDOWN

March 2018

04/18/18

Accrual Basis

Date	Num	Name	Memo	Amount
Total OFFICE EXPENSE				256.98
<b>PERSONNEL EXPENSE</b>				
<b>RETIREMENT CONTRIBUTION-FRS (FL Retirement Systems)</b>				
03/01/2018	5482	ADAMS, DOUGLAS E		110.88
03/01/2018	5483	BENNETT, RONALD A		323.79
03/01/2018	5484	CARLTON, MYREETHA DIAN...		171.95
03/01/2018	5485	MORGAN, DAVID L.		137.64
03/01/2018	5486	SENER, LYNETTE T		150.90
Total RETIREMENT CONTRIBUTION-FRS (FL Retirement Systems)				895.16
<b>SALARIES &amp; WAGES-WTR &amp; WW OP</b>				
03/01/2018	5482	ADAMS, DOUGLAS E		1,100.00
03/01/2018	5482	ADAMS, DOUGLAS E		300.00
03/01/2018	5482	ADAMS, DOUGLAS E		0.00
03/01/2018	5483	BENNETT, RONALD A		3,788.20
03/01/2018	5483	BENNETT, RONALD A		300.00
03/01/2018	5483	BENNETT, RONALD A		0.00
03/01/2018	5484	CARLTON, MYREETHA DIAN...		0.00
03/01/2018	5485	MORGAN, DAVID L.		1,301.21
03/01/2018	5485	MORGAN, DAVID L.		136.65
03/01/2018	5485	MORGAN, DAVID L.		0.00
03/01/2018	5485	MORGAN, DAVID L.		300.00
03/01/2018	5485	MORGAN, DAVID L.		0.00
Total SALARIES & WAGES-WTR & WW OP				7,226.06
<b>SALARIES &amp; WAGES-ADMINISTRATIVE</b>				
03/01/2018	5483	BENNETT, RONALD A		0.00
03/01/2018	5484	CARLTON, MYREETHA DIAN...		1,871.12
03/01/2018	5484	CARLTON, MYREETHA DIAN...		300.00
03/01/2018	5484	CARLTON, MYREETHA DIAN...		0.00
03/01/2018	5484	CARLTON, MYREETHA DIAN...		0.00
03/01/2018	5485	MORGAN, DAVID L.		0.00
03/01/2018	5486	SENER, LYNETTE T		1,605.32
03/01/2018	5486	SENER, LYNETTE T		300.00
03/01/2018	5486	SENER, LYNETTE T		0.00
03/01/2018	5486	SENER, LYNETTE T		0.00
Total SALARIES & WAGES-ADMINISTRATIVE				4,076.44
<b>TAXES-PAYROLL</b>				
03/01/2018	5482	ADAMS, DOUGLAS E		0.00
03/01/2018	5482	ADAMS, DOUGLAS E		86.80
03/01/2018	5482	ADAMS, DOUGLAS E		20.30
03/01/2018	5482	ADAMS, DOUGLAS E		0.00
03/01/2018	5483	BENNETT, RONALD A		253.47
03/01/2018	5483	BENNETT, RONALD A		59.28
03/01/2018	5483	BENNETT, RONALD A		0.00
03/01/2018	5484	CARLTON, MYREETHA DIAN...		134.61
03/01/2018	5484	CARLTON, MYREETHA DIAN...		31.48
03/01/2018	5485	MORGAN, DAVID L.		107.74
03/01/2018	5485	MORGAN, DAVID L.		25.20
03/01/2018	5486	SENER, LYNETTE T		118.13
03/01/2018	5486	SENER, LYNETTE T		27.63
Total TAXES-PAYROLL				864.64
<b>WORKER'S COMPENSATION INSURANCE</b>				
03/12/2018		AUTO OWNERS	1st Semi-Annul Premium 4/...	2,230.98
Total WORKER'S COMPENSATION INSURANCE				2,230.98
Total PERSONNEL EXPENSE				15,293.28
<b>Repair Maintenance District Off</b>				
03/02/2018		SATTIE BAKER	Quarterly cleaning of office ...	125.00
03/16/2018		SATTIE BAKER	Bi Weekly Floor Cleaning Di...	25.00
03/28/2018	105839	MESSICK PEST CONTROL	Monthly Pest Control	30.00



