

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

**REGULAR COMMISSION MEETING AGENDA**  
**Tuesday, December 13, 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 November 13, 2018.
5. Approval of Revised Minutes from the meeting of October 23, 2018.
6. Approval of Revised Minutes from the meeting of September 25, 2018.
7. 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
8. New Business
  - a. None
9. 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 – Lynette Senter
  - c. Update on Hurricane Michael damage/repairs
  - d. Neighborhood meter project
10. Closing Remarks Commissioners/Staff
11. Motion to Adjourn

# TAYLOR COASTAL WATER & SEWER DISTRICT

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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 25, 2018 present were: Commissioners Lynn Aibejeris, Steve Brown, Gennie Malone, Roger Weste, Willi Huxford, and Nancy Geohagan. 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. Newman.
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 \$5,386.64 over the budgeted amount. There were no turned off accounts, there were two past due accounts which the customers have paid, and one new membership at Cedar Island. The adjustments for the month were \$3.02 for mis-read meter, \$300.59 for non-potable accounts, \$200.00 for property transfers, \$4,010.18 for water leaks, and \$34.00 for a brass check valve supplied to a customer. These adjustments totaled \$4,115.59. The Commissioners asked if the water leaks were investigated and repaired and Lynette confirmed that each of the homeowners had plumbers or workers that helped them. 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 which was \$5,386.64 over the budgeted amount. 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 Geohagan 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 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 \$2,753.57 reimbursement to Taylor County for the past retirement loan as it would save time issuing the checks each month and the Board agreed that it should be done.

## 7. New Business

- a. Election of Officers to be effective 10-01-2018. **Commissioner Geohagan 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. Lynette made a proposal that Ron Bennett not receive any salary increase at this time but instead have his hours reduced from 7.5 to 5.5 hours per day. Continuation of this reduction would be contingent upon Ron being able to complete the District's work in a timely manner. Ron is technically a 24/7 employee and has always been available when called for emergencies and after hours work. Commissioner Huxford expressed concern with the reduction in hours at the salary Ron received. Commissioner Geohagan stated that she thought it wasn't productive to have him stay if there wasn't anything to do. Commissioner Huxford stated that a 30% reduction in hours was too much and that David will have a problem with it. Lynette explained to Commissioner Huxford that David only works 4 to

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4.5 hours per day and receives a salary and hourly pay. Commissioner Geohagan mentioned that when the weather is hot the City of Perry changes their work hours to have the workers' come in earlier in the morning and work shorter hours. Commissioner Huxford stated that he was concerned with the cost to the District for Ron to come back here after he has left and Lynette explained that we do not compensate him for mileage. Commissioner Brown stated he thought that Ron would perform well and to give Lynette a chance to continue her plan of action. He does not want to micromanage the employees of the District and the Board put the Office Manager in charge to take care of the employees. Commissioner Geohagan stated that we should go with what the Office Manager has suggested and let the Office Staff monitor the situation to make sure the work is being completed. Commissioner Brown concurred. Prior to Diane leaving, she suggested giving David Morgan a salary increase and Lynette agreed to pursue that. Because the District is a unique employer Lynette called Port St. Joe, Jacksonville and Tampa as they all employ part-time wastewater operators and asked about their hourly rates. The hourly rate ranged from \$28 to \$32 per hour but they did not receive any base salary. Lynette proposed that David's base salary would increase from \$1,301.21 to \$1,561.45 – an increase of \$261.00 (20%) per month but his hourly rate would remain the same at \$18.22 per hour. Commissioner Huxford asked about the possibility of having David work a 7.5 hour day but after some discussion it was decided that his current 5.5 hour work day was the best plan for David. Finally, Lynette asked the Board to increase her salary by 25% effective 9/1/2018. This would make her salary approximately \$130.00 per month more than Diane's salary when she left. She explained that she had redesigned the structure of the Office and that Kristi was a Billing Clerk not an Assistant Office Manager which meant that Lynette would still be doing many of the same duties as well as performing Office Manager duties. Commissioner Brown asked how many hours a week the office staff works and Lynette explained that we are scheduled to work 22.5 hours per week but that she works whatever time is needed including 5 days a week to make sure the transition goes smoothly and will continue to work extra days and/or longer hours as needed. Commissioner Huxford asked how much the increase in salary would affect the cost to the district and Commissioner Geohagan figured it at approximately \$60. Chairman Aibejeris commented that she felt that Lynette was on the right track with the employees and she felt it was 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. Lynette checked the website and it indicated that we had not completed our quarterly reports. She called Florida PA and showed them where the reports had been submitted and they then marked them as received. We have requested an updated workflow and emailed everyone concerned asking for help. This is our final submittal and hope that we can get this resolved soon. Florida PA stated that they were running behind due to the storm in the Carolinas.
- 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 Geohagan offered a second. The meeting adjourned at 4:47 P.M.**

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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

# TAYLOR COASTAL WATER & SEWER DISTRICT

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## MINUTES OF REGULAR COMMISSION MEETING October 23, 2018 3:00 p.m.

1. The meeting was held at the District Building at 3:00 PM on October 23, 2018 present were: Commissioners Lynn Aibejeris, Steve Brown, Gennie Malone, Roger Weste, Willi Huxford, Diane Carlton and Nancy Geohagan. TCW&SD STAFF present were: Lynette Senter, Kristi Woods was absent. 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. One guest was present, County Commissioner Steve Spradley.
4. Approval of minutes for the regular commission meeting on September 25, 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 with the following corrections, Commissioner Geohagan's name was corrected throughout the minutes, and in Item 3, Michael E. Newman's name was corrected. 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 was unable to attend the meeting. Lynette explained that she and Trevor discussed getting the extension done with the DEP funding and updating the PER.
6. **Staff and Committee Reports**
  - a. **Directors Report – Lynette Senter** - Lynette reported the Water and Sewer sales for September were \$5,364.00 over the budgeted amount of \$46,103.37. There were no turned off accounts, no past due accounts, and no new memberships. There were 24 adjustments for a total of (\$348.38). There were no questions from the commissioners. Chairman Aibejeris called for a motion to accept the Director's Report as given. **Commissioner Brown made a motion to accept the Director's Report as presented. Commissioner Huxford offered a second. Chairman Aibejeris called for further discussion. There was none. By unanimous vote the motion was approved.**
  - b. **Other Billing Clerk Items – Lynette Senter – None**
  - c. **Financial Reports – Lynette Senter** – Lynette reported that water and sewer sales for the month of September were \$51,467.37. Total expenses were \$41,669.34. We received \$1,246.50 in other income which included \$906.30 in interest, \$140.20 in Labor/Parts for a customer repair and \$200.00 from a donation by Richard Powell for Diane Carlton's retirement party, for a net income of \$11,044.53. Exception items noted were a \$3,000 payment to Dewberry for further work on the Water Improvements Project, and payments for Property and General Liability insurance that are paid in September but the insurance does not become effective until October. There was a question by Commissioner Huxford regarding the Hurricane Hermine expenses that totaled \$133,082.94 for October 2017 to September 2018. Lynette will provide the Commissioners with a detail report on those expenses at the November meeting. Chairman Aibejeris called for a motion to accept the

