

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 17, 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. Beth Shealy – Realtor and Keaton Beach resident
6. Approval of Minutes from the regular commission meeting November 19, 2019.
7. Staff and Committee Reports
  - a. Director's Report – Kristi Hathcock
  - b. Other Billing Clerk Items – Kristi Hathcock
  - c. Financial Reports – Lynette Senter
  - d. Other Office Manager Items – Lynette Senter
8. New Business
  - a. Florida Rural Water Association – Asset Management Plan
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 Hurricane Michael damage/repairs – Lynette Senter
  - c. New service requests from possible Developers
  - d. Repairs at WWTP
10. Closing Remarks Commissioners/Staff
11. Motion to Adjourn

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## MINUTES OF REGULAR COMMISSION MEETING

November 19, 2019 3:00 p.m.

1. The meeting was held at the District Building at 3:00 PM on November 19, 2019 present were: Commissioners Lynn Aibejeris, Steve Brown, Gennie Malone, Willi Huxford, Diane Carlton, Roger Weste, and Steve Spradley. TCW&SD STAFF present were: Lynette Senter and Kristi Hathcock. Chairman Aibejeris called the meeting to order at 3:00 p.m.
2. Commissioner Steve Brown led in prayer and the pledge of allegiance to the flag.
3. The guests present were Charlie Johns and Travis McCoy of Four Rivers.
4. Commissioner Weste submitted his letter of resignation and left the meeting.
5. The floor was opened for non-agendaed items – there were none.
6. Charlie Johns from Four Rivers presented the Board with a proposed plan for a 24-unit RV park to be re-established on the former Keaton Beach Marina site. The Board reviewed the plan and has decided to contact the engineering firm, Jones-Edmunds who designed the original wastewater treatment infrastructure, and ask that they work with Four Rivers on this plan.
6. Approval of minutes for the regular commission meeting on October 24, 2019. 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 Huxford offered a second. Chairman Aibejeris asked for further discussion. There was none. By unanimous vote of the remaining Commissioners, the motion was approved.**
7. **Staff and Committee Reports**
  - a. **Director Report – Kristi Hathcock** - Kristi reported the Water and Sewer sales for the month of October were \$57,239.83, \$1,899.49 over the budgeted amount of \$55,340.34. There was one turned off account, Mallin #341. There was one past due account; Bowden #431 for \$377.81. The customer's account is paid in full. There was one change in membership, Lambert #670 for water and sewer. There were twenty-three adjustments totaling (\$312.07). There was one misread meter adjustment totaling (\$9.09), one returned payment fee totaling (\$5.00), three data input error adjustments totaling (\$300.00), one refund for credit balance totaling (\$261.48), eight non-potable water/second meters totaling (\$601.44), seven transfer fees totaling (\$300.00), one disconnect fee for water and sewer totaling (\$200.00), and one lien fee totaling (\$143.88). 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 for October 2019 as presented. Commissioner Brown offered a second. Chairman Aibejeris called for further discussion. There was none. By unanimous vote the motion was approved.**

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MINUTES OF REGULAR COMMISSION MEETING

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- b. **Other Billing Clerk Items – Kristi Hathcock** – There were no other billing clerk items.
- c. **Financial Reports – Lynette Senter** – Lynette reported that the sales including new memberships for the month of October were \$57,239.83, \$1,899.49 over budgeted amount of \$55,340.34. Exception expenses were \$4,554.22 for water tank maintenance contracts. Total Net Income for October 2019 was \$29,141.44. Chairman Aibejeris called for a motion to accept the Financial Reports as given. **Commissioner Spradley made a motion to accept the Financial Reports for October 2019 as presented. 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**
- (1) The 2018-19 Audit has begun and is going well. We also completed an Audit of our Workers' Compensation insurance.
  - (2) We are working on getting the new computers online. We are making sure that everything gets transferred and updated as necessary.
  - (3) We have been experiencing problems with our DSL line for several months. Consolidated Communications has replaced our modem and worked on our wiring, but the service is very slow and continues to drop. We were asked by Consolidated to consider a direct service line at a cost of \$1,200. I explained that our budget was very important so they did an account review and said they could save us around \$100 per month on our bill and asked that we sign a 36-month agreement. I agreed to the new direct line plan as it will pay for itself within one year and the District will save approximately \$2,400 over the remaining two years of the contract. They have already begun to work on the new service
  - (4) Water Audit – we are still experiencing a higher than normal loss on our water audit. Both Ron and David are continuing to check for leaks.
  - (5) We have located a thumb drive containing the majority of our maps reproduced electronically. A copy is available for review at the office and can be provided to any Board Member who would like one.
  - (6) I am still working on the hookups that were done outside the original platted lots and homes, and have identified 13 parcels that are affected. 10 of the parcels are part of the Lindsey Island property which was agreed to the Board back in 2004. I will finish getting together the maps and identifying information and submit it to USDA the first week in December.

**8. New Business**

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MINUTES OF REGULAR COMMISSION MEETING**

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- a. Request for Information from attorney Ray Curtis - On November 5, 2019 we received an email from Attorney Ray Curtis making a Public Records Request. I forwarded the request to Mike Smith, asking for his advice. I told Mr. Smith that I would begin pulling the information Mr. Curtis had requested and was concerned that I wouldn't be able to get it done by November 20, 2019. Most of the documentation was available electronically, but he requested copies of every map we had of our water and sewer lines. I explained to Mr. Smith that it would not be possible to copy the maps in-house and that it would be a huge undertaking. Mr. Curtis also requested a copy of the audio recording but we prepare the minutes the next day after the Board meeting and the recording had already been erased.

Mr. Smith responded to Mr. Curtis on November 7<sup>th</sup> expressing his concern about the volume of documentation he had requested and letting Mr. Curtis know that we were undergoing our annual audit and our time was limited by the part-time employment of the District staff. He also explained that Mr. Curtis could at any time visit the District Office and look at the maps.

