

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

REGULAR COMMISSION MEETING AGENDA
Tuesday, March 26, 2019
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. Trevor Burch from Dewberry – update on Water Improvements Project
5. Approval of Minutes from the regular commission meeting February 26, 2019.
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. Office Renovations
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 – Trevor Burch
 - c. Update on Hurricane Michael damage/repairs – Lynette Senter
 - d. Neighborhood meter project/Springs Grant – Trevor Burch
 - e. Generator Update
9. Closing Remarks Commissioners/Staff
10. Motion to Adjourn

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MINUTES OF REGULAR COMMISSION MEETING February 26, 2019 3:00 p.m.

1. The meeting was held at the District Building at 3:00 PM on February 26, 2019 present were: Commissioners Lynn Aibejeris, Gennie Malone, Willi Huxford, Diane Carlton and Roger Weste. Commissioners Steve Brown and Nancy Geohagan were 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 Gennie Malone led in prayer and the pledge of allegiance to the flag.
3. There was one guest present, Trevor Burch with Dewberry.
4. The floor was opened for non-agendaed items. Commissioner Carlton told the Board about the State of Florida Verizon Plan that allows employees and now Board Members to obtain a discount on their Verizon plans. Chairman Aibejeris expressed an interest in pursuing this discount.
5. Trevor Burch presented the Board with a Probable Timeline for the Water Improvements Project and the funding sources he has identified. Trevor is hopeful that he will have the applications available for review at the March board meeting. He has been working on a design of approximately 9 neighborhood meters and is exploring the possibility of merging this project into Phase 1 to be able to use the design funds that are available. Trevor apologized for the slowness at which the project is proceeding. The Board assured him that we were not looking to rush into any large projects and were satisfied with the information that has been generated so far. Notification of any award of funding will be in the third to fourth quarter of 2019.
6. Approval of minutes for the regular commission meeting on January 22, 2019. Chairman Aibejeris asked if everyone had reviewed the minutes and if there was a motion to approve. **Commissioner Huxford made a motion to accept the minutes with a correction to Item 8c water and sewer sales. Commissioner Carlton offered a second. Chairman Aibejeris asked for further discussion. There was none. Commissioner Weste abstained as he was absent from the January 22, 2019 meeting. By unanimous vote of the remaining Commissioners, the motion was approved.**
7. **Staff and Committee Reports**
 - a. **Director Report – Kristi Woods** - Kristi reported the Water and Sewer sales for January were \$45,031.49, \$270.68 under the budgeted amount of \$45,302.17. There were no turned off accounts. There were three past-due accounts, #236 Guy Gibson for \$209.11, #566 Wilkie T. Gibson for \$278.92, and #68 James Musslewhite for \$273.99. All past due accounts have now been paid. There were two new accounts, #659 Jason Hubbard for water and sewer, and #658 D.L. White's non-potable second meter. There were 14 adjustments totaling (\$305.89). There were six data input error adjustments which cancelled each other out, one Other Adjustment for (\$55.53), three late fee adjustments totaling (\$27.63), two Non-Potable adjustments totaling (\$42.96), one Transfer Fee

TAYLOR COASTAL WATER & SEWER DISTRICT
MINUTES OF REGULAR COMMISSION MEETING

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adjustment for \$100.00 and one One-Time Adjustment for a broken water pipe for (\$279.77). Commissioner Huxford's question on the page two accounting is still being reviewed by RVS. Chairman Aibejeris called for a motion to accept the Director's Report as given. **Commissioner Weste made a motion to accept the Director's Report as presented. Commissioner Malone offered a second. Chairman Aibejeris called for further discussion. There was none. By unanimous vote the motion was approved.**

- b. **Other Billing Clerk Items – Kristi Woods** – Kristi discussed the problems that occur when customers leave account numbers off their check as this has been the cause of most of the clerical error adjustments lately. The Board asked that we place a comment on the billing card asking the customers to either write their account number on their check or include their billing stub. We will also investigate if a color comment can be added to the billing cards.
- c. **Financial Reports – Lynette Senter** – Lynette reported that water and sewer sales for the month of January were \$45,031.49, \$270.68 under the budgeted amount of \$45,302.17. Total expenses were \$42,442.29. Exception expenses were \$385.66 for two truck payments made in the same month, \$380.90 for Florida Rural Water Membership, \$369.59 for customer magnets, Hurricane Michael expenses of \$13,863.13, Customer Grinder Pump Installation Expenses of \$3,085.00 and Quarterly Groundwater Monitoring for \$1,275.29. We received other income of \$6,000.00 for the purchase of a grinder pump, \$1.37 for interest, and \$80,725.56 for Hurricane Hermine expenses from Florida Public Assistance. Total Other Income was \$86,726.93. Our total Net Income for January 2019 was \$90,616.13. 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 Malone 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** – The grinder pump explanation magnets were mailed to each customer who receives a printed bill. We will be mailing out magnets to the customers who receive electronic bills in a few weeks. Commissioner Huxford has installed a soft-close toilet lid in the District bathroom. We appreciate this very much and will reimburse him for the cost of the lid. We have created a spreadsheet of all the Hurricane Michael repairs that have been done, but are still discovering a few non-working grinder pumps. These customers have not visited their properties in months and I suspect we will be coming across these as the weather warms up and people return to their homes and RVs. This spreadsheet will allow us to prepare our requests for reimbursements from Florida Public Assistance in a timely manner. We continue to have problems with the generator at the Water Treatment Plant. As of today, we have spent \$8,003.65 on repairs which began in November of 2018. I have emailed Ring Power and asked that their service manager call or email me to discuss how we can get this resolved. Florida Public Assistance has once again changed contractors. We have not yet received any information or guidance from them on the labor costs submittal that was suggested by the previous contractor. We have had a few people using the spigot located near the road here at the District Building. The use is mainly by people on bikes or hikers that stop to fill their water bottles and the occasional person with an overheated radiator. Dr. Weste observed some use and reported it to Kristi. Kristi observed them using the spigot again with their car but they have not used it again. Ron said that there is no problem with people using that spigot at this time. A hose cannot be hooked up to the spigot to draw large sums of water. Ron said we have approximately 3 of these spigots located throughout the District.

