

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

REGULAR COMMISSION MEETING AGENDA
Tuesday, September 25, 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 August 28, 2018
5. Trevor Burch from Dewberry Preble-Rish to discuss status of the Water Improvement Project including the Environmental Review
6. Staff and Committee Reports
 - a. Director's Report – Kristi Woods
 - b. Other Billing Clerk Items – Kristi Woods
 - c. Financial Reports – Lynette Senter
 - d. Other Office Manager Items – Lynette Senter
7. New Business
 - a. Election of Officers to be effective 10-01-2018
 - b. Salary increases to be effective 10-01-2018
8. Old Business
 - a. Update on Hurricane Hermine repairs expenses and Public Assistance from the Federal Emergency Management Agency and the State of Florida – Lynette Senter
 - b. Update on the status of the Search Grant Application and the EPA grant application for Water Improvements pending – Trevor Burch
9. Closing Remarks Commissioners/Staff
10. Motion to Adjourn

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MINUTES OF REGULAR COMMISSION MEETING August 28, 2018 3:00 p.m.

1. The meeting was held at the District Building at 3:00 PM on August 28th, 2018 present were: Commissioners Lynn Aibejeris, Steve Brown, Gennie Malone, Roger Weste, and Willi Huxford. Commissioner Nancy Geohagan was absent. TCW&SD STAFF present were: Diane Carlton, Lynette Senter, Kristi Woods, Ron Bennett, and David Morgan. 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. Guests present were Trevor Burch with Dewberry, County Commissioner Steve Spradley, Kenda Robinson with USDA, Glenn Senter, Michael E. Newberry, Charles Carlton, and Carrie Sue & Roy Taylor.
4. Lynette Senter introduced the new Billing Clerk, Kristi Woods.
5. Steve Spradley, County Commissioner for our District spoke with the Board regarding the County's budget process and the installation of the Pipeline at the Fenholloway River.
6. Trevor Burch of Dewberry spoke about continuing the work on the Water Improvements PER. He hopes to have a draft available for review by mid to late September to be ready for the coming funding cycle in November. Trevor has discovered that the original proposed closed loop system is not feasible. He has suggested going with an auto flushing system on controlled cycles as a better and more affordable option. He is also working on a proposal for a larger tank size of 250,000 gallons.
7. Kenda Robinson with USDA spoke about financing the Water Improvement Project. She provided the office and the board with descriptions of the financing opportunities available and will later meet with the office staff to discuss setting the District up to complete the online paperwork.
8. Approval of minutes for the regular commission meeting July 24, 2018. Chairman Aibejeris asked if everyone had reviewed the minutes and if there was a motion to approve. **Commissioner Weste made a motion to accept the minutes. Commissioner Malone offered a second. Chairman Aibejeris asked for further discussion. There was none. By unanimous vote the motion was approved.**
9. **Staff and Committee Reports**
 - a. **Director Report – Diane Carlton** - Diane reported the Water and Sewer sales for July were over the budgeted amount. There were no turned off accounts, no past due accounts, and one new membership. The adjustments for the month totaled \$619.35. There were no questions from the commissioners. Chairman Aibejeris called for a motion to accept the Director's Report as given. **Commissioner Huxford made a motion to accept the Director's Report as presented. Commissioner Brown 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 – Diane Carlton – None**
 - c. **Financial Reports – Lynette Senter** – Lynette reported that water and sewer sales for the month of July 2018 were \$51,256.37. Total expenses were \$24,194.10. We received \$7,880.00 in other income which included \$6,000.00 for customer grinder pump sales and \$1,875.37 miscellaneous income. The net income for the month was \$34,942.27. There were no questions from the commissioners. Chairman Aibejeris called for a motion to accept the Financial Report as given. **Commissioner Malone made a motion to accept the Financial Reports as given. Commissioner Weste 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**

Page 2 of 2

- d. **Other Office Manager Items- Lynette Senter** – Lynette confirmed that the transfers from Savings to Checking for the USDA Interest and Principal Loan amounts were completed. USDA will deduct the total of \$79,549.79 on or about September 1, 2018. The District was contacted by Danny Griner from Taylor County who informed us that a new property owner started the application process for a power pole and was mistakenly informed by his office that they were only required to obtain a pump-out contract. When the customer returned to the County to obtain his permit, Danny caught the error and explained that in the coastal high hazard area/Taylor Coastal Water & Sewer District area, a grinder pump and water service are necessary. The customer tried to argue with Danny about the County regulations versus the District's regulations and Danny notified us of the discrepancy. We provided Danny with the information from Conrad Bishop regarding mandatory hook ups, and also let Danny know that this particular customer had already visited our offices and obtained the required forms prior to going to the County. The customer had initially requested that he be put on the agenda for the Building & Planning Board, but Danny indicated that no further contact with the customer had been received.

10. New Business

- a. Diane Carlton has applied for the vacant board member spot.
- b. Approval of the 2018-19 rate increase of 2.5%. This will increase the average monthly bill from \$85.34 to \$87.16 - \$1.82. **Commissioner Huxford made a motion to approve the rate increase. Commissioner Malone seconded the motion. Chairman Aibejeris called for further discussion. There was none. By unanimous vote the motion was approved**

11. Old Business

- a. Update on Hurricane Hermine repairs/expenses and Public Assistance from the Federal Emergency Management Agency and the State of Florida – We have requested an extension and have applied for reimbursement of the remaining expenses incurred.
- b. Trevor updated us on the Search Grant Application and EPA grant application for Water Improvements. (Presented in Item #6)

12. Closing Remarks Commissioners/Staff

- a. The Commissioners expressed thanks to staff and everyone wished Diane a happy retirement. There were no other comments.

13. Motion to Adjourn

Chairman Aibejeris requested a Motion to Adjourn. Commissioner Huxford made a motion to adjourn the meeting. Commissioner Malone offered second. The meeting adjourned at 3:55 P.M.