# TAYLOR COASTAL WATER & SEWER DISTRICT EXPENSE BREAKDOWN

March 2018

04/18/18

Accrual Basis

Date	Num	Name	Memo	Amount
Total Repair Maintenance District Off				180.00
<b>TELEPHONE</b>				
03/01/2018	5482	ADAMS, DOUGLAS E		0.00
03/01/2018	5483	BENNETT, RONALD A		-44.52
03/01/2018		CONSOLIDATED COMMUNIC...	578-2080 WTP GENERATOR	45.29
03/01/2018		CONSOLIDATED COMMUNIC...	578-2474 WWTP GENERA...	45.29
03/01/2018		CONSOLIDATED COMMUNIC...	578-3043 DISTRICT OFFICE	73.34
03/09/2018		CVS	Phone Charger	21.93
03/09/2018		VERIZON WIRELESS	Shelf Phone- 843-1341	0.00
03/09/2018		VERIZON WIRELESS	Shelf Phone 843-1917	0.22
03/09/2018		VERIZON WIRELESS	David Morgan - 843-7613	9.07
03/09/2018		VERIZON WIRELESS	Ronald Bennett - 843-7621	135.90
03/09/2018		VERIZON WIRELESS	Shelf Phone 843-7626	0.22
Total TELEPHONE				286.74
<b>UTILITIES (ELECTRICAL SERVICE)</b>				
03/23/2018	87302	TRI-COUNTY ELECTRIC, INC.	well	275.27
03/23/2018	87302	TRI-COUNTY ELECTRIC, INC.	pumping station	30.77
03/23/2018	87302	TRI-COUNTY ELECTRIC, INC.	District Office	120.33
03/23/2018	87302	TRI-COUNTY ELECTRIC, INC.	Lift Station #2 Grackle	65.56
03/23/2018	87302	TRI-COUNTY ELECTRIC, INC.	WWTP	1,198.08
03/23/2018	87302	TRI-COUNTY ELECTRIC, INC.	Lift Station #1 Boat Ramp	119.13
03/23/2018	87302	TRI-COUNTY ELECTRIC, INC.	Storage Trains	30.77
03/23/2018	87302	TRI-COUNTY ELECTRIC, INC.	WW O&M	45.21
Total UTILITIES (ELECTRICAL SERVICE)				1,885.12
<b>WASTEWATER DEPARTMENT</b>				
<b>NEW PUMP PURCHASE DISTRICT</b>				
03/02/2018	9939	F.J. NUGENT & ASSOCIATES...	(2) E-One 120V Grinder Pu...	3,090.00
03/26/2018	10029	F.J. NUGENT & ASSOCIATES...	(5) E-One 120V "U" Series ...	7,725.00
Total NEW PUMP PURCHASE DISTRICT				10,815.00
<b>GP INSTALLATION EXPENSES</b>				
03/05/2018	SE4110...	ANIXTER, INC	60 Amp Ld Center	76.15
03/05/2018	SE4110...	ANIXTER, INC	120/240V CB	70.80
03/07/2018	SE4110...	ANIXTER, INC	60 Amp Ld Center	152.31
03/12/2018		WAYNE PADGETT & CO.	Finish Jason Vinson GP inst...	700.00
03/12/2018	92100	LANIER MUNICIPAL SUPPLY ...	300 FT 1-1/4 X 100' DR11 I...	267.00
03/19/2018	9991	F.J. NUGENT & ASSOCIATES...	New Grinder Pump Package...	3,085.00
Total GP INSTALLATION EXPENSES				4,351.26
<b>GRINDER PUMP REPAIR ACCOUNT</b>				
03/05/2018	9950	F.J. NUGENT & ASSOCIATES...	SN: WH534226 240V GP	501.80
03/05/2018	9950	F.J. NUGENT & ASSOCIATES...	SN: WH575654 240V GP	175.66
03/05/2018	9950	F.J. NUGENT & ASSOCIATES...	SN: WH585140 240V GP	175.66
03/07/2018	9960	F.J. NUGENT & ASSOCIATES...	SN: WH583295 240V GP	200.50
03/07/2018	9961	F.J. NUGENT & ASSOCIATES...	SN: WH576302 120V GP	585.10
Total GRINDER PUMP REPAIR ACCOUNT				1,638.72
<b>LAB TESTING/SUPPLIES, SEWER</b>				
03/20/2018	360237	FLOWERS CHEMICAL LABO...	CBOD TSS	45.00
03/20/2018	360237	FLOWERS CHEMICAL LABO...	CBOD TSS FCoI-QT	75.00
03/20/2018	360237	FLOWERS CHEMICAL LABO...	NO2	15.00
03/20/2018	360237	FLOWERS CHEMICAL LABO...	NO3(CR)	10.00
03/20/2018	360237	FLOWERS CHEMICAL LABO...	Pickup Fee & Vehicle Surch...	20.00
Total LAB TESTING/SUPPLIES, SEWER				165.00
<b>REPAIR/MAINTENANCE, SEWER</b>				
03/06/2018		DEVANE'S EQUIPMENT	Crane Service Placing Pum...	100.00
Total REPAIR/MAINTENANCE, SEWER				100.00
<b>SUPPLIES/SMALL TOOLS, SEWER</b>				
03/13/2018		RAGAN'S ACE HARDWARE	Plier Long Nose 8 Ace	15.99