8. New Business

- a. Commissioner Carlton had asked that we review and update our COLA policy. An updated policy was prepared and sent to the Commissioners for review. The date was changed so that any salary increases could be included in the budget process prior to the beginning of each Fiscal Year. Chairman Aibejeris called for a motion to accept the revised COLA policy. **Commissioner Carlton made a motion to accept the new Policy. Commissioner Weste offered a second. Chairman Aibejeris called for further discussion. There was none. By unanimous vote the motion was approved.**
- b. A letter of Authorization to Apply and Sign Documents for the Water Improvements Project was prepared as requested by USDA-RD. Chairman Aibejeris called for a motion to accept the Letter of Authorization. **Commissioner Malone made a motion to accept the Letter of Authorization. Commissioner Carlton offered a second. Chairman Aibejeris called for further discussion. There was none. By unanimous vote the motion was approved.**
- c. A proposal was presented by Empire Pipe & Supply for financing of an electronic meter program for the District. The Commissioners reviewed the offer and decided to table any discussion until the Water Improvements Project is further along.
- d. We received our Energy Efficiency Assessment performed by Florida Rural Water Association. Overall the District is doing pretty well on their energy usage. There were suggestions to replace our fluorescent lights with LED fixtures, and a recommendation about adding variable speed drivers on motors at the WWTP. I believe that changing out the fixtures is something that should be addressed with the office improvements we have in the budget for this year, and the variable speed motor suggestion be added to our next improvements project.

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 received payment of \$80,725.56 and are in the process of reviewing any past claims that need to be amended.
- b. Update on the status of the Search grant Application and EPA grant application for Water Improvements – Trevor discussed the progress as well as additional funding sources.
- c. Hurricane Michael repairs that we have been made aware of are now complete. Once the Hurricane Hermine public assistance request is finished we will begin the application process with Florida PA to obtain reimbursement for Hurricane Michael repairs.
- d. The Neighborhood Meter Project/Springs grant was discussed by Trevor Burch.

10. Closing Remarks Commissioners/Staff

TAYLOR COASTAL WATER & SEWER DISTRICT
MINUTES OF REGULAR COMMISSION MEETING

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- 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 Malone made a motion to adjourn the meeting. Commissioner Huxford offered a second. The meeting adjourned at 5:00 P.M.

Board Actions:

1. Approval of the minutes of the January 22, 2019 regular Board Meeting
2. Approval of the January 2019 Directors Report.
3. Approval of the January 2019 Financial Reports
4. Approval of the new COLA policy
5. Approval of the Letter of Authorization for the Water Improvements Project

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

Directors Report

Taylor Coastal Water & Sewer Distr

Water Sold This Month

887,000 Gallons

	Amount (\$)	# Of Accounts
Total Water	16,498.21	509
Total Sewage	23,611.08	489
Total Grinder Pump Fee	6,012.48	486
Total LATE FEE	332.40	41
Total Adjustments	-30.00	15
Total Current Charges	46,424.17	509
<hr/>		
Amount Past Due 1-30 Days	1,788.58	24
Amount Past Due 31-60 Days	0.00	
Amount Past Due Over 60 Days	0.00	
Amount Of Overpayments/Prepayments	-16,385.20	143
Total Receivables	31,827.55	441
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Total Receipts On Account	47,010.26	446
Net Change in Memberships	2,000.00	2
Amount of All Memberships	230,470.00	446
Amount of All Deposit 2	4,500.00	6
Turned Off Accounts (Amount Owed)	-1,013.45	144
Collection Accounts (Amount Owed)	-1,013.45	127
Number Of Unread (Turned On) Meters		
Average Usage For Active Meters	1,693	524
Average Water Charge For Active Meters	32.41	509

Usage Groups	Gallons	# Of Accounts	Usage	Gallons	% Of Usage	% Of Sales
Over 50,000		0		0	0.00	0.00
40,001-50,000		0		0	0.00	0.00
30,001-40,000		0		0	0.00	0.00
20,001-30,000		2		52,000	5.86	1.25
10,001-20,000		10		140,000	15.78	3.53
8,001-10,000		7		69,000	7.78	1.95
6,001-8,000		10		74,000	8.34	2.17
4,001-6,000		26		139,000	15.67	5.58
2,001-4,000		54		188,000	21.20	10.42
1-2,000		171		225,000	25.37	31.65
Zero Usage		244		0	0.00	43.45
Total Meters		524		887,000	100.00	100.00

Directors Report

Taylor Coastal Water & Sewer Distr.