Board Actions:

1. Approval of the minutes of the July 24, 2018 regular Board Meeting
2. Approval of the July 2018 Directors Report
4. Approval of the July 2018 Financial Reports
5. Approval of the 2018-19 Rate Increase



BY: Lynette Taylor Senter, Recording Secretary
Taylor Coastal Water and Sewer District

Directors Report

Taylor Coastal Water & Sewer Distr

Water Sold This Month

1,784,000 Gallons

	Amount (\$)	# Of Accounts
Total Water	18,872.39	506
Total Sewage	27,471.72	486
Total Grinder Pump Fee	5,974.98	483
Total LATE FEE	286.47	27
Total Adjustments	-4,115.59	16
Total Current Charges	48,489.97	506
<hr/>		
Amount Past Due 1-30 Days	1,884.74	15
Amount Past Due 31-60 Days	33.93	2
Amount Past Due Over 60 Days	0.00	
Amount Of Overpayments/Prepayments	-21,913.43	177
Total Receivables	28,495.21	413

Total Receipts On Account	55,354.32	455
Net Change in Memberships	1,000.00	1
Amount of All Memberships	225,170.00	440
Amount of All Deposit 2	4,500.00	6
Turned Off Accounts (Amount Owed)	-1,013.45	141
Collection Accounts (Amount Owed)	-1,013.45	125
Number Of Unread (Turned On) Meters		
Average Usage For Active Meters	3,437	519
Average Water Charge For Active Meters	37.30	506

Usage Groups	Gallons	# Of Accounts	Usage Gallons	% Of Usage	% Of Sales
Over 50,000		2	276,000	15.47	10.08
40,001-50,000		0	0	0.00	0.00
30,001-40,000		3	107,000	6.00	2.34
20,001-30,000		4	95,000	5.33	1.92
10,001-20,000		20	287,000	16.09	6.14
8,001-10,000		12	111,000	6.22	2.50
6,001-8,000		24	179,000	10.03	4.96
4,001-6,000		48	259,000	14.52	8.81
2,001-4,000		68	234,000	13.12	11.16
1-2,000		174	236,000	13.23	27.48
Zero Usage		164	0	0.00	24.60
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Total Meters		519	1,784,000	100.00	100.00

Directors Report

Taylor Coastal Water & Sewer Distr.

Monthly Reconciliation

Ending Receivables (Last Month)		35,359.56
Sales this Month	+	52,605.56
Adjustments this Month		-4,115.59
Less Payments this Month	-	<u>55,354.32</u>
	=	28,495.21
Total Receivables		28,495.21
Ending Memberships (Last Month)		227,170.00
Changes this Month		<u>1,000.00</u>
	=	228,170.00
Total Memberships		229,670.00

ADJUSTMENTS

Friday, August 31, 2018

1:24:43PM

8/31/2018

Page 1 of 1

Taylor Coastal Water & Sewer

ACCT. #	NAME	CODE	AMOUNT	APPROVAL	DATE
426	WHITE, D.L.	1	(\$35.80)		8/22/18
	1 Total Adjustments	(\$35.80)	For Adjustment 1		
410	PREVATT, PATRICIA A (PA	12	(\$3.02)	LTS	8/1/18
	Illness - daughter taking over bills				
	1 Total Adjustments	(\$3.02)	For Adjustment 12		
34	CARLTON, CHARLES D	13	(\$6.99)	KMW	8/22/18
NP					
147	DORRIS, GARY & LISA	13	(\$20.98)	KMW	8/22/18
NP					
65	HART, BONITA	13	(\$34.95)	KMW	8/22/18
NP					
178	HENDERSON, ROBBIE L.	13	(\$13.98)	KMW	8/22/18
NP					
479	MILEY HOLDINGS 21007 L	13	(\$13.98)	KMW	8/22/18
NP					
318	MORRIS, JOHN	13	(\$174.76)	KMW	8/22/18
NP					
300	SCHAMBEAU, GERALD	13	(\$20.97)	KMW	8/22/18
NP					
225	WILLIAMS JR, JAMES T	13	(\$13.98)	KMW	8/22/18
NP					
	8 Total Adjustments	(\$300.59)	For Adjustment 13		
547	BOSCO, VAN	14	\$100.00	KMW	8/29/18
	From Bosco to Donoghue				
35	MOODY, SUSAN	14	\$100.00	mdcc	8/27/18
	From Moody to Tom Edwards				
	2 Total Adjustments	\$200.00	For Adjustment 14		
506	CARRIER, WILLIAM	17	(\$1,654.09)	KMW	8/22/18
	one time adjustment				
353	GRIFFIN, JEFFERY TODD	17	(\$2,085.47)	KMW	8/29/18
	One-time Adjustment-Unknown cause				
307	TUTEN, H. BENJYE	17	(\$270.62)	LTS	8/2/18
	One Time Adjustment Requested due to leak				
	3 Total Adjustments	(\$4,010.18)	For Adjustment 17		
286	SULLIVAN, WILLIAM J	28	\$34.00		8/29/18
	1 3/4 Brass Check Valve				
	1 Total Adjustments	\$34.00	For Adjustment 28		
1.	(35.80) Adjustment for mis-read meter				
12.	(3.02) Late fee adjustment				
13.	(300.59) Non-potable water/second meter				
14.	200.00 Transfer fee (chg of owner)				
17.	(4,010.18) One time adjustment request				
28.	34.00 Proration of monthly charge				
	16 Accounts	16 Total Adjustments	(\$4,115.59)		

All Customers

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

CHANGES IN MEMBERSHIP

Acct #	Name	Service Address	Deposit #	Reason	Previous	Date	New Amount	Date	Changed
655	HAMPTON, JERRY & LYNN	21270 Osprey Circle	1	New Membership	\$0.00		\$1,000.00	8/10/2018	\$1,000.00
1	Accounts using code for	New Membership							
0	Accounts using code for	Membership Increase			0	Accounts using code for New Deposit			
0	Accounts using code for	Apply to Balance			0	Accounts using code for Increase Deposit			
0	Accounts using code for	Refund			0	Accounts using code for Apply to Balance			
0	Accounts using code for	Other			0	Accounts using code for Refund			
0	Accounts using code for	Transfer			0	Accounts using code for Other			
0	Accounts using code for	Net Change:			0	Accounts using code for Transfer			
						Deposit 2 Net Change:			0.00

All Customers
Taylor Coastal Water & Sewer Dist.