On November 12<sup>th</sup>, I emailed Mr. Smith the documents I had compiled and explained that while I was pulling a file of older correspondence, a thumb drive fell out that contained the digitized maps of Phase I, Phase II and Phase IIa and that I could provide those maps to Mr. Curtis via thumb drive.

Mr. Curtis responded to Mr. Smith on November 13<sup>th</sup> citing case law and still requesting the large maps.

On November 13<sup>th</sup>, Mr. Smith reviewed the documents and told me that everything could be forwarded to Mr. Curtis. When I emailed Mr. Curtis, I attached all of the documents and I explained that I would be happy to drop off a thumb drive containing the maps to his office. I also explained that we did not keep the recordings of the Board Meetings after the minutes were complete. He replied with a link to a file upload service and I uploaded some of the maps. His upload service failed before I could finish uploading the maps and as of today, I have not received a reply to my inquiry about fixing the link.

**9. Old Business**

- a. The Hurricane Hermine Public Assistance will be closed out in the next few weeks. All payouts have been received and the account was reviewed.
- b. Kristi has scanned invoices and work orders in anticipation of beginning the request for reimbursement for Hurricane Michael. We are waiting on the Florida Public Assistance to close Hurricane Hermine reimbursement.
- c. The Office has been contacted by a realtor and the owner of a property at the end of Marina Road. The original parcel had two hookups, but a lot containing one of the sewer hookups was divided out and sold, leaving one hookup for the remaining parcel. I explained to the owner that no other hookups would be available at this time. He asked about multi-family housing and I explained that only one single family residence or 1 RV was allowed for that hookup. He stated he would explore other options.

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- d. After help from Ron's electric and telephone guidance from the manufacturer, the WWTP Chlorine Pumps are installed and operating properly. The new paddle/propeller has been installed in the mixer tank at the WWTP. Tater Padgett was a no-show with his crane despite being reminded several times. The technician, Ron, and David pumped down the tank so they were able to get the new blade installed without pulling the entire shaft out. We will have to have some more maintenance welding done to ensure the motor and shaft are held in place and continue to operate efficiently.

**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**

**Vice Chairman Malone requested a Motion to Adjourn. Commissioner Huxford made a motion to adjourn the meeting. Commissioner Brown offered a second. The meeting adjourned at 4:43 P.M.**

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Board Actions:

1. Approval of the minutes of the October 22, 2019 regular Board Meeting
2. Approval of the October 22, 2019 Directors Report
3. Approval of the October 22, 2019 Financial Reports

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

# Directors Report

Taylor Coastal Water &amp; Sewer Distr

## Water Sold This Month

969,000 Gallons

	Amount (\$)	# Of Accounts
Total Water	16,994.69	519
Total Sewage	24,364.52	500
Total Grinder Pump Fee	6,162.48	498
Total LATE FEE	179.88	21
Total Adjustments	-92.23	13
<b>Total Current Charges</b>	<b>47,609.34</b>	<b>520</b>
Amount Past Due 1-30 Days	1,322.48	16
Amount Past Due 31-60 Days	0.00	
Amount Past Due Over 60 Days	0.00	
Amount Of Overpayments/Prepayments	-14,129.44	103
<b>Total Receivables</b>	<b>34,802.38</b>	<b>490</b>

Total Receipts On Account	39,881.55	410
Net Change in Memberships	0.00	0
Amount of All Memberships	241,070.00	455
Amount of All Deposit 2	4,500.00	6
Turned Off Accounts (Amount Owed)	-820.61	142
Collection Accounts (Amount Owed)	-813.45	123
Number Of Unread (Turned On) Meters		1
Average Usage For Active Meters	1,818	533
Average Water Charge For Active Meters	32.75	519

Usage Groups	Gallons	# Of Accounts	Usage	Gallons	% Of Usage	% Of Sales
Over 50,000	0	0		0	0.00	0.00
40,001-50,000	0	0		0	0.00	0.00
30,001-40,000	2	2		72,000	7.43	1.80
20,001-30,000	2	2		48,000	4.95	1.10
10,001-20,000	8	8		113,000	11.66	2.47
8,001-10,000	5	5		47,000	4.85	1.31
6,001-8,000	15	15		113,000	11.66	3.30
4,001-6,000	30	30		165,000	17.03	6.31
2,001-4,000	63	63		211,000	21.78	11.70
1-2,000	149	149		200,000	20.64	26.73
Zero Usage	259	259		0	0.00	45.27
<b>Total Meters</b>		<b>533</b>		<b>969,000</b>	<b>100.00</b>	<b>100.00</b>

# Directors Report

Taylor Coastal Water &amp; Sewer Distr.

## Monthly Reconciliation

Ending Receivables (Last Month)		27,074.59
Sales this Month	+	47,701.57
Adjustments this Month		-92.23
Less Payments this Month	-	39,881.55
	=	<u>34,802.38</u>
Total Receivables		<b>34,802.38</b>
Ending Memberships (Last Month)		244,070.00
Changes this Month		0.00
	=	<u>244,070.00</u>
Total Memberships		<b>245,570.00</b>

Reprinted for:

# PAST DUE LIST

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ACCT #	RT NAME	CURRENT	1-30	31-60	61+	LAST PAYMENT	TOTAL
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Total Receivables: **34,802.38**

Accounts Listed:

All Customers Age 2 Accounts

Taylor Coastal Water & Sewer Dist.



9:18:31AM

## Turned Off Accounts

Taylor Coastal Water & Sewer Distr.

ACCT #	NAME	SERVICE ADDRESS	ROUTE	TURN-OFF DATE	MONTHS INACTIVE
279	LYLE, DAVID	21489 Heron Road	3	11/20/19	0

1 Accounts turned off since 11/01/2019

All Customers

Taylor Coastal Water & Sewer Dist.

