

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

REGULAR COMMISSION MEETING AGENDA
Thursday, November 18, 2021
6:00 p.m.

IN AN EFFORT TO PROTECT THE PUBLIC AND THE DISTRICT BOARD, A CONFERENCE LINE HAS BEEN SET UP TO ACCOMMODATE COMMUNITY ACCESS TO THE MEETING.
CONFERENCE LINE: 1-917-900-1022 CONFERENCE ID: 18820
THIS IS NOT A TOLL-FREE NUMBER AND YOU MAY BE SUBJECT TO LONG DISTANCE CHARGES, ACCORDING TO YOUR LONG DISTANCE PLAN

When the Chairperson opens the meeting for public comment, please follow these instructions:
If you wish to speak please dial *5. The moderator will unmute your line when it is your turn to speak, and notify you by announcing the last 4 digits of your telephone number. Please announce your name and address.
You will be allowed to speak for 3 minutes.

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. Update on Water Improvements Project
5. Approval of Minutes from October 21, 2021 Board Meeting
6. Staff Reports
 - a. Director's Report – October 2021 – Kristi Hathcock
 - b. Water Audit – October 2021
 - c. Financial Report October 2021 – Lynette Senter
 - d. Other District Manager Items – Lynette Senter
7. New Business
 - a. Preferred Government Underwriters recommendation for Fish Creek Cove Claim
 - b. Review of Attorney Services RFP responses received
 - c. Citizen Participation on District Committees
 - d. Letter from Cline Moore regarding Cyril Antony Brown Lot
8. Old Business
 - a. Review of Changes and Approval of Rules of Procedure and Commissioners Code of Conduct.
 - b. Review of Changes and Approval of TCWSD Rules and Regulations
 - c. Neighborhood Meter Project
 - d. Road Repairs at WWTP
 - e. December 7, 2021 Diamond Maps meeting
 - f. January 2022 Board Meeting possible relocation
9. Closing Remarks Commissioners/Staff
10. Motion to Adjourn

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MINUTES OF REGULAR COMMISSION MEETING

October 21, 2021

1. The meeting was held at the District Building at 6:00 PM on October 21, 2021. Present were Commissioners David Dall, William Rich, Mike Hunter, Michael Lynn, Thomas Kicklighter, and Gayle Lundy. Commissioner Randy Hathcock was absent. TCWSD Staff present were Kristi Hathcock and Lynette Senter. TCWSD Attorney J.D. Durant was present. There were six guests, Roger Weste, W. Chris Cooksey, LaWanda Pemberton, Don Curtis, Glenn Senter, and Willi Huxford.
2. The meeting was called to order at 6:00 p.m. Commissioner Dall led in prayer and the pledge of allegiance to the flag.
3. Election of Officers for Fiscal Year 2021-2022:
 - a. Chairman - Commissioner Hunter nominates Commissioner Kicklighter for Chairman but Commissioner Kicklighter declines. Commissioner Lynn nominates Commissioner Dall for Chairman and Commissioner Dall accepts. By unanimous vote, Commissioner Dall was elected.
 - b. Vice Chairman – Commissioner Lynn nominates Commissioner Hunter to be the Vice President and Commissioner Hunter accepts. By unanimous vote, Commissioner Hunter was elected.
 - c. Secretary – Commissioner Hunter nominates District Office Manager, Lynette Senter to be the Secretary and Mrs. Senter accepted. By unanimous vote, Ms. Senter was elected.
4. Chairman Dall asked for comments from the public for non-agendaed items. Chairman Dall asked if anyone had talked with Commissioner Hathcock as it appeared he has missed three meetings. Commissioner Hunter and Commissioner Lundy explained that Commissioner Hathcock had a son playing football on a rare Thursday night, and that Commissioner Hathcock had missed two meetings, not three. There were no non-agendaed items, but Mr. Don Curtis Jr. asked to move his agendaed item 11 b. up to this time and Chairman Dall agreed.

Mr. Curtis addressed the Board concerning his request on October 7, 2021, for reimbursement of his out-of-pocket expenses incurred for his Fish Creek Cove LLC property. He explained that he had attorney's fees of \$17,932.50 and the cost for hiring a specialty appraiser for \$7,500 for a total of \$25,432.50. Mr. Curtis stated that he was open to receiving the reimbursement as a credit to his monthly water and sewer bill. Ms. Senter indicated that using the basic minimum monthly charge, it would take approximately 22 years to satisfy this amount. Board Attorney, J.D. Durant discussed the Burt Harris Private Property Rights law with the Board and indicated that he did not see an actionable claim at this point. The Board discussed forwarding this claim to the County Commissioners for action. Ms. Pemberton, the County Manager, spoke from the audience and asked if the District had insurance. Ms. Senter confirmed that they did have insurance and that she had already forwarded this item to the insurance company several months ago, and again on

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

Page 2 of 5

October 7, 2021, but had not yet received a response. The Board agreed to wait until a response from the insurance company is received for further discussion.

5. Update on the Water Improvements Project - Travis Covington had a conflict with this first new meeting date change but indicated that our information was still being reviewed by DEP. The surveying has just been finished and they were working on the core sampling. Commissioner Rich asked about the mapping issue and Ms. Senter explained that Mr. Covington had been given the files from the previous project engineer. Chairman Dall asked when Diamond Maps would be implemented to help the project. Ms. Senter explained that the District has been using Diamond Maps for over a year to add grinder pumps as they were installed but that the water lines and water meters had not yet been added into the system. One line change location has been marked by the field staff, and more will be performed, but the Neighborhood Meter Project takes priority
6. Approval of minutes from the September 28, 2021, Board Meeting. Chairman Dall asked if everyone had reviewed the minutes and if there was a motion to approve. **Commissioner Hunter made a motion to accept the minutes. Commissioner Kicklighter offered a second. Chairman Dall asked for further discussion. There was none. By unanimous vote, the motion was approved.**
7. **Staff and Committee Reports**
 - a. **Directors Report – Kristi Hathcock** – Ms. Hathcock reported the Water and Sewer sales for the month of September 2021 totaled \$65,035.16, \$7,815.83 higher than the budgeted estimate of \$57,219.33. There were no past due customers. There were no turned off account. There were two changes in membership. There were twenty-two adjustments totaling (\$333.44).
 - b. **Water Audits** – Ms. Hathcock reported the water audit for September 2021 shows an estimated water loss of 16.45%. The field staff are actively looking for any leaks.
 - c. **Financial Reports – Lynette Senter**– Ms. Senter reported the sales including new memberships for the month of September 2021 were \$65,035.16, \$7,815.83 higher than the budgeted estimate of \$57,219.33. Exception expenses were \$6,298.00 for General Liability Insurance, and \$4,473.00 for a new Flow Meter at the Wastewater Plant. We received \$42.87 in interest income. Total Net Income for September 2021 was \$8,239.47.
 - d. **Other Office Manager Items** – Lynette Senter
 - (1) On October 1st, we had a break in our main sewer line. Ron and David started checking the lines along Beach Road and found one just past Sawgrass Bay Estates. They excavated the line, used a valve to stop the flow and made the necessary repairs.
 - (2) We had our Diesel Tank inspection on Tuesday and after talking with the DEP Inspector, we have qualified for a waiver of the annual inspections and will only have to be inspected every three years. This waiver was granted because our recordkeeping and maintenance was very well done the past few years.
 - (3) We will be advertising for Field Assistant job starting next week and hope to have someone hired and ready to start by December 1st.