**TAYLOR COASTAL WATER & SEWER DISTRICT**  
**EXPENSE BREAKDOWN**  
 March 2018

Date	Num	Name	Memo	Amount
03/13/2018		RAGAN'S ACE HARDWARE	Plier 12" Pump Channel LK	17.99
03/13/2018		RAGAN'S ACE HARDWARE	Wire Stripper 10-20 AWG	12.99
Total SUPPLIES/SMALL TOOLS, SEWER				46.97
Total WASTEWATER DEPARTMENT				17,116.95
<b>WATER DEPARTMENT</b>				
<b>LAB TESTING/SUPPLIES, WATER</b>				
03/15/2018	360234	FLOWERS CHEMICAL LABO...	Colilert-18 4 @ \$25.00 each	100.00
03/15/2018	360390	FLOWERS CHEMICAL LABO...	EPA515.4	135.00
03/15/2018	360390	FLOWERS CHEMICAL LABO...	EPA525.2	150.00
03/20/2018	360237	FLOWERS CHEMICAL LABO...	Pickup Fee & Vehicle Surch...	20.00
Total LAB TESTING/SUPPLIES, WATER				405.00
<b>REPLACEMENT PARTS, WATER</b>				
03/29/2018	92497	LANIER MUNICIPAL SUPPLY ...	5 Rome CI Meter Box W/LID...	178.55
03/29/2018	92497	LANIER MUNICIPAL SUPPLY ...	5 Meter Boxes @ \$11.19 each	55.95
03/29/2018	92497	LANIER MUNICIPAL SUPPLY ...	5 Meter Box Lids @ \$16.88 ...	84.40
Total REPLACEMENT PARTS, WATER				318.90
<b>SUPPLIES/SMALL TOOLS, WATER</b>				
03/01/2018		Amazon.com	2 Log Books @ 33.15 each	66.30
Total SUPPLIES/SMALL TOOLS, WATER				66.30
<b>SYSTEM/PLANT UPGRADES, WATER</b>				
03/15/2018	1526808	DEWBERRY ENGINEERS INC	Study and Report Phase 50 ...	25,999.98
Total SYSTEM/PLANT UPGRADES, WATER				25,999.98
<b>TANK MAINTENANCE, WATER</b>				
03/07/2018	Inv. #44...	UTILITY SERVICE CO., INC.	10,000 Pressure Tank Beac...	1,662.29
Total TANK MAINTENANCE, WATER				1,662.29
Total WATER DEPARTMENT				28,452.47
<b>TOTAL</b>				<b>70,077.27</b>

