

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

REGULAR COMMISSION MEETING AGENDA
Tuesday, October 23, 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 September 25, 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. Overview of Hurricane Michael damage/repairs
 - b. Approval of 2019 Board Meeting and Holiday Calendar
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 September 25, 2018 3:00 p.m.

1. The meeting was held at the District Building at 3:00 PM on September 25th, 2018 present were: Commissioners Lynn Aibejeris, Steve Brown, Gennie Malone, Roger Weste, Willi Huxford, and Nancy Gohagan. Commissioner Diane Carlton was absent. TCW&SD STAFF present were: Lynette Senter and Kristi Woods. 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, and Michael E. Newberry.
4. Approval of minutes for the regular commission meeting August 28, 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. Commissioner Weste offered a second. Chairman Aibejeris asked for further discussion. There was none. By unanimous vote the motion was approved.**
5. Trevor Burch of Dewberry spoke about continuing the work on the Water Improvements PER. There was discussion about the different phases of the project and the possibility of doing just the work on the water treatment facility in the first phase. Trevor will be working towards having a new PER available by November. Lynette and Trevor have discovered that the \$204,000 from Florida DEP will help to cover the design phase for the water treatment plant. The Board indicated that they would like to see the costs of the different phases as well as a total cost. There was some discussion regarding feedback from the community regarding the cost of fire protection in the beaches area. Commissioner Steve Spradley asked that we appear before the Taylor County Board of County Commissioners to possibly request some financial assistance with that portion of the plan. He also mentioned that we might be eligible for some of the BP money that has been set aside. This money has been earmarked for possible purchases of land to provide more boat ramps for the area, but there is a portion of the funds for infrastructure.
6. **Staff and Committee Reports**
 - a. **Director Report – Kristi Woods** - Kristi reported the Water and Sewer sales for August were over the budgeted amount. There were no turned off accounts, there were two past due accounts but the customers have paid, and one new membership at Cedar Island. The adjustments for the month totaled \$4,115.59. 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 Billing Clerk Items – Kristi Wood** – None
 - c. **Financial Reports – Lynette Senter** – Lynette reported that water and sewer sales for the month of August were \$49,489.97. Total expenses were \$73,209.68 which included a final payment to Utility Services of \$39,980.87 for tank repairs. We received \$8,117.19 in other income which included \$6,000.00 for customer grinder pump sales and \$2,117.19 in customer repairs. The net income for the month was -\$15,602.52. There were no questions from the commissioners. Chairman Aibejeris called for a motion to accept the Financial Report as given. **Commissioner Gohagan made a motion to accept the Financial Reports as given. Commissioner Huxford offered a second. Chairman Aibejeris called for further discussion. There was none. By unanimous vote the motion was approved.**
 - d. **Other Office Manager Items- Lynette Senter** – Lynette explained to the Board that there have been several instances of trash, food, toilet paper and debris left behind the District Office. Installing a camera system was discussed and Lynette will purchase a system and get it installed. We have completed an Audit by the Florida Retirement System. It was found that overpayments have been made for the past three years which will result in a refund to the District and employees. The septic tank use at Keaton Beach by Glenda Padgett has been corrected Russell Belcher's grinder pump has now been moved and placed on his property. We had a problem with the water storage tank where a coupling was

**TAYLOR COASTAL WATER & SEWER DISTRICT
MINUTES OF REGULAR COMMISSION MEETING**

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deteriorating so Ron called the service company and coordinated a repair with a local welder. Our tank had to be drained and placed on bypass and Ron accomplished this while also replacing some outdated fittings at the same time. Labs were done on two consecutive days and the tank was placed back into service on day three. A sewer leak was found on Cormorant Lane and repaired the same afternoon. Lynette complimented Kristi Woods on the great job she has been doing. Lynette requested that we go ahead and pay off the Reimbursement to Taylor County for the past retirement liability and the Board agreed that it should be done.

7. New Business

- a. Election of Officers to be effective 10-01-2018. **Commissioner Gohagan made a motion to continue the Board as it stands. Commissioner Huxford offered a second. Chairman Aibejeris called for further discussion. There was none. By unanimous vote the motion was approved.**
- b. Salary increases to be effective 10-01-2018. Lynette discussed her recommendations for salary increases for the employees. The consensus of the Board was to go with the Office's recommendations.

8. 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. We have not received any further communication with Florida PA in 30 days.
- b. Trevor updated us on the Search Grant Application and EPA grant application for Water Improvements. (Presented in Item #6)

9. Closing Remarks Commissioners/Staff

- a. The Commissioners expressed thanks to staff for doing a great job. There were no other comments.

10. Motion to Adjourn

Chairman Aibejeris requested a Motion to Adjourn. Commissioner Malone made a motion to adjourn the meeting. Commissioner Gohagan offered a second. The meeting adjourned at 4:47 P.M.