Monthly Reconciliation

Ending Receivables (Last Month)		32,413.64
Sales this Month	+	46,454.17
Adjustments this Month		-30.00
Less Payments this Month	-	47,010.26
	=	<u>31,827.55</u>
Total Receivables		31,827.55
Ending Memberships (Last Month)		231,470.00
Changes this Month		2,000.00
	=	<u>233,470.00</u>
Total Memberships		234,970.00

ADJUSTMENTS

Thursday, February 28, 2019
2/28/2019

3:34:25PM

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Taylor Coastal Water & Sewer

ACCT. #	NAME	CODE	AMOUNT	APPROVAL	DATE
72	COKER, ELMER	1	(\$67.41)		2/12/19
72	COKER, ELMER	1	\$67.41	LTS	2/12/19
Mis-Read meter reversed one time adjustment					
506	CUMMINGS, GARRY	1	(\$9.09)		2/21/19
3 Total Adjustments			(\$9.09)	For Adjustment 1	
556	LYNN, MICHAEL	9	(\$87.16)	KMW	2/13/19
Deposited in wrong account					
555	MIMS, DEBRA	9	\$87.16	KMW	2/13/19
Deposited in wrong account					
2 Total Adjustments			\$0.00	For Adjustment 9	
350	BAUMGARDNER, TOM	10	(\$57.28)	KMW	2/13/19
Sewer Adjustment Only					
56	MCHARGUE, JAMES & WE	10	(\$18.18)	LTS	2/4/19
Leaky gasket					
191	RATLIFF, M.H.	10	\$282.39	KMW	2/20/19
Payment for Invoice #27					
3 Total Adjustments			\$206.93	For Adjustment 10	
191	RATLIFF, M.H.	12	(\$8.72)	KMW	2/21/19
Late Fee Adjustment					
1 Total Adjustments			(\$8.72)	For Adjustment 12	
34	CARLTON, CHARLES D	13	(\$7.16)	KMW	2/21/19
NP					
147	DORRIS, GARY & LISA	13	(\$7.16)	KMW	2/21/19
NP					
178	HENDERSON, ROBBIE L.	13	(\$7.16)	KMW	2/21/19
NP					
318	MORRIS, JOHN	13	(\$114.56)	KMW	2/21/19
NP					
300	SCHAMBEAU, GERALD	13	(\$7.16)	KMW	2/21/19
NP					
435	WHITE, D.L.	13	(\$14.32)	KMW	2/21/19
NP					
6 Total Adjustments			(\$157.52)	For Adjustment 13	
440	GOLDEN, PATSY	14	\$100.00	KMW	2/1/19
Golden to Cravey					
506	CUMMINGS, GARRY	14	\$100.00	KMW	2/7/19
Carrier to Cummings					
410	GRIMMER, MICHELLE	14	\$100.00	KMW	2/15/19
Prevatt to Grimmer					
3 Total Adjustments			\$300.00	For Adjustment 14	
34	CARLTON, CHARLES D	17	(\$276.01)	KMW	2/26/19
One-Time Adjustment					
72	COKER, ELMER	17	(\$85.59)	LTS	2/5/19
One-time adjustment requested by customer					
2 Total Adjustments			(\$361.60)	For Adjustment 17	

1. (9.09) Adjustment for mis-read meter
10. 206.93 Other adjustment
12. (8.72) Late fee adjustment

Thursday, February 28, 2019

3:34:25PM

2/28/2019

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Taylor Coastal Water & Se

ACT #	NAME	CODE	AMOUNT	APPROVAL	DATE
13.	(157.52) Non-potable water/second meter				
14.	300.00 Transfer fee (chg of owner)				
17.	(361.60) One time adjustment request				

15 Accounts

20Total Adjustments

(\$30.00)

All Customers

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

CHANGES IN MEMBERSHIP

Taylor Coastal Water & Sewer Distr

Acct #	Name	Service Address	Period #	Reason	Previous	Date	New Amount	Date	Changed
660	GIDDENS, PETE	21073 MARINA ROAD	1	New Membership	\$0.00		\$1,000.00	2/6/2019	\$1,000.00
661	SLAWITSCHKA, FRANK	Lot 77 Cedar Island Unit	1	New Membership	\$0.00		\$1,000.00	2/22/2019	\$1,000.00
2	Accounts using code for	New Membership					\$2,000.00		
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							
0	Accounts using code for	Net Change:					2,000.00		0.00

All Customers
Taylor Coastal Water & Sewer Dist.

Reprinted for:

PAST DUE LIST

ACCT #	BY NAME	CURRENT	1-31	31-60	61+	LAST PAYMENT	TOTAL
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Total Receivables: **31,827.55**

Accounts Listed:

All Customers Age 2 Accounts

Taylor Coastal Water & Sewer Dist.

3:36:38PM

Turned Off Accounts

ACCT#	NAME	SERVICE ADDRESS	ROUTE	TURN-OFF DATE	MONTHS ON-ACTIVE
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Accounts turned off since 02/01/2019

All Customers

Taylor Coastal Water & Sewer Dist.