## TAYLOR COASTAL WATER &amp; SEWER DISTRICT

## Balance Sheet

As of March 31, 2018

04/18/18

Accrual Basis

	Mar 31, 18
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
OPERATING, SMALL BUSINESS CHKG (MAIN ACCOUNT, CHECKING)	221,230.50
SAVINGS, TCW&SD RESERVE ACCOUNT (BUSINESS SAVINGS)	
CAPITAL IMPROVEMENTS, MINOR	48,174.92
CONTINGENCY RESERVE	89,351.91
DEPRECIATION RESERVE-Major R&R (Major Repair/Replacement)	82,158.84
GRINDER PUMP REPAIR FEE	33,893.76
WATER SERVICE FEE, NEW LOTS	38,000.00
PAYMENTS, USDA-RD 91-03, TCU	16,855.60
DEBT RESERVE USDA-RD 91-03, TCU	25,883.00
PAYMENTS, USDA-RD 92-01, CONST.	22,300.00
DEBT RESERVE RD 92-01, CONST.	44,245.00
PAYMENTS, USDA-RD - PHASE II	21,464.38
DEBT RESERVE, USDA-RD-PHASE II	17,960.00
SAVINGS, TCW&SD RESERVE ACCOUNT (BUSINESS SAVINGS) - Other	6,032.42
<b>Total SAVINGS, TCW&amp;SD RESERVE ACCOUNT (BUSINESS SAVINGS)</b>	<b>446,319.83</b>
<b>Total Checking/Savings</b>	<b>667,550.33</b>
<b>Other Current Assets</b>	
PREPAID EXPENSES	6,498.00
INVENTORY	48,613.08
RVS - SYSTEM INCOME	35,657.66
<b>Total Other Current Assets</b>	<b>90,768.74</b>
<b>Total Current Assets</b>	<b>758,319.07</b>
<b>Fixed Assets</b>	
2017 FORD F-150 PICKUP	23,518.22
Improvements	8,400.00
ACCUMULATED DEPRECIATION	-3,434,763.00
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...	6,673,144.46
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
<b>Total Fixed Assets</b>	<b>4,981,407.45</b>
<b>TOTAL ASSETS</b>	<b>5,739,726.52</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
ACCOUNTS PAYABLE (990 line 60)	36,908.85
<b>Total Accounts Payable</b>	<b>36,908.85</b>
<b>Credit Cards</b>	
CARDMEMBER SERVICE (Capital City Bank Visa)	
CCB VISA-SEAN MURPHY-1682	808.23
CCB BUSINESS VISA-BENNETT-6125	19,403.59
CCB BUSINESS VISA-SENTER-1850	8,921.48
CCB BUSINESS VISA - CARL 2994	8,468.81



**TAYLOR COASTAL WATER & SEWER DISTRICT**  
**Balance Sheet**  
**As of March 31, 2018**

	<u>Mar 31, 18</u>
CCB BUSINESS VISA - MORG 3018	2,818.70
CARDMEMBER SERVICE (Capital City Bank Visa) - Other	-39,845.90
<b>Total CARDMEMBER SERVICE (Capital City Bank Visa)</b>	<u>574.91</u>
<b>Total Credit Cards</b>	574.91
<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	145,658.08
CUSTOMER OVERPAYMENTS	20,187.12
PAYROLL LIABILITIES	3,328.19
<b>RETIREMENT PAYABLE</b>	<u>826.06</u>
<b>Total Other Current Liabilities</b>	<u>230,984.98</u>
<b>Total Current Liabilities</b>	268,468.74
<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	4,773.57
<b>Total Long Term Liabilities</b>	<u>1,142,006.00</u>
<b>Total Liabilities</b>	1,410,474.74
<b>Equity</b>	
Opening Bal Equity (QB account)	51,777.79
RETAINED EARNINGS	3,029,003.21
Unrestrict (retained earnings) (990 line 21 & 67)	1,227,512.76
Net Income	20,958.02
<b>Total Equity</b>	<u>4,329,251.78</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>5,739,726.52</u></u>



**TAYLOR COASTAL WATER & SEWER DISTRICT**

**18820 BEACH ROAD**

**PERRY, FL 32348**

**Phone/Fax: (850) 578-3043**

[www.tcwsd.org](http://www.tcwsd.org)

[tcwsd@fairpoint.net](mailto:tcwsd@fairpoint.net)

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June 25, 2015

Ronald A Bennett  
1204 Oak Pond Circle N E  
Steinhatchee, Fl 32359

Dear Ron:

I am writing on behalf of the Board to provide you with an incentive to remain employed with the Taylor Coastal Water and Sewer District (the "TCWSD"). The Board members consider you a highly valued employee and manager, and wish to ensure your continued employment through the period covered by this letter agreement. The nature and terms of this incentive are set forth below.

1. You will be given the immediate increase in wages (as defined below) if you agree to remain employed with the TCWSD through July 1, 2018.

For clarity, you will not be entitled to keep the increase in wages if your employment with the TCWSD is terminated (i) by you for any or no reason, or (ii) by the TCWSD with cause.

If the TCWSD terminates your employment without cause or if you are permanently disabled or deceased prior to July 1, 2018, then you will be entitled to keep the increase in wages paid to you prior to the termination date.