# CHAFFANSNUT MEMBERSHIP

Acct #	Name	Service Address	Deposit #	Reason	Previous Date	New Amount	Date	Changed
0	Accounts using code for	New Membership			0	Accounts using code for New Deposit		
0	Accounts using code for	Membership Increase			0	Accounts using code for Increase Deposit		
0	Accounts using code for	Apply to Balance			0	Accounts using code for Apply to Balance		
0	Accounts using code for	Refund			0	Accounts using code for Refund		
0	Accounts using code for	Other			0	Accounts using code for Other		
0	Accounts using code for	Transfer			0	Accounts using code for Transfer		
	Net Change:		0.00			Deposit 2 Net Change:		0.00

All Customers  
Taylor Coastal Water & Sewer Dist.

# ADJUSTMENTS

Friday, November 29, 2019

9:14:29AM

11/29/2019

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Taylor Coastal Water & Sewer

ACCT. #	NAME	CODE	AMOUNT	APPROVAL	DATE
414	ELLISON, DANNY	1	(\$18.18)		11/21/19
	<b>1 Total Adjustments</b>	<b>(\$18.18)</b>	<b>For Adjustment 1</b>		
431	BOWDEN, MELVIN	2	\$377.81	KMH	11/13/19
Returned Check					
155	LAW, AMANDA	2	\$95.00	LTS	11/12/19
BAD CHECK					
494	ZAVION, SHERYL	2	\$78.44	LTS	11/25/19
Returned Check					
	<b>3 Total Adjustments</b>	<b>\$551.25</b>	<b>For Adjustment 2</b>		
155	LAW, AMANDA	3	\$5.00	LTS	11/12/19
RETURN CHECK FEE					
494	ZAVION, SHERYL	3	\$5.00	LTS	11/25/19
Returned Check Fee					
	<b>2 Total Adjustments</b>	<b>\$10.00</b>	<b>For Adjustment 3</b>		
31	HUNTER, CLIFF	9	\$87.16	KMH	11/14/19
CHECK PUT IN WRONG ACCOUNT					
314	MAULDIN, TOMMY	9	(\$87.16)	KMH	11/14/19
CHECK IN WRONG ACCOUNT					
	<b>2 Total Adjustments</b>	<b>\$0.00</b>	<b>For Adjustment 9</b>		
494	ZAVION, SHERYL	10	(\$78.44)	LTS	11/25/19
Re ran check at customer's request					
494	ZAVION, SHERYL	10	(\$5.00)	LTS	11/25/19
Bank cleared charge					
	<b>2 Total Adjustments</b>	<b>(\$83.44)</b>	<b>For Adjustment 10</b>		
314	MAULDIN, TOMMY	12	(\$8.72)	KMH	11/14/19
LATE FEE ADJUSTMENT					
	<b>1 Total Adjustments</b>	<b>(\$8.72)</b>	<b>For Adjustment 12</b>		
350	BAUMGARDNER, TOM	13	(\$14.32)	KMH	11/21/19
NON-POTABLE					
178	HENDERSON, ROBBIE L.	13	(\$57.28)	KMH	11/21/19
NON-POTABLE					
150	MADISON, JASON & SAMA	13	(\$28.64)	KMH	11/21/19
NON-POTABLE					
318	MORRIS, JOHN	13	(\$250.60)	KMH	11/21/19
NON-POTABLE					
300	SCHAMBEAU, GERALD	13	(\$21.48)	KMH	11/21/19
NON-POTABLE					
	<b>5 Total Adjustments</b>	<b>(\$372.32)</b>	<b>For Adjustment 13</b>		
634	BELCHER, RUSSELL	14	\$100.00	KMH	11/6/19
BELCHER TO FUTCH AND HINTON					
	<b>1 Total Adjustments</b>	<b>\$100.00</b>	<b>For Adjustment 14</b>		
108	KELLEY, THOMAS	17	(\$470.82)	LTS	11/5/19
PLUMBING LEAK					
	<b>1 Total Adjustments</b>	<b>(\$470.82)</b>	<b>For Adjustment 17</b>		
279	LYLE, DAVID	19	\$200.00	LTS	11/20/19
Customer requested disconnect					
	<b>1 Total Adjustments</b>	<b>\$200.00</b>	<b>For Adjustment 19</b>		

1. (18.18) Adjustment for mis-read meter

Taylor Coastal Water & Se

ACCT. #	NAME	CODE	AMOUNT	APPROVAL	DATE
2.	551.25	Debit account for returned check			
3.	10.00	Returned check fee			
10.	(83.44)	Other adjustment			
12.	(8.72)	Late fee adjustment			
13.	(372.32)	Non-potable water/second meter			
14.	100.00	Transfer fee (chg of owner)			
17.	(470.82)	One time adjustment request			
19.	200.00	Disconnect fee			
	14	Accounts			
	19	Total Adjustments			
					(\$92.23)