TAYLOR COASTAL WATER & SEWER DISTRICT

Profit & Loss Budget Performance

February 2019

	Feb 19	Budget	Oct '18 - Feb 19	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
ADJUSTMENTS, RVS BILLING	-30.00	0.00	-13,590.56	0.00	0.00
Grinder Pump Fee	6,012.48	6,075.00	29,962.40	30,375.00	72,900.00
LATE FEES, RVS	332.40	318.34	1,600.95	1,591.69	3,820.00
SEWAGE SALES	23,611.08	23,251.00	119,416.56	116,256.00	279,013.00
WATER CONNECTION FEE (RVS MEMBERSHIP)	2,000.00	0.00	5,300.00	2,000.00	2,000.00
WATER SALES	16,498.21	15,657.83	84,038.01	78,289.19	187,894.00
Total Income	48,424.17	45,302.17	226,727.36	228,511.88	545,627.00
Gross Profit	48,424.17	45,302.17	226,727.36	228,511.88	545,627.00
Expense					
Retirement	0.00	0.00	-3,477.54	0.00	0.00
FORD F-150 PICKUP PAYMENTS	385.66	385.66	1,928.30	1,928.30	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	29.05	0.00	0.00
ACCOUNTING	0.00	700.00	0.00	3,500.00	8,400.00
ADVERTISING	0.00	83.33	0.00	416.69	1,000.00
BAD DEBT EXPENSE	0.00	0.00	0.00	0.00	0.00
BANK CHARGES/SERVICE CHARGES	92.80	33.33	192.60	166.69	400.00
COMPUTER/SERVICE SOFTWARE	22.43	583.33	1,988.84	2,916.69	7,000.00
DUES & SUBSCRIPTIONS	0.00	58.33	415.90	291.65	700.00
ENGINEERING SERVICES	0.00	125.00	0.00	625.00	1,500.00
FREIGHT	12.00	83.33	157.54	416.69	1,000.00
GAS/OIL/DIESEL INSURANCE	142.53	300.00	2,640.14	1,500.00	3,600.00
INLAND MARINE	0.00	0.00	0.00	0.00	200.00
AUTO	0.00	194.83	0.00	974.19	2,338.00
BONDS, Comm/Emp Dis/D&O Lia	0.00	250.00	363.00	1,250.00	3,000.00
GENERAL LIABILITY INS.	0.00	162.50	0.00	812.50	1,950.00
POLLUTION (WWTP DIESEL TANK)	0.00	58.33	666.00	291.69	700.00
PROPERTY INSURANCE	0.00	145.33	0.00	726.69	1,744.00
Total INSURANCE	0.00	810.99	1,029.00	4,055.07	9,932.00
INTEREST EXPENSE - RURAL DEV (USDA-RD)	4,163.89	6,611.50	22,455.26	33,057.50	79,338.00
LANDSCAPING & DESIGN	0.00	58.33	0.00	291.69	700.00
LEGAL/PROFESSIONAL FEES	38.40	250.00	119.81	1,250.00	3,000.00
LICENSES & PERMITS	0.00	200.00	175.00	1,000.00	2,400.00
MISCELLANEOUS EXPENSE	0.00	0.00	27.81	0.00	359.89
MOWING	0.00	83.33	320.00	416.69	1,000.00
OFFICE EXPENSE	561.64	375.00	2,151.90	1,875.00	4,500.00
PERSONNEL EXPENSE	0.00	100.00	141.95	500.00	1,200.00
EDUCATION/CONFERENCE EXPENSE	847.08	848.42	4,241.22	4,242.06	10,181.00
RETIREMENT CONTRIBUTION-FRS (FL Retirement Systems)	6,386.93	6,691.17	32,275.67	33,455.81	80,294.00
SALARIES & WAGES-WTR & WW OP	3,868.15	3,580.00	19,070.75	17,900.00	42,960.00
SALARIES & WAGES-ADMINISTRATIVE	784.52	785.75	3,928.00	3,928.75	9,429.00
TAXES-PAYROLL	0.00	100.00	0.00	500.00	1,200.00
TRAVEL/MILEAGE	0.00	416.67	-345.98	2,083.31	5,000.00
WORKER'S COMPENSATION INSURANCE	0.00	0.00	0.00	0.00	0.00
Total PERSONNEL EXPENSE	11,866.68	12,522.01	59,311.61	62,609.93	150,264.00