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

Page 3 of 5

- (4) Five additional complete GP packages have been received and are in storage at the Wastewater Plant, so our inventory is ready for future customers. We have a customer installation scheduled for tomorrow.
- (5) We have prepared the updated Board Meeting Calendar and Holiday Schedule for 2022.
- (6) Ms. Hathcock began working full time on October 1st. We have already seen a much better workflow here at the office as well as better continuity of customer care. We are working on a project schedule for the coming months to include scanning of old files, updating manuals for both positions, and more cross-training.
- (7) We have begun updating the District's Rules & Regulations and the Board Rules of Procedure. They are normally approved at the first meeting at the beginning of the fiscal year, but we wanted you all to have copies of the suggested updates so they can be discussed at our November meeting

8. New Business

- a. Review of Attorney Services RFP responses received – the District advertised in the local newspaper and distributed RFP packages to all local attorneys licensed to practice in the State of Florida. We excluded those attorney's that were part of the judiciary or public defenders' office. We received one response from the Curtis Law Firm. After some discussion, the board decided to expand the scope of the RFP to include neighboring counties. Ads will be placed in the appropriate newspapers asking for responses in time for the November 2021 Board Meeting.
- b. Mr. Don Curtis' request was moved to item 4, non-agendaed items.
- c. Request for Sewer without Water – Commissioner Rich made a request to have sewer service without water. Commissioner Rich owns two adjoining lots, each with a separate water and sewer service. He wishes to use the water service from one of the lots to service both grinder pumps. This would allow Commissioner Rich to save the minimum monthly fee for water each month, but he would still pay for the grinder pump fee. The Commissioners discussed making this change. **Commissioner Lynn made a motion to allow sewer without water service. Commissioner Lundy offered a second. Chairman Dall called for further discussion. After further discussion about whether the property division, setting a precedent for future requests, and ownership of grinder pumps, Commissioner Lynn withdrew his motion. There was no other motion, and the subject was closed with no further discussion.**

12. Old Business

- a. Field staff and Melvin Bowden have identified the first installation location of the Neighborhood Meter Project. As soon as the parts are received and SRWMD finishes their review, the installation will begin.
- b. Road Repairs at Wastewater Treatment Plant – the original quote we received was for the road that extends past the Plant. There was a misunderstanding between the Office and Mr.

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

Page 4 of 5

Beach regarding which portion of the road needed to be repaired. Mr. Beach will get a revised quote to the Office as soon as he can. There was some discussion regarding who was responsible for the road maintenance as it is not used by the District, only by easement holders. The Board's attorney, Mr. Durant said he would like to have more information to review, but that he did not think the Board would be responsible for maintaining that portion of the road which they do not use unless it is a safety issue. When the revised quote is received, Ms. Senter will discuss this further with Mr. Durant.

- c. Dashboard Information – Chairman Dall spoke to the Board regarding the progress of the Dashboard he had been working with the University of North Carolina to prepare. Commissioner Hunter asked about the purpose of the dashboard and if the Board had voted to do this project. Commissioner Dall explained that the dashboard would be a financial tool that could be used when the District has another bond issue and after the presentation, the Board could proceed any way they chose. Ms. Senter asked Chairman Dall about the comparison tool that was available online and indicated that she was unable to compare us with Districts of similar size. Chairman Dall explained that there were drop down menus that could be accessed to provide that information. Commissioner Hunter asked who would be maintaining this dashboard and Chairman Dall explained that it was a simple spreadsheet. Chairman Dall asked when the Board would like to schedule a workshop to watch the dashboard presentation. The Board discussed the schedule and by consensus chose the regular meeting in January 2022.
- d. Diamond Maps – Chairman Dall indicated that he had been discussing Diamond Maps, a Rate Study and the Rev Plan with the Florida Rural Water Association. Mr. George Glover from FRWA will meet with the staff and Commissioner Rich to start the water line entry into the system as soon as the field staff has availability. A rate study is being performed by Andrew Greene from Florida Rural Water. He has met with District Staff and obtained a great deal of the financial information and is waiting on the end of the month reports for October to proceed. Chairman Dall spoke about comparing the FRWA dashboard to the report we will get from FRWA and using this for budgeting, financial studies and the upcoming bond issue.

13. **Closing Remarks Commissioners/Staff - None**

14. **Motion to Adjourn**

Chairman Dall requested a Motion to Adjourn. Commissioner Lundy made a motion to adjourn the meeting. Commissioner Kicklighter offered a second. The meeting adjourned at 7:52 P.M.

Board Actions:

- 1. Commissioner Dall was elected Chairman
- 2. Commissioner Hunter was elected Vice-Chairman
- 3. Ms. Senter was elected Board Secretary

TAYLOR COASTAL WATER & SEWER DISTRICT
MINUTES OF REGULAR COMMISSION MEETING
Page 5 of 5

4. The Board approved the minutes from the September 28, 2021, Board Meeting.

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

DRAFT

Directors Report

Taylor Coastal Water & Sewer Distr

Water Sold This Month

1,048,000 Gallons

	Amount (\$)	# Of Accounts
Total Water	19,164.87	546
Total Sewage	27,075.72	526
Total Grinder Pump Fee	7,764.92	524
Total LATE FEE	203.45	20
Total Adjustments	-1,230.59	20
Total Current Charges	52,978.37	546
<hr/>		
Amount Past Due 1-30 Days	1,226.45	10
Amount Past Due 31-60 Days	94.03	1
Amount Past Due Over 60 Days	0.00	
Amount Of Overpayments/Prepayments	-16,550.66	125
Total Receivables	37,748.19	492

Total Receipts On Account	50,124.29	476
Net Change in Memberships	1,500.00	2
Amount of All Memberships	271,220.00	486
Amount of All Deposit 2	4,500.00	6
Turned Off Accounts (Amount Owed)	-1,013.45	145
Collection Accounts (Amount Owed)	-1,013.45	119
Number Of Unread (Turned On) Meters		1
Average Usage For Active Meters	1,832	572
Average Water Charge For Active Meters	35.10	546

Usage Groups	Gallons	# Of Accounts	Usage	Gallons	% Of Usage	% Of Sales
Over 50,000		1	69,000		6.58	2.25
40,001-50,000		0	0		0.00	0.00
30,001-40,000		2	71,000		6.77	1.70
20,001-30,000		1	30,000		2.86	0.68
10,001-20,000		9	124,000		11.83	2.86
8,001-10,000		3	29,000		2.77	0.75
6,001-8,000		15	110,000		10.50	3.28
4,001-6,000		22	116,000		11.07	4.09
2,001-4,000		75	255,000		24.33	12.91
1-2,000		184	244,000		23.28	30.98
Zero Usage		260	0		0.00	40.51
<hr style="border-top: 1px dashed black;"/>						
Total Meters		572	1,048,000		100.00	100.00

Directors Report

Taylor Coastal Water & Sewer Distr

Monthly Reconciliation

Ending Receivables (Last Month)		34,894.11
Sales this Month	+	54,208.96
Adjustments this Month		-1,230.59
Less Payments this Month	-	50,124.29
		<hr/>
	=	37,748.19
Total Receivables		37,748.19
Ending Memberships (Last Month)		273,220.00
Changes this Month		1,500.00
		<hr/>
	=	274,720.00
Total Memberships		275,720.00

PAST DUE LIST

Taylor Coastal Water & Sewer Distr

ACCT#	RT NAME	CURRENT	1-30	31-60	61+	LAST PAYMENT	TOTAL
431	5 BOWDEN, MELVIN	147.17	155.36	94.03		460.58 8/20/21	396.56
Total Receivables:		37,748.19	147.17	94.03			
Accounts Listed:		1	155.36		0.00		\$396.56

All Customers Age 2 Accounts

Taylor Coastal Water & Sewer Dist.