All Customers

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

# TAYLOR COASTAL WATER & SEWER DISTRICT

## Profit & Loss Budget Performance

November 2019

	Nov 19	Budget	Oct - Nov 19	YTD Budget	Annual Budget
<b>Ordinary Income/Expense</b>					
Income					
CUSTOMER GRINDER PUMP SALES	0.00	6,000.00	6,000.00	12,000.00	72,000.00
ADJUSTMENTS, RVS BILLING	-92.23	0.00	219.84	0.00	0.00
GRINDER PUMP FEE	6,162.48	6,030.00	12,337.46	12,060.00	72,360.00
LATE FEES, RVS	179.88	283.34	571.69	566.68	3,400.00
SEWAGE SALES	24,364.52	24,764.00	49,388.56	49,527.00	297,167.00
WATER CONNECTION FEE (RVS MEMBERSHIP)	0.00	1,210.00	1,000.00	2,420.00	14,520.00
WATER SALES	16,994.69	17,054.00	34,331.62	34,108.00	204,640.00
<b>Total Income</b>	<b>47,609.34</b>	<b>55,341.34</b>	<b>103,849.17</b>	<b>110,681.68</b>	<b>664,087.00</b>
Gross Profit	47,609.34	55,341.34	103,849.17	110,681.68	664,087.00
Expense					
SAVINGS RESERVE FOR SEWER	0.00	1,946.00	0.00	3,892.00	23,352.00
SAVINGS RESERVE FOR GP FEES	0.00	6,030.00	0.00	12,060.00	72,360.00
SAVINGS RESERVE FOR WATER	0.00	2,092.00	0.00	4,184.00	25,104.00
PRINCIPAL EXPENSE - RURAL DEV (Rural Development Principal)	0.00	2,063.91	0.00	4,127.82	24,767.00
FORD F-150 PICKUP PAYMENTS	385.66	385.66	385.66	771.32	4,628.00
FINES	0.00	0.00	0.00	0.00	0.00
Property Upgrade WWTP PROPERTY	0.00	0.00	0.00	0.00	0.00
Reconciliation Discrepancies	0.00	0.00	0.00	0.00	0.00
ACCOUNTING	0.00	712.50	0.00	0.00	0.00
ADVERTISING	0.00	100.00	0.00	1,425.00	8,550.00
BAD DEBT EXPENSE	24.95	0.00	0.00	200.00	1,200.00
BANK CHARGES/SERVICE CHARGES	860.91	333.34	54.90	666.68	400.00
COMPUTER/SERVICE SOFTWARE	0.00	58.34	1,563.81	666.68	4,000.00
DUES & SUBSCRIPTIONS	0.00	125.00	0.00	176.68	700.00
ENGINEERING SERVICES	0.00	0.00	0.00	250.00	1,500.00
FINANCE CHG/LATE FEE	0.00	0.00	0.00	0.00	0.00
FREIGHT	44.00	83.34	113.86	166.68	1,000.00
GAS/OIL/DIESEL	117.92	333.34	259.71	666.68	4,000.00
INSURANCE					
INLAND MARINE	0.00	19.00	0.00	38.00	228.00
AUTO	0.00	253.25	0.00	506.50	3,039.00
BONDS, Comm/Emp Dis/D&O Lia	0.00	325.00	263.00	650.00	3,900.00
GENERAL LIABILITY INS.	0.00	211.25	0.00	422.50	2,535.00
POLLUTION (WWTP DIESEL TANK)	0.00	75.84	0.00	151.68	910.00
PROPERTY INSURANCE	0.00	188.91	0.00	377.82	2,267.00
<b>Total INSURANCE</b>	<b>0.00</b>	<b>1,073.25</b>	<b>263.00</b>	<b>2,146.50</b>	<b>12,879.00</b>
INTEREST EXPENSE	0.00	0.00	0.00	0.00	0.00
INTEREST EXPENSE - RURAL DEV (USDA-RD)	4,461.31	4,523.25	9,071.33	9,046.50	54,279.00
LANDSCAPING & DESIGN	0.00	58.34	0.00	116.68	700.00
LEGAL/PROFESSIONAL FEES	1,432.50	250.00	1,451.70	500.00	3,000.00
LICENSES & PERMITS	0.00	750.00	1,800.00	1,500.00	9,000.00
MISCELLANEOUS EXPENSE	0.00	0.00	11.64	0.00	0.00
MOWING	0.00	300.00	320.00	600.00	3,600.00
OFFICE EXPENSE	0.00	333.34	199.01	666.68	4,000.00
PERSONNEL EXPENSE					
EDUCATION/CONFERENCE EXPENSE	0.00	100.00	10.00	200.00	1,200.00
RETIREMENT CONTRIBUTION-FRS (FL Retirement Systems)	883.22	880.50	1,753.37	1,761.00	10,566.00
SALARIES & WAGES-WTR & WW OP	6,462.80	6,447.41	12,867.95	12,894.82	77,369.00
SALARIES & WAGES-ADMINISTRATIVE	3,964.82	3,948.34	7,832.97	7,896.68	47,380.00