Financial Report as given. **Commissioner Huxford 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- Lynette Senter** – Lynette explained that we have completed our Audit from the Florida Retirement System and will receive the notice of overpayment within the next week which will be distributed to the Employees and District. An error was discovered in our Workers' Compensation Audit resulting in a return premium to the District of \$345.98. Trevor Burch and Lynette will be attending a meeting in Live Oak on November 8, 2018 with Suwannee River Water Management District. This meeting is to discuss funding small water conservation projects. Trevor thought that our neighborhood meter project might qualify and we will be meeting with Ron to outline a preliminary plan to present to SRWMD. A new phone system and caller ID have been added to the office, and the new camera system has been received but not yet installed. We have completed the payoff to Taylor County for the Reimbursement of Retirement Liability. Some discussion was held about monthly meter readings and the possibility of hiring a new Field Assistant for water. Commissioner Carlton discussed the possibility of hiring a water trainee instead of just a field person and encourage that person to begin and complete their water operator training.

## 7. New Business

- a. Hurricane Michael damage/repairs – the District was extremely lucky in terms of damage. Preparation work done ahead of Hurricane Michael allowed the District to perform in an efficient and timely manner. As of 10/23/18 we have replaced 7 grinder pumps with wiring and control panels, replaced one water meter box that was damaged. We have 8 outstanding work orders for grinder pumps. The replacement of water meter lids and wayer vents will be done after the grinder pump repairs are completed. Problems with the generator were explained and the repairs have now been completed.
- b. The 2019 Board Meeting and Holiday Calendar were presented for review by the Board. Chairman Aibejeris called for a motion to accept the Calendar as presented. **Commissioner Geohagan made a motion to accept the Calendar. Commissioner Malone offered a second. Chairman Aibejeris called for further discussion. There was none. By unanimous vote the motion was approved.**

## 8. Old Business

- a. Update on Hurricane Hermine repairs/expenses and Public Assistance from the Federal Emergency Management Agency and the State of Florida – Our account has not been accessed by our Grant Manager since the end of August. We have requested help from our original grant assistant and are still awaiting his response.
- b. Trevor Burch updated us by email and explained that we will apply for an extension to ensure protection of our funds.

## 9. Closing Remarks Commissioners/Staff

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- a. The Commissioners expressed thanks to staff and the other commissioners for doing a great job. Commissioner Huxford had a question about the salary discussion at the September Board Meeting and whether it had been included in the minutes. Lynette confirmed that the discussion was mentioned in the minutes. There were no other comments.

**10. Motion to Adjourn**

**Chairman Aibejeris requested a Motion to Adjourn. Commissioner Geohagan made a motion to adjourn the meeting. Commissioner Malone offered a second. The meeting adjourned at 4:15 P.M.**

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Board Actions:

1. Approval of the minutes of the September 24, 2018 regular Board Meeting
2. Approval of the September 2018 Directors Report
4. Approval of the September 2018 Financial Reports
5. Approval of the 2019 Board Meeting/Holiday Calendar

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



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## MINUTES OF REGULAR COMMISSION MEETING November 13, 2018 3:00 p.m.

1. The meeting was held at the District Building at 3:00 PM on November 13, 2018 present were: Commissioners Lynn Aibejeris, Steve Brown, Gennie Malone, Roger Weste, Willi Huxford, Diane Carlton and Nancy Geohagan. 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. One guest was present, Trevor Burch with Dewberry.
4. The floor was opened for non-agendaed items. Commissioner Huxford asked that the minutes for September 25, 2018 be revised and that the discussion regarding salary increases for Lynette Senter and David Morgan and the working hour decrease for Ron Bennett be detailed in those minutes. Commissioner Carlton stated that the more detail provided the better, as it provides a history. **Commissioner Huxford made a motion amend the September 25, 2018 minutes to include the discussion of salaries and hours. Commissioner Carlton offered a second. Chairman Aibejeris asked for further discussion. There was none. By unanimous vote the motion was approved.**
5. Trevor Burch spoke about the continuing work on the Water Improvements Project. He apologized that our project was being slowed down by his problems with Hurricane Michael but the Board assured him that they were thankful he and his family were okay. Trevor hopes to have our project ready in the early part of January 2019 for review by the Board and then submittal to DEP by the end of January 2019. Trevor discussed the meeting that he and Lynette attended with Suwanee River Water Management District on November 8, 2019. At that meeting, we discussed the possibility of applying for two different funding projects to help offset the neighborhood meter project as well as to supplement the funding already received for the water improvements project. One project ties into the spring's protection program and the other to the water conservation program. Trevor and Lynette will be working together to gather the information necessary to apply for whatever funding is offered and asked for the Board's assistance in locating nearby springs. SRWMD also mentioned the Restore Act Funding by BP that Taylor County will be receiving. Part of that money is supposed to be used for infrastructure and may be a possible source of future funding for the District. Commissioner Carlton indicated that the District had contacted the County regarding these funds several years ago but we were not given any indication that the District would be eligible.
6. Approval of minutes for the regular commission meeting on October 23, 2018. Chairman Aibejeris asked if everyone had reviewed the minutes and if there was a motion to approve. **Commissioner Carlton made a motion to accept the minutes as long as a detail of the corrections made was included. These corrections were Item 6 a. "There were 24 adjustments for a total of (\$348.38)", and Item 6d. "camera system has been received but not yet installed". Commissioner Geohagan offered a second. Chairman Aibejeris asked for further discussion. There was none. By unanimous vote the motion was approved.**