Board Actions:

1. Approval of the minutes of the August 28, 2018 regular Board Meeting
2. Approval of the August 2018 Directors Report
4. Approval of the August 2018 Financial Reports



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

Directors Report

Taylor Coastal Water & Sewer Distr

Water Sold This Month

1,385,000 Gallons

	Amount (\$)	# Of Accounts
Total Water	19,302.65	507
Total Sewage	25,913.70	487
Total Grinder Pump Fee	5,987.48	484
Total LATE FEE	616.40	40
Total Adjustments	-348.38	23
Total Current Charges	51,471.85	507
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Amount Past Due 1-30 Days	1,185.23	13
Amount Past Due 31-60 Days	0.00	
Amount Past Due Over 60 Days	0.00	
Amount Of Overpayments/Prepayments	-20,405.46	177
Total Receivables	32,251.62	437

Total Receipts On Account	47,715.44	421
Net Change in Memberships	0.00	0
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	140
Collection Accounts (Amount Owed)	-1,013.45	124
Number Of Unread (Turned On) Meters		
Average Usage For Active Meters	2,658	521
Average Water Charge For Active Meters	38.07	507

Usage Groups	Gallons	# Of Accounts	Usage	Gallons	% Of Usage	% Of Sales
Over 50,000		1	429,000		30.97	17.11
40,001-50,000		0	0		0.00	0.00
30,001-40,000		1	32,000		2.31	0.66
20,001-30,000		1	27,000		1.95	0.54
10,001-20,000		7	97,000		7.00	2.03
8,001-10,000		7	67,000		4.84	1.60
6,001-8,000		12	89,000		6.43	2.42
4,001-6,000		32	176,000		12.71	5.60
2,001-4,000		64	215,000		15.52	10.22
1-2,000		180	253,000		18.27	27.80
Zero Usage		216	0		0.00	32.02
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Total Meters		521	1,385,000		100.00	100.00

Directors Report

Taylor Coastal Water & Sewer Distr.

Monthly Reconciliation

Ending Receivables (Last Month)		28,495.21
Sales this Month	+	51,820.23
Adjustments this Month		-348.38
Less Payments this Month	-	47,715.44
		<hr/>
	=	32,251.62
Total Receivables		32,251.62
Ending Memberships (Last Month)		228,170.00
Changes this Month		0.00
		<hr/>
	=	228,170.00
Total Memberships		229,670.00

Reprinted for:

PAST DUE LIST

ACCT#	RT NAME	CURRENT	1-30	31-60	61+	LAST PAYMENT	TOTAL
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Total Receivables: **32,251.62**

Accounts Listed:

All Customers Age 2 Accounts

Taylor Coastal Water & Sewer Dist.

3:09:03PM

Turned Off Accounts

ACCT #	NAME	SERVICE ADDRESS	ROUTE	TURN-OFF DATE	MONTHS INACTIVE
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Accounts turned off since 09/01/2018

All Customers

Taylor Coastal Water & Sewer Dist.

ADJUSTMENTS

Friday, September 28, 2018

2:51:32PM

9/28/2018

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Taylor Coastal Water & Sewer

ACCT.#	NAME	CODE	AMOUNT	APPROVAL	DATE
430	LAMBERT, GRADY	9	(\$6.04)	LTS	9/24/18
Entry Error					
1 Total Adjustments			(\$6.04)	For Adjustment 9	
314	MAULDIN, TOMMY	10	\$103.08	LTS	9/21/18
check not signed - returned for new deposit					
1 Total Adjustments			\$103.08	For Adjustment 10	
376	AGUILERA, MARCO	12	(\$8.53)	LTS	9/24/18
Late Fee Adjustment					
611	COX, KEVIN & NOREEN	12	(\$8.53)	LTS	9/24/18
PayClix Problem					
76	DAVIS III, TOM	12	(\$8.53)	LTS	9/25/18
Payclix Error					
414	ELLISON, DANNY	12	(\$8.53)	LTS	9/24/18
Payclix error					
353	GRIFFIN, JEFFERY TODD	12	(\$216.14)	LTS	9/21/18
Late Fee Adjustment					
47	HAMPSON, MARK	12	(\$8.53)	LTS	9/25/18
Payclix Problem					
297	KEATON BCH G&G - RV PA	12	(\$28.51)	KMW	9/21/18
Post Office Problems					
430	LAMBERT, GRADY	12	\$3.02	LTS	9/24/18
PAYCLIX PROBLEMS					
332	McKINNEY, MICHAEL	12	(\$20.85)	LTS	9/24/18
Payclix Error					
317	MEAGHER, SHAWN	12	(\$8.53)	LTS	9/25/18
Payclix Error					
429	STORY, JANE	12	(\$10.31)	LTS	9/24/18
Late Fee Adjustment					
11 Total Adjustments			(\$323.97)	For Adjustment 12	
65	HART, BONITA	13	(\$100.93)	KMW	9/21/18
NP					
186	HILL, SIDNEY	13	(\$6.99)	KMW	9/21/18
NP					
318	MORRIS, JOHN	13	(\$202.73)	KMW	9/21/18
NP					
181	SADOUSKY, ROBERT	13	(\$6.99)	KMW	9/21/18
NP					
300	SCHAMBEAU, GERALD	13	(\$20.97)	KMW	9/21/18
NP					
225	WILLIAMS JR, JAMES T	13	(\$41.94)	KMW	9/21/18
NP					
6 Total Adjustments			(\$380.55)	For Adjustment 13	
169	AMUNDSEN, PAULA	14	\$100.00	KMW	9/28/18
Transfer from Speas to Amundsen					
404	RHODES, ROY	14	\$100.00	LTS	9/24/18
RHODES TO MORGAN					
475	THARPE, DONNIE & CAMII	14	\$100.00	LTS	9/4/18
Transfer Tharpe to Singletary					