TAYLOR COASTAL WATER & SEWER DISTRICT Profit & Loss Budget Performance

February 2019

	Feb 19	Budget	Oct '18 - Feb 19	YTD Budget	Annual Budget
POSTAGE	44.07	250.00	1,994.07	1,250.00	3,000.00
PROP/EQUIP UPGRADES - Dist Off	0.00	1,505.00	0.00	7,525.00	18,060.00
Repair Maintenance District Off	30.00	500.00	120.00	2,500.00	6,000.00
SAFETY EQUIPMENT	0.00	125.00	34.96	625.00	1,500.00
TAXES-OTHER	0.00	18.33	0.00	20.06	21.67
TELEPHONE	241.75	188.87	1,236.09	1,761.73	4,201.67
TRACTOR MAINTENANCE	0.00	62.50	0.00	312.50	750.00
UTILITIES (ELECTRICAL SERVICE)	2,150.46	2,633.33	10,472.00	13,168.69	31,600.00
VEHICLE MAINTENANCE	775.69	100.00	810.42	500.00	1,200.00
WASTEWATER DEPARTMENT					
HURRICANE MICHAEL EXPENSES	1,087.67	0.00	67,294.83	0.00	0.00
Hurricane Hermine Expenses	0.00	0.00	0.00	0.00	0.00
NEW PUMP PURCHASE DISTRICT	0.00	4,500.00	6,180.00	22,500.00	54,000.00
GP INSTALLATION EXPENSES	9,255.00	1,000.00	15,724.98	5,000.00	12,000.00
GRINDER, PUMP REPAIR ACCOUNT	0.00	1,325.00	0.00	6,625.00	14,287.27
EQUIPMENT PURCHASES	0.00	0.00	0.00	0.00	5,848.04
CHEMICALS, SEWER	131.25	166.66	673.75	833.31	2,000.00
GROUNDWATER MONITORING, WWTP	593.16	416.67	2,133.95	2,063.31	5,000.00
LAB TESTING/SUPPLIES, SEWER	200.00	250.00	1,180.00	1,250.00	3,000.00
REPAIR/MAINTENANCE, SEWER	453.83	2,500.00	1,338.97	12,500.00	30,000.00
REPLACEMENT PARTS, SEWER	0.00	625.00	1,461.96	3,125.00	7,500.00
SLUDGE HAULING	0.00	62.50	0.00	312.50	750.00
SUPPLIES/SMALL TOOLS, SEWER	172.73	125.00	630.30	625.00	1,500.00
SYSTEM/PLANT UPGRADES, SEWER	0.00	0.00	0.00	0.00	862.28
Total WASTEWATER DEPARTMENT	11,803.64	10,970.83	96,618.74	54,854.12	136,747.59
WATER DEPARTMENT					
Hurricane Hermine Expenses	0.00	0.00	0.00	0.00	0.00
CHEMICALS, WATER	0.00	166.67	1,079.00	833.31	2,000.00
LAB TESTING/SUPPLIES, WATER	390.00	333.34	870.00	1,666.69	4,000.00
REPAIR/MAINTENANCE, WATER	4,673.23	625.00	8,636.23	3,125.00	7,500.00
REPLACEMENT PARTS, WATER	398.59	416.67	2,457.84	2,083.31	5,000.00
SUPPLIES/SMALL TOOLS, WATER	62.61	100.00	555.10	500.00	1,200.00
SYSTEM/PLANT UPGRADES, WATER	0.00	0.00	3,000.00	500.00	1,200.00
TANK MAINTENANCE, WATER	0.00	595.00	4,554.22	2,975.00	7,140.00
Total WATER DEPARTMENT	5,524.43	2,236.68	21,154.39	11,183.31	26,840.00
Total Expense	37,876.07	41,854.01	221,692.82	210,016.00	509,642.74
Net Ordinary Income	10,548.10	3,448.16	5,034.54	18,495.88	35,984.26
Other Income/Expense					
Other Income					
State of Florida Public Assist. (Reimbursement of Hurricane Hermine Expenses)	0.00	0.00	80,725.56	0.00	0.00
CAPITAL GRANT_EPA GRANT REVENUE	0.00	0.00	0.00	0.00	0.00
CUSTOMER GRINDER PUMP SALES	12,000.00	1,000.00	30,000.00	5,000.00	12,000.00
INTEREST INCOME	1.50	0.00	1,077.73	0.00	0.00
LABOR/PARTS, CUST REPAIR	0.00	0.00	-558.69	0.00	0.00
MISCELLANEOUS INCOME	15.00	0.00	15.00	0.00	0.00
NEW LOT WATER SERVICE FEE	0.00	0.00	0.00	0.00	0.00
Total Other Income	12,016.50	1,000.00	111,259.60	5,000.00	12,000.00
Other Expense					

TAYLOR COASTAL WATER & SEWER DISTRICT Profit & Loss Budget Performance

February 2019

	Feb 19	Budget	Oct '18 - Feb 19	YTD Budget	Annual Budget
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	12,016.50	1,000.00	111,259.60	5,000.00	12,000.00
Net Income	22,564.60	4,448.16	116,294.14	23,495.88	47,984.26

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Accrual Basis

TAYLOR COASTAL WATER & SEWER DISTRICT Balance Sheet

As of February 28, 2019

Feb 28, 19

ASSETS	
Current Assets	
Checking/Savings	208,676.95
OPERATING SMALL BUSINESS CHKG (MAIN ACCOUNT, CHECKING)	52,816.92
SAVINGS, TCW&SD RESERVE ACCOUNT (BUSINESS SAVINGS)	491,451.91
CAPITAL IMPROVEMENTS, MINOR	102,475.84
CONTINGENCY RESERVE	56,709.92
DEPRECIATION RESERVE-Major R&R (Major Repair/Replacement)	38,000.00
GRINDER PUMP REPAIR FEE	15,532.28
WATER SERVICE FEE, NEW LOTS	26,245.00
PAYMENTS, USDA-RD 91-03, TCU	19,455.00
DEBT RESERVE USDA-RD 91-03, TCU	49,240.00
PAYMENTS, USDA-RD 92-01, CONST.	19,650.91
DEBT RESERVE RD 92-01, CONST.	19,962.00
PAYMENTS, USDA-RD - PHASE II	8,593.90
DEBT RESERVE, USDA-RD-PHASE II	
SAVINGS, TCW&SD RESERVE ACCOUNT (BUSINESS SAVINGS) - Other	
Total SAVINGS, TCW&SD RESERVE ACCOUNT (BUSINESS SAVINGS)	900,133.68
Total Checking/Savings	1,108,810.63
Accounts Receivable	
ACCOUNTS RECEIVABLE (990 line 47a)	928.68
Total Accounts Receivable	928.68
Other Current Assets	
PREPAID EXPENSES	6,498.00
INVENTORY	48,613.08
RVS - SYSTEM INCOME	53,595.49
Total Other Current Assets	108,706.57
Total Current Assets	1,218,445.88
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 TCBCC	10,700.00
LAND	167,749.00
OFFICE EQUIPMENT	5,477.53
PIPING, TANKS & WELLS	797,853.40