## TAYLOR COASTAL WATER & SEWER DISTRICT Profit & Loss Budget Performance November 2019

	Nov 19	Budget	Oct - Nov 19	YTD Budget	Annual Budget
TAXES-PAYROLL	797.73	795.25	1,583.63	1,590.50	9,543.00
TRAVEL/MILEAGE	0.00	125.00	0.00	250.00	1,500.00
WORKER'S COMPENSATION INSURANCE	0.00	541.66	0.00	1,083.32	6,500.00
PERSONNEL EXPENSE - Other	0.00	0.00	0.00	0.00	0.00
<b>Total PERSONNEL EXPENSE</b>	<b>12,108.57</b>	<b>12,838.16</b>	<b>24,047.92</b>	<b>25,676.32</b>	<b>154,058.00</b>
POSTAGE	0.00	250.00	0.00	500.00	3,000.00
PROP/EQUIP UPGRADES - Dist Off	0.00	250.00	0.00	500.00	3,000.00
Repair Maintenance District Off	30.00	166.66	60.00	333.32	2,000.00
SAFETY EQUIPMENT	0.00	125.00	0.00	250.00	1,500.00
SUPPLIES, CLEANING & MISC.	0.00	41.66	0.00	83.32	500.00
TAXES-OTHER	0.00	0.00	0.00	0.00	0.00
TELEPHONE	249.25	400.00	498.76	800.00	4,800.00
TRACTOR MAINTENANCE	30.38	126.66	126.12	253.32	1,520.00
UTILITIES (ELECTRICAL SERVICE)	1,701.40	2,633.34	3,418.83	5,266.68	31,600.00
VEHICLE MAINTENANCE	0.00	375.00	0.00	750.00	4,500.00
WASTEWATER DEPARTMENT					
Hurricane Hermine Expenses	0.00	0.00	0.00	0.00	0.00
NEW PUMP PURCHASE DISTRICT	0.00	3,711.66	0.00	7,423.32	44,540.00
GP INSTALLATION EXPENSES	3,085.00	1,481.50	3,085.00	2,963.00	17,773.00
GRINDER PUMP REPAIR ACCOUNT	681.90	833.34	155.26	1,666.68	10,000.00
EQUIPMENT PURCHASES	415.00	0.00	485.65	0.00	0.00
CHEMICALS, SEWER	183.75	250.00	358.75	500.00	3,000.00
GROUNDWATER MONITORING, WWTP	0.00	416.66	82.03	833.32	5,000.00
LAB TESTING/SUPPLIES, SEWER	275.00	250.00	522.89	500.00	3,000.00
REPAIR/MAINTENANCE, SEWER	255.00	3,916.00	314.49	7,832.00	47,000.00
REPLACEMENT PARTS, SEWER	0.00	833.34	423.85	1,666.68	10,000.00
SLUDGE HAULING	0.00	291.66	0.00	583.32	3,500.00
SUPPLIES/SMALL TOOLS, SEWER	9.00	250.00	206.28	500.00	3,000.00
SYSTEM/PLANT UPGRADES, SEWER	4,659.36	166.66	4,659.36	333.32	2,000.00
WASTEWATER DEPARTMENT - Other	0.00	0.00	0.00	0.00	0.00
<b>Total WASTEWATER DEPARTMENT</b>	<b>9,564.01</b>	<b>12,400.82</b>	<b>10,293.56</b>	<b>24,801.64</b>	<b>148,813.00</b>
WATER DEPARTMENT					
Hurricane Hermine Expenses	0.00	0.00	0.00	0.00	0.00
CHEMICALS, WATER	131.25	250.00	166.25	500.00	3,000.00
LAB TESTING/SUPPLIES, WATER	115.00	334.00	447.75	668.00	4,000.00
REPAIR/MAINTENANCE, WATER	34.75	1,416.66	34.75	2,833.32	17,000.00
REPLACEMENT PARTS, WATER	382.12	666.66	643.73	1,333.31	8,000.00
SUPPLIES/SMALL TOOLS, WATER	13.30	250.00	19.15	500.00	3,000.00
SYSTEM/PLANT UPGRADES, WATER	6,000.02	333.34	6,000.02	666.68	4,000.00
TANK MAINTENANCE, WATER	0.00	898.09	4,554.22	1,796.18	10,777.00
<b>Total WATER DEPARTMENT</b>	<b>6,676.44</b>	<b>4,148.75</b>	<b>11,865.87</b>	<b>8,297.49</b>	<b>49,777.00</b>
<b>Total Expense</b>	<b>37,687.30</b>	<b>55,341.00</b>	<b>65,805.68</b>	<b>110,681.99</b>	<b>664,087.00</b>
Net Ordinary Income	9,922.04	0.34	38,043.49	-0.31	0.00
Other Income/Expense					
Other Income	0.00	0.00	0.00	0.00	0.00
STATE REVOLVING FUND PROGRAM	0.00	0.00	0.00	0.00	0.00
State of Florida Public Assist (Reimbursement of Hurricane Hermine Expenses)	0.00	0.00	0.00	0.00	0.00
CAPITAL GRANT_EPA GRANT REVENUE	0.00	0.00	0.00	0.00	0.00
INTEREST INCOME	0.00	0.00	0.00	0.00	0.00

## TAYLOR COASTAL WATER & SEWER DISTRICT Profit & Loss Budget Performance

November 2019

	Nov 19	Budget	Oct - Nov 19	YTD Budget	Annual Budget
LABOR/PARTS, CUST REPAIR	0.00	0.00	0.00	0.00	0.00
MISCELLANEOUS INCOME	2,360.80	0.00	2,360.80	0.00	0.00
NEW LOT WATER SERVICE FEE	0.00	0.00	0.00	0.00	0.00
<b>Total Other Income</b>	<b>2,360.80</b>	<b>0.00</b>	<b>2,360.80</b>	<b>0.00</b>	<b>0.00</b>
Other Expense					
EMPLOYEE VACCINATION EXPENSE	0.00	0.00	0.00	0.00	0.00
<b>Total Other Expense</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Net Other Income</b>	<b>2,360.80</b>	<b>0.00</b>	<b>2,360.80</b>	<b>0.00</b>	<b>0.00</b>
<b>Net Income</b>	<b>12,282.84</b>	<b>0.34</b>	<b>40,404.29</b>	<b>-0.31</b>	<b>0.00</b>

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

Date	Num	Name	Memo	Amount
<b>FORD F-150 PICKUP PAYMENTS</b>				
11/01/2019	#25	VyStar CSB	Ford F-150 Truck payment #...	385.66
Total FORD F-150 PICKUP PAYMENTS				385.66
<b>BANK CHARGES/SERVICE CHARGES</b>				
11/02/2019	EFT	PAY CLIX	Monthly Fee	24.95
Total BANK CHARGES/SERVICE CHARGES				24.95
<b>COMPUTER/SERVICE, SOFTWARE</b>				
11/01/2019	162043	RVS SOFTWARE	Annual Software Maintenan...	800.00
11/04/2019		CONSOLIDATED COMMUNIC...	578-3043 INTERNET SERV...	40.92
11/18/2019	ENVY 2	HP ONLINE ASSISTANCE	ONLINE AND PHONE ASSI...	19.99
Total COMPUTER/SERVICE, SOFTWARE				860.91
<b>FREIGHT</b>				
11/11/2019	4613297	HAWKINS, INC	Fuel Surcharge Hawkins, Inc	12.00
11/11/2019	4613298	HAWKINS, INC	Fuel Surcharge Hawkins, Inc	12.00
11/19/2019	20444	FITCH SERVICES, INC.	FITCH SERVICES	20.00
Total FREIGHT				44.00
<b>GAS/OIL/DIESEL</b>				
11/11/2019	MORGAN	KEATON BEACH BUMS	FUEL FOR TRACTOR	16.61
11/14/2019	BENNETT	WALTER BS	17.836 Gallons @ \$2.439/G...	43.50
11/18/2019	MORGAN	WALTER BS	23.71 Gallons @ \$2.439/GAL	57.81
Total GAS/OIL/DIESEL				117.92
<b>INTEREST EXPENSE - RURAL DEV (USDA-RD)</b>				
11/30/2019	RD Acct...		November 2019	4,461.31
Total INTEREST EXPENSE - RURAL DEV (USDA-RD)				4,461.31
<b>LEGAL/PROFESSIONAL FEES</b>				
11/22/2019		ANNIE MAE MURPHY, CLER...	Release of Utility Liens - Lar...	20.00
11/30/2019	104	SMITH & ASSOCIATES ATTO...	Responding to Email Corres...	162.50
11/30/2019	104	SMITH & ASSOCIATES ATTO...	Copying Correspondence	80.00
11/30/2019	104	SMITH & ASSOCIATES ATTO...	Review of Curtis emails and ...	1,040.00
11/30/2019	104	SMITH & ASSOCIATES ATTO...	Preparation of Audit Letter	130.00
Total LEGAL/PROFESSIONAL FEES				1,432.50
<b>PERSONNEL EXPENSE</b>				
<b>RETIREMENT CONTRIBUTION-FRS (FL Retirement Systems)</b>				
11/01/2019	6104	BENNETT, RONALD A		354.93
11/01/2019	6105	HATHCOCK, KRISTI M		135.44
11/01/2019	6106	MORGAN, DAVID L.		192.47