PAST DUE LIST

Taylor Coastal Water & Sewer Distr

ACCT#	RT NAME	CURRENT	1-30	31-60	61+	LAST PAYMENT	TOTAL
236	6 GIBSON, GUY	93.87	93.85	15.06		70.00 7/24/18	202.78
66	1 LILLIOTT, HUD AND LAURIE	218.02	217.17	18.87		184.31 7/25/18	454.06
Total Receivables: 28,495.21		311.89		33.93			
Accounts Listed: 2			311.02		0.00		\$656.84

All Customers Age 2 Accounts

Taylor Coastal Water & Sewer Dist.

1:31:16PM

Turned Off Accounts

ACCT #	NAME	SERVICE ADDRESS	ROUTE	TURN-OFF DATE	MONTHS INACTIVE
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Accounts turned off since 08/01/2018

All Customers

Taylor Coastal Water & Sewer Dist.

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

	Aug 18	Budget	Oct '17 - Aug 18	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
ADJUSTMENTS, RVS BILLING	-4,115.59	0.00	-8,113.48	0.00	0.00
Grinder Pump Fee	5,974.98	5,825.00	65,299.78	64,075.00	69,900.00
LATE FEES, RVS	286.47	318.33	3,428.91	3,501.63	3,820.00
SEWAGE SALES	27,471.72	22,684.00	264,530.49	249,524.00	272,208.00
WATER CONNECTION FEE (RVS MEMBERSHIP)	1,000.00	0.00	8,900.00	2,000.00	2,000.00
WATER SALES	18,872.39	15,276.00	182,204.67	168,036.00	183,312.00
Total Income	49,489.97	44,103.33	516,250.37	485,136.63	531,240.00
Gross Profit	49,489.97	44,103.33	516,250.37	485,136.63	531,240.00
Expense					
FORD F-150 PICKUP PAYMENTS	385.66	0.00	7,483.61	0.00	0.00
FINES	0.00	0.00	0.00	0.00	0.00
Reconciliation Discrepancies	0.00	0.00	85.18	0.00	0.00
ACCOUNTING	0.00	0.00	7,992.00	8,238.00	8,238.00
ADVERTISING	177.50	0.00	319.90	0.00	1,000.00
BAD DEBT EXPENSE	0.00	0.00	0.00	0.00	0.00
BANK CHARGES/SERVICE CHARGES	24.95	25.00	626.21	275.00	300.00
COMPUTER/SERVICE SOFTWARE	40.92	0.00	2,790.05	0.00	3,500.00
DUES & SUBSCRIPTIONS	0.00	0.00	499.33	0.00	700.00
ENGINEERING SERVICES	0.00	0.00	0.00	0.00	1,500.00
FINANCE CHGLATE FEE	1.50	0.00	7.56	0.00	0.00
FREIGHT	74.09	0.00	926.00	0.00	1,000.00
GAS/OIL/DIESEL INSURANCE	254.37	500.00	2,211.02	5,500.00	6,000.00
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	100.00	3,173.00	1,583.00	2,652.00
GENERAL LIABILITY INS.	0.00	0.00	0.00	0.00	1,830.00
POLLUTION (MWTP 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	0.00	100.00	4,523.00	2,247.00	8,688.00
INTEREST EXPENSE - RURAL DEV (USDA-RD)	4,698.05	4,780.65	46,071.19	51,661.84	56,288.27
LANDSCAPING & DESIGN	0.00	125.00	280.00	500.00	500.00
LEGAL/PROFESSIONAL FEES	19.20	250.00	1,408.77	2,750.00	3,000.00
LICENSES & PERMITS	0.00	0.00	1,357.40	2,125.00	2,400.00
MISCELLANEOUS EXPENSE	204.73	0.00	840.18	0.00	0.00
MOWING	320.00	325.00	1,890.00	1,300.00	1,300.00
OFFICE EXPENSE	150.21	291.67	2,545.70	3,208.37	3,500.00
PERSONNEL EXPENSE					
EDUCATION/CONFERENCE EXPENSE	149.00	0.00	254.00	1,200.00	1,200.00
RETIREMENT CONTRIBUTION-FRS (FL Retirement Systems)	894.70	908.75	9,518.32	9,996.25	10,905.00
SALARIES & WAGES-WTR & WW OP	6,755.28	7,396.75	74,667.04	81,353.25	88,749.00
SALARIES & WAGES-ADMINISTRATIVE	4,076.44	4,076.50	44,827.60	44,841.50	48,918.00
TAXES-ROLL	828.62	877.83	9,141.32	9,656.13	10,534.00
TRAVEL/MILEAGE	0.00	100.00	54.50	1,100.00	1,200.00
WORKER'S COMPENSATION INSURANCE	0.00	0.00	4,341.98	1,950.00	3,900.00
PERSONNEL EXPENSE - Other	19.00	0.00	206.67		
Total PERSONNEL EXPENSE	12,723.04	13,358.83	143,011.43	150,097.13	165,406.00
POSTAGE	825.00	0.00	2,482.50	3,033.00	3,033.00