1:00:12PM

Turned Off Accounts

ACCT #	NAME	SERVICE ADDRESS	ROUTE	TURN-OFF DATE	MONTHS INACTIVE
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Accounts turned off since 10/01/2021

All Customers

Taylor Coastal Water & Sewer Dist.

CHANGES IN MEMBERSHIP

Taylor Coastal Water & Sewer Distr

Acct #	Name	Service Address	Deposit #	Reason	Previous	Date	New Amount	Date	Changed
459	COOPER, CHRIS	380 CEDAR ISLAND RD	1	Increase in Member:	\$500.00	5/10/02	\$1,000.00	10/28/2021	\$500.00
700	WOOFER, JANE PARKER	19017 GOOD TIMES DR	1	New Membership	\$0.00		\$1,000.00	10/18/2021	\$1,000.00
1	Accounts using code for	New Membership			\$1,000.00				
0	Accounts using code for	Membership Increase			\$500.00				
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:			1,500.00				
									0.00

All Customers
Taylor Coastal Water & Sewer Dist.

ADJUSTMENTS

Friday, October 29, 2021

12:58:40PM

10/29/2021

Page 1 of 2

Taylor Coastal Water & Se

ACCT. #	NAME	CODE	AMOUNT	APPROVAL	DATE
336	WOODFORD, ROBERT	1	(\$9.60)		10/19/21
	1 Total Adjustments	(\$9.60)	For Adjustment 1		
338	WOODS, ROSEMARY	2	\$89.02	KMH	10/7/21
	RETURNED CHECK FROM PAYCLIX				
	1 Total Adjustments	\$89.02	For Adjustment 2		
338	WOODS, ROSEMARY	3	\$5.00	KMH	10/7/21
	RETURNED CHECK FEE				
	1 Total Adjustments	\$5.00	For Adjustment 3		
498	WATSON, CHARLES M.	9	\$144.47	KMH	10/21/21
	ADJUSTMENT TO WRONG ACCOUNT				
	1 Total Adjustments	\$144.47	For Adjustment 9		
370	BURNAM, JONATHAN	12	(\$8.90)	KMH	10/28/21
	THEY HAVE NEVER HAD A LATE FEE.				
	1 Total Adjustments	(\$8.90)	For Adjustment 12		
350	BAUMGARDNER, TOM	13	(\$7.56)	KMH	10/21/21
	SM				
34	CARLTON, CHARLES D	13	(\$7.56)	KMH	10/21/21
	SM				
147	DORRIS, GARY & LISA	13	(\$7.56)	KMH	10/21/21
	SM				
178	HENDERSON, ROBBIE L.	13	(\$52.92)	KMH	10/21/21
	SM				
618	HIGH, J.D. and LESLIE	13	(\$60.48)	KMH	10/21/21
	SM				
186	HILL, SIDNEY	13	(\$7.56)	KMH	10/21/21
	SM				
66	LILLIOTT, HUD AND LAUR	13	(\$7.56)	KMH	10/21/21
	SM				
150	MADISON, JASON & SAMA	13	(\$37.80)	KMH	10/21/21
	SM				
668	MINIX, JOHN & BECKY	13	(\$7.56)	KMH	10/21/21
	SM				
318	MORRIS, JOHN	13	(\$272.16)	KMH	10/21/21
	SM				
551	NALL, FELIX & PAT	13	(\$37.80)	KMH	10/21/21
	SM				
300	SCHAMBEAU, GERALD	13	(\$37.80)	KMH	10/21/21
	SM				
435	WHITE, D.L.	13	(\$15.12)	KMH	10/21/21
	SM				
	13 Total Adjustments	(\$559.44)	For Adjustment 13		
38	VANDERHAVE, JOHN	14	\$100.00	KMH	10/18/21
	VANDERHAVE TO HUNT				
	1 Total Adjustments	\$100.00	For Adjustment 14		
357	BETHEA, CLAYTON/SAND	17	(\$601.23)	KMH	10/21/21
	ONE-TIME ADJUSTMENT				
194	FLEMING, DENVER	17	(\$100.97)	KMH	10/21/21
	ONE-TIME ADJUSTMENT				

Taylor Coastal Water & Sewer

ACCT. #	NAME	CODE	AMOUNT	APPROVAL	DATE
498	WATSON, CHARLES M.	17	(\$144.47)	KMH	10/21/21
	ONE-TIME ADJUSTMENT				
498	WATSON, CHARLES M.	17	(\$144.47)	KMH	10/21/21
	ONE-TIME ADJUSTMENT				

4 Total Adjustments (\$991.14) For Adjustment 17

- 1. (9.60) Adjustment for mis-read meter
- 2. 89.02 Debit account for returned check
- 3. 5.00 Returned check fee
- 9. 144.47 Data input error
- 12. (8.90) Late fee adjustment
- 13. (559.44) Second meter
- 14. 100.00 Transfer fee (chg of owner)
- 17. (991.14) One time adjustment request

20 Accounts 23 Total Adjustments (\$1,230.59)

All Customers

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

WATER AUDIT
Taylor Coastal Water and Sewer District

MONTH: October 2021

Current Master Meter Reading	278,277,000	10/20/21	
Previous Master Meter Reading	276,982,000	9/21/21	
Total Gallons Pumped	1,295,000		1,295,000

UNMETERED WATER

GALLONS

#1	Booster Station		
a.	Tank Drain	3,000	
b.	Air-Charge adjustments (200gpm)	1,000	
c.	Chlorine adjustment -- storage		
#2	Line flushing (summary)		
a.	North	8,000	
b.	South	6,000	
c.	Flush Hydrant Test		
#3	Broken Lines		
#4	Water Treatment Plant		
a.	Clear 10K tank	4,000	
b.			
	Total Known unmetered water	22,000	22,000

Gallons Pumped minus Known Unmetered water 1,273,000

Total Water Sold (Per Directors Report) 1,048,000

Estimated Water Loss, gallons 225,000

Gallons pumped minus known unmetered water & water sold.

Estimated Water Loss (%) 17.37%

Equals loss (gallons) divided by pumped (gallons)

desire ≤ 10%

TAYLOR COASTAL WATER & SEWER DISTRICT
Profit & Loss Budget Performance
 October 2021

				Oct 21	Budget	Oct 21	YTD Budget	Annual Budget
Ordinary Income/Expense								
Income								
		CUSTOMER GRINDER PUMP SALES		12,000.00	8,333.37	12,000.00	8,333.37	100,000.00
		ADJUSTMENTS, RVS BILLING		-1,230.59	0.00	-1,230.59	0.00	0.00
		GRINDER PUMP FEE		7,764.92	6,522.50	7,764.92	6,522.50	78,270.00
		LATE FEES, RVS		203.45	283.37	203.45	283.37	3,400.00
		SEWAGE SALES		27,075.72	26,184.62	27,075.72	26,184.62	314,215.00
		WATER CONNECTION FEE (RVS MEMBERSHIP)		1,500.00	1,333.34	1,500.00	1,333.34	16,000.00
		WATER SALES		19,164.87	18,224.25	19,164.87	18,224.25	218,691.00
		Total Income		66,478.37	60,881.45	66,478.37	60,881.45	730,576.00
		Gross Profit		66,478.37	60,881.45	66,478.37	60,881.45	730,576.00
Expense								
		PRINCIPAL EXPENSE - RURAL DEV (Rural Development Principal)		2,063.88	2,063.88	2,063.88	2,063.88	24,767.00
		Uncategorized Expenses (Expenses not categorized elsewhere)		0.00	9,268.87	0.00	9,268.87	111,226.00
		FORD F-150 PICKUP PAYMENTS		385.66	385.74	385.66	385.74	4,628.00
		CUSTOMER REPAIRS		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	750.00	0.00	750.00	9,000.00
		ADVERTISING		697.00	162.50	697.00	162.50	1,950.00
		BANK CHARGES/SERVICE CHARGES		147.97	66.63	147.97	66.63	800.00
		COMPUTER/SERVICE,SOFTWARE		709.95	333.37	709.95	333.37	4,000.00
		DUES & SUBSCRIPTIONS		0.00	16.63	0.00	16.63	200.00
		ENGINEERING SERVICES		0.00	125.00	0.00	125.00	1,500.00
		FINANCE CHG/LATE FEE		0.00		0.00		0.00
		FREIGHT		51.14	58.37	51.14	58.37	700.00
		GAS/OIL/DIESEL		340.94	333.37	340.94	333.37	4,000.00
		INSURANCE						
		INLAND MARINE		0.00	25.00	0.00	25.00	300.00
		AUTO		0.00	258.25	0.00	258.25	3,099.00