2. The TCWSD will pay the increase in wages (less applicable withholdings) beginning July 1, 2015.
3. This letter agreement is not and will not be construed as an employment contract. Nothing in this letter agreement is or will be construed as an agreement that the TCWSD will employ you in any particular position, for any particular period of time or at any particular compensation or benefit rate. Your employment remains at-will.
4. As used in this letter agreement:
  - (a) "Immediate Increase in Wages" mean an increase from your current monthly wages of \$2,754.37 to \$3,666.67;  
And
  - (b) "Cause" means termination of your employment with the TCWSD because of: (i) any violation on your part of obligations or conditions of employment (such as failure to perform up to reasonable standards or the violation of applicable TCWSD policies) and, if the violation is curable, failure to cure the violation within five days after written demand by the TCWSD, all ;as determined by the JTCWSD in its sole discretion: or (ii) any other conduct on your part that, if known to the public or any person or entity having business dealings with the TCWSD, would reflect unfavorably on the reputation of the TCWSD or the ability of the TCWSD to deal with any person or entity having business dealings

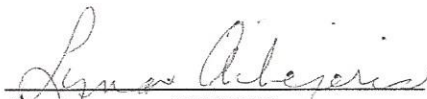
TCWSD or the ability of the TCWSD to deal with any person or entity having business dealings with the TCWSD.

5. This letter agreement supersedes all prior agreements, and constitutes a complete and exclusive statement of the terms of the agreement, between you and the TCWSD with respect to its subject matter. This letter agreement may not be amended except by written instrument signed by you and the chairperson of the TCWSD. You may not assign this letter agreement without the prior written consent of the TCWSD.

If you wish to accept the terms of this letter agreement, then please return an originally signed copy to me by no later than June 30, 2015. If I do not receive an originally signed copy from you on or before that date, the TCWSD will have no obligations under this letter agreement.

On behalf of TCWSD, thank you for your efforts to date. We look forward to many successful years together with you.

Very truly yours,

By:   
Chairperson, TCWSD

ACKNOWLEDGED AND AGREED:



Print Name: Ronald A Bennett



# TAYLOR COASTAL WATER & SEWER DISTRICT

## JOB DESCRIPTION

### FIELD MANAGER FOR TAYLOR COASTAL WATER & SEWER DISTRICT

#### **Purpose**

The Field Manager is expected to perform experienced managerial work overseeing the operation and maintenance of the TCW&SD water and sewer departments. This position reports via the Chairman to the Board of Commissioners and needs to communicate effectively with the Office Staff regarding budgets and spending limits.

#### **Essential Functions**

Manages, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counsels, disciplines, and completes employee performance appraisals.

Manages the spending of the Water and Wastewater Departments. Coordinates the budget and expenditures with Office Staff.

Coordinates and assigns work; monitors status of work in progress and inspects completed work; develops work schedules, assists with complex/problem situations, and provides technical expertise; coordinates the maintenance of pumps, engines, and plant equipment at the water and sewer plants and all underground infrastructure.

Ensures department compliance with regulations, standards, policies and procedures; ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals; initiates any actions necessary to correct deviations or violations.

Monitors staffing and makes changes when required.

Ensures compliance with all permit requirements and regulatory requirements; reviews reports, logs, analyzes operational data, and other documentation required for permit compliance; ensures preparation and submittal of all required reports to regulatory agencies within designated timeframes.

Performs random physical security inspections of all TCW&SD facilities for security compliance and makes recommendations for upgrades to the Board of Commissioners.

Consults with vendors, engineers, regulatory agencies, or other officials to review operations and activities, review/resolve problems, receive advice/direction, and provide recommendations.

Coordinates projects and work activities with other departments, consulting engineers, contractors, outside agencies or others as needed in fields relating to water and wastewater projects.

Provides assistance with technical, policy, and procedural issues to employees in all fields; directs in the prioritization and management of projects and tasks involving plant operations, plant maintenance and field services.

Trains and demonstrates to employees the proper procedures for chemical injection, sampling, and testing procedures, and maintains adequate disinfection residuals at potable water ground storage tanks.

Develops and administers budgets for assigned divisions; monitors expenditures to ensure compliance with approved budgets; reviews requisitions for materials required to operate utilities; develops and reviews contractual specifications for bidding; reviews, and revises annual bids for chemicals used in treating water.