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

	Aug 18	Budget	Oct '17 - Aug 18	YTD Budget	Annual Budget
PROP/EQUIP UPGRADES - Dist Off	0.00	0.00	2,902.84	0.00	4,000.00
Repair Maintenance District Off	30.00	65.00	1,724.52	445.00	500.00
SAFETY EQUIPMENT	0.00	0.00	0.00	277.50	350.00
TAXES-OTHER	9.80	0.00	3.64	0.00	0.00
TELEPHONE	243.33	0.00	3,040.56	4,125.00	4,500.00
TRACTOR MAINTENANCE	0.00	0.00	1,949.78	450.00	600.00
UTILITIES (ELECTRICAL SERVICE)	0.00	0.00	22,973.48	25,758.37	28,100.00
VEHICLE MAINTENANCE	2,320.78	2,341.67	3,440.70	900.00	1,200.00
WASTEWATER DEPARTMENT	0.00	0.00			
Hurricane Hermine Expenses					
NEW PUMP PURCHASE DISTRICT	0.00	0.00	133,092.94	0.00	0.00
GP INSTALLATION EXPENSES	6,180.00	4,500.00	77,146.20	49,500.00	54,000.00
GRINDER PUMP REPAIR ACCOUNT	0.00	0.00	31,309.12	0.00	12,000.00
EQUIPMENT PURCHASES	0.00	1,325.00	7,459.68	14,575.00	15,900.00
CHEMICALS, SEWER	0.00	0.00	0.00	0.00	0.00
GROUNDWATER MONITORING, WWTP	96.25	0.00	947.72	0.00	1,500.00
LAB TESTING/SUPPLIES, SEWER	815.14	500.00	3,740.61	4,700.00	5,000.00
REPAIR/MAINTENANCE, SEWER	367.65	216.67	2,132.25	2,383.37	2,600.00
REPLACEMENT PARTS, SEWER	39,980.87	2,646.00	83,560.53	29,106.00	31,752.00
SLUDGE HAULING	253.60	0.00	4,527.41	0.00	7,500.00
SUPPLIES/SMALL TOOLS, SEWER	0.00	0.00	0.00	0.00	0.00
SYSTEM/PLANT UPGRADES, SEWER	23.53	0.00	876.77	800.00	7,100.00
WASTEWATER DEPARTMENT - Other	0.00	0.00	0.00	0.00	800.00
Total WASTEWATER DEPARTMENT	47,727.04	9,187.67	345,144.35	101,064.37	138,152.00
WATER DEPARTMENT					
Hurricane Hermine Expenses					
CHEMICALS, WATER	0.00	0.00	0.00	0.00	0.00
LAB TESTING/SUPPLIES, WATER	61.25	125.00	586.25	1,375.00	1,500.00
REPAIR/MAINTENANCE, WATER	237.50	333.00	3,247.50	3,663.00	4,000.00
REPLACEMENT PARTS, WATER	1,011.56	417.00	4,334.54	4,587.00	5,000.00
SUPPLIES/SMALL TOOLS, WATER	1,284.26	250.00	6,971.22	2,750.00	3,000.00
SYSTEM/PLANT UPGRADES, WATER	14.99	67.00	528.77	733.00	800.00
TANK MAINTENANCE, WATER	389.95	0.00	45,389.93	0.00	0.00
Total WATER DEPARTMENT	2,979.51	1,192.00	67,274.72	18,873.19	21,440.00
Total Expense	73,209.68	32,907.49	675,805.62	382,828.77	465,195.27
Net Ordinary Income	-23,719.71	11,195.84	-159,555.25	102,307.86	66,044.73
Other Income/Expense					
Other Income					
STATE REVOLVING FUND PROGRAM	0.00	0.00	38,250.00	0.00	0.00
State of Florida Public Assist (Reimbursement of Hurricane Hermine Expenses)	0.00	0.00	405,528.66	0.00	0.00
CAPITAL GRANT_EPA GRANT REVENUE	0.00	0.00	102,384.75	0.00	0.00
CUSTOMER GRINDER PUMP SALES	6,000.00	0.00	42,000.00	0.00	12,000.00
INTEREST INCOME	0.00	0.00	1,629.07	0.00	0.00
LABOR/PARTS, CUST REPAIR	2,117.19	0.00	5,041.74	0.00	0.00
MISCELLANEOUS INCOME	0.00	0.00	2,083.57	0.00	0.00
NEW LOT WATER SERVICE FEE	0.00	0.00	0.00	0.00	0.00
Total Other Income	8,117.19	0.00	596,917.79	0.00	12,000.00
Other Expense					

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

	Aug 18	Budget	Oct '17 - Aug 18	YTD Budget	Annual Budget
EMPLOYEE VACINATION EXPENSE	0.00	0.00	211.00	0.00	0.00
Total Other Expense	0.00	0.00	211.00	0.00	0.00
Net Other Income	8,117.19	0.00	596,706.79	0.00	12,000.00
Net Income	-15,602.52	11,195.84	437,151.54	102,307.86	78,044.73