TAYLOR COASTAL WATER & SEWER DISTRICT
Profit & Loss Budget Performance
 October 2021

	Oct 21	Budget	Oct 21	YTD Budget	Annual Budget
BONDS, Comm/Emp Dis/D&O Lia	-35.00	300.00	-35.00	300.00	3,600.00
GENERAL LIABILITY INS.	0.00	470.50	0.00	470.50	5,646.00
POLLUTION (WWTP DIESEL TANK)	0.00	75.00	0.00	75.00	900.00
PROPERTY INSURANCE	0.00	197.25	0.00	197.25	2,367.00
Total INSURANCE	-35.00	1,326.00	-35.00	1,326.00	15,912.00
INTEREST EXPENSE	0.00	0.00	0.00	0.00	0.00
INTEREST EXPENSE - RURAL DEV (USDA-RD)	4,610.02	4,523.25	4,610.02	4,523.25	54,279.00
LANDSCAPING & DESIGN	0.00	41.63	0.00	41.63	500.00
LEGAL/PROFESSIONAL FEES	894.20	1,250.00	894.20	1,250.00	15,000.00
LICENSES & PERMITS	175.00	250.00	175.00	250.00	3,000.00
MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	0.00
MOWING	0.00	303.00	0.00	303.00	3,636.00
OFFICE EXPENSE	488.77	250.00	488.77	250.00	3,000.00
PERSONNEL EXPENSE					
EDUCATION/CONFERENCE EXPENSE	0.00	25.00	0.00	25.00	300.00
RETIREMENT CONTRIBUTION-FRS (FL Retirement Systems)	1,497.99	1,788.12	1,497.99	1,788.12	21,457.00
SALARIES & WAGES-WTR & WW OP	7,336.33	8,840.75	7,336.33	8,840.75	106,089.00
SALARIES & WAGES-ADMINISTRATIVE	6,508.31	7,683.37	6,508.31	7,683.37	92,200.00
TAXES-PAYROLL	1,059.12	1,264.25	1,059.12	1,264.25	15,171.00
TRAVEL/MILEAGE	43.12	50.00	43.12	50.00	600.00
WORKER'S COMPENSATION INSURANCE	0.00	541.63	0.00	541.63	6,500.00
Total PERSONNEL EXPENSE	16,444.87	20,193.12	16,444.87	20,193.12	242,317.00
POSTAGE	0.00	250.00	0.00	250.00	3,000.00
PROP/EQUIP UPGRADES - Dist Off	93.98	41.63	93.98	41.63	500.00
Repair Maintenance District Off	746.00	41.63	746.00	41.63	500.00
SAFETY EQUIPMENT	17.02	50.00	17.02	50.00	600.00
SUPPLIES, CLEANING & MISC.	0.00	0.00	0.00	0.00	0.00
TAXES-OTHER	0.00	0.00	0.00	0.00	0.00
TAXES & LICENSES	0.00		0.00		0.00

TAYLOR COASTAL WATER & SEWER DISTRICT
Profit & Loss Budget Performance
October 2021

					Oct 21	Budget	Oct 21	YTD Budget	Annual Budget
				TELEPHONE	348.45	400.00	348.45	400.00	4,800.00
				TRACTOR MAINTENANCE	24.96	105.87	24.96	105.87	1,270.00
				UTILITIES (ELECTRICAL SERVICE)	1,721.57	2,041.63	1,721.57	2,041.63	24,500.00
				VEHICLE MAINTENANCE	64.20	250.00	64.20	250.00	3,000.00
				WASTEWATER DEPARTMENT					
				NEW PUMP PURCHASE DISTRICT	0.00	4,965.00	0.00	4,965.00	59,580.00
				GP INSTALLATION EXPENSES	0.00	2,500.00	0.00	2,500.00	30,000.00
				GRINDER PUMP REPAIR ACCOUNT	0.00	750.00	0.00	750.00	9,000.00
				EQUIPMENT PURCHASES	0.00	0.00	0.00	0.00	0.00
				CHEMICALS, SEWER	213.75	250.00	213.75	250.00	3,000.00
				GROUNDWATER MONITORING, WWTP	0.00	416.63	0.00	416.63	5,000.00
				LAB TESTING/SUPPLIES, SEWER	0.00	250.00	0.00	250.00	3,000.00
				REPAIR/MAINTENANCE, SEWER	393.25	2,916.63	393.25	2,916.63	35,000.00
				REPLACEMENT PARTS, SEWER	21.88	666.63	21.88	666.63	8,000.00
				SLUDGE HAULING	0.00	291.63	0.00	291.63	3,500.00
				SUPPLIES/SMALL TOOLS, SEWER	390.90	166.63	390.90	166.63	2,000.00
				SYSTEM/PLANT UPGRADES, SEWER	0.00	242.62	0.00	242.62	2,911.00
				WASTEWATER DEPARTMENT - Other	0.00		0.00		0.00
				Total WASTEWATER DEPARTMENT	1,019.78	13,415.77	1,019.78	13,415.77	160,991.00
				WATER DEPARTMENT					
				CHEMICALS, WATER	110.00	250.00	110.00	250.00	3,000.00
				LAB TESTING/SUPPLIES, WATER	120.00	333.37	120.00	333.37	4,000.00
				REPAIR/MAINTENANCE, WATER	5,055.18	1,000.00	5,055.18	1,000.00	12,000.00
				REPLACEMENT PARTS, WATER	90.28	583.37	90.28	583.37	7,000.00
				SUPPLIES/SMALL TOOLS, WATER	184.29	166.63	184.29	166.63	2,000.00
				SYSTEM/PLANT UPGRADES, WATER	25,000.00	250.00	25,000.00	250.00	3,000.00
				TANK MAINTENANCE, WATER	0.00	0.00	0.00	0.00	0.00
				Total WATER DEPARTMENT	30,559.75	2,583.37	30,559.75	2,583.37	31,000.00
				Total Expense	61,570.11	60,881.26	61,570.11	60,881.26	730,576.00

TAYLOR COASTAL WATER & SEWER DISTRICT
Profit & Loss Budget Performance
 October 2021

					Oct 21	Budget	Oct 21	YTD Budget	Annual Budget
Net Ordinary Income					4,908.26	0.19	4,908.26	0.19	0.00
Other Income/Expense									
Other Income									
CAPITAL GRANT_USDA-RD GRANT REV					0.00	0.00	0.00	0.00	0.00
INTEREST INCOME					44.83	0.00	44.83	0.00	0.00
LABOR/PARTS, CUST REPAIR					483.60		483.60		0.00
MISCELLANEOUS INCOME					0.00	0.00	0.00	0.00	0.00
Total Other Income					528.43	0.00	528.43	0.00	0.00
Net Other Income					528.43	0.00	528.43	0.00	0.00
Net Income					5,436.69	0.19	5,436.69	0.19	0.00