## 7. Staff and Committee Reports

- a. **Director Report – Kristi Woods** - Kristi reported the Water and Sewer sales for October were \$39,010.03, \$8,293.15 below the budgeted amount of \$47,303.18. There was one turned off account #5 Richard Wheeler at his request, one past-due account #236 Guy Gibson for \$88.12, and no new memberships. There were 64 adjustments totaling \$10,063.72. 45 adjustments totaling \$3,662.84 were for Hurricane Michael water losses. We followed the past Hurricane Hermine adjustment procedure which used a 12-month customer average. Commissioner Huxford questioned the use of a 12-month average versus a 3 or 6 month average as he thought the 12-month average skewed towards the customer. 2 adjustments were for misread meters totaling \$6,259.53, 4 adjustments for data input errors totaling \$45.54, 2 adjustments for late fees totaling \$19.73, 9 adjustments for non-potable water meters totaling \$367.16, and 2 adjustments for property transfers totaling \$200.00. Commissioner Carlton asked if the customer receiving the adjustment for \$6,250.44 had received that bill and we confirmed that they did and called us immediately. Kristi has now been shown how to pull a report for out-of-ordinary billings and will be able to check for these problems in the future. Commissioner Carlton asked about a line item on the Directors Report for All Deposit 2 for \$4,500.00 and Kristi and Lynette will investigate. There were no further questions from the commissioners. **Chairman Aibejeris called for a motion to accept the Director’s Report as given. Commissioner Geohagan made a motion to accept the Director’s Report as presented. Commissioner Huxford 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 Woods** – None
- c. **Financial Reports – Lynette Senter** – Lynette reported that water and sewer sales for the month of October were \$39,010.03, \$8,293.15 below the budgeted amount of \$47,303.18. Total expenses were \$75,164.43. Exception expenses were \$1,628.75 for several software licenses which renewed in October, \$1,962.66 for Gas/Oil/Diesel which included \$1,550.25 for diesel at the WWTP to get ready for Hurricane Michael, \$37,770.00 for Hurricane Michael repairs, \$930.25 for extra Aqua Gold and Chlorine, and \$4,554.22 for the renewal of the Cedar Island Tank Maintenance Contracts. We received other income of \$274.88 for moving a sewer control box for Bruce Ratliff, \$96.56 for moving a sewer control box for Jimmy Cravey, and a customer refund of \$1,324.09 to Cliff Hunter who has decided not to move his grinder pump, resulting in a total other income of (\$952.65). Our total Net Income for October 2018 was -\$37,105.90. There were no questions from the commissioners. A detailed report for the Hurricane Hermine expenses for 10-1-2017 to 9-30-2019 period was also provided in the board package to answer any questions that were asked at the October 2018 meeting regarding this item in the Profit & Loss Budget Report for October 2018. **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 Brown 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 that the Florida Retirement System has finished our audit computations and issued credit invoices to the District. She contacted FRS and requested that the invoices be paid to the District and not used as credit for future payments

TAYLOR COASTAL WATER & SEWER DISTRICT  
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as some of the employees have left or retired. We are waiting for their response as to when we will receive this refund and accounting. The new security cameras have been installed and are working very well. They are motion sensitive and record after business hours. Ron has made adjustments to the fuel tank at the water treatment plant so that we should not have any of the problems we were experiencing in the past. We have received our invoice for the work that was performed on the generator and they are only billing us for the estimated amount and nothing for the other trips and work that was necessary to correct their initial problems. The October Water Audit was corrected and shows a water loss of 15.77%. Lynette explained that Kristi Woods would be completing her 90-day probationary period on Thursday, November 15, 2018. Kristi has learned her duties very well and is handling customers and their questions and problems more confidently. She has assisted Ron with an overhaul of his inventory system and is establishing a maintenance program for the District's vehicles, tractor and golf cart. She keeps the office neat and clean and organized. Lynette asked that Kristi received a \$90.00 per month raise, which works out to be approximately \$1.00 per hour. Kristi works 22.5 hours per week and approximately 4 weeks each month. Her current salary is \$1,170.00 (\$12.00 per hour) plus \$300.00 medical stipend for a total of \$1,470.00. Commissioner Carlton expressed her displeasure with the amount of the salary increase and suggested that a 2% or 3% increase would be more acceptable. Chairman Aibejeris asked Commissioner Carlton if she would like to make a motion and Commissioner Carlton declined. The Board discussed past salary increases which were based on the annual cost of living adjustments each year. **Commissioner Weste made a motion to give Kristi Woods a \$90.00 per month salary increase. Commissioner Brown offered a second. Chairman Aibejeris called for further discussion. Commissioner Huxford asked if this would be an every 90-day occurrence and Lynette answered no. Commissioners Weste, Brown, Malone and Geohagan voted for the increase. Commissioners Carlton and Huxford voted against. The motion was approved 4 to 2.**

8. **New Business**

- a. The Neighborhood Meter Project was discussed by Trevor Burch in item 5 above.

9. **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 finally been contacted by the new contractor for Florida PA regarding our last request for reimbursement. They asked for some additional information which we have provided and we are now waiting to hear from them to see if everything has been approved.
- b. Update on the status of the Search grant Application and EPA grand application for Water Improvements – this project was discussed by Trevor Burch in item 5 above. We have received approval of our extension request from Cheryl Minskey at Florida DEP.
- c. Hurricane Michael repairs are being taken care of as the customer notifies us. We have repaired/replaced 29 grinder pumps as of November 14, 2018. We still have approximately 6 to repair/replace, 8 wager vents to replace, 6 water meter lids to replace. We have repaired 2 water

problems. We will be applying with Florida PA to start the process of reimbursement for our expenses incurred during Hurricane Michael.

**10. Closing Remarks Commissioners/Staff**

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

**11. Motion to Adjourn**

**Chairman Aibejeris requested a Motion to Adjourn. Commissioner Geohagan made a motion to adjourn the meeting. Commissioner Malone offered a second. The meeting adjourned at 4:16 P.M.**

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Board Actions:

1. Approval to Amend the September 25, 2018 Board Meeting Minutes
2. Approval of the minutes of the October 23, 2018 regular Board Meeting
3. Approval of the October 2018 Directors Report
4. Approval of the October 2018 Financial Reports
5. Approval of a \$90.00 per month salary increase for Kristi Woods

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

# Directors Report

Taylor Coastal Water & Sewer Distr

## Water Sold This Month

779,000 Gallons

	Amount (\$)	# Of Accounts
Total Water	16,551.74	507
Total Sewage	23,287.28	487
Total Grinder Pump Fee	5,987.48	484
Total LATE FEE	406.94	44
Total Adjustments	-691.32	6
<b>Total Current Charges</b>	<b>45,542.12</b>	<b>507</b>
<hr/>		
Amount Past Due 1-30 Days	2,000.99	25
Amount Past Due 31-60 Days	154.26	1
Amount Past Due Over 60 Days	0.00	
Amount Of Overpayments/Prepayments	-18,770.95	166
<b>Total Receivables</b>	<b>28,926.42</b>	<b>425</b>