Friday, September 28, 2018

2:51:32PM

9/28/2018

Taylor Coastal Water & Sewer

ACCT. #	NAME	CODE	AMOUNT	APPROVAL	DATE
3 Total Adjustments		\$300.00	For Adjustment 14		
466	DEES, TERRY	17	(\$240.90)	KMW	9/27/18
Broken Water Line					
1 Total Adjustments		(\$240.90)	For Adjustment 17		
5	WHEELER, E RICHARD	19	\$200.00	KMW	9/27/18
Customer request turn-off					
1 Total Adjustments		\$200.00	For Adjustment 19		
9.	(6.04) Data input error				
10.	103.08 Other adjustment				
12.	(323.97) Late fee adjustment				
13.	(380.55) Non-potable water/second meter				
14.	300.00 Transfer fee (chg of owner)				
17.	(240.90) One time adjustment request				
19.	200.00 Disconnect fee				
23 Accounts		24 Total Adjustments	(\$348.38)		

All Customers

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

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

	Sep 18	Budget	Oct '17 - Sep 18	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
ADJUSTMENTS, RVS BILLING					
Grinder Pump Fee	-348.38	0.00	-8,461.86	0.00	0.00
LATE FEES, RVS	5,987.48	5,825.00	71,287.26	69,900.00	69,900.00
SEWAGE SALES	616.40	318.37	4,045.31	3,820.00	3,820.00
WATER CONNECTION FEE (RVS MEMBERSHIP)	25,913.70	22,684.00	290,444.19	272,208.00	272,208.00
WATER SALES	-4.48	2,000.00	8,895.52	2,000.00	2,000.00
	19,302.65	15,276.00	201,507.32	183,312.00	183,312.00
Total Income	51,467.37	46,103.37	567,717.74	531,240.00	531,240.00
Expense					
FORD F-150 PICKUP PAYMENTS	51,467.37	46,103.37	567,717.74	531,240.00	531,240.00
FINES	0.00	0.00	7,483.61	0.00	0.00
Reconciliation Discrepancies	0.09	0.00	85.27	0.00	0.00
ACCOUNTING	0.00	0.00	7,992.00	8,238.00	8,238.00
ADVERTISING	0.00	1,000.00	319.90	1,000.00	1,000.00
BAD DEBT EXPENSE	0.00	0.00	0.00	0.00	0.00
BANK CHARGES/SERVICE CHARGES	24.95	25.00	651.16	300.00	300.00
COMPUTER/SERVICE/SOFTWARE	220.89	3,500.00	3,010.94	3,500.00	3,500.00
DUES & SUBSCRIPTIONS	0.00	700.00	499.33	700.00	700.00
ENGINEERING SERVICES	0.00	1,500.00	0.00	1,500.00	1,500.00
FINANCE CHG/LATE FEE	0.00	0.00	7.56	0.00	0.00
FREIGHT	107.15	1,000.00	1,052.20	1,000.00	1,000.00
GAS/OIL/DIESEL	231.90	500.00	2,442.92	6,000.00	6,000.00
INSURANCE					
INLAND MARINE					
AUTO	228.00	228.00	228.00	228.00	228.00
BONDS, Comm/Emp Dis/D&O Lia	2,614.00	1,598.00	3,298.00	1,598.00	1,598.00
GENERAL LIABILITY INS.	100.00	1,069.00	3,273.00	2,652.00	2,652.00
POLLUTION (MWTP DIESEL TANK)	3,102.00	1,830.00	3,102.00	1,830.00	1,830.00
PROPERTY INSURANCE	0.00	0.00	664.00	664.00	664.00
	1,746.00	1,716.00	1,746.00	1,716.00	1,716.00
Total Insurance	7,790.00	6,441.00	12,313.00	8,688.00	8,688.00
INTEREST EXPENSE - RURAL DEV (USDA-RD)	4,698.05	4,626.43	50,769.24	56,288.27	56,288.27
LANDSCAPING & DESIGN	0.00	0.00	280.00	500.00	500.00
LEGAL/PROFESSIONAL FEES	19.20	260.00	1,427.97	3,000.00	3,000.00
LICENSES & PERMITS	0.00	275.00	1,357.40	2,400.00	2,400.00
MISCELLANEOUS EXPENSE	-437.34	0.00	402.84	0.00	0.00
MOWING	320.00	0.00	2,210.00	1,300.00	1,300.00
OFFICE EXPENSE	629.24	291.63	3,174.94	3,500.00	3,500.00
PERSONNEL EXPENSE					
EDUCATION/CONFERENCE EXPENSE	0.00	0.00	254.00	1,200.00	1,200.00
RETIREMENT CONTRIBUTION-FRS (FL Retirement Systems)	934.47	908.75	10,452.79	10,905.00	10,905.00
SALARIES & WAGES- WTR & WW OP	6,126.69	7,395.75	80,793.73	88,749.00	88,749.00
TAXES-PAYROLL	4,076.44	4,076.50	48,904.04	48,918.00	48,918.00
TRAVEL/MILEAGE	1,975.45	877.87	11,116.77	10,534.00	10,534.00
WORKERS COMPENSATION INSURANCE	0.00	100.00	54.50	1,200.00	1,200.00
PERSONNEL EXPENSE - Other	2,111.00	1,950.00	6,452.98	3,900.00	3,900.00
	0.00		206.67		
Total PERSONNEL EXPENSE	15,224.05	15,308.87	158,235.48	165,406.00	165,406.00
POSTAGE	0.00	0.00	2,482.50	3,033.00	3,033.00