TAYLOR COASTAL WATER & SEWER DISTRICT
Profit & Loss
October 2021

	Oct 21
Ordinary Income/Expense	
Income	
CUSTOMER GRINDER PUMP SALES	12,000.00
ADJUSTMENTS, RVS BILLING	-1,230.59
GRINDER PUMP FEE	7,764.92
LATE FEES, RVS	203.45
SEWAGE SALES	27,075.72
WATER CONNECTION FEE (RVS MEMBERSHIP)	1,500.00
WATER SALES	19,164.87
Total Income	66,478.37
Gross Profit	66,478.37
Expense	
FORD F-150 PICKUP PAYMENTS	385.66
ADVERTISING	697.00
BANK CHARGES/SERVICE CHARGES	147.97
COMPUTER/SERVICE, SOFTWARE	709.95
FREIGHT	51.14
GAS/OIL/DIESEL	340.94
INSURANCE	
BONDS, Comm/Emp Dis/D&O Lia	-35.00
Total INSURANCE	-35.00
INTEREST EXPENSE - RURAL DEV (USDA-RD)	4,610.02
LEGAL/PROFESSIONAL FEES	894.20
LICENSES & PERMITS	175.00
OFFICE EXPENSE	488.77
PERSONNEL EXPENSE	
RETIREMENT CONTRIBUTION-FRS (FL Retirement Systems)	1,497.99
SALARIES & WAGES-WTR & WW OP	7,336.33
SALARIES & WAGES-ADMINISTRATIVE	6,508.31
TAXES-PAYROLL	1,059.12
TRAVEL/MILEAGE	43.12
Total PERSONNEL EXPENSE	16,444.87
PROP/EQUIP UPGRADES - Dist Off	93.98
Repair Maintenance District Off	746.00
SAFETY EQUIPMENT	17.02
TELEPHONE	348.45
TRACTOR MAINTENANCE	24.96
UTILITIES (ELECTRICAL SERVICE)	1,721.57
VEHICLE MAINTENANCE	64.20
WASTEWATER DEPARTMENT	
CHEMICALS, SEWER	213.75
REPAIR/MAINTENANCE, SEWER	393.25

12:18 PM

11/15/21

Accrual Basis

TAYLOR COASTAL WATER & SEWER DISTRICT
Profit & Loss
October 2021

	<u>Oct 21</u>
REPLACEMENT PARTS, SEWER	21.88
SUPPLIES/SMALL TOOLS, SEWER	390.90
Total WASTEWATER DEPARTMENT	1,019.78
WATER DEPARTMENT	
CHEMICALS, WATER	110.00
LAB TESTING/SUPPLIES, WATER	120.00
REPAIR/MAINTENANCE, WATER	5,055.18
REPLACEMENT PARTS, WATER	90.28
SUPPLIES/SMALL TOOLS, WATER	184.29
SYSTEM/PLANT UPGRADES, WATER	25,000.00
Total WATER DEPARTMENT	30,559.75
Total Expense	59,506.23
Net Ordinary Income	6,972.14
Other Income/Expense	
Other Income	
INTEREST INCOME	44.83
LABOR/PARTS, CUST REPAIR	483.60
Total Other Income	528.43
Net Other Income	528.43
Net Income	7,500.57

TAYLOR COASTAL WATER & SEWER DISTRICT
Balance Sheet
As of October 31, 2021

	Oct 31, 21
ASSETS	
Current Assets	
Checking/Savings	
SAVINGS CCBG	
DEBT RESERVE, USDA-RD-PHASE II	26,150.00
PAYMENTS, USDA-RD - PHASE II	16,029.60
DEBT RESERVE RD 92-01, CONST.	65,798.00
PAYMENTS, USDA-RD 92-01, CONST.	15,072.50
DEBT RESERVE USDA-RD 91-03, TCU	26,245.00
PAYMENTS, USDA-RD 91-03, TCU	13,375.92
WATER SERVICE FEE, NEW LOTS	38,000.00
DEPRECIATION RESERVE-Major R&R (Major Repair/Replacement)	165,273.84
CONTINGENCY RESERVE	528,851.91
CAPITAL IMPROVEMENTS, MINOR	67,164.92
GRINDER PUMP REPAIR FEE	116,043.70
SAVINGS CCBG - Other	2,782.98
Total SAVINGS CCBG	1,080,788.37
CAPITAL CITY BANK OP CHKNG (New Bank Account due to Citizens being acquired by Credit Union)	496,207.18
SAVINGS, TCW&SD RESERVE ACCOUNT (BUSINESS SAVINGS)	10,864.95
Total Checking/Savings	1,587,860.50
Accounts Receivable	
ACCOUNTS RECEIVABLE (990 line 47a)	1,211.07
Total Accounts Receivable	1,211.07
Other Current Assets	
PREPAID EXPENSES	11,172.00
INVENTORY	85,925.29
RVS - SYSTEM INCOME	32,170.33
Total Other Current Assets	129,267.62
Total Current Assets	1,718,339.19
Fixed Assets	
DISTRICT PURCH GRINDER PUMPS	77,146.20
2017 FORD F-150 PICKUP	23,518.22
IMPROVEMENTS	22,243.79
ACCUMULATED DEPRECIATION	-4,416,246.28
BUILDINGS	9,281.23
CUSTOMER PURCHASED GPs	334,211.52
EQUIPMENT	130,494.35
EXPANSION, 95.68 Acres,WWTP (From Foley Lands & Timber through Suwannee River Water Management Di...	111,587.90
FIRE HYDRANTS from TCBC	10,700.00
LAND	167,749.00

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11/15/21

Accrual Basis

TAYLOR COASTAL WATER & SEWER DISTRICT
Balance Sheet
As of October 31, 2021

	Oct 31, 21
OFFICE EQUIPMENT	8,730.93
PIPING,TANKS & WELLS	797,853.40
PUMPS & CONTROLS	69,407.72
WASTEWATER SYSTEM, PHASE I (Quality Plus Services contract 8/17/04; Start 9/1/2004; substantial completi...	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	4,199,728.85
Other Assets	
UNRESTRICTED NET ASSET	155,117.53
Total Other Assets	155,117.53
TOTAL ASSETS	6,073,185.57
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
ACCOUNTS PAYABLE (990 line 60)	27,866.12
Total Accounts Payable	27,866.12
Credit Cards	
CARDMEMBER SERVICE (Capital City Bank Visa)	1,937.29
Total Credit Cards	1,937.29
Other Current Liabilities	
NET PENSION LIABILITY	141,815.00
Accrued Wages	12,000.50
ACCRUED INTEREST-RD	63,796.73
CUSTOMER OVERPAYMENTS	-2,563.59
PAYROLL LIABILITIES	4,345.11
RETIREMENT PAYABLE	773.60
Total Other Current Liabilities	220,167.35
Total Current Liabilities	249,970.76
Long Term Liabilities	
N/P CITIZENS STATE BANK	17,119.44
DEFERRED OUTFLOWS	-64,970.00
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)	317,195.00
N/P,RD 2005B BONDS,Const. 92-01 (USDA-RD Loan #92-01)	537,000.00