Total Receipts On Account	45,705.45	431
Net Change in Memberships	1,000.00	1
Amount of All Memberships	226,170.00	441
Amount of All Deposit 2	4,500.00	6
Turned Off Accounts (Amount Owed)	-1,013.45	142
Collection Accounts (Amount Owed)	-1,013.45	126
Number Of Unread (Turned On) Meters		
Average Usage For Active Meters	1,498	520
Average Water Charge For Active Meters	32.65	507

Usage Groups	Gallons	# Of Accounts	Usage	Gallons	% Of Usage	% Of Sales
Over 50,000		1	60,000		7.70	1.99
40,001-50,000		0	0		0.00	0.00
30,001-40,000		1	34,000		4.36	0.85
20,001-30,000		1	25,000		3.21	0.59
10,001-20,000		6	80,000		10.27	2.04
8,001-10,000		2	19,000		2.44	0.54
6,001-8,000		12	90,000		11.55	2.91
4,001-6,000		16	86,000		11.04	3.43
2,001-4,000		57	196,000		25.16	10.73
1-2,000		145	189,000		24.26	26.88
Zero Usage		279	0		0.00	49.85
<b>Total Meters</b>		<b>520</b>	<b>779,000</b>		<b>100.00</b>	<b>99.81</b>

# Directors Report

Taylor Coastal Water &amp; Sewer Distr

## Monthly Reconciliation

Ending Receivables (Last Month)		29,089.75
Sales this Month	+	46,233.44
Adjustments this Month		-691.32
Less Payments this Month	-	45,705.45
	=	<u>28,926.42</u>
Total Receivables		<b>28,926.42</b>
Ending Memberships (Last Month)		228,170.00
Changes this Month		1,000.00
	=	<u>229,170.00</u>
Total Memberships		<b>230,670.00</b>

2:12:32PM

# Turned Off Accounts

Taylor Coastal Water & Sewer Distr

ACCT#	NAME	SERVIC E ADDRESS	RDUITY	TURN-OFF DATE	MONTHS INACTIVE
394	NEELEY, TOMMY	20720 MARINA RD	2	11/27/18	0

1 Accounts turned off since 11/01/2018

All Customers

Taylor Coastal Water & Sewer Dist.

# PAST DUE LIST

Taylor Coastal Water & Sewer Distr

ACCT #	NT NAME	CURRENT	1-30	31-60	61+	LAST PAYMENT	TOTAL
297	5 KEATON BCH G&G - RV PAR	160.21	245.24	154.26		285.12 9/21/18	559.71
Total Receivables:		<b>28,926.42</b>	<b>160.21</b>	<b>154.26</b>			
Accounts Listed:		<b>1</b>	<b>245.24</b>		<b>0.00</b>		<b>\$559.71</b>

All Customers Age 2 Accounts

Taylor Coastal Water & Sewer Dist.



# CHANGES IN MEMBERSHIP

Taylor Coastal Water & Sewer Distr

Acct #	Name	Service Address	Deposit #	Report	Previous	Date	New Amount	Date	Change
656	RICH, WILLIAM & BONNIE	416 FIDDLERS LANE	1	New Membership	\$0.00		\$1,000.00	11/28/2018	\$1,000.00
1	Accounts using code for	New Membership							
0	Accounts using code for	Membership Increase							
0	Accounts using code for	Apply to Balance							
0	Accounts using code for	Refund							
0	Accounts using code for	Other							
0	Accounts using code for	Transfer							
	Net Change:						1,000.00		0.00

All Customers  
Taylor Coastal Water & Sewer Distr.

# ADJUSTMENTS

Friday, November 30, 2018

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11/30/2018

Page 1 of 1

Taylor Coastal Water & Sewer

ACCT #	NAME	CODE	AMOUNT	APPROVAL	DATE
412	KNOWLES, HORACE M	1	(\$18.18)		11/19/18
	<b>1 Total Adjustments</b>		<b>(\$18.18) For Adjustment 1</b>		
339	HUTCHINS, KENNETH	6	(\$9.09)	LTS	11/21/18
Flushed rusty water					
	<b>1 Total Adjustments</b>		<b>(\$9.09) For Adjustment 6</b>		
318	MORRIS, JOHN	13	(\$157.52)	LTS	11/21/18
NP					
	<b>1 Total Adjustments</b>		<b>(\$157.52) For Adjustment 13</b>		
268	BELCHER, RUSSELL	14	\$100.00	KMW	11/1/18
Belcher to Griffis					
541	AMBROSE, JOHN, JR	14	\$100.00	KMW	11/9/18
Ambrose to Jones					
	<b>2 Total Adjustments</b>		<b>\$200.00 For Adjustment 14</b>		
468	STORY, RUSSELL	17	(\$706.53)	LTS	11/21/18
Broken water line at fence line					
	<b>1 Total Adjustments</b>		<b>(\$706.53) For Adjustment 17</b>		

- 1. (18.18) Adjustment for mis-read meter
- 6. (9.09) Water used flushing line
- 13. (157.52) Non-potable water/second meter
- 14. 200.00 Transfer fee (chg of owner)
- 17. (706.53) One time adjustment request