## TAYLOR COASTAL WATER & SEWER DISTRICT EXPENSE BREAKDOWN

November 2019

Date	Num	Name	Memo	Amount
11/01/2019	6107	SENTER, LYNETTE T		200.38
Total RETIREMENT CONTRIBUTION-FRS (FL Retirement Systems)				883.22
<b>SALARIES &amp; WAGES-WTR &amp; WW OP</b>				
11/01/2019	6104	BENNETT, RONALDA		4,190.41
11/01/2019	6104	BENNETT, RONALDA		0.00
11/01/2019	6106	MORGAN, DAVID L.		1,907.99
11/01/2019	6106	MORGAN, DAVID L.		327.96
11/01/2019	6106	MORGAN, DAVID L.		36.44
11/01/2019	6106	MORGAN, DAVID L.		0.00
Total SALARIES & WAGES-WTR & WW OP				6,462.80
<b>SALARIES &amp; WAGES-ADMINISTRATIVE</b>				
11/01/2019	6104	BENNETT, RONALDA		0.00
11/01/2019	6105	HATHCOCK, KRISTIM		1,599.00
11/01/2019	6106	MORGAN, DAVID L.		0.00
11/01/2019	6107	SENTER, LYNETTE T		2,365.82
11/01/2019	6107	SENTER, LYNETTE T		0.00
11/01/2019	6107	SENTER, LYNETTE T		0.00
Total SALARIES & WAGES-ADMINISTRATIVE				3,964.82
<b>TAXES-PAYROLL</b>				
11/01/2019	6104	BENNETT, RONALDA		259.81
11/01/2019	6104	BENNETT, RONALDA		60.76
11/01/2019	6105	HATHCOCK, KRISTIM		99.14
11/01/2019	6105	HATHCOCK, KRISTIM		23.19
11/01/2019	6106	MORGAN, DAVID L.		140.89
11/01/2019	6106	MORGAN, DAVID L.		32.95
11/01/2019	6107	SENTER, LYNETTE T		146.68
11/01/2019	6107	SENTER, LYNETTE T		34.31
Total TAXES-PAYROLL				797.73
Total PERSONNEL EXPENSE				12,108.57
<b>Repair Maintenance District Off</b>				
11/21/2019	168666	MESSICK PEST CONTROL	Monthly Pest Control	30.00
Total Repair Maintenance District Off				30.00
<b>TELEPHONE</b>				
11/04/2019		CONSOLIDATED COMMUNIC...	578-2080 WTP GENERATOR	46.77
11/04/2019		CONSOLIDATED COMMUNIC...	578-2474 WWTP GENERA...	46.77
11/04/2019		CONSOLIDATED COMMUNIC...	578-3043 DISTRICT OFFICE	83.86
11/09/2019	9841773...	VERIZON WIRELESS	Shelf Phone 843-1917	0.16
11/09/2019	9841773...	VERIZON WIRELESS	David Morgan - 843-7613	10.63
11/09/2019	9841773...	VERIZON WIRELESS	Ronald Bennett - 843-7621	60.90