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

	Sep 18	Budget	Oct '17 - Sep 18	YTD Budget	Annual Budget
PROP/EQUIP UPGRADES - Dist Off	0.00	4,000.00	2,902.84	4,000.00	4,000.00
Repair Maintenance District Off	155.00	65.00	1,879.52	500.00	500.00
SAFETY EQUIPMENT	0.00	72.50	0.00	350.00	350.00
TAXES-OTHER	4.74	0.00	8.38	0.00	0.00
TELEPHONE	235.07	375.00	3,275.63	4,500.00	4,500.00
TRACTOR MAINTENANCE	0.00	150.00	1,949.78	600.00	600.00
UTILITIES (ELECTRICAL SERVICE)	2,447.45	2,341.63	25,420.93	28,100.00	28,100.00
VEHICLE MAINTENANCE	1,426.25	300.00	4,866.95	1,200.00	1,200.00
WASTEWATER DEPARTMENT					
Hurricane Hermine Expenses	0.00	0.00	133,092.94	0.00	0.00
NEW PUMP PURCHASE DISTRICT	0.00	4,500.00	77,146.20	54,000.00	54,000.00
GP INSTALLATION EXPENSES	3,085.00	12,000.00	34,394.12	12,000.00	12,000.00
GRINDER PUMP REPAIR ACCOUNT	390.50	1,325.00	7,850.18	15,900.00	15,900.00
EQUIPMENT PURCHASES	0.00	0.00	0.00	0.00	0.00
CHEMICALS, SEWER	192.50	1,500.00	1,140.22	1,500.00	1,500.00
GROUNDWATER MONITORING, WWTP	238.05	300.00	3,978.66	5,000.00	5,000.00
LAB TESTING/SUPPLIES, SEWER	185.00	216.63	2,317.25	2,600.00	2,600.00
REPAIR/MAINTENANCE, SEWER	772.49	2,646.00	84,333.02	31,752.00	31,752.00
REPLACEMENT PARTS, SEWER	0.00	7,500.00	4,527.41	7,500.00	7,500.00
SLUDGE HAULING	0.00	7,100.00	0.00	7,100.00	7,100.00
SUPPLIES/SMALL TOOLS, SEWER	74.89	0.00	951.66	800.00	800.00
SYSTEM/PLANT UPGRADES, SEWER	0.00	0.00	0.00	0.00	0.00
WASTEWATER DEPARTMENT - Other	0.00	0.00	351.12	0.00	0.00
Total WASTEWATER DEPARTMENT	4,938.43	37,087.63	350,082.78	138,152.00	138,152.00
WATER DEPARTMENT					
Hurricane Hermine Expenses	0.00	0.00	0.00	0.00	0.00
CHEMICALS, WATER	35.00	125.00	621.25	1,500.00	1,500.00
LAB TESTING/SUPPLIES, WATER	220.00	337.00	3,467.50	4,000.00	4,000.00
REPAIR/MAINTENANCE, WATER	244.12	413.00	4,578.66	5,000.00	5,000.00
REPLACEMENT PARTS, WATER	0.00	250.00	6,971.22	3,000.00	3,000.00
SUPPLIES/SMALL TOOLS, WATER	135.10	67.00	663.87	800.00	800.00
SYSTEM/PLANT UPGRADES, WATER	3,000.00	67.00	48,389.93	0.00	0.00
TANK MAINTENANCE, WATER	0.00	1,374.81	6,216.51	7,140.00	7,140.00
Total WATER DEPARTMENT	3,634.22	2,566.81	70,908.94	21,440.00	21,440.00
Total Expense	41,669.34	82,366.50	717,494.01	465,195.27	465,195.27
Net Ordinary Income	9,798.03	-36,263.13	-149,776.27	66,044.73	66,044.73
Other Income/Expense					
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
CUSTOMER GRANT_EPA GRANT REVENUE	0.00	0.00	102,384.75	0.00	0.00
INTEREST INCOME	0.00	12,000.00	42,000.00	12,000.00	12,000.00
LABOR/PARTS, CUST REPAIR	906.30	0.00	2,537.17	0.00	0.00
MISCELLANEOUS INCOME	140.20	0.00	5,181.94	0.00	0.00
NEW LOT WATER SERVICE FEE	200.00	0.00	2,283.57	0.00	0.00
Total Other Income	1,246.50	12,000.00	598,166.09	12,000.00	12,000.00
Other Expense					

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

	Sep 18	Budget	Oct '17 - Sep 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	1,246.50	12,000.00	597,955.09	12,000.00	12,000.00
Net Income	11,044.53	-24,263.13	448,178.82	78,044.73	78,044.73

TAYLOR COASTAL WATER & SEWER DISTRICT EXPENSE BREAKDOWN September 2018

Date	Num	Name	Memo	Amount
Reconciliation Discrepancies				
09/05/2018		TAYLOR COASTAL WATER &...	Correction to deposit on 9/5/...	0.09
Total Reconciliation Discrepancies				
BANK CHARGES/SERVICE CHARGES				
09/05/2018	EFT	PAY CLX	Monthly Fee	24.95
Total BANK CHARGES/SERVICE CHARGES				
COMPUTER/SERVICE,SOFTWARE				
09/01/2018		CONSOLIDATED COMMUNIC...	578-3043 INTERNET SERV...	40.92
09/12/2018	5197561...	AVG	AGV AntiVirus Renewal	99.99
09/12/2018	27400	AVG	Secure VPN Renewal	59.99
09/14/2018	6200	AVG	AVG Password Protection R...	19.99
Total COMPUTER/SERVICE,SOFTWARE				
FREIGHT				
09/10/2018	4360199	HAWKINS, INC	Fuel Surcharge Hawkins, Inc	12.00
09/10/2018	4359420	HAWKINS, INC	Fuel Surcharge Hawkins, Inc	12.00
09/11/2018	Invoice ...	RVS SOFTWARE	RVS Software	24.51
09/19/2018	687740	USA Blue Book	Shipping for Floats	38.66
09/25/2018	04PE43...	RING POWER CORPORATION	Shipping	19.98
Total FREIGHT				
GAS/OIL/DIESEL				
09/06/2018		KEATON BEACH GAS & GRILL	Chevrolet Service Truck mil...	71.54
09/09/2018		WALTER B'S	19.471 Gallons @ 2.699 per...	52.55
09/20/2018	231765	MURPHY USA	Fuel for Water Service Truc...	52.00
09/24/2018		MURPHY USA	Fuel for Chevrolet Service Tr...	55.81
Total GAS/OIL/DIESEL				
INSURANCE				
INLAND MARINE				
09/26/2018		STOUTAMIRE-PAVLIK & ASS...	10/01/18 to 10/01/19	228.00
Total INLAND MARINE				
AUTO				
09/26/2018		STOUTAMIRE-PAVLIK & ASS...	10/01/18 to 10/01/19	2,614.00
Total AUTO				
BONDS, Comm/Emp Dis/D&O Lia				
09/30/2018	15176	STOUTAMIRE-PAVLIK & ASS...	Commissioner Bond #W150...	100.00
Total BONDS, Comm/Emp Dis/D&O Lia				
GENERAL LIABILITY INS.				
Total GENERAL LIABILITY INS.				