**6 Accounts                      6Total Adjustments                      (\$691.32)**

All Customers

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

TAYLOR COASTAL WATER & SEWER DISTRICT  
 Profit & Loss Budget Performance

November 2018

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 12/04/18  
 Accrual Basis

	Nov 18	Budget	Oct - Nov 18	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
ADJUSTMENTS, RVS BILLING	-691.32	0.00	-10,755.04	0.00	0.00
Grinder Pump Fee	5,987.48	6,075.00	11,974.96	12,150.00	72,900.00
LATE FEES, RVS	406.94	318.34	688.25	636.68	3,820.00
SEWAGE SALES	23,287.28	23,251.00	48,693.92	46,503.00	279,013.00
WATER CONNECTION FEE (RVS MEMBERSHIP)	1,000.00	0.00	1,000.00	2,000.00	2,000.00
WATER SALES	16,551.74	15,657.84	33,950.06	31,315.68	187,894.00
Total Income	46,542.12	45,302.18	85,552.15	92,605.36	545,627.00
Gross Profit	46,542.12	45,302.18	85,552.15	92,605.36	545,627.00
Expense					
FORD F-150 PICKUP PAYMENTS	385.66	385.66	771.32	771.32	4,627.92
FINES	0.00	0.00	0.00	0.00	0.00
CUSTOMER REPAIRS	0.00	0.00	-213.07	0.00	0.00
Reconciliation Discrepancies	0.00	0.00	0.00	0.00	0.00
ACCOUNTING	0.00	700.00	0.00	1,400.00	8,400.00
ADVERTISING	0.00	83.34	0.00	166.68	1,000.00
BAD DEBT EXPENSE	0.00	0.00	0.00	0.00	0.00
BANK CHARGES/SERVICE CHARGES	24.95	33.34	49.90	66.68	400.00
COMPUTER/SERVICE, SOFTWARE	811.26	583.34	1,790.01	1,166.68	7,000.00
DUES & SUBSCRIPTIONS	0.00	58.33	0.00	116.66	700.00
ENGINEERING SERVICES	0.00	125.00	0.00	250.00	1,500.00
FREIGHT	24.00	83.34	85.66	166.68	1,000.00
GAS/OIL/DIESEL	53.12	300.00	2,015.78	600.00	3,600.00
INSURANCE					
INLAND MARINE	0.00	0.00	0.00	0.00	200.00
AUTO	0.00	194.84	0.00	389.68	2,338.00
BONDS, Comm/Emp Dis/D&O Lia	0.00	250.00	363.00	500.00	3,000.00
GENERAL LIABILITY INS.	0.00	162.50	0.00	325.00	1,950.00
POLLUTION (WWTP DIESEL TANK)	566.00	58.34	666.00	116.68	700.00
PROPERTY INSURANCE	0.00	145.34	0.00	290.68	1,744.00
Total INSURANCE	666.00	811.02	1,029.00	1,622.04	9,932.00
INTEREST EXPENSE - RURAL DEV (USDA-RD)	4,461.31	6,611.50	9,071.33	13,223.00	79,338.00
LANDSCAPING & DESIGN	0.00	58.34	0.00	116.68	700.00
LEGAL/PROFESSIONAL FEES	0.00	250.00	0.00	500.00	3,000.00
LICENSES & PERMITS	0.00	200.00	175.00	400.00	2,400.00
MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	359.89
MOWING	0.00	83.34	320.00	166.68	1,000.00
OFFICE EXPENSE	182.32	375.00	1,142.75	750.00	4,500.00
PERSONNEL EXPENSE					
EDUCATION/CONFERENCE EXPENSE	0.00	100.00	20.00	200.00	1,200.00
RETIREMENT CONTRIBUTION-FRS (FL Retirement Systems)	860.70	848.41	1,684.86	1,696.82	10,181.00
SALARIES & WAGES-WTR & WW OP	6,642.01	6,691.16	12,841.58	13,382.32	80,294.00

# TAYLOR COASTAL WATER & SEWER DISTRICT

## Profit & Loss Budget Performance

November 2018

	Nov 18	Budget	Oct - Nov 18	YTD Budget	Annual Budget
<b>SALARIES &amp; WAGES-ADMINISTRATIVE</b>					
TAXES-PAYROLL	3,778.15	3,580.00	7,556.30	7,160.00	42,960.00
TRAVEL/MILEAGE	797.15	785.75	1,560.43	1,571.50	9,429.00
WORKER'S COMPENSATION INSURANCE	0.00	100.00	0.00	200.00	1,200.00
	0.00	416.66	-345.98	833.32	5,000.00
<b>Total PERSONNEL EXPENSE</b>	<b>12,078.01</b>	<b>12,521.98</b>	<b>23,317.19</b>	<b>25,043.96</b>	<b>150,264.00</b>
<b>POSTAGE</b>	0.00	250.00	0.00	500.00	3,000.00
<b>PROPEQUIP UPGRADES - Dist Off</b>	0.00	1,505.00	0.00	3,010.00	18,060.00
Repair Maintenance District Off	0.00	500.00	30.00	1,000.00	6,000.00
<b>SAFETY EQUIPMENT</b>	34.96	125.00	34.96	250.00	1,500.00
TAXES-OTHER	0.00	0.00	0.00	0.00	21.67
TELEPHONE	228.82	419.57	466.86	830.15	4,201.67
<b>TRACTOR MAINTENANCE</b>	0.00	62.50	0.00	125.00	750.00
UTILITIES (ELECTRICAL SERVICE)	2,007.95	2,633.34	4,007.12	5,266.68	31,600.00
VEHICLE MAINTENANCE	0.00	100.00	34.73	200.00	1,200.00
<b>WASTEWATER DEPARTMENT</b>					
<b>HURRICANE MICHAEL EXPENSES</b>	10,094.00		47,864.00		
Hurricane Hermine Expenses	0.00	0.00	0.00	0.00	0.00
<b>NEW PUMP PURCHASE DISTRICT</b>	0.00	4,500.00	6,180.00	9,000.00	54,000.00
GP INSTALLATION EXPENSES	3,123.08	1,000.00	3,384.98	2,000.00	12,000.00
<b>GRINDER PUMP REPAIR ACCOUNT</b>	0.00	0.00	0.00	0.00	1,037.27
EQUIPMENT PURCHASES	0.00	0.00	0.00	0.00	5,848.04
CHEMICALS, SEWER	148.75	166.66	288.75	333.32	2,000.00
<b>GROUNDWATER MONITORING, WWTP</b>	0.00	416.66	0.00	833.32	5,000.00
LAB TESTING/SUPPLIES, SEWER	185.00	250.00	370.00	500.00	3,000.00
<b>REPAIR/MAINTENANCE, SEWER</b>	0.00	2,500.00	0.00	5,000.00	30,000.00
REPLACEMENT PARTS, SEWER	552.08	625.00	1,445.98	1,250.00	7,500.00
SLUDGE HAULING	0.00	62.50	0.00	125.00	750.00
<b>SUPPLIES/SMALL TOOLS, SEWER</b>	0.00	125.00	52.60	250.00	1,500.00
SYSTEM/PLANT UPGRADES, SEWER	0.00	0.00	0.00	0.00	862.28
<b>Total WASTEWATER DEPARTMENT</b>	<b>14,102.91</b>	<b>9,645.82</b>	<b>59,586.31</b>	<b>19,291.64</b>	<b>123,497.59</b>
<b>WATER DEPARTMENT</b>					
Hurricane Hermine Expenses	0.00	0.00	0.00	0.00	0.00
<b>CHEMICALS, WATER</b>	78.75	166.66	1,009.00	333.32	2,000.00
<b>LAB TESTING/SUPPLIES, WATER</b>	120.00	333.34	240.00	666.68	4,000.00
<b>REPAIR/MAINTENANCE, WATER</b>	3,565.00	625.00	3,965.00	1,250.00	7,500.00
REPLACEMENT PARTS, WATER	0.00	416.66	546.40	833.32	5,000.00
<b>SUPPLIES/SMALL TOOLS, WATER</b>	0.00	100.00	16.57	200.00	1,200.00
SYSTEM/PLANT UPGRADES, WATER	3,000.00	595.00	3,000.00	1,190.00	7,140.00
TANK MAINTENANCE, WATER	0.00	2,236.66	4,554.22	4,473.32	26,840.00
<b>Total WATER DEPARTMENT</b>	<b>6,763.75</b>	<b>2,236.66</b>	<b>13,331.19</b>	<b>4,473.32</b>	<b>26,840.00</b>
<b>Total Expense</b>	<b>41,825.02</b>	<b>40,741.42</b>	<b>117,046.04</b>	<b>81,473.85</b>	<b>496,392.74</b>