Plans and coordinates operation and maintenance of the Plants in relation to system demands and in relation to hurricane events; supervises operation and maintenance activities relating to equipment, pumps, motors, controls, chemical feeds and handling systems.

Reviews laboratory operations and procedures to maintain certification with State of Florida; ensures employees are trained in proper laboratory procedures, techniques and documentation.

Develops and implements various procedures involving plant operations, equipment maintenance, workplace safety training or other activities include yard maintenance and general housekeeping.

Designs, reviews, and directs in-service training of all staff to provide adequate advancement within their respective fields, reviews and approves applications for education training programs from employees and supervisors; schedules training programs for employees in plant/field positions.

Coordinates repair of mechanical or electrical equipment failures which are beyond the scope of the plant operators and assigns personnel to perform station checks daily.

Analyzes unique, complicated and difficult complaints from customers to determine causes and initiate problem resolutions.

Trains and cross-trains employees in the proper operation and maintenance of booster pump stations and distribution pump stations.

Coordinates implementation of hurricane plan; recommends revisions, assigns duties and participates in storm/hurricane preparation and recovery activities.

Develops and implements long and short term plans, goals and objectives for the areas of assignment.

Performs administrative tasks; reviews and approves employee time sheets, leave requests and other forms; reviews loss of pressure/water main break reports.

Monitors inventory of equipment, fuel, chemicals, tools, parts, materials, and supplies; ensures availability of adequate materials to conduct projects and work activities; initiates orders for new/replacement materials.

Prepares or completes various forms, reports, correspondence or other documents.

Receives various forms, reports, correspondence, charts, records, meter readings, well capacity reports, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Communicate effectively with Office Staff, with officials, employees, other departments, contractors, engineers, consultants, vendors, customers, the public, regulatory agencies, county/state/federal agencies, outside agencies, community organizations, and other individuals as needed to coordinate work activities, exchange information or resolve problems.



Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

### **Additional Functions**

Performs general/clerical tasks, which may include answering telephone calls, typing documents, creating presentations, completing surveys, making copies, sending/receiving faxes, filing documentation or other tasks.

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

### **Minimum Qualifications**

High school diploma or GED; supplemented by college level course work or vocational training in water treatment plant operations and wastewater collection system operation/design; supplemented by six (6) years previous experience and/or training that includes progressively responsible water/wastewater system operations; regulatory reporting/compliance, budget administration and supervision; three of these years must have been in a supervisory position, or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills and abilities for this job. Must be proficient in word processing, spreadsheet, email, internet or other computer programs. Must obtain Class "A" Distribution/Wastewater Collection System Technician certification or hold Florida DEP Level "C" or higher Wastewater Treatment license. Must possess and maintain a valid Florida driver's license.

### **Performance Aptitudes**

Data Utilization – Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction – Requires the ability to perform in a supervisory capacity over subordinate supervisors.

Equipment, Machinery, Tools and Materials Utilization – Requires the ability to operate a computer to enter, retrieve, review or modify data. Also requires the ability to operate a variety of equipment and tools used department projects/activities, which may include a utility vehicle, general office equipment, two-way radio, laboratory equipment, diagnostic instruments or mechanic tools.

Verbal Aptitude – Requires the ability to utilize a wide variety of reference, descriptive, advisory and or design data and information.

Mathematical Aptitude – Requires the ability to perform addition, subtraction, multiplication and division, ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ration and proportion; may include ability to calculate surface areas, volumes, weights and measures.

Functional Reasoning – Requires the ability to apply principles of influence systems, such as motivation, incentive and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning – Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