TAYLOR COASTAL WATER & SEWER DISTRICT EXPENSE BREAKDOWN

August 2018

Date	Num	Name	Memo	Amount
FORD F-150 PICKUP PAYMENTS				
08/22/2018	10	CITIZENS STATE BANK	Ford F-150 Truck payment #...	385.66
Total FORD F-150 PICKUP PAYMENTS				
ADVERTISING				
08/31/2018	8131	PERRY NEWSPAPERS, INC	Billing Clerk Advertisement ...	16.40
08/31/2018	8131	PERRY NEWSPAPERS, INC	Board Position Advertiseme...	80.55
08/31/2018	8131	PERRY NEWSPAPERS, INC	Board Position Advertiseme...	80.55
Total ADVERTISING				
BANK CHARGES/SERVICE CHARGES				
08/03/2018	EFT	PAY CLIX	Monthly Fee	24.95
Total BANK CHARGES/SERVICE CHARGES				
COMPUTER/SERVICE, SOFTWARE				
08/01/2018		CONSOLIDATED COMMUNIC...	578-3043 INTERNET SERV...	40.92
Total COMPUTER/SERVICE, SOFTWARE				
FINANCE CHG/LATE FEE				
08/23/2018	184102	RAGAN'S ACE HARDWARE	Finance Fee	1.50
Total FINANCE CHG/LATE FEE				
FREIGHT				
08/08/2018	63351	SUNSTATE METER	Sunstate Meter & Supply, Inc	13.36
08/13/2018	606715	USA Blue Book	USA BlueBook	23.04
08/15/2018	4343517	HAWKINS, INC	Fuel Surcharge Hawkins, Inc	12.00
08/15/2018	4343518	HAWKINS, INC	Fuel Surcharge Hawkins, Inc	12.00
08/23/2018	0104261...	POSTMASTER	Postmaster	1.75
08/24/2018	1376154	NOTARIES.COM	Shipping	11.94
Total FREIGHT				
GAS/OIL/DIESEL				
08/06/2018		KEATON BEACH GAS & GRILL	Chevrolet Service Truck mil...	70.05
08/10/2018		KEATON BEACH GAS & GRILL	Ford F-150 16.949 gallons, ...	48.46
08/17/2018		KEATON BEACH GAS & GRILL	Chevrolet Service Truck mil...	55.92
08/17/2018		KEATON BEACH GAS & GRILL	Gas for Weedeater and Golf...	30.94
08/21/2018		WALTER B'S	17.505 Gallons @ 2.799 per...	49.00
Total GAS/OIL/DIESEL				
INTEREST EXPENSE - RURAL DEV (USDA-RD)				
08/02/2018	RD Acct...		July 2018	4,698.05
Total INTEREST EXPENSE - RURAL DEV (USDA-RD)				
LEGAL/PROFESSIONAL FEES				
Total INTEREST EXPENSE - RURAL DEV (USDA-RD)				

TAYLOR COASTAL WATER & SEWER DISTRICT EXPENSE BREAKDOWN August 2018

Date	Num	Name	Memo	Amount
08/29/2018		ANNIE MAE MURPHY, CLERK...	MICHAEL J MCKINNEY EA...	19.20
Total LEGAL/PROFESSIONAL FEES				19.20
MISCELLANEOUS EXPENSE				
08/27/2018	1010865	WALTER BIS	Dessert for Diane's Party	41.53
08/27/2018	744929	WAL MART	Cutlery	6.56
08/27/2018	744929	WAL MART	Plastic Bowls	2.68
08/27/2018	744929	WAL MART	Plastic Plates	4.48
08/27/2018	744929	WAL MART	Plastic Cups	3.88
08/27/2018	744929	WAL MART	Napkins	1.98
08/27/2018	744929	WAL MART	Water	3.98
08/28/2018		GOODMAN'S BAR B QUE	Bar B Que for Diane's Party	139.64
Total MISCELLANEOUS EXPENSE				204.73
MOWING				
08/30/2018	778307	FAULKNER LAWN & MAINTEN...	Sewer Plant (10 acres) 8-2-18	200.00
08/30/2018	778307	FAULKNER LAWN & MAINTEN...	Water Plant	70.00
08/30/2018	778307	FAULKNER LAWN & MAINTEN...	Office	20.00
08/30/2018	778307	FAULKNER LAWN & MAINTEN...	Booster Station	30.00
Total MOWING				320.00
OFFICE EXPENSE				
08/09/2018	2549017	Amazon.com	Calculator Ribbons	5.58
08/09/2018	8685045	Amazon.com	Calculator Paper Rolls	10.67
08/09/2018	8685045	Amazon.com	Two Office Calculators - \$53...	107.98
08/09/2018	8685045	Amazon.com	Two Plastic Accordian Folde...	25.98
Total OFFICE EXPENSE				150.21
PERSONNEL EXPENSE				
EDUCATION/CONFERENCE EXPENSE				
08/24/2018	1376154	NOTARIES.COM	Notary Bond	40.00
08/24/2018	1376154	NOTARIES.COM	Secretary of State Filing Fee	39.00
08/24/2018	1376154	NOTARIES.COM	Self-Linking Notary Stamp	30.00
08/24/2018	1376154	NOTARIES.COM	E&O FL Insurance	40.00
Total EDUCATION/CONFERENCE EXPENSE				149.00
RETIREMENT CONTRIBUTION-FRS (FL Retirement Systems)				
08/01/2018	5635	BENNETT, RONALD A		337.69
08/01/2018	5636	CARLTON, MYREETHA DIAN...		179.33
08/01/2018	5637	MORGAN, DAVID L.		220.30
08/01/2018	5638	SENDER, LYNETTE T		157.38
Total RETIREMENT CONTRIBUTION-FRS (FL Retirement Systems)				894.70
SALARIES & WAGES-WTR & WW OP				
08/01/2018	5635	BENNETT, RONALD A		3,788.20