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12/04/18

Accrual Basis

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

	Nov 18	Budget	Oct - Nov 18	YTD Budget	Annual Budget
Net Ordinary Income	4,717.10	4,560.76	-31,493.89	11,131.51	49,234.26
Other Income/Expense					
Other Income					
CAPITAL GRANT_EPA GRANT REVENUE	0.00	0.00	0.00	0.00	0.00
CUSTOMER GRINDER PUMP SALES	6,000.00	1,000.00	6,000.00	2,000.00	12,000.00
INTEREST INCOME	0.00	0.00	1.15	0.00	0.00
LABOR/PARTS, CUST REPAIR	0.00	0.00	-952.65	0.00	0.00
MISCELLANEOUS INCOME	0.00	0.00	0.00	0.00	0.00
NEW LOT WATER SERVICE FEE	0.00	0.00	0.00	0.00	0.00
Total Other Income	6,000.00	1,000.00	5,048.50	2,000.00	12,000.00
Other Expense					
EMPLOYEE VACINATION EXPENSE	0.00	0.00	0.00	0.00	0.00
Total Other Expense	0.00	0.00	0.00	0.00	0.00
Net Other Income	6,000.00	1,000.00	5,048.50	2,000.00	12,000.00
Net Income	10,717.10	5,560.76	-26,445.39	13,131.51	61,234.26

# TAYLOR COASTAL WATER & SEWER DISTRICT EXPENSE BREAKDOWN

November 2018

Date	Num	Name	Memo	Amount	
<b>FORD F-150 PICKUP PAYMENTS</b>					
11/22/2018	13	CITIZENS STATE BANK	Ford F-150 Truck payment #...	385.66	
Total FORD F-150 PICKUP PAYMENTS				385.66	
<b>BANK CHARGES/SERVICE CHARGES</b>					
11/05/2018	EFT	PAY CLIX	Monthly Fee	24.95	
Total BANK CHARGES/SERVICE CHARGES				24.95	
<b>COMPUTER/SERVICE, SOFTWARE</b>					
11/01/2018		CONSOLIDATED COMMUNIC...	578-3043 INTERNET SERV...	45.26	
11/02/2018	155565	RVS SOFTWARE	Annual Software Maintenanc...	766.00	
Total COMPUTER/SERVICE, SOFTWARE				811.26	
<b>FREIGHT</b>					
11/12/2018	4396391	HAWKINS, INC	Fuel Surcharge Hawkins, Inc	12.00	
11/12/2018	4396392	HAWKINS, INC	Fuel Surcharge Hawkins, Inc	12.00	
Total FREIGHT				24.00	
<b>GAS/OIL/DIESEL</b>					
11/16/2018		KEATON BEACH GAS & GRILL	Ford F-150 19.254 gallons, ...	53.12	
Total GAS/OIL/DIESEL				53.12	
<b>INSURANCE</b>					
<b>POLLUTION (WWTP DIESEL TANK)</b>					
11/15/2018	16628	STOUTAMIRE-PAVLIK & ASS...	2019/20 Storage Tank Liabili...	666.00	
Total POLLUTION (WWTP DIESEL TANK)				666.00	
Total INSURANCE					666.00
<b>INTEREST EXPENSE - RURAL DEV (USDA-RD)</b>					
11/30/2018	RD Acct...		November 2018	4,461.31	
Total INTEREST EXPENSE - RURAL DEV (USDA-RD)				4,461.31	
<b>OFFICE EXPENSE</b>					
11/01/2018	2187826...	STAPLES	Wireless Mouse	14.99	
11/01/2018	2187793...	STAPLES	3-Inch Binder	13.49	
11/01/2018	2187793...	STAPLES	AA Batteries	9.99	
11/01/2018	2187793...	STAPLES	Heavyweight Manila File Fol...	16.78	
11/01/2018	2187793...	STAPLES	Two 2-Inch Binders	22.98	
11/01/2018	2187793...	STAPLES	Easy Write Tab Dividers	6.36	
11/07/2018	9793156...	STAPLES	Large Ring Binder Labels	4.59	
11/07/2018	9793156...	STAPLES	Heavyweight Manila File Fol...	8.39	
11/07/2018	9793156...	STAPLES	Hanging File Folders	35.58	
11/07/2018	9793156...	STAPLES	Hanging File Folders 1" cap...	45.98	