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11/15/21

Accrual Basis

TAYLOR COASTAL WATER & SEWER DISTRICT
Balance Sheet
As of October 31, 2021

	<u>Oct 31, 21</u>
N/P, RD 2011A BONDS, PH II WW	281,960.70
Total Long Term Liabilities	<u>1,104,305.14</u>
Total Liabilities	<u>1,354,275.90</u>
Equity	
RETAINED EARNINGS	2,743,213.13
Unrestrict (retained earnings) (990 line 21 & 67)	1,968,195.97
Net Income	<u>7,500.57</u>
Total Equity	<u>4,718,909.67</u>
TOTAL LIABILITIES & EQUITY	<u><u>6,073,185.57</u></u>

TAYLOR COASTAL WATER & SEWER DISTRICT
Balance Sheet as % of Total assets/Liabilities
As of October 31, 2021

	<u>Oct 31, 21</u>	<u>% of Column</u>
ASSETS		
Current Assets		
Checking/Savings		
SAVINGS CCBG	1,080,788.37	17.8%
CAPITAL CITY BANK OP CHKNG (New Bank Account due to Citizens being acqu...	496,207.18	8.2%
SAVINGS, TCW&SD RESERVE ACCOUNT (BUSINESS SAVINGS)	10,864.95	0.2%
Total Checking/Savings	1,587,860.50	26.1%
Accounts Receivable		
ACCOUNTS RECEIVABLE (990 line 47a)	1,211.07	0.0%
Total Accounts Receivable	1,211.07	0.0%
Other Current Assets		
PREPAID EXPENSES	11,172.00	0.2%
INVENTORY	85,925.29	1.4%
RVS - SYSTEM INCOME	32,170.33	0.5%
Total Other Current Assets	129,267.62	2.1%
Total Current Assets	1,718,339.19	28.3%
Fixed Assets		
DISTRICT PURCH GRINDER PUMPS	77,146.20	1.3%
2017 FORD F-150 PICKUP	23,518.22	0.4%
IMPROVEMENTS	22,243.79	0.4%
ACCUMULATED DEPRECIATION	-4,416,246.28	-72.7%
BUILDINGS	9,281.23	0.2%
CUSTOMER PURCHASED GPs	334,211.52	5.5%
EQUIPMENT	130,494.35	2.1%
EXPANSION, 95.68 Acres,WWTP (From Foley Lands & Timber through Suwannee ...	111,587.90	1.8%
FIRE HYDRANTS from TCBC	10,700.00	0.2%
LAND	167,749.00	2.8%
OFFICE EQUIPMENT	8,730.93	0.1%
PIPING,TANKS & WELLS	797,853.40	13.1%
PUMPS & CONTROLS	69,407.72	1.1%
WASTEWATER SYSTEM, PHASE I (Quality Plus Services contract 8/17/04; Start 9/...	6,673,144.46	109.9%
WATER EXPANSION 2002	28,328.02	0.5%
WATER SYS EXPA, PRECOST 6/30/04	7,363.22	0.1%

	Oct 31, 21	% of Column
WATER SYSTEM EXPANSION	87,255.43	1.4%
WWTP O&M SHOP/OFF BLDG. 07-08	56,959.74	0.9%
Total Fixed Assets	4,199,728.85	69.2%
Other Assets		
UNRESTRICTED NET ASSET	155,117.53	2.6%
Total Other Assets	155,117.53	2.6%
TOTAL ASSETS	6,073,185.57	100.0%
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
ACCOUNTS PAYABLE (990 line 60)	27,866.12	0.5%
Total Accounts Payable	27,866.12	0.5%
Credit Cards		
CARDMEMBER SERVICE (Capital City Bank Visa)	1,937.29	0.0%
Total Credit Cards	1,937.29	0.0%
Other Current Liabilities		
NET PENSION LIABILITY	141,815.00	2.3%
Accrued Wages	12,000.50	0.2%
ACCRUED INTEREST-RD	63,796.73	1.1%
CUSTOMER OVERPAYMENTS	-2,563.59	-0.0%
PAYROLL LIABILITIES	4,345.11	0.1%
RETIREMENT PAYABLE	773.60	0.0%
Total Other Current Liabilities	220,167.35	3.6%
Total Current Liabilities	249,970.76	4.1%
Long Term Liabilities		
N/P CITIZENS STATE BANK	17,119.44	0.3%
DEFERRED OUTFLOWS	-64,970.00	-1.1%
CONTRACT PAYABLE-Belcher/Sawgra (Water Service Agreement of 2002)	16,000.00	0.3%

	Oct 31, 21	% of Column
N/P, RD 2005A BONDS, TCU 91-03 (USDA-RD Loan #91-03)	317,195.00	5.2%
N/P, RD 2005B BONDS, Const. 92-01 (USDA-RD Loan #92-01)	537,000.00	8.8%
N/P, RD 2011A BONDS, PH II WW	281,960.70	4.6%
Total Long Term Liabilities	<u>1,104,305.14</u>	<u>18.2%</u>
Total Liabilities	<u>1,354,275.90</u>	<u>22.3%</u>
Equity		
RETAINED EARNINGS	2,743,213.13	45.2%
Unrestrict (retained earnings) (990 line 21 & 67)	1,968,195.97	32.4%
Net Income	7,500.57	0.1%
Total Equity	<u>4,718,909.67</u>	<u>77.7%</u>
TOTAL LIABILITIES & EQUITY	<u><u>6,073,185.57</u></u>	<u><u>100.0%</u></u>

**TAYLOR COASTAL WATER & SEWER DISTRICT
EXPENSE BREAKDOWN
October 2021**

Date	Num	Name	Memo	Amount
FORD F-150 PICKUP PAYMENTS				
10/01/2021		VyStar CSB	Ford F-150 Truck payment #...	385.66
Total FORD F-150 PICKUP PAYMENTS				385.66
ADVERTISING				
10/31/2021	1222	PERRY NEWSPAPERS, INC	Meeting Day Change 10/01, ...	174.40
10/31/2021	1222	PERRY NEWSPAPERS, INC	Legal Services Ad 10/08, 10...	429.60
10/31/2021	1222	PERRY NEWSPAPERS, INC	Field Assistant Ad 10/29	93.00
Total ADVERTISING				697.00
BANK CHARGES/SERVICE CHARGES				
10/04/2021	EFT	PAY CLIX	MONTHLY PROCESSING F...	24.95
10/07/2021	EFT	PAY CLIX	RETURNED ACH PAYMENT	94.02
10/25/2021			Service Charge	29.00
Total BANK CHARGES/SERVICE CHARGES				147.97
COMPUTER/SERVICE, SOFTWARE				
10/01/2021	CON SE...	CONSOLIDATED COMMUNIC...	578-3043 INTERNET SERV...	59.95
10/01/2021	SENER	INTUIT	QB ANNUAL PAYROLL	650.00
Total COMPUTER/SERVICE, SOFTWARE				709.95
FREIGHT				
10/11/2021	6039460	HAWKINS, INC	Delivery Charge	12.00
10/11/2021	6039459	HAWKINS, INC	Delivery Charge	12.00
10/11/2021	SENER	USA Blue Book	Shipping	27.14
Total FREIGHT				51.14
GAS/OIL/DIESEL				
10/02/2021	MORGAN	KEATON BEACH BUMS	6.004 GAL @ \$3.849/GAL	23.11
10/07/2021	MORGAN	KEATON BEACH BUMS	18.328 GAL @ 3.059/GAL	56.07
10/11/2021	BENNETT	WALTER B'S	14.782 GAL @ 3.159/GAL	46.70
10/15/2021	MORGAN	KEATON BEACH BUMS	20.0 GAL @ 3.189/GAL	63.78
10/26/2021	MORGAN	KEATON BEACH BUMS	28.198 GAL @ \$3.299/GAL	93.03
10/29/2021	BENNETT	WALTER B'S	17.656 GALLONS @ \$3.299...	58.25
Total GAS/OIL/DIESEL				340.94
INSURANCE				
BONDS, Comm/Emp Dis/D&O Lia				
10/05/2021	001253	STOUTAMIRE-PAVLIK & ASS...	REFUND OF LYNDA AIBEJ...	-35.00
Total BONDS, Comm/Emp Dis/D&O Lia				-35.00
Total INSURANCE				-35.00
INTEREST EXPENSE - RURAL DEV (USDA-RD)				