### **ADA Compliance**

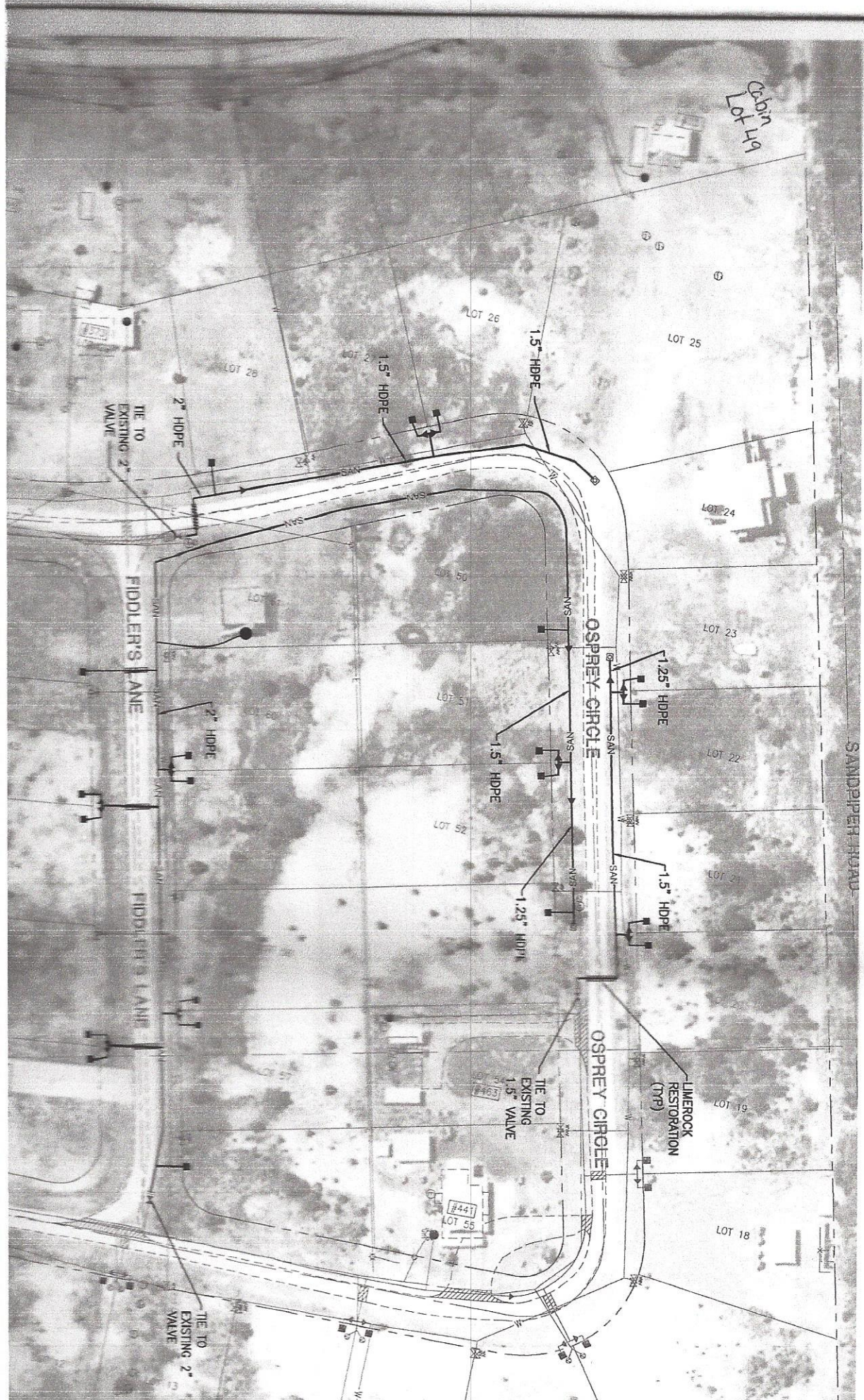
Physical Ability – Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements – Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. All tasks require the ability to communicate orally.

Environmental Factors – Performance of essential functions may require exposure to adverse environmental conditions, such as dust, dirt, odors, wetness, humidity, fumes, temperature and noise extremes, operating machinery, vibrations, traffic hazards, electric currents or toxic agents.

Taylor Coastal Water & Sewer District is an Equal Opportunity Employer, In compliance with the Americans with Disabilities Act, the District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.





SANDEPETH ROAD

Cabin  
LOT 19

OSPREY CIRCLE

FIDDLER'S LANE

FIDDLER'S LANE

OSPREY CIRCLE

LIMEROCK RESTORATION (TYP)

TIE TO EXISTING 1.5" VALVE

TIE TO EXISTING 2" VALVE

TIE TO EXISTING 2" VALVE



**HEARTSFIELD, D. BRUCE**

HEARTSFIELD, D. BRUCE  
 21080 OSPREY CIRCLE

PERRY FL  
 32348 (850)578-2154  
 Service Address: 21240 EGRET LANE

Date Turned On 7/13/2003  
 Date Turned Off  
 Meter Check Date 12/4/1995  
 Rate Code 4  
 Pump/Well Number 1  
 Last Reading 913  
 Previous Reading 906  
 Usage 7,000