# TAYLOR COASTAL WATER & SEWER DISTRICT EXPENSE BREAKDOWN November 2018

Date	Num	Name	Memo	Amount
11/07/2018	9793156...	STAPLES	Small Ring Binder Labels	3.19
Total OFFICE EXPENSE				182.32
<b>PERSONNEL EXPENSE</b>				
<b>RETIREMENT CONTRIBUTION-FRS (FL Retirement Systems)</b>				
11/01/2018	5731	BENNETT, RONALD A		337.69
11/01/2018	5732	MORGAN, DAVID L.		210.94
11/01/2018	5733	SENTER, LYNETTE T		190.65
11/01/2018	5734	WOODS, KRISTI M		121.42
Total RETIREMENT CONTRIBUTION-FRS (FL Retirement Systems)				860.70
<b>SALARIES &amp; WAGES-WTR &amp; WW OP</b>				
11/01/2018	5731	BENNETT, RONALD A		4,088.20
11/01/2018	5731	BENNETT, RONALD A		0.00
11/01/2018	5732	MORGAN, DAVID L.		1,861.45
11/01/2018	5732	MORGAN, DAVID L.		473.72
11/01/2018	5732	MORGAN, DAVID L.		218.64
11/01/2018	5732	MORGAN, DAVID L.		0.00
Total SALARIES & WAGES-WTR & WW OP				6,642.01
<b>SALARIES &amp; WAGES-ADMINISTRATIVE</b>				
11/01/2018	5731	BENNETT, RONALD A		0.00
11/01/2018	5732	MORGAN, DAVID L.		0.00
11/01/2018	5733	SENTER, LYNETTE T		2,308.15
11/01/2018	5733	SENTER, LYNETTE T		0.00
11/01/2018	5733	SENTER, LYNETTE T		0.00
11/01/2018	5734	WOODS, KRISTI M		1,470.00
Total SALARIES & WAGES-ADMINISTRATIVE				3,778.15
<b>TAXES-PAYROLL</b>				
11/01/2018	5731	BENNETT, RONALD A		253.47
11/01/2018	5731	BENNETT, RONALD A		59.28
11/01/2018	5732	MORGAN, DAVID L.		158.33
11/01/2018	5732	MORGAN, DAVID L.		37.03
11/01/2018	5733	SENTER, LYNETTE T		143.11
11/01/2018	5733	SENTER, LYNETTE T		33.47
11/01/2018	5734	WOODS, KRISTI M		91.14
11/01/2018	5734	WOODS, KRISTI M		21.32
Total TAXES-PAYROLL				797.15
Total PERSONNEL EXPENSE				12,078.01
<b>SAFETY EQUIPMENT</b>				
11/01/2018	2187793...	STAPLES	XXL Safety Vests (2)	16.98
11/02/2018	2188588...	STAPLES	2 - XXXL Safety Vests	17.98

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

Date	Num	Name	Memo	Amount
<b>Total SAFETY EQUIPMENT</b>				
<b>TELEPHONE</b>				
11/01/2018		CONSOLIDATED COMMUNIC...	578-2080 WTP GENERATOR	34.96
11/01/2018		CONSOLIDATED COMMUNIC...	578-2474 WWTP GENERA...	46.09
11/01/2018		CONSOLIDATED COMMUNIC...	578-3043 DISTRICT OFFICE	46.09
11/09/2018	9818037...	VERIZON WIRELESS	Shelf Phone 843-1917	51.11
11/09/2018	9818037...	VERIZON WIRELESS	David Morgan - 843-7613	0.18
11/09/2018	9818037...	VERIZON WIRELESS	Ronald Bennett - 843-7621	24.66
11/09/2018	9818037...	VERIZON WIRELESS	Shelf Phone 843-7626	60.51
Total TELEPHONE				0.18
<b>UTILITIES (ELECTRICAL SERVICE)</b>				
11/23/2018	91346	TRI-COUNTY ELECTRIC, INC.	well	228.82
11/23/2018	91346	TRI-COUNTY ELECTRIC, INC.	pumping station	295.29
11/23/2018	91346	TRI-COUNTY ELECTRIC, INC.	District Office	30.77
11/23/2018	91346	TRI-COUNTY ELECTRIC, INC.	Lift Station #2 Grackle	126.82
11/23/2018	91346	TRI-COUNTY ELECTRIC, INC.	WWTP	63.61
11/23/2018	91346	TRI-COUNTY ELECTRIC, INC.	Lift Station #1 Boat Ramp	1,309.13
11/23/2018	91346	TRI-COUNTY ELECTRIC, INC.	Storage Trains	93.38
11/23/2018	91346	TRI-COUNTY ELECTRIC, INC.	WW O&M	30.77
Total UTILITIES (ELECTRICAL SERVICE)				58.18
<b>WASTEWATER DEPARTMENT</b>				
<b>HURRICANE MICHAEL EXPENSES</b>				
11/19/2018	10947	F.J. NUGENT & ASSOCIATES...	(2) 50' POWER CABLE	362.00
11/19/2018	10947	F.J. NUGENT & ASSOCIATES...	(6) E-One 240V "U" Series ...	9,270.00
11/19/2018	10947	F.J. NUGENT & ASSOCIATES...	(2) 75' POWER CABLE	462.00
Total HURRICANE MICHAEL EXPENSES				10,094.00
<b>GP INSTALLATION EXPENSES</b>				
11/23/2018	SE4154...	ANIXTER, INC	60 AMP LD-CNTR ENCL (1)	38.08
11/30/2018	10980	F.J. NUGENT & ASSOCIATES...	William Rich #656 New Grin...	3,085.00
Total GP INSTALLATION EXPENSES				3,123.08
<b>CHEMICALS, SEWER</b>				
11/12/2018	4396391	HAWKINS, INC	85 gallons Ultra-Chlor @ \$1....	148.75
Total CHEMICALS, SEWER				148.75
<b>LAB TESTING/SUPPLIES, SEWER</b>				
11/20/2018	383901	FLOWERS CHEMICAL LABO...	CBOD TSS	45.00
11/20/2018	383901	FLOWERS CHEMICAL LABO...	CBOD TSS FCOL-QT	75.00
11/20/2018	383901	FLOWERS CHEMICAL LABO...	N02/N03 WW	45.00
11/20/2018	383901	FLOWERS CHEMICAL LABO...	PICKUP FEE/VEHICLE SU...	20.00



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

Date	Num	Name	Memo	Amount
Total LAB TESTING/SUPPLIES, SEWER				185.00
<b>REPLACEMENT PARTS, SEWER</b>				
11/16/2018	98009	LANIER MUNICIPAL SUPPLY ...	CRR-45-G-NL COMPCOM...	123.36
11/16/2018	98009	LANIER MUNICIPAL SUPPLY ...	1-1/4" IPS COMPCOMP 9...	68.64
11/16/2018	98009	LANIER MUNICIPAL SUPPLY ...	1" ELECTRIC LOCK NUT (30)	9.60
11/16/2018	98009	LANIER MUNICIPAL SUPPLY ...	2" PVC FIP X FIP BALL VA...	51.52
11/16/2018	98009	LANIER MUNICIPAL SUPPLY ...	1-1/4" PVC CURB VALV FI...	42.72
11/16/2018	98009	LANIER MUNICIPAL SUPPLY ...	2" SCH 40 PVC MALE ADA...	5.70
11/16/2018	98009	LANIER MUNICIPAL SUPPLY ...	04" PVC PIPE SCH 40 SW ...	67.20
11/16/2018	98009	LANIER MUNICIPAL SUPPLY ...	4" 90 HXH SDR35 (6)	20.70
11/16/2018	98009	LANIER MUNICIPAL SUPPLY ...	F1-370 X 12/5" FULL CIRCL...	162.64
Total REPLACEMENT PARTS, SEWER				552.08
Total WASTEWATER DEPARTMENT				14,102.91
<b>WATER DEPARTMENT</b>				
<b>CHEMICALS, WATER</b>				
11/12/2018	4396392	HAWKINS, INC	45 gallons Ultra-Chlor @ \$1....	78.75
Total CHEMICALS, WATER				78.75
<b>LAB TESTING/SUPPLIES, WATER</b>				
11/16/2018	383903	FLOWERS CHEMICAL LABO...	Colliert-18	100.00
11/20/2018	383901	FLOWERS CHEMICAL LABO...	PICKUP FEE/VEHICLE SU...	20.00
Total LAB TESTING/SUPPLIES, WATER				120.00
<b>REPAIR/MAINTENANCE, WATER</b>				
11/02/2018	02WE44...	RING POWER CORPORATION	Generator Repair - Fuel pum...	3,565.00
Total REPAIR/MAINTENANCE, WATER				3,565.00
<b>SYSTEM/PLANT UPGRADES, WATER</b>				
11/01/2018	1615235	DEWBERRY ENGINEERS INC	Study and Report Phase 85 ...	3,000.00
Total SYSTEM/PLANT UPGRADES, WATER				3,000.00
Total WATER DEPARTMENT				6,763.75
<b>TOTAL</b>				<b>41,825.02</b>