TAYLOR COASTAL WATER & SEWER DISTRICT
EXPENSE BREAKDOWN
October 2021

Date	Num	Name	Memo	Amount
10/31/2021	RD Accr...		OCTOBER 2021	4,610.02
Total INTEREST EXPENSE - RURAL DEV (USDA-RD)				4,610.02
LEGAL/PROFESSIONAL FEES				
10/20/2021	Account ...	GARY KNOWLES, CLERK OF...	Utility Easement Woofer #700	19.20
10/26/2021	1473	BOYD & DURANT PL	10/20/21 Prepare for meetin...	262.50
10/26/2021	1473	BOYD & DURANT PL	10/20/2021 travel to and fro...	350.00
10/26/2021	1473	BOYD & DURANT PL	10/20/2021 attend district bo...	262.50
Total LEGAL/PROFESSIONAL FEES				894.20
LICENSES & PERMITS				
10/05/2021	84601	FI Department of Economic Op...	Special District Annual Fee	175.00
Total LICENSES & PERMITS				175.00
OFFICE EXPENSE				
10/11/2021	SENER	STAPLES	MAGENTA INK	92.97
10/11/2021	SENER	STAPLES	YELLOW INK	61.98
10/11/2021	SENER	STAPLES	CYAN INK	92.97
10/11/2021	SENER	STAPLES	BLACK INK	155.96
10/11/2021	SENER	STAPLES	BATHROOM CLEANER	21.96
10/11/2021	SENER	STAPLES	BATHROOM SUPPLIES	26.99
10/11/2021	SENER	WAL MART	Softsoap refills	9.40
10/11/2021	SENER	WAL MART	Clorox Wipes	12.78
10/11/2021	SENER	WAL MART	Toilet Gel	13.76
Total OFFICE EXPENSE				488.77
PERSONNEL EXPENSE				
RETIREMENT CONTRIBUTION-FRS (FL Retirement Systems)				
10/01/2021	6710	BENNETT, RONALD A		461.82
10/01/2021	6707	FRENCH, JEREMY D		86.56
10/01/2021	6708	HATHCOCK, KRISTI M		175.82
10/01/2021	6709	MORGAN, DAVID L.		245.41
10/01/2021	6706	SENER, LYNETTE T		528.38
Total RETIREMENT CONTRIBUTION-FRS (FL Retirement Systems)				1,497.99
SALARIES & WAGES-WTR & WW OP				
10/01/2021	6710	BENNETT, RONALD A		4,268.22
10/01/2021	6710	BENNETT, RONALD A		0.00
10/01/2021	6707	FRENCH, JEREMY D		800.00
10/01/2021	6709	MORGAN, DAVID L.		1,940.15
10/01/2021	6709	MORGAN, DAVID L.		327.96
10/01/2021	6709	MORGAN, DAVID L.		0.00
Total SALARIES & WAGES-WTR & WW OP				7,336.33
SALARIES & WAGES-ADMINISTRATIVE				

TAYLOR COASTAL WATER & SEWER DISTRICT
EXPENSE BREAKDOWN
 October 2021

Date	Num	Name	Memo	Amount
10/01/2021	6710	BENNETT, RONALD A		0.00
10/01/2021	6708	HATHCOCK, KRISTI M		1,624.98
10/01/2021	6709	MORGAN, DAVID L.		0.00
10/01/2021	6706	SENER, LYNETTE T		4,883.33
10/01/2021	6706	SENER, LYNETTE T		0.00
10/01/2021	6706	SENER, LYNETTE T		0.00
Total SALARIES & WAGES-ADMINISTRATIVE				6,508.31
TAXES-PAYROLL				
10/01/2021	6710	BENNETT, RONALD A		264.63
10/01/2021	6710	BENNETT, RONALD A		61.89
10/01/2021	6707	FRENCH, JEREMY D		49.60
10/01/2021	6707	FRENCH, JEREMY D		11.60
10/01/2021	6708	HATHCOCK, KRISTI M		100.75
10/01/2021	6708	HATHCOCK, KRISTI M		23.56
10/01/2021	6709	MORGAN, DAVID L.		140.62
10/01/2021	6709	MORGAN, DAVID L.		32.89
10/01/2021	6706	SENER, LYNETTE T		302.77
10/01/2021	6706	SENER, LYNETTE T		70.81
Total TAXES-PAYROLL				1,059.12
TRAVEL/MILEAGE				
10/01/2021		LYNETTE SENTER	Mileage for Check Signing a...	43.12
Total TRAVEL/MILEAGE				43.12
Total PERSONNEL EXPENSE				16,444.87
PROP/EQUIP UPGRADES - Dist Off				
10/04/2021	SENER	Amazon.com	PRINTER STANDS FOR O...	93.98
Total PROP/EQUIP UPGRADES - Dist Off				93.98
Repair Maintenance District Off				
10/20/2021	1716382	ADVANCED REFRIGERATIO...	Replace Flex Motor	716.00
10/21/2021	OCT 2021	MESSICK PEST CONTROL	Monthly Pest Control	30.00
Total Repair Maintenance District Off				746.00
SAFETY EQUIPMENT				
10/04/2021	SENER	Amazon.com	SAFETY TAPE FOR PORCH	17.02
Total SAFETY EQUIPMENT				17.02
TELEPHONE				
10/01/2021	CON SE...	CONSOLIDATED COMMUNIC...	578-2080 WTP GENERATOR	54.30
10/01/2021	CON SE...	CONSOLIDATED COMMUNIC...	578-2474 WWTP GENERA...	54.30
10/01/2021	CON SE...	CONSOLIDATED COMMUNIC...	578-3043 DISTRICT OFFICE	59.91
10/01/2021	CON SE...	CONSOLIDATED COMMUNIC...	LONG DISTANCE FEES/TA...	25.56