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

Date	Num	Name	Memo	Amount
11/09/2019	9841773...	VERIZON WIRELESS	Shelf Phone 843-7626	0.16
Total TELEPHONE				
<b>TRACTOR MAINTENANCE</b>				
11/12/2019		RAGAN'S ACE HARDWARE	FASTENERS FOR TRACTOR	8.94
11/12/2019		RAGAN'S ACE HARDWARE	SHACKLES FOR TRACTOR	19.96
11/12/2019		RAGAN'S ACE HARDWARE	FASTENERS FOR TRACTOR	1.48
Total TRACTOR MAINTENANCE				
<b>UTILITIES (ELECTRICAL SERVICE)</b>				
11/23/2019	97240	TR-COUNTY ELECTRIC, INC.	well	325.41
11/23/2019	97240	TR-COUNTY ELECTRIC, INC.	pumping station	30.77
11/23/2019	97240	TR-COUNTY ELECTRIC, INC.	District Office	126.02
11/23/2019	97240	TR-COUNTY ELECTRIC, INC.	Lift Station #2 Grackle	64.58
11/23/2019	97240	TR-COUNTY ELECTRIC, INC.	WWTP	958.99
11/23/2019	97240	TR-COUNTY ELECTRIC, INC.	Lift Station #1 Boat Ramp	100.70
11/23/2019	97240	TR-COUNTY ELECTRIC, INC.	Storage Trains	30.77
11/23/2019	97240	TR-COUNTY ELECTRIC, INC.	WW O&M	64.16
Total UTILITIES (ELECTRICAL SERVICE)				
<b>WASTEWATER DEPARTMENT</b>				
<b>GP INSTALLATION EXPENSES</b>				
11/04/2019	12155	F. J. NUGENT & ASSOCIATES...	Account #550 Steinhatchee ...	3,085.00
Total GP INSTALLATION EXPENSES				
<b>GRINDER PUMP REPAIR ACCOUNT</b>				
11/12/2019	12195	F. J. NUGENT & ASSOCIATES...	WH576322, 120 V Repair	506.24
11/12/2019	12196	F. J. NUGENT & ASSOCIATES...	WH576314, 120 V Repair	175.66
Total GRINDER PUMP REPAIR ACCOUNT				
<b>EQUIPMENT PURCHASES</b>				
11/19/2019	20444	FITCH SERVICES, INC.	ASCO #12036 SURGE SUP...	415.00
Total EQUIPMENT PURCHASES				
<b>CHEMICALS, SEWER</b>				
11/11/2019	4613297	HAWKINS, INC	105 gallons Ultra-Chlor @ \$...	183.75
Total CHEMICALS, SEWER				
<b>LAB TESTING/SUPPLIES, SEWER</b>				
11/25/2019	419672	FLOWERS CHEMICAL LABO...	Pickup Fee	25.00
11/27/2019	419671	FLOWERS CHEMICAL LABO...	CBOD TSS	45.00
11/27/2019	419671	FLOWERS CHEMICAL LABO...	CBOD TSS FCOL-QT	75.00
11/27/2019	419671	FLOWERS CHEMICAL LABO...	N02/N03 WW	45.00
11/29/2019	419820	FLOWERS CHEMICAL LABO...	C12 Gel	35.00

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

Date	Num	Name	Memo	Amount
11/29/2019	419820	FLOWERS CHEMICAL LABO...	C12 Meter	50.00
Total LAB TESTING/SUPPLIES, SEWER				275.00
<b>REPAIR/MAINTENANCE, SEWER</b>				
11/14/2019	5073	RON'S ELECTRICAL SERVICE	WWTP Chlorine Pumps Tro...	255.00
Total REPAIR/MAINTENANCE, SEWER				255.00
<b>SUPPLIES/SMALL TOOLS, SEWER</b>				
11/26/2019	BENNETT	WAL MART	Beverages	2.88
11/26/2019	BENNETT	WAL MART	Beverages	6.12
Total SUPPLIES/SMALL TOOLS, SEWER				9.00
<b>SYSTEM/PLANT UPGRADES, SEWER</b>				
11/12/2019	92837354	SPX FLOW US, LLC	NEW PROPELLER BLADE ...	4,659.36
Total SYSTEM/PLANT UPGRADES, SEWER				4,659.36
Total WASTEWATER DEPARTMENT				9,564.01
<b>WATER DEPARTMENT</b>				
<b>CHEMICALS, WATER</b>				
11/11/2019	4613298	HAWKINS, INC	75 gallons Ultra-Chlor @ \$1....	131.25
Total CHEMICALS, WATER				131.25
<b>LAB TESTING/SUPPLIES, WATER</b>				
11/25/2019	419672	FLOWERS CHEMICAL LABO...	Colliert-18	100.00
11/25/2019	419672	FLOWERS CHEMICAL LABO...	Vehicle Surcharge	15.00
Total LAB TESTING/SUPPLIES, WATER				115.00
<b>REPAIR/MAINTENANCE, WATER</b>				
11/26/2019	10052754	GULF COAST PLUMBING AN...	PRESSURE GAUGE	27.75
11/26/2019	10052754	GULF COAST PLUMBING AN...	1" UNION SCH80 PVC	7.00
Total REPAIR/MAINTENANCE, WATER				34.75
<b>REPLACEMENT PARTS, WATER</b>				
11/18/2019	106099	LANIER MUNICIPAL SUPPLY ...	6 - B43-232W MN X COMP ...	328.44
11/18/2019	106099	LANIER MUNICIPAL SUPPLY ...	3 - 684-33-g-nl 3/4 MIPXCO...	53.40
11/18/2019	106099	LANIER MUNICIPAL SUPPLY ...	3/4"X100" ADS CTS PE TU...	0.28
Total REPLACEMENT PARTS, WATER				382.12
<b>SUPPLIES/SMALL TOOLS, WATER</b>				
11/26/2019	BENNETT	WAL MART	Beverages	2.88
11/26/2019	BENNETT	WAL MART	Beverages	3.98
11/26/2019	BENNETT	WAL MART	Beverages	6.44

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

Date	Num	Name	Memo	Amount
Total SUPPLIES/SMALL TOOLS, WATER				13.30
<b>SYSTEM/PLANT UPGRADES, WATER</b>				
11/07/2019	1758321	DEWBERRY ENGINEERS INC	Study and Report Phase 10...	6,000.02
Total SYSTEM/PLANT UPGRADES, WATER				6,000.02
Total WATER DEPARTMENT				6,676.44
<b>TOTAL</b>				<b><u>37,687.30</u></b>