TAYLOR COASTAL WATER & SEWER DISTRICT EXPENSE BREAKDOWN August 2018

Date	Num	Name	Memo	Amount
08/01/2018	5635	BENNETT, RONALD A		300.00
08/01/2018	5636	CARLTON, MYREETHA DIAN...		0.00
08/01/2018	5637	MORGAN, DAVID L.		1,301.21
08/01/2018	5637	MORGAN, DAVID L.		838.12
08/01/2018	5637	MORGAN, DAVID L.		227.75
08/01/2018	5637	MORGAN, DAVID L.		300.00
08/01/2018	5637	MORGAN, DAVID L.		0.00
Total SALARIES & WAGES-WTR & WW OP				
6,755.28				
SALARIES & WAGES-ADMINISTRATIVE				
08/01/2018	5635	BENNETT, RONALD A		0.00
08/01/2018	5636	CARLTON, MYREETHA DIAN...		1,871.12
08/01/2018	5636	CARLTON, MYREETHA DIAN...		300.00
08/01/2018	5636	CARLTON, MYREETHA DIAN...		0.00
08/01/2018	5636	CARLTON, MYREETHA DIAN...		0.00
08/01/2018	5637	MORGAN, DAVID L.		0.00
08/01/2018	5638	SENER, LYNETTE T		1,605.32
08/01/2018	5638	SENER, LYNETTE T		300.00
08/01/2018	5638	SENER, LYNETTE T		0.00
08/01/2018	5638	SENER, LYNETTE T		0.00
Total SALARIES & WAGES-ADMINISTRATIVE				
4,076.44				
TAXES-PAYROLL				
08/01/2018	5635	BENNETT, RONALD A		253.47
08/01/2018	5635	BENNETT, RONALD A		59.28
08/01/2018	5635	BENNETT, RONALD A		0.00
08/01/2018	5636	CARLTON, MYREETHA DIAN...		134.61
08/01/2018	5636	CARLTON, MYREETHA DIAN...		31.48
08/01/2018	5637	MORGAN, DAVID L.		165.35
08/01/2018	5637	MORGAN, DAVID L.		38.67
08/01/2018	5638	SENER, LYNETTE T		118.13
08/01/2018	5638	SENER, LYNETTE T		27.63
Total TAXES-PAYROLL				
828.62				
PERSONNEL EXPENSE - Other				
08/24/2018	1376154	NOTARIES.COM	Online Education Course	19.00
Total PERSONNEL EXPENSE - Other				
19.00				
Total PERSONNEL EXPENSE				
12,723.04				
POSTAGE				
08/23/2018	0104261...	POSTMASTER	1500 post card stamps @ \$....	525.00
08/23/2018	0104261...	POSTMASTER	600 Forever Stamps @ \$.50...	300.00
Total POSTAGE				
825.00				
Repair Maintenance District Off				

TAYLOR COASTAL WATER & SEWER DISTRICT EXPENSE BREAKDOWN August 2018

Date	Num	Name	Memo	Amount
08/24/2018	34793	MESSICK PEST CONTROL	Monthly Pest Control	30.00
Total Repair Maintenance District Off				30.00
TAXES-OTHER				
08/24/2018	1376154	NOTARIES.COM	Sales Tax	9.80
Total TAXES-OTHER				9.80
TELEPHONE				
08/01/2018		CONSOLIDATED COMMUNIC...	578-2080 WTP GENERATOR	45.79
08/01/2018		CONSOLIDATED COMMUNIC...	578-2474 WWTP GENERA...	45.79
08/01/2018		CONSOLIDATED COMMUNIC...	578-3043 DISTRICT OFFICE	73.71
08/09/2018	9812435...	VERIZON WIRELESS	Shelf Phone- 843-1341 Retir...	0.00
08/09/2018	9812435...	VERIZON WIRELESS	Shelf Phone 843-1917	0.18
08/09/2018	9812435...	VERIZON WIRELESS	David Morgan - 843-7613	17.29
08/09/2018	9812435...	VERIZON WIRELESS	Ronald Bennett - 843-7621	60.39
08/09/2018	9812435...	VERIZON WIRELESS	Shelf Phone 843-7626	0.18
Total TELEPHONE				243.33
UTILITIES (ELECTRICAL SERVICE)				
08/23/2018	89836	TR-L-COUNTY ELECTRIC, INC.	well	323.12
08/23/2018	89836	TR-L-COUNTY ELECTRIC, INC.	pumping station	30.77
08/23/2018	89836	TR-L-COUNTY ELECTRIC, INC.	District Office	200.97
08/23/2018	89836	TR-L-COUNTY ELECTRIC, INC.	Lift Station #2 Grackle	73.73
08/23/2018	89836	TR-L-COUNTY ELECTRIC, INC.	WWTP	1,376.64
08/23/2018	89836	TR-L-COUNTY ELECTRIC, INC.	Lift Station #1 Boat Ramp	164.66
08/23/2018	89836	TR-L-COUNTY ELECTRIC, INC.	Storage Trains	30.77
08/23/2018	89836	TR-L-COUNTY ELECTRIC, INC.	WW O&M	120.12
Total UTILITIES (ELECTRICAL SERVICE)				2,320.78
WASTEWATER DEPARTMENT				
NEW PUMP PURCHASE DISTRICT				
08/22/2018	10564	F.J. NUGENT & ASSOCIATES...	(3) E-One 120V "U" Series ...	4,635.00
08/22/2018	10564	F.J. NUGENT & ASSOCIATES...	(1) e-one 240v "U" Series G...	15.45
08/22/2018	10564-a	F.J. NUGENT & ASSOCIATES...	(1) e-one 240v "U" Series G...	1,529.55
Total NEW PUMP PURCHASE DISTRICT				6,180.00
CHEMICALS, SEWER				
08/15/2018	4343517	HAWKINS, INC	55 gallons Ultra-Chlor @ \$1....	96.25
Total CHEMICALS, SEWER				96.25
GROUNDWATER MONITORING, WWTP				
08/24/2018	0241709	JONES EDMUNDS & ASSOCI...	Groundwater Monitoring Ser...	815.14
Total GROUNDWATER MONITORING, WWTP				815.14