## TAYLOR COASTAL WATER &amp; SEWER DISTRICT

## Balance Sheet

As of November 30, 2018

	Nov 30, 18
<b>ASSETS</b>	
Current Assets	
Checking/Savings	105,277.24
OPERATING, SMALL BUSINESS CHKG (MAIN ACCOUNT, CHECKING)	51,550.92
SAVINGS, TCW&SD RESERVE ACCOUNT (BUSINESS SAVINGS)	488,151.91
CAPITAL IMPROVEMENTS, MINOR	96,934.84
CONTINGENCY RESERVE	38,747.48
DEPRECIATION RESERVE-Major R&R (Major Repair/Replacement)	38,000.00
GRINDER PUMP REPAIR FEE	10,078.28
WATER SERVICE FEE, NEW LOTS	26,245.00
PAYMENTS, USDA-RD 91-03, TCU	10,305.00
DEBT RESERVE USDA-RD 91-03, TCU	47,779.00
PAYMENTS, USDA-RD 92-01, CONST.	14,190.91
DEBT RESERVE RD 92-01, CONST.	19,416.00
PAYMENTS, USDA-RD - PHASE II	7,522.40
DEBT RESERVE, USDA-RD-PHASE II	
SAVINGS, TCW&SD RESERVE ACCOUNT (BUSINESS SAVINGS) - Other	
Total SAVINGS, TCW&SD RESERVE ACCOUNT (BUSINESS SAVINGS)	848,921.74
Total Checking/Savings	954,198.98
Accounts Receivable	
ACCOUNTS RECEIVABLE (990 line 47a)	817.11
Total Accounts Receivable	817.11
Other Current Assets	
PREPAID EXPENSES	6,498.00
INVENTORY	48,613.08
RVS - SYSTEM INCOME	63,813.74
Total Other Current Assets	118,924.82
Total Current Assets	1,073,940.91
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	5,336.88
PIPING, TANKS & WELLS	797,853.40

# TAYLOR COASTAL WATER & SEWER DISTRICT

## Balance Sheet

As of November 30, 2018

	Nov 30, 18
<b>PUMPS &amp; CONTROLS</b>	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
Total Fixed Assets	4,981,468.40
<b>TOTAL ASSETS</b>	<b>6,055,409.31</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	16,074.70
ACCOUNTS PAYABLE (990 line 60)	16,074.70
Total Accounts Payable	16,074.70
Credit Cards	
CARDMEMBER SERVICE (Capital City Bank Visa)	
CCB VISA-SEAN MURPHY-1682	808.23
CCB BUSINESS VISA-BENNETT-6125	20,676.18
CCB BUSINESS VISA-SENTER-1850	14,593.37
CCB BUSINESS VISA - CARL 2994	8,497.19
CCB BUSINESS VISA - MORG 3018	4,599.67
CARDMEMBER SERVICE (Capital City Bank Visa) - Other	-49,023.79
Total CARDMEMBER SERVICE (Capital City Bank Visa)	150.85
Total Credit Cards	150.85
Other Current Liabilities	
TCWSD (TRUCK PAYMENT)	745.76
TREASURER STATE OF MAINE (DOUGLAS ADAMS CHILD SUPPORT PAYMENTS)	218.67
NET PENSION LIABILITY	49,466.00
Accrued Wages	10,117.76
ACCRUED INTEREST-RD	182,463.06
CUSTOMER OVERPAYMENTS	35,188.71
PAYROLL LIABILITIES	3,042.03
RETIREMENT PAYABLE	492.67
Total Other Current Liabilities	281,734.66
Total Current Liabilities	297,960.21
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 November 30, 2018

	Nov 30, 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	149,500.04
TAYLOR CNTY BCC - FRS REIMBUR	820.00
<b>Total Long Term Liabilities</b>	<b>1,058,502.64</b>
<b>Total Liabilities</b>	<b>1,356,462.85</b>
<b>Equity</b>	
Opening Bal Equity (QB account)	23,518.22
<b>RETAINED EARNINGS</b>	<b>3,029,003.21</b>
Unrestrict (retained earnings) (990 line 21 & 67)	1,672,870.42
Net Income	-26,445.39
<b>Total Equity</b>	<b>4,698,946.46</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>6,055,409.31</b>

WATER AUDIT  
Taylor Coastal Water and Sewer District

**MONTH:                      November      2018**

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

Current:	225,392				
Previous:	224,098				
	1,294,000	(x 1000)	=	1,294,000	<i>Gallons Pumped</i>

**UNMETERED WATER**

**GALLONS**

<b>#1</b>	<b>Booster Station</b>	
	a. Tank Drain	0
	b. Air-Charge adjustments (200gpm)	1,000
	c. Chlorine adjustment -- storage	0
<b>#2</b>	<b>Line flushing (summary)</b>	
	a. North	80,400
	b. South	10,560
	c. Flush Hydrant Test	
<b>#3</b>	<b>Broken lines</b>	
<b>#4</b>	<b>Water Treatment Plant</b>	
	a. Clear 10K tank	0
	b.	
	<b>Known unmetered water :</b>	91,960
		1,202,040

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

<b>Total Water Sold</b>	( 779,000
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**Estimated Water Loss, gallons**

	423,040
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Gallons pumped less known unmetered water & water sold.

**Estimated Water Loss (%)**

	32.69%
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Equals loss (gallons) divided by pumped (gallons)

desire ≤ 10%