TAYLOR COASTAL WATER & SEWER DISTRICT EXPENSE BREAKDOWN September 2018

Date	Num	Name	Memo	Amount
09/26/2018		STOUTAMIRE-PAVLIK & ASS...	10/01/18 to 10/01/19	3,102.00
		Total GENERAL LIABILITY INS.		3,102.00
		PROPERTY INSURANCE		
09/26/2018		STOUTAMIRE-PAVLIK & ASS...	10/01/18 to 10/01/19	1,746.00
		Total PROPERTY INSURANCE		1,746.00
		Total INSURANCE		7,790.00
		INTEREST EXPENSE - RURAL DEV (USDA-RD)		
09/04/2018		RD Accr...	August 2018	4,698.05
		Total INTEREST EXPENSE - RURAL DEV (USDA-RD)		4,698.05
		LEGAL/PROFESSIONAL FEES		
09/04/2018		ANNIE MAE MURPHY, CLER...	JERRY HAMPTON EASEM...	19.20
		Total LEGAL/PROFESSIONAL FEES		19.20
		MISCELLANEOUS EXPENSE		
09/27/2018		TREASURER STATE OF MAINE	FIPS CODE 2300000	-218.67
09/27/2018		TREASURER STATE OF MAINE	FIPS CODE 2300000	-218.67
		Total MISCELLANEOUS EXPENSE		-437.34
		MOWING		
09/30/2018	878369	FAULKNER LAWN & MAINTEN...	Sewer Plant (10 acres) 8-2-18	200.00
09/30/2018	878369	FAULKNER LAWN & MAINTEN...	Water Plant	70.00
09/30/2018	878369	FAULKNER LAWN & MAINTEN...	Office	20.00
09/30/2018	878369	FAULKNER LAWN & MAINTEN...	Booster Station	30.00
		Total MOWING		320.00
		OFFICE EXPENSE		
09/06/2018		WAL MART	Microwave Oven	74.84
09/06/2018		WAL MART	Step Stool	18.97
09/06/2018		WAL MART	Letter Openers	3.88
09/06/2018		WAL MART	Small Legal Pads	3.46
09/06/2018		WAL MART	Scoop for Ashtay	4.73
09/06/2018		WAL MART	Microwave Cover	1.74
09/06/2018	5453838	Amazon.com	Past Due Stamp	8.49
09/06/2018	1166656	Amazon.com	A/C Filters	33.93
09/06/2018	9791006...	STAPLES	Metal File Sorter	32.89
09/06/2018	9790898...	STAPLES	3x3 Post Its	19.49
09/06/2018	9790898...	STAPLES	Blue Gel Pens	15.99
09/06/2018	9790898...	STAPLES	Trash Bags	15.99
09/06/2018	9790898...	STAPLES	3x5 Post Its	10.79
09/06/2018	9790898...	STAPLES	Clorox Wipes	4.29
09/06/2018	9790898...	STAPLES	Medium Trash Bags	6.99

TAYLOR COASTAL WATER & SEWER DISTRICT EXPENSE BREAKDOWN

September 2018

Date	Num	Name	Memo	Amount
09/06/2018	9790898...	STAPLES	Copy Paper (2 Boxes)	88.98
09/06/2018	9790898...	STAPLES	4x6 Post Its	12.59
09/06/2018	9790898...	STAPLES	Blue Roller Pens	12.99
09/06/2018	9790898...	STAPLES	Carger Cable	9.49
09/11/2018	Invoice ...	RVS SOFTWARE	Water/Sewer Bills (3000 bills)	149.97
09/12/2018	3941050	Amazon.com	Display Case for front of office	69.90
09/12/2018	3941050	Amazon.com	Stamp Dispenser	7.87
09/20/2018	J2374	CASHWAY BUILDING	Motion Light for Office	15.99
09/20/2018	J2374	CASHWAY BUILDING	Light bulbs for Motion Light	4.99
Total OFFICE EXPENSE				629.24

PERSONNEL EXPENSE

RETIREMENT CONTRIBUTION-FRS (FL Retirement Systems)				
09/04/2018	5671	BENNETT, RONALD A		337.69
09/04/2018	5672	CARLTON, MYREETHA DIAN...		179.33
09/04/2018	5673	MORGAN, DAVID L.		168.38
09/04/2018	5674	SENER, LYNETTE T		157.38
09/04/2018			Did not appear on paycheck ...	91.69
Total RETIREMENT CONTRIBUTION-FRS (FL Retirement Systems)				934.47