# of Units 1  
 E-Mail Address: bruceheartsfield@msn.com  
 GRINDER PUMP # B230929  
 MALES? 1  
 COMMERCIAL? N

**Customer Detail**

**Account Number 33**

Months On System 178  
 Total Usage 60,639,699  
 Average Usage 340,672  
 Sequence Number 3980  
 Meter Serial Number 74600494  
 Route Number 3  
 Last Read Date 3/21/2018  
 12 Month Average 7,250  
 Last Year Average 6,000  
 Previous Year Average 3,000  
 Last 'Paid On Time' Date 3/26/2018  
 Last Late Charge Date 2/21/2018  
 Number Of Late Months 57  
 Next Due Date 4/20/2018  
 Year To Date Charges \$9,198.30

RENTAL AGREE? N  
 ETHNICITY? W  
 SWR EASEMNT? 517/304-308

**Membership Information**

Membership Amount	\$250.00	Membership Date	12/2/2000	Certificate Number	0
Deposit Amount 2	\$0.00	Deposit 2 Date		Services	Current Balance
0					
	Usage	Charges	Read Date	Reading	
January	8,000	130.33	1/17/2018	898	
February	8,000	143.36	2/18/2018	906	L
March	7,000	121.14	3/21/2018	913	
April	7,000	118.48	4/20/2017	833	
May	8,000	127.45	5/18/2017	841	
June	9,000	136.42	6/20/2017	850	
July	9,000	136.42	7/18/2017	859	
August	8,000	127.45	8/23/2017	867	
September	5,000	113.61	9/19/2017	872	L
October	5,000	103.08	10/19/2017	877	
November	7,000	121.14	11/20/2017	884	
December	6,000	111.95	12/18/2017	890	
Previous Charges					
<b>Current Balance</b>					<b>0.00</b>

Last Payment 3/26/2018 \$119.83 Check Number 8  
 Age 1 \$0.00 Age 2 \$0.00 Age 3 \$0.00

Alert! Two homes on parcel. One active service.  
 Second house used for storage?  
 Lot 49 Sand-Piper Bruce Phone # 295-3200

*Current Account*



**HEARTSFIELD, BRUCE**

HEARTSFIELD, BRUCE  
 21240 EGRET LANE

PERRY FL  
 32348 (850)578-2154  
 Service Address: 21240 EGRET LANE, LOT 24  
 Social Security #: 0

Date Turned On 3/1/2013  
 Date Turned Off 3/6/2013  
 Meter Check Date 3/6/2013  
 Rate Code 2  
 Pump/Well Number 1  
 Last Reading 0  
 Previous Reading 0  
 Usage 0  
 # of Units 1

GRINDER PUMP # VACANT LOT  
 MALES? 1

COMMERCIAL? N

**Customer Detail**

Account Number 299

Months On System 178  
 Total Usage 3,580,000  
 Average Usage 20,112  
 Sequence Number 3206  
 Meter Serial Number  
 Route Number 3  
 Last Read Date 7/19/2008  
 12 Month Average 0  
 Last Year Average 0  
 Previous Year Average 3,000  
 Last 'Paid On Time' Date 2/22/2013  
 Last Late Charge Date 5/21/2007  
 Number Of Late Months 12  
 Next Due Date 4/20/2018  
 Year To Date Charges \$175.00

RENTAL AGREE? N  
 ETHNICITY? W  
 SWR EASEMNT? wtr only;vacant;off

**Membership Information**

Membership Amount	\$1,000.00	Membership Date	12/19/2005	Certificate Number	0
Deposit Amount 2	\$0.00	Deposit 2 Date		Services	Current Balance
0					
	Usage	Charges	Read Date		
January	0	0.00	1/19/2008		164
February	0	0.00	2/16/2008		167
March	0	0.00	3/21/2008		171
April	0	0.00	4/21/2008		174
May	0	0.00	5/17/2008		178
June	0	0.00	6/24/2008		184
July	0	0.00	7/19/2008		184
August	0	0.00	8/17/2007		154
September	0	0.00	9/22/2007		155
October	0	0.00	10/18/2007		156
November	0	0.00	11/27/2007		158
December	0	0.00	12/20/2007		160
Last Payment 2/22/2013 \$175.00 Check Number 2139					Previous Charges
Age 1	\$0.00	Age 2	\$0.00	Age 3	\$0.00
WATER ONLY					<b>Current Balance 0.00</b>

*Account that should be Activated*