**TAYLOR COASTAL WATER & SEWER DISTRICT
EXPENSE BREAKDOWN
October 2021**

Date	Num	Name	Memo	Amount
10/09/2021	9890222...	VERIZON WIRELESS	Jeremy French 843-1917	51.46
10/09/2021	9890222...	VERIZON WIRELESS	David Morgan 843-7613	51.46
10/09/2021	9890222...	VERIZON WIRELESS	Ron Bennett 843-7621	51.46
Total TELEPHONE				348.45
TRACTOR MAINTENANCE				
10/01/2021	234029	RAGAN'S ACE HARDWARE	LYNCH PIN 5/16"	4.98
10/01/2021	234029	RAGAN'S ACE HARDWARE	PIN HITCH 3/4 X 6-1/2	19.98
Total TRACTOR MAINTENANCE				24.96
UTILITIES (ELECTRICAL SERVICE)				
10/23/2021	108012	TRI-COUNTY ELECTRIC, INC.	well	267.45
10/23/2021	108012	TRI-COUNTY ELECTRIC, INC.	pumping station	30.77
10/23/2021	108012	TRI-COUNTY ELECTRIC, INC.	District Office	114.57
10/23/2021	108012	TRI-COUNTY ELECTRIC, INC.	Lift Station #2 Grackle	64.59
10/23/2021	108012	TRI-COUNTY ELECTRIC, INC.	WWTP	1,008.71
10/23/2021	108012	TRI-COUNTY ELECTRIC, INC.	Lift Station #1 Boat Ramp	121.51
10/23/2021	108012	TRI-COUNTY ELECTRIC, INC.	Storgage Trains	30.77
10/23/2021	108012	TRI-COUNTY ELECTRIC, INC.	WW O&M	83.20
Total UTILITIES (ELECTRICAL SERVICE)				1,721.57
VEHICLE MAINTENANCE				
10/08/2021	9863	THOMAS CHEVROLET	Oil Change	64.20
Total VEHICLE MAINTENANCE				64.20
WASTEWATER DEPARTMENT				
CHEMICALS, SEWER				
10/11/2021	6039459	HAWKINS, INC	75 gallons Ultra-Chlor @ \$1...	150.00
10/11/2021	SENER	USA Blue Book	Hach PH Buffer Blue	63.75
Total CHEMICALS, SEWER				213.75
REPAIR/MAINTENANCE, SEWER				
10/15/2021	54324	JOE MATTINGLY INC	Labor	281.25
10/15/2021	54324	JOE MATTINGLY INC	Mileage	37.00
10/15/2021	54324	JOE MATTINGLY INC	Water Trailer	75.00
Total REPAIR/MAINTENANCE, SEWER				393.25
REPLACEMENT PARTS, SEWER				
10/01/2021	234029	RAGAN'S ACE HARDWARE	BOLTS	5.96
10/16/2021	234761	RAGAN'S ACE HARDWARE	VINYL TUBING CLEAR	15.92
Total REPLACEMENT PARTS, SEWER				21.88
SUPPLIES/SMALL TOOLS, SEWER				
10/04/2021	SENER	Amazon.com	CALCULATOR FOR WWTP	25.40

**TAYLOR COASTAL WATER & SEWER DISTRICT
EXPENSE BREAKDOWN
October 2021**

Date	Num	Name	Memo	Amount
10/04/2021	206294	LANIER MUNICIPAL SUPPLY ...	(24) GREEN MARKING PAI...	114.24
10/11/2021	SENER	USA Blue Book	Repair Clamp	212.95
10/16/2021	MORGAN	WAL MART	Wasp Spray	3.28
10/16/2021	MORGAN	WAL MART	Plug In Oil	9.97
10/16/2021	MORGAN	WAL MART	Drink Mix	1.16
10/16/2021	MORGAN	WAL MART	Paper Towels	6.44
10/16/2021	MORGAN	WAL MART	Drinks	7.98
10/16/2021	MORGAN	WAL MART	Toilet Paper	9.48
Total SUPPLIES/SMALL TOOLS, SEWER				390.90
Total WASTEWATER DEPARTMENT				1,019.78
WATER DEPARTMENT				
CHEMICALS, WATER				
10/11/2021	6039460	HAWKINS, INC	55 gallons Ultra-Chlor @ \$1...	110.00
Total CHEMICALS, WATER				110.00
LAB TESTING/SUPPLIES, WATER				
10/22/2021	487606	FLOWERS CHEMICAL LABO...	COLILERT-18 SAMPLE	120.00
Total LAB TESTING/SUPPLIES, WATER				120.00
REPAIR/MAINTENANCE, WATER				
10/01/2021	544403	UTILITY SERVICE CO., INC.	5,000 GST CEDAR ISLAND...	2,527.59
10/01/2021	544404	UTILITY SERVICE CO., INC.	5,000 Pressure Vessel Ceda...	2,527.59
Total REPAIR/MAINTENANCE, WATER				5,055.18
REPLACEMENT PARTS, WATER				
10/04/2021	206293	LANIER MUNICIPAL SUPPLY ...	Coupling CTS (GN) X CT (GN)	90.28
Total REPLACEMENT PARTS, WATER				90.28
SUPPLIES/SMALL TOOLS, WATER				
10/01/2021	234029	RAGAN'S ACE HARDWARE	ACE BLADE REPLACEMENT	8.99
10/04/2021	206293	LANIER MUNICIPAL SUPPLY ...	4" x 5" Utility Marking Flag - ...	110.00
10/04/2021	206294	LANIER MUNICIPAL SUPPLY ...	(12) BLUE MARKING PAINT	57.12
10/16/2021	MORGAN	WAL MART	Water	4.38
10/16/2021	MORGAN	WAL MART	Drink Mix	1.90
10/16/2021	MORGAN	WAL MART	Drink Mix	1.90
Total SUPPLIES/SMALL TOOLS, WATER				184.29
SYSTEM/PLANT UPGRADES, WATER				
10/25/2021	2026002	DEWBERRY ENGINEERS INC	Surveying 100% Complete	25,000.00
Total SYSTEM/PLANT UPGRADES, WATER				25,000.00
Total WATER DEPARTMENT				30,559.75

12:19 PM

11/15/21

Accrual Basis

**TAYLOR COASTAL WATER & SEWER DISTRICT
EXPENSE BREAKDOWN
October 2021**

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
TOTAL				<u>59,506.23</u>

Fish Creek Cove Claim

Subject: Fish Creek Cove Claim

From: Lynette Senter <tcwsd@fairpoint.net>

Date: 11/10/2021, 12:02 PM

To: Dave Dall <davedall@fairpoint.net>, Michael Lynn <builder1275@fairpoint.net>, Mike Hunter <mike.hunter@etranscarriers.com>, William Rich <whrich58@gmail.com>, Gayle Lundy <gglundy@yahoo.com>, Randy Hathcock <hath@fairpoint.net>, Thomas Kicklighter <kicklightert1967@gmail.com>

CC: Taylor Coastal Water and Sewer District <tcwsd@fairpoint.net>, JD Durant <jd@boydlaw.net>

Good Morning Commissioners,

I received a call this morning from our insurance company adjuster concerning the claim for reimbursement made by Mr. Donald Curtis under the Burt Harris Act. The adjuster feels that Mr. Curtis has a case that could be pursued in court. However, as we have an endorsement to our General Liability policy specifically to address Burt Harris Act claims, she recommended that the insurance company reimburse Mr. Curtis for his documented expenses rather than incur the unanticipated expenses a lawsuit may incur. This payment will require Mr. Curtis to sign a release from future claims against the District for the Fish Creek Cove property.

We do not have a deductible for this type of claim, and it will be covered under the previous policy period of 10-1-2019 to 10-2-2020, as the original claim was forwarded to them during that policy period.

I spoke with Mr. Durant and told him about the recommendation from the insurance company. Mr. Durant explained that payment for the incurred expenses by the insurance company was an underwriting choice, and was an acceptable way to put this matter to rest. We did discuss the prospect of future claims of this type, but Mr. Durant feels that the time period for any more Burt Harris Act claims has most likely expired.

Thank you,

Lynette Senter

--

Lynette Taylor Senter, District Manager

"This institution is an equal opportunity provider and employer."

Please note: Florida has a very broad public record law. Most written communications may be subject to public disclosure.

Subject: Finance Committee

From: "Dave Dall" <davedall@fairpoint.net>

Date: 11/12/2021, 2:46 PM

To: "Lynette" <tcwsd@fairpoint.net>

CC: "Larry Griffis" <griffislarrygriffis@gmail.com>

Larry will be working with us on the Finance Committee


Please add him to the invite & copy lists for financial communication and meetings

I've also requested that he look into the last modification of the 21 – 22 operating budget involving the reclassification of funds that resulted in additional available funds

Larry is in the move in process – we met today as he was trying to find his water connection on Osprey Circle – a little help from Ron would be appreciated

Thanks

Dave



Copy B+W

RECEIVED
11-15-21

**G. CLINE MOORE
ATTORNEY AT LAW, P.A