SALARIES & WAGES-WTR & WW OP

09/04/2018	5671	BENNETT, RONALD A		4,088.20
09/04/2018	5671	BENNETT, RONALD A		0.00
09/04/2018	5672	CARLTON, MYREETHA DIAN...		0.00
09/04/2018	5673	MORGAN, DAVID L.		1,601.21
09/04/2018	5673	MORGAN, DAVID L.		400.84
09/04/2018	5673	MORGAN, DAVID L.		36.44
09/04/2018	5673	MORGAN, DAVID L.		0.00
Total SALARIES & WAGES-WTR & WW OP				6,126.69

SALARIES & WAGES-ADMINISTRATIVE

09/04/2018	5671	BENNETT, RONALD A		0.00
09/04/2018	5672	CARLTON, MYREETHA DIAN...		2,171.12
09/04/2018	5672	CARLTON, MYREETHA DIAN...		0.00
09/04/2018	5672	CARLTON, MYREETHA DIAN...		0.00
09/04/2018	5672	CARLTON, MYREETHA DIAN...		0.00
09/04/2018	5673	MORGAN, DAVID L.		0.00
09/04/2018	5674	SENER, LYNETTE T		1,905.32
09/04/2018	5674	SENER, LYNETTE T		0.00
09/04/2018	5674	SENER, LYNETTE T		0.00
Total SALARIES & WAGES-ADMINISTRATIVE				4,076.44

TAXES-PAYROLL

09/04/2018	5671	BENNETT, RONALD A		253.47
09/04/2018	5671	BENNETT, RONALD A		59.28
09/04/2018	5671	BENNETT, RONALD A		0.00

TAYLOR COASTAL WATER & SEWER DISTRICT EXPENSE BREAKDOWN September 2018

Date	Num	Name	Memo	Amount
Total UTILITIES (ELECTRICAL SERVICE)				
09/23/2018	90342	TRI-COUNTY ELECTRIC, INC.	Lift Station #2 Grackle WWTP	67.51
09/23/2018	90342	TRI-COUNTY ELECTRIC, INC.	Lift Station #1 Boat Ramp Storage Trains	1,325.66
09/23/2018	90342	TRI-COUNTY ELECTRIC, INC.	Storage Trains	306.11
09/23/2018	90342	TRI-COUNTY ELECTRIC, INC.	WW O&M	30.77
				116.43
Total UTILITIES (ELECTRICAL SERVICE)				
2,447.45				
VEHICLE MAINTENANCE				
09/24/2018	978074	PERRY AUTO SUPPLY, INC.	Ball Mount (1)	51.22
09/24/2018		THOMAS CHEVROLET	Oil Change/Lube	113.10
09/24/2018		THOMAS CHEVROLET	Key Update	16.05
09/24/2018		THOMAS CHEVROLET	Battery Replacement	109.14
09/24/2018		THOMAS CHEVROLET	Trailer Pigtail Repair	189.41
09/24/2018		THOMAS CHEVROLET	Rotate Tires	21.35
09/24/2018		THOMAS CHEVROLET	Repair blown lights	284.56
09/24/2018		THOMAS CHEVROLET	Remove Winch	136.43
09/24/2018		THOMAS CHEVROLET	CV Axle Boot Replacement	504.99
Total VEHICLE MAINTENANCE				
1,426.25				
WASTEWATER DEPARTMENT				
GP INSTALLATION EXPENSES				
09/21/2018	10679	F. J. NUGENT & ASSOCIATES...	Jerry Hampton #655 Naw Gr...	3,085.00
Total GP INSTALLATION EXPENSES				
3,085.00				
GRINDER PUMP REPAIR ACCOUNT				
09/07/2018	10626	F. J. NUGENT & ASSOCIATES...	SN: WH595725	390.50
Total GRINDER PUMP REPAIR ACCOUNT				
390.50				
CHEMICALS, SEWER				
09/10/2018	4360199	HAWKINS, INC	110 gallons Ultra-Chlor @ \$...	192.50
Total CHEMICALS, SEWER				
192.50				
GROUNDWATER MONITORING, WWTP				
09/13/2018	0241914	JONES EDMUNDS & ASSOCI...	Groundwater Monitoring Ser...	238.05
Total GROUNDWATER MONITORING, WWTP				
238.05				
LAB TESTING/SUPPLIES, SEWER				
09/26/2018	378572	FLOWERS CHEMICAL LABO...	CBOD TSS	45.00
09/26/2018	378572	FLOWERS CHEMICAL LABO...	CBOD TSS FCOL-QT	75.00
09/26/2018	378572	FLOWERS CHEMICAL LABO...	N02/N03 WW	45.00
09/26/2018	378572	FLOWERS CHEMICAL LABO...	PICKUP FEE/VEHICLE SU...	20.00
Total LAB TESTING/SUPPLIES, SEWER				
185.00				
REPAIR/MAINTENANCE, SEWER				