TAYLOR COASTAL WATER & SEWER DISTRICT EXPENSE BREAKDOWN

August 2018

Date	Num	Name	Memo	Amount
LAB TESTING/SUPPLIES, SEWER				
08/13/2018	606715	USA Blue Book	DPD 4 for 10ml	62.65
08/16/2018	375207	FLOWERS CHEMICAL LABO...	C12 Gel	70.00
08/16/2018	375207	FLOWERS CHEMICAL LABO...	C12 Meter	50.00
08/17/2018	375050	FLOWERS CHEMICAL LABO...	CBOD TSS	45.00
08/17/2018	375050	FLOWERS CHEMICAL LABO...	N02/N03 WW	75.00
08/17/2018	375050	FLOWERS CHEMICAL LABO...	PICKUP FEE/VEHICLE SU...	45.00
08/17/2018	375050	FLOWERS CHEMICAL LABO...		20.00
Total LAB TESTING/SUPPLIES, SEWER				
REPAIR/MAINTENANCE, SEWER				
08/01/2018	454175	UTILITY SERVICE CO., INC.	Interior & Exterior Renovaio...	39,830.50
08/16/2018	55775	Mims Power Center, Inc	Trimmer Line	39.59
08/16/2018	55775	Mims Power Center, Inc	Oil Mix 2.5 Gallons	16.50
08/23/2018	55831	Mims Power Center, Inc	Repair DeWalt Pressure Wa...	94.28
Total REPAIR/MAINTENANCE, SEWER				
REPLACEMENT PARTS, SEWER				
08/17/2018	96098	LANIER MUNICIPAL SUPPLY ...	FC2A-360 (3.45-3.60) STEE...	126.40
08/17/2018	96098	LANIER MUNICIPAL SUPPLY ...	FC1-480-480 (4.50-4.80) ST...	137.20
Total REPLACEMENT PARTS, SEWER				
SUPPLIES/SMALL TOOLS, SEWER				
08/08/2018		KEATON BEACH GAS & GRILL	Batteries for Locator	8.54
08/21/2018		WAL MART	Drinks for hydration	14.99
Total SUPPLIES/SMALL TOOLS, SEWER				
Total WASTEWATER DEPARTMENT				
WATER DEPARTMENT				
CHEMICALS, WATER				
08/15/2018	4343518	HAWKINS, INC	35 gallons Ultra-Chlor @\$1....	61.25
Total CHEMICALS, WATER				
LAB TESTING/SUPPLIES, WATER				
08/13/2018	606715	USA Blue Book	Hach DPD Free	62.65
08/13/2018	606715	USA Blue Book	Hach Free Chlorine	54.85
08/17/2018	375052	FLOWERS CHEMICAL LABO...	Colifert-18	100.00
08/17/2018	375050	FLOWERS CHEMICAL LABO...	PICKUP FEE/VEHICLE SU...	20.00
Total LAB TESTING/SUPPLIES, WATER				
REPAIR/MAINTENANCE, WATER				
08/01/2018	18-201	MELVIN'S HAULING, INC.	Repair washout caused by b...	400.00
08/02/2018	18-202	MELVIN'S HAULING, INC.	Repair washout caused by b...	400.00
08/07/2018	22	TAYLOR COUNTY BOARD O...	Shop Supplies	-12.00

TAYLOR COASTAL WATER & SEWER DISTRICT EXPENSE BREAKDOWN

August 2018

Date	Num	Name	Memo	Amount
08/07/2018	23	TAYLOR COUNTY BOARD O...		
08/23/2018	184102	RAGAN'S ACE HARDWARE	Shop Supplies	-12.00
08/27/2018	INVOIC...	GULF COAST PLUMBING AN...	24x100 Aluminum Screenin...	21.20
08/27/2018	INVOIC...	GULF COAST PLUMBING AN...	WD-40 MARINE GREASE	12.95
08/27/2018	INVOIC...	GULF COAST PLUMBING AN...	STENNER #2 PUMP TUBE	17.99
08/27/2018	INVOIC...	GULF COAST PLUMBING AN...	STENNER COVER SCREW/	1.84
08/27/2018	INVOIC...	GULF COAST PLUMBING AN...	STENNER MAIN SHAFT SI...	32.34
08/27/2018	INVOIC...	GULF COAST PLUMBING AN...	STENNER QUICK PRO RO...	46.31
08/27/2018	INVOIC...	GULF COAST PLUMBING AN...	STENNER VARIABLE CAM	11.64
08/28/2018	FLPER6...	FASTENAL COMPANY	LABOR	80.00
			1-1/2 - 6 FHN P8	11.29
Total REPAIR/MAINTENANCE, WATER				1,011.56
REPLACEMENT PARTS, WATER				
08/08/2018	63351	SUNSTATE METER	1" SCH-40 Couplings SXS 4...	5.52
08/08/2018	63351	SUNSTATE METER	3/4" SCH-0 Male Adapter 43...	3.36
08/08/2018	63351	SUNSTATE METER	1" SCH-40 Male Adapter 43...	6.24
08/08/2018	63351	SUNSTATE METER	1x3/4" SCH-40 Reducer Bus...	6.60
08/08/2018	63351	SUNSTATE METER	1x3/4" SCH-40 Reducer Bus...	11.28
08/17/2018	96098	LANIER MUNICIPAL SUPPLY ...	1" X 3/4" LF7R10-U2 BACKF...	401.52
08/17/2018	96098	LANIER MUNICIPAL SUPPLY ...	F202-250 X CC4 STEEL SA...	88.00
08/17/2018	96098	LANIER MUNICIPAL SUPPLY ...	F202-250 X CC4 STEEL SA...	88.00
08/17/2018	96098	LANIER MUNICIPAL SUPPLY ...	3/4" F1000-G-NL CC X GN (...	139.12
08/17/2018	96098	LANIER MUNICIPAL SUPPLY ...	1" F1000-G-NL CC X GN (C...	224.40
08/17/2018	96098	LANIER MUNICIPAL SUPPLY ...	ROME CI METER BOX W/L...	290.22
Total REPLACEMENT PARTS, WATER				1,264.26
SUPPLIES/SMALL TOOLS, WATER				
08/21/2018		WAL MART	Drinks for hydration	14.99
Total SUPPLIES/SMALL TOOLS, WATER				14.99
SYSTEM/PLANT UPGRADES, WATER				
08/13/2018	INVOIC...	GULF COAST PLUMBING AN...	STENNER PUMP 45 MHP10	389.95
Total SYSTEM/PLANT UPGRADES, WATER				389.95
Total WATER DEPARTMENT				2,979.51
TOTAL				73,209.68