**TAYLOR COASTAL WATER & SEWER DISTRICT**  
**Balance Sheet**  
 As of November 30, 2019

	Nov 30, 19
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
SAVINGS CCBG	21,782.00
DEBT RESERVE, USDA-RD-PHASE II	16,016.93
PAYMENTS, USDA-RD - PHASE II	54,110.00
DEBT RESERVE RD 92-01, CONST.	14,070.00
PAYMENTS, USDA-RD 92-01, CONST.	26,245.00
DEBT RESERVE USDA-RD 91-03, TCU	12,385.06
PAYMENTS, USDA-RD 91-03, TCU	38,000.00
WATER SERVICE FEE, NEW LOTS	120,945.84
DEPRECIATION RESERVE-Major R&R (Major Repair/Replacement)	502,451.91
CONTINGENCY RESERVE	57,036.92
CAPITAL IMPROVEMENTS, MINOR	74,056.74
GRINDER PUMP REPAIR FEE	762.95
SAVINGS CCBG - Other	937,863.35
Total SAVINGS CCBG	266,825.87
CAPITAL CITY BANK OP CHKNG (New Bank Account due to Citizens being acquired by Cred...	1,183.59
OPERATING, SMALL BUSINESS CHKG (MAIN ACCOUNT, CHECKING)	10,864.95
SAVINGS, TCW&SD RESERVE ACCOUNT (BUSINESS SAVINGS)	1,216,737.76
Total Checking/Savings	1,211.07
Accounts Receivable	1,211.07
ACCOUNTS RECEIVABLE (990 line 47a)	1,211.07
Total Accounts Receivable	6,498.00
Other Current Assets	48,613.08
PREPAID EXPENSES	61,530.55
INVENTORY	116,641.63
RVS - SYSTEM INCOME	1,334,590.46
Total Other Current Assets	23,518.22
Total Current Assets	13,949.99
Fixed Assets	-3,914,764.99
2017 FORD F-150 PICKUP	14,961.23
IMPROVEMENTS	339,276.02
ACCUMULATED DEPRECIATION	136,986.36
BUILDINGS	111,587.90
CUSTOMER PURCHASED GPS	10,700.00
EQUIPMENT	167,749.00
EXPANSION, 95.68 Acres, WWTP (From Foley Lands & Timber through Suwannee River Water ...	
FIRE HYDRANTS from TCBC	
LAND	

**TAYLOR COASTAL WATER & SEWER DISTRICT**  
**Balance Sheet**  
 As of November 30, 2019

	Nov 30, 19
OFFICE EQUIPMENT	8,109.26
PIPING, TANKS & WELLS	797,853.40
PUMPS & CONTROLS	27,407.72
WASTEWATER SYSTEM, PHASE I (Quality Plus Services contract 8/17/04; Start 9/1/2004; subst...	6,673,144.46
WATER EXPANSION 2002	28,328.02
WATER SYS EXPA, PRECOST 6/30/04	7,363.22
WATER SYSTEM EXPANSION	87,255.43
WWTP O&M SHOP/OFF BLDG. 07-08	56,959.74
<b>Total Fixed Assets</b>	<b>4,590,384.98</b>
Other Assets	
UNRESTRICTED NET ASSET	155,117.53
Total Other Assets	155,117.53
<b>TOTAL ASSETS</b>	<b>6,080,092.97</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	3,674.54
ACCOUNTS PAYABLE (990 line 60)	3,674.54
Total Accounts Payable	3,674.54
Credit Cards	
CARDMEMBER SERVICE (Capital City Bank Visa)	
CCB BUSINESS VISA-BENNETT-6125	1,577.37
CCB BUSINESS VISA-SENTER-1850	7,575.55
CCB BUSINESS VISA - GOOD 6624	-763.38
CCB BUSINESS VISA - MORG 3078	1,163.03
CARDMEMBER SERVICE (Capital City Bank Visa) - Other	-9,412.35
Total CARDMEMBER SERVICE (Capital City Bank Visa)	140.22
Total Credit Cards	140.22
Other Current Liabilities	
TCWSD (TRUCK PAYMENT)	745.76
NET PENSION LIABILITY	121,269.00
Accrued Wages	9,977.72
ACCRUED INTEREST-RD	68,048.65
CUSTOMER OVERPAYMENTS	28,547.20
PAYROLL LIABILITIES	2,942.99
RETIREMENT PAYABLE	567.72
Total Other Current Liabilities	232,099.04

**TAYLOR COASTAL WATER & SEWER DISTRICT**  
**Balance Sheet**  
 As of November 30, 2019

	Nov 30, 19
<b>Total Current Liabilities</b>	235,913.80
<b>Long Term Liabilities</b>	
N/P CITIZENS STATE BANK	16,873.98
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)	331,935.00
N/P, RD 2005B BONDS, Const. 92-01 (USDA-RD Loan #92-01)	562,000.00
N/P, RD 2011A BONDS, PH II WW	293,227.80
<b>Total Long Term Liabilities</b>	1,164,354.78
<b>Total Liabilities</b>	1,400,268.58
<b>Equity</b>	
<b>RETAINED EARNINGS</b>	
Unrestrict (retained earnings) (990 line 21 & 67)	3,029,003.21
Net Income	40,404.29
<b>Total Equity</b>	4,679,824.39
<b>TOTAL LIABILITIES &amp; EQUITY</b>	6,080,092.97

WATER AUDIT  
Taylor Coastal Water and Sewer District

**MONTH: November 2019**

Current Master Meter Reading	243,663,000	
Previous Master Meter Reading	242,138,000	
Total Gallons Pumped	1,525,000	1,525,000

UNMETERED WATER	GALLONS	
<b>#1</b>	<b>Booster Station</b>	
a. Tank Drain	200	
b. Air-Charge adjustments (200gpm)	750	
c. Chlorine adjustment -- storage	0	
<b>#2</b>	<b>Line flushing (summary)</b>	
a. North	5,000	
b. South	6,000	
c. Flush Hydrant Test	0	
<b>#3</b>	<b>Broken lines - CORNER STORE</b>	
	10,000	
<b>#4</b>	<b>Water Treatment Plant</b>	
a. Clear 10K tank	500	
b.		
	<b>Total Known unmetered water</b>	
	22,450	22,450

**Gallons Pumped minus Known Unmetered water** 1,502,550

**Total Water Sold (Per Directors Report)** 969,000

**Estimated Water Loss, gallons** 533,550

Gallons pumped minus known unmetered water & water sold.

**Estimated Water Loss (%)** 34.99%

Equals loss (gallons) divided by pumped (gallons)

desire ≤ 10%

We have discovered two leaks - one at Sawgrass Bay, and one at the WWTP