TAYLOR COASTAL WATER & SEWER DISTRICT EXPENSE BREAKDOWN

September 2018

Date	Num	Name	Memo	Amount	
09/04/2018	857093	RAGAN'S ACE HARDWARE	Smartflo Contr Hose 3/4" x 75'	49.99	
09/18/2018	INVOIC...	GULF COAST PLUMBING AN...	Fuse 5A 600V Class CC	132.80	
09/19/2018	687740	USA Blue Book	Floats for Lift Station (5) @\$...	589.70	
Total REPAIR/MAINTENANCE, SEWER				772.49	
SUPPLIES/SMALL TOOLS, SEWER					
09/04/2018	857093	RAGAN'S ACE HARDWARE	Rags in a Box	11.99	
09/20/2018	J2374	CASHWAY BUILDING	1/2" to 1-1/4" Clamp (5)	7.45	
09/20/2018	J2374	CASHWAY BUILDING	1g" Toolbox	14.99	
09/20/2018		WAL MART	Dawn Ultra	8.47	
09/20/2018		WAL MART	AW Laven 5 CT	9.97	
09/20/2018		WAL MART	GLD ARSL CCS	0.97	
09/20/2018		WAL MART	GLD ARSL CCS	0.97	
09/20/2018		WAL MART	Powerade	3.98	
09/20/2018		WAL MART	Powerade	3.98	
09/20/2018		WAL MART	Pepsi	6.98	
09/20/2018		WAL MART	Papertowels	5.14	
Total SUPPLIES/SMALL TOOLS, SEWER				74.89	
Total WASTEWATER DEPARTMENT					4,938.43
WATER DEPARTMENT					
CHEMICALS, WATER					
09/10/2018	4359420	HAWKINS, INC	20 gallons Ultra-Chlor @ \$1....	35.00	
Total CHEMICALS, WATER				35.00	
LAB TESTING/SUPPLIES, WATER					
09/10/2018	377362	FLOWERS CHEMICAL LABO...	Colliert-18 After tank repair	50.00	
09/10/2018	377362	FLOWERS CHEMICAL LABO...	Weekend Fee for labs	50.00	
09/21/2018	378571	FLOWERS CHEMICAL LABO...	Colliert-18	100.00	
09/26/2018	378572	FLOWERS CHEMICAL LABO...	PICKUP FEE/VEHICLE SU...	20.00	
Total LAB TESTING/SUPPLIES, WATER				220.00	
REPAIR/MAINTENANCE, WATER					
09/06/2018	857574	RAGAN'S ACE HARDWARE	SPLYFECT 1/2X1/2X12 PVC	4.99	
09/06/2018	857574	RAGAN'S ACE HARDWARE	HEX BUSHING 1/2X1/4 BR	4.99	
09/06/2018	857574	RAGAN'S ACE HARDWARE	GAUGE PRESSUSRE 60P ...	9.99	
09/07/2018	INVOIC...	GULF COAST PLUMBING AN...	5/16" Hose Clamp (2)	7.00	
09/07/2018	INVOIC...	GULF COAST PLUMBING AN...	1/2" Nipple (2)	4.58	
09/07/2018	INVOIC...	GULF COAST PLUMBING AN...	1/2" Hose Barb (2)	6.46	
09/07/2018	INVOIC...	GULF COAST PLUMBING AN...	1/2" brass gate valve	17.42	
09/07/2018	857727	RAGAN'S ACE HARDWARE	1/2" brass nipple	4.58	
09/07/2018	857727	RAGAN'S ACE HARDWARE	Tube Braid 1/2" x 3/4" (3)	4.47	
09/07/2018	857639	RAGAN'S ACE HARDWARE	Elbow 90 Degree 1/2 Brass	6.49	
09/20/2018	INVOIC...	GULF COAST PLUMBING AN...	Pressure Guage	19.98	
09/20/2018	INVOIC...	GULF COAST PLUMBING AN...	STENNER #2 PUMP TUBE ...	35.98	

TAYLOR COASTAL WATER & SEWER DISTRICT EXPENSE BREAKDOWN

September 2018

Date	Num	Name	Memo	Amount
09/20/2018	INVOIC...	GULF COAST PLUMBING AN...	STENNER #7 PUMP TUBE ...	45.58
09/20/2018	INVOIC...	GULF COAST PLUMBING AN...	STENNER 1/4" FERRULE (...)	5.80
09/25/2018	04PE43...	RING POWER CORPORATION	Clamp 4" SS	11.96
09/25/2018	04PE43...	RING POWER CORPORATION	Clamp 4" SS Prepack	8.50
09/25/2018	04PE43...	RING POWER CORPORATION	Flextube	45.35
Total REPAIR/MAINTENANCE, WATER				244.12
SUPPLIES/SMALL TOOLS, WATER				
09/04/2018	1809-34...	STEINHATCHEE ACE HARD...	Garden sprayer - 1 gallon	14.99
09/04/2018	857093	RAGAN'S ACE HARDWARE	Rags in a Box	11.99
09/06/2018	857574	RAGAN'S ACE HARDWARE	HOSE ADAPTER 3/4X1/2 B...	4.99
09/07/2018	857727	RAGAN'S ACE HARDWARE	Pipe Tee 1/2" FPT Brass	7.49
09/20/2018	J2374	CASHWAY BUILDING	Hose (4)	7.96
09/20/2018	J2374	CASHWAY BUILDING	Cable Cutter (2)	64.98
09/20/2018		WAL MART	Dawn Ultra	8.47
09/20/2018		WAL MART	Aerosol	0.97
09/20/2018		WAL MART	Aerosol	0.97
09/20/2018		WAL MART	Crush	3.33
09/20/2018		WAL MART	Powerade	4.48
09/20/2018		WAL MART	Powerade	4.48
Total SUPPLIES/SMALL TOOLS, WATER				135.10
SYSTEM/PLANT UPGRADES, WATER				
09/18/2018	1595001	DEWBERRY ENGINEERS INC	Study and Report Phase 80 ...	3,000.00
Total SYSTEM/PLANT UPGRADES, WATER				3,000.00
Total WATER DEPARTMENT				3,634.22
TOTAL				41,669.34