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

Aug 31, 18

ASSETS	
Current Assets	
Checking/Savings	218,533.54
OPERATING, SMALL BUSINESS CHKG (MAIN ACCOUNT, CHECKING)	
SAVINGS, TCW&SD RESERVE ACCOUNT (BUSINESS SAVINGS)	
CAPITAL IMPROVEMENTS, MINOR	
CONTINGENCY RESERVE	50,284.92
DEPRECIATION RESERVE-Major R&R (Major Repair/Replacement)	484,851.91
GRINDER PUMP REPAIR FEE	91,393.84
WATER SERVICE FEE, NEW LOTS	33,548.04
PAYMENTS, USDA-RD 91-03, TCU	38,000.00
DEBT RESERVE USDA-RD 91-03, TCU	4,624.28
PAYMENTS, USDA-RD 92-01, CONST.	26,245.00
DEBT RESERVE RD 92-01, CONST.	1,155.00
PAYMENTS, USDA-RD - PHASE II	46,318.00
DEBT RESERVE, USDA-RD-PHASE II	8,730.91
SAVINGS, TCW&SD RESERVE ACCOUNT (BUSINESS SAVINGS) - Other	18,870.00
Total SAVINGS, TCW&SD RESERVE ACCOUNT (BUSINESS SAVINGS)	6,616.98
Total Checking/Savings	810,638.88
Accounts Receivable	
ACCOUNTS RECEIVABLE (990 line 47a)	1,029,172.42
Total Accounts Receivable	936.48
Other Current Assets	
PREPAID EXPENSES	6,498.00
INVENTORY	48,613.08
RVS - SYSTEM INCOME	66,204.98
Total Other Current Assets	121,316.06
Total Current Assets	1,151,424.96
Fixed Assets	
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

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

	Aug 31, 18
PUMPS & CONTROLS	
WASTEWATER SYSTEM, PHASE I (Quality Plus Services contract 8/17/04; Start 9/1/2004; subst...	27,407.72
WATER EXPANSION 2002	6,673,144.46
WATER SYS EXPA. PRECOST 6/30/04	28,328.02
WATER SYSTEM EXPANSION	7,363.22
WWTP O&M SHOP/OFF BLDG. 07-08	87,255.43
Total Fixed Assets	4,981,407.45
TOTAL ASSETS	6,132,832.41
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	5,421.34
ACCOUNTS PAYABLE (990 line 60)	5,421.34
Total Accounts Payable	5,421.34
Credit Cards	
CARDMEMBER SERVICE (Capital City Bank Visa)	
CCB VISA-SEAN MURPHY-1682	808.23
CCB BUSINESS VISA-BENNETT-6125	20,373.78
CCB BUSINESS VISA-SEENTER-1850	11,932.96
CCB BUSINESS VISA - CARL 2994	8,497.19
CCB BUSINESS VISA - MORG 3018	4,157.68
CARDMEMBER SERVICE (Capital City Bank Visa) - Other	-44,184.11
Total CARDMEMBER SERVICE (Capital City Bank Visa)	1,585.73
Total Credit Cards	1,585.73
Other Current Liabilities	
TCWSD (TRUCK PAYMENT)	745.76
TREASURER STATE OF MAINE (DOUGLAS ADAMS CHILD SUPPORT PAYMENTS)	666.01
NET PENSION LIABILITY	49,466.00
Accrued Wages	10,117.76
ACCRUED INTEREST-RD	164,147.18
CUSTOMER OVERPAYMENTS	38,331.19
PAYROLL LIABILITIES	3,004.32
RETIREMENT PAYABLE	1,165.39
Total Other Current Liabilities	267,633.61
Total Current Liabilities	274,640.68
Long Term Liabilities	
DEFERRED OUTFLOWS	-55,682.00
CONTRACT PAYABLE-Belcher/Sawgra (Water Service Agreement of 2002)	16,000.00

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

	Aug 31, 18
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	3,773.57
Total Long Term Liabilities	1,141,006.00
Total Liabilities	1,415,646.68
Equity	
Opening Bal Equity (QB account)	23,518.22
RETAINED EARNINGS	3,029,003.21
Unrestricted (retained earnings) (990 line 21 & 67)	1,227,512.76
Net Income	437,151.54
Total Equity	4,717,185.73
TOTAL LIABILITIES & EQUITY	6,132,832.41

WATER AUDIT
Taylor Coastal Water and Sewer District

MONTH: August 2018

MASTER METER READING (entering distribution system):

Current:	221,529				
Previous:	219,620				
	1,909,000	(x 1000)	=	1,909,000	

Gallons Pumped

UNMETERED WATER

GALLONS

#1	Booster Station	
	a. Tank Drain	
	b. Air-Charge adjustments (200gpm)	
	c. Chlorine adjustment -- storage	0
#2	Line flushing (summary)	
	a. North	
	b. South	0
	c. Flush Hydrant Test	
#3	Broken lines	
#4	Water Treatment Plant	
	a. Clear 10K tank	0
	b.	
	Known unmetered water :	30,800
		1,878,200

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

Total Water Sold	(1,784,000
-------------------------	-------------

Estimated Water Loss, gallons

94,200

Gallons pumped **less** known unmetered water & water sold.

Estimated Water Loss (%)

4.93%

Equals loss (gallons) divided by pumped (gallons)

desire ≤ 10%