TAYLOR COASTAL WATER & SEWER DISTRICT EXPENSE BREAKDOWN February 2019

Date	Num	Name	Memo	Amount
FORD F-150 PICKUP PAYMENTS				
02/28/2019	#17	CITIZENS STATE BANK	Ford F-150 Truck payment #...	385.66
Total FORD F-150 PICKUP PAYMENTS				385.66
BANK CHARGES/SERVICE CHARGES				
02/01/2019	EFT	CITIZEN'S STATE BANK	4 Boxes of Deposit Slips	67.85
02/04/2019	EFT	PAY CLIX	Monthly Fee	24.95
Total BANK CHARGES/SERVICE CHARGES				92.80
COMPUTER/SERVICE, SOFTWARE				
02/01/2019		CONSOLIDATED COMMUNIC...	578-3043 INTERNET SERV...	22.43
Total COMPUTER/SERVICE, SOFTWARE				22.43
FREIGHT				
02/04/2019	4439854	HAWKINS, INC	Fuel Surcharge Hawkins, Inc	12.00
Total FREIGHT				12.00
GAS/OIL/DIESEL				
02/01/2019		SHELL	Fuel for Ford F-150 16.089 ...	35.38
02/08/2019		KEATON BEACH GAS & GRILL	Gasoline 5.038 gallons @ 2....	15.11
02/12/2019		WALTER B'S	20.5016 Gallons, 2.199 Gall...	45.08
02/20/2019		KEATON BEACH GAS & GRILL	F-150 20.425 Gallons @ \$2....	46.96
Total GAS/OIL/DIESEL				142.53
INTEREST EXPENSE - RURAL DEV (USDA-RD)				
02/28/2019	RD Accr...		February 2019	4,163.89
Total INTEREST EXPENSE - RURAL DEV (USDA-RD)				4,163.89
LEGAL/PROFESSIONAL FEES				
02/07/2019		ANNIE MAE MURPHY, CLER...	Easement #660 Giddens	19.20
02/18/2019		ANNIE MAE MURPHY, CLER...	Easement #659 JASON HU...	19.20
Total LEGAL/PROFESSIONAL FEES				38.40
OFFICE EXPENSE				
02/06/2019	9796478...	STAPLES	Black Optiflow Pens	10.89
02/06/2019	9796478...	STAPLES	Blue Ballpoint Pens	5.29
02/06/2019	9796478...	STAPLES	Blue Gel Pens	15.99
02/06/2019	9796478...	STAPLES	HP Magenta Ink (4)	135.96
02/06/2019	9796478...	STAPLES	Sharpie Ultra Fine	5.29
02/06/2019	9796478...	STAPLES	HP Black Ink	175.96
02/06/2019	9796478...	STAPLES	Clorox Wipes	10.49
02/06/2019	9796478...	STAPLES	Blue Roller Ball Pens	10.89
02/06/2019	9796478...	STAPLES	Post Its	24.98
02/06/2019	9796478...	STAPLES	HP Yellow Ink	135.96

**TAYLOR COASTAL WATER & SEWER DISTRICT
EXPENSE BREAKDOWN
February 2019**

Date	Num	Name	Memo	Amount
02/28/2019		WILLI HUXFORD	Purchase and Installation of ...	29.94
Total OFFICE EXPENSE				561.64
PERSONNEL EXPENSE				
RETIREMENT CONTRIBUTION-FRS (FL Retirement Systems)				
02/01/2019	5804	BENNETT, RONALD A		337.69
02/01/2019	5805	MORGAN, DAVID L.		189.88
02/01/2019	5806	SENTER, LYNETTE T		190.65
02/01/2019	5807	WOODS, KRISTI M		128.86
Total RETIREMENT CONTRIBUTION-FRS (FL Retirement Systems)				847.08
SALARIES & WAGES-WTR & WW OP				
02/01/2019	5804	BENNETT, RONALD A		4,088.20
02/01/2019	5804	BENNETT, RONALD A		0.00
02/01/2019	5805	MORGAN, DAVID L.		1,861.45
02/01/2019	5805	MORGAN, DAVID L.		437.28
02/01/2019	5805	MORGAN, DAVID L.		0.00
02/01/2019	5805	MORGAN, DAVID L.		0.00
Total SALARIES & WAGES-WTR & WW OP				6,386.93
SALARIES & WAGES-ADMINISTRATIVE				
02/01/2019	5804	BENNETT, RONALD A		0.00
02/01/2019	5805	MORGAN, DAVID L.		0.00
02/01/2019	5806	SENTER, LYNETTE T		2,308.15
02/01/2019	5806	SENTER, LYNETTE T		0.00
02/01/2019	5806	SENTER, LYNETTE T		0.00
02/01/2019	5807	WOODS, KRISTI M		1,560.00
Total SALARIES & WAGES-ADMINISTRATIVE				3,868.15
TAXES-PAYROLL				
02/01/2019	5804	BENNETT, RONALD A		253.47
02/01/2019	5804	BENNETT, RONALD A		59.28
02/01/2019	5805	MORGAN, DAVID L.		142.52
02/01/2019	5805	MORGAN, DAVID L.		33.34
02/01/2019	5806	SENTER, LYNETTE T		143.10
02/01/2019	5806	SENTER, LYNETTE T		33.47
02/01/2019	5807	WOODS, KRISTI M		96.72
02/01/2019	5807	WOODS, KRISTI M		22.62
Total TAXES-PAYROLL				784.52
Total PERSONNEL EXPENSE				11,886.68
POSTAGE				
02/28/2019	S3464656	Jamestown Distributors	Postage and Tax	44.07