TAYLOR COASTAL WATER & SEWER DISTRICT
Balance Sheet
As of September 30, 2018

Sep 30, 18

ASSETS

Current Assets

Checking/Savings	146,271.93
OPERATING SMALL BUSINESS CHKG (MAIN ACCOUNT, CHECKING)	
SAVINGS, TCW&SD RESERVE ACCOUNT (BUSINESS SAVINGS)	
CAPITAL IMPROVEMENTS, MINOR	
CONTINGENCY RESERVE	50,706.92
DEPRECIATION RESERVE-Major R&R (Major Repair/Replacement)	485,951.91
GRINDER PUMP REPAIR FEE	93,240.84
WATER SERVICE FEE, NEW LOTS	39,523.02
PAYMENTS, USDA-RD 91-03, TCU	38,000.00
DEBT RESERVE USDA-RD 91-03, TCU	6,442.28
PAYMENTS, USDA-RD 92-01, CONST.	26,245.00
DEBT RESERVE RD 92-01, CONST.	4,205.00
PAYMENTS, USDA-RD - PHASE II	46,805.00
DEBT RESERVE, USDA-RD-PHASE II	10,550.91
SAVINGS, TCW&SD RESERVE ACCOUNT (BUSINESS SAVINGS) - Other	19,052.00
	7,522.00
Total SAVINGS, TCW&SD RESERVE ACCOUNT (BUSINESS SAVINGS)	828,244.88

Total Checking/Savings

974,516.81

Accounts Receivable

ACCOUNTS RECEIVABLE (990 line 47a)

957.31

Total Accounts Receivable

957.31

Other Current Assets

PREPAID EXPENSES
INVENTORY
RVS - SYSTEM INCOME

6,498.00
48,613.08
57,427.83

Total Other Current Assets

112,538.91

Total Current Assets

1,088,013.03

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	5,325.90
PIPING, TANKS & WELLS	797,853.40

TAYLOR COASTAL WATER & SEWER DISTRICT

Balance Sheet

As of September 30, 2018

	Sep 30, 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
	56,959.74

Total Fixed Assets 4,981,457.42

TOTAL ASSETS **6,069,470.45**

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

ACCOUNTS PAYABLE (990 line 60) 9,007.30

Total Accounts Payable 9,007.30

Credit Cards

CARDMEMBER SERVICE (Capital City Bank Visa)

CCB VISA-SEAN MURPHY-1682 808.23

CCB BUSINESS VISA-BENNETT-6125 20,478.33

CCB BUSINESS VISA-SENTER-1850 12,621.19

CCB BUSINESS VISA - CARL 2994 8,497.19

CCB BUSINESS VISA - MORG 3018 4,357.41

CARDMEMBER SERVICE (Capital City Bank Visa) - Other -45,998.97

Total CARDMEMBER SERVICE (Capital City Bank Visa) 763.38

Total Credit Cards 763.38

Other Current Liabilities

TCWSD (TRUCK PAYMENT) 745.76

NET PENSION LIABILITY 49,466.00

Accrued Wages 10,117.76

ACCRUED INTEREST-RD 168,845.23

CUSTOMER OVERPAYMENTS 36,823.22

PAYROLL LIABILITIES 3,027.42

RETIREMENT PAYABLE 1,205.16

Total Other Current Liabilities 270,230.55

Total Current Liabilities 280,001.23

Long Term Liabilities

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

TAYLOR COASTAL WATER & SEWER DISTRICT
Balance Sheet
 As of September 30, 2018

	Sep 30, 18
N/P, RD 2005B BONDS, Const. 92-01 (USDA-RD Loan #92-01)	596,000.00
N/P, RD 2011A BONDS, PH II WW	149,500.04
TAYLOR CNTY BCC - FRS REIMBUR	3,573.57
Total Long Term Liabilities	1,061,256.21
Total Liabilities	1,341,257.44
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	448,178.82
Total Equity	4,728,213.01
TOTAL LIABILITIES & EQUITY	<u>6,069,470.45</u>

WATER AUDIT
Taylor Coastal Water and Sewer District

MONTH: September 2018

MASTER METER READING (entering distribution system):

Current:	222,646				
Previous:	221,529				
	1,117,000 (x 1000)	=	2,302,500	1,185,500	
			<i>Gallons Pumped</i>	Due to Bypass	

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 :	0
		2,302,500

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

Total Water Sold	(1,385,000
-------------------------	-------------

Estimated Water Loss, gallons

	917,500
--	---------

Gallons pumped less known unmetered water & water sold.

Estimated Water Loss (%)

	39.85%	desire ≤ 10%
--	--------	--------------

Equals loss (gallons) divided by pumped (gallons)

Taylor Coastal Water & Sewer District 2019 Board Meeting Calendar

Proposed Board Meeting dates:

4th Tuesday of each month at 3:00 pm (unless otherwise noted)

January 22, 2019	July 23, 2019
February 26, 2019	August 27, 2019
March 26, 2019	September 24, 2019
April 23, 2019	October 22, 2019
May 28, 2019	November 19, 2019
June 25, 2019	December 17, 2019



****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 (2019)	January 1
Martin Luther King, Jr. Day	January 21
President's Day	February 18
Good Friday	April 19
Memorial Day	May 27
Independence Day	July 4 & 5
Labor Day	September 2
Veterans Day	November 11
Thanksgiving Holidays	November 27, 28, & 29
Christmas Holidays	December 24 to 31