**TAYLOR COASTAL WATER & SEWER DISTRICT
EXPENSE BREAKDOWN
February 2019**

Date	Num	Name	Memo	Amount
Total POSTAGE				44.07
Repair Maintenance District Off				
02/26/2019	057717	MESSICK PEST CONTROL	Monthly Pest Control	30.00
Total Repair Maintenance District Off				30.00
TELEPHONE				
02/01/2019		CONSOLIDATED COMMUNIC...	578-2080 WTP GENERATOR	46.08
02/01/2019		CONSOLIDATED COMMUNIC...	578-2474 WWTP GENERA...	46.08
02/01/2019		CONSOLIDATED COMMUNIC...	578-3043 DISTRICT OFFICE	80.19
02/09/2019	9823826...	VERIZON WIRELESS	Shelf Phone 843-1917	0.18
02/09/2019	9823826...	VERIZON WIRELESS	David Morgan - 843-7613	8.48
02/09/2019	9823826...	VERIZON WIRELESS	Ronald Bennett - 843-7621	60.56
02/09/2019	9823826...	VERIZON WIRELESS	Shelf Phone 843-7626	0.18
Total TELEPHONE				241.75
UTILITIES (ELECTRICAL SERVICE)				
02/23/2019	92836	TRI-COUNTY ELECTRIC, INC.	well	349.48
02/23/2019	92836	TRI-COUNTY ELECTRIC, INC.	pumping station	30.77
02/23/2019	92836	TRI-COUNTY ELECTRIC, INC.	District Office	138.14
02/23/2019	92836	TRI-COUNTY ELECTRIC, INC.	Lift Station #2 Grackle	64.58
02/23/2019	92836	TRI-COUNTY ELECTRIC, INC.	WWTP	1,374.99
02/23/2019	92836	TRI-COUNTY ELECTRIC, INC.	Lift Station #1 Boat Ramp	105.96
02/23/2019	92836	TRI-COUNTY ELECTRIC, INC.	Storage Trains	30.77
02/23/2019	92836	TRI-COUNTY ELECTRIC, INC.	WW O&M	55.77
Total UTILITIES (ELECTRICAL SERVICE)				2,150.46
VEHICLE MAINTENANCE				
02/04/2019	1928	THOMAS CHEVROLET	Oil Change/Lube	52.45
02/04/2019	1928	THOMAS CHEVROLET	Coolant leak at hose	203.24
02/11/2019	18966	SHAW'S WELDING, INC.	Repair bed of truck	520.00
Total VEHICLE MAINTENANCE				775.69
WASTEWATER DEPARTMENT				
HURRICANE MICHAEL EXPENSES				
02/25/2019	11256	F.J. NUGENT & ASSOCIATES...	SN: WH570590	611.16
02/25/2019	11256	F.J. NUGENT & ASSOCIATES...	SN: WH624929	476.51
Total HURRICANE MICHAEL EXPENSES				1,087.67
GP INSTALLATION EXPENSES				
02/20/2019	11241	F.J. NUGENT & ASSOCIATES...	Account #660 Peter Gidden...	3,085.00
02/25/2019	11255	F.J. NUGENT & ASSOCIATES...	Account #654 Michael McKi...	3,085.00
02/26/2019	11263	F.J. NUGENT & ASSOCIATES...	Account #661 Frank Slawits...	3,085.00
Total GP INSTALLATION EXPENSES				9,255.00

**TAYLOR COASTAL WATER & SEWER DISTRICT
EXPENSE BREAKDOWN
February 2019**

Date	Num	Name	Memo	Amount
CHEMICALS, SEWER				
02/04/2019	4439854	HAWKINS, INC	75 gallons Ultra-Chlor @ \$1....	131.25
Total CHEMICALS, SEWER				131.25
GROUNDWATER MONITORING, WWTP				
02/15/2019	0242747	JONES EDMUNDS & ASSOCI...	Groundwater Monitoring Ser...	503.16
Total GROUNDWATER MONITORING, WWTP				503.16
LAB TESTING/SUPPLIES, SEWER				
02/11/2019	49031	JOE MATTINGLY INC	Mileage	15.00
02/26/2019	392597	FLOWERS CHEMICAL LABO...	CBOD TSS	45.00
02/26/2019	392597	FLOWERS CHEMICAL LABO...	CBOD TSS FCOL-QT	75.00
02/26/2019	392597	FLOWERS CHEMICAL LABO...	N02/N03 WW	45.00
02/26/2019	392597	FLOWERS CHEMICAL LABO...	PICKUP FEE/VEHICLE SU...	20.00
Total LAB TESTING/SUPPLIES, SEWER				200.00
REPAIR/MAINTENANCE, SEWER				
02/06/2019	CT058202	FERGUSON ENTERPRISES, I...	(14) 6x14 SDR26 HW PVC ...	47.74
02/06/2019	CT058202	FERGUSON ENTERPRISES, I...	(2) 6 MJ X SDR35 TRAN G...	37.20
02/06/2019	CT058202	FERGUSON ENTERPRISES, I...	(1) DOM 6X12 MJ C153 LO...	115.80
02/06/2019	CT058202	FERGUSON ENTERPRISES, I...	(1) DOM 6 MJ BLT & GSKT ...	14.74
02/06/2019	CT058202	FERGUSON ENTERPRISES, I...	(3) 6 MEGALUG F/CS900/IP ...	114.51
02/06/2019	CT058202	FERGUSON ENTERPRISES, I...	(1) 6 PVC SWR SW 45 ELL ...	13.89
02/06/2019	CT058202	FERGUSON ENTERPRISES, I...	(1) 32 OZ PVC BLUE RAIN ...	17.68
02/06/2019	CT058202	FERGUSON ENTERPRISES, I...	(1) 32 OZ PUPR PRMR / CL...	13.36
02/06/2019	CT058202	FERGUSON ENTERPRISES, I...	(1) OD TAPE	17.42
02/13/2019	82110	S&S Mowers	Chainsaw Repair & Mainten...	61.49
Total REPAIR/MAINTENANCE, SEWER				453.83
SUPPLIES/SMALL TOOLS, SEWER				
02/01/2019		WAL MART	Chlorine Tabs	69.00
02/01/2019		WAL MART	Garbage Bags	4.73
02/12/2019	4706614	Amazon.com	DeWalt 2 Pack 18-Volt Batte...	99.00
Total SUPPLIES/SMALL TOOLS, SEWER				172.73
Total WASTEWATER DEPARTMENT				11,803.64
WATER DEPARTMENT				
LAB TESTING/SUPPLIES, WATER				
02/08/2019	390640	FLOWERS CHEMICAL LABO...	Color	15.00
02/08/2019	390640	FLOWERS CHEMICAL LABO...	N02/N03 (DW-IC)	30.00
02/08/2019	390640	FLOWERS CHEMICAL LABO...	Odor	15.00
02/11/2019	49031	JOE MATTINGLY INC	Labor	210.00
02/22/2019	392598	FLOWERS CHEMICAL LABO...	Colliert-18	100.00
02/26/2019	392597	FLOWERS CHEMICAL LABO...	PICKUP FEE/VEHICLE SU...	20.00

TAYLOR COASTAL WATER & SEWER DISTRICT
EXPENSE BREAKDOWN
February 2019

Date	Num	Name	Memo	Amount
Total LAB TESTING/SUPPLIES, WATER				390.00
REPAIR/MAINTENANCE, WATER				
02/12/2019	02WE46...	RING POWER CORPORATION	Generator Repair - Fuel Lift	1,336.35
02/20/2019	02WE46...	RING POWER CORPORATION	Generator Repair - Fuel pro...	3,102.30
02/28/2019	S3464656	Jamestown Distributors	RAC-R60T Replacement El...	26.68
02/28/2019	S3464656	Jamestown Distributors	RAC-460R2 Spin on F Filter/...	207.90
Total REPAIR/MAINTENANCE, WATER				4,673.23
REPLACEMENT PARTS, WATER				
02/01/2019	2013278	EMPIRE PIPE & SUPPLY CO...	6 5/8X3/4 BL METERS	390.00
02/11/2019	191269	RAGAN'S ACE HARDWARE	BKR SQ D 1P 30A 3/4"	8.59
Total REPLACEMENT PARTS, WATER				398.59
SUPPLIES/SMALL TOOLS, WATER				
02/01/2019		WAL MART	Garbage Bags	4.73
02/01/2019		WAL MART	Cat Food	8.88
02/28/2019	6450605	Amazon.com	Wagner Spraytech Paint Spr...	49.00
Total SUPPLIES/SMALL TOOLS, WATER				62.61
Total WATER DEPARTMENT				5,524.43
TOTAL				37,876.07

TAYLOR COASTAL WATER & SEWER DISTRICT

Balance Sheet

As of February 28, 2019

	Feb 28, 19
PUMPS & CONTROLS	27,407.72
WASTEWATER SYSTEM, PHASE I (Quality Plus Services contract 8/17/04; Start 9/1/2004; subst...	6,673,144.46
WATER EXPANSION 2002	28,328.02
WATER SYS EXPA, PRECOST 6/30/04	7,363.22
WATER SYSTEM EXPANSION	87,255.43
WWTP O&M SHOP/OFF BLDG. 07-08	56,959.74
Total Fixed Assets	4,981,609.05
TOTAL ASSETS	6,200,054.93
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
ACCOUNTS PAYABLE (990 line 60)	5,938.65
Total Accounts Payable	5,938.65
Credit Cards	
CARDMEMBER SERVICE (Capital City Bank Visa)	
CCB VISA-SEAN MURPHY-1682	808.23
CCB BUSINESS VISA-BENNETT-6125	21,609.90
CCB BUSINESS VISA-SENTER-1850	18,766.19
CCB BUSINESS VISA - CARL 2994	8,497.19
CCB BUSINESS VISA - MORG 3018	5,159.81
CARDMEMBER SERVICE (Capital City Bank Visa) - Other	-53,573.68
Total CARDMEMBER SERVICE (Capital City Bank Visa)	1,267.64
Total Credit Cards	1,267.64
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	195,846.99
CUSTOMER OVERPAYMENTS	32,802.96
PAYROLL LIABILITIES	2,982.82
RETIREMENT PAYABLE	479.05
Total Other Current Liabilities	292,660.01
Total Current Liabilities	299,866.30
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 February 28, 2019

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03/20/19
Accrual Basis

	<u>Feb 28, 19</u>
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
Total Long Term Liabilities	1,058,502.64
Total Liabilities	1,358,368.94
Equity	
Opening Bal Equity (QB account)	23,518.22
RETAINED EARNINGS	3,029,003.21
Unrestrict (retained earnings) (990 line 21 & 67)	1,672,870.42
Net Income	116,294.14
Total Equity	4,841,685.99
TOTAL LIABILITIES & EQUITY	6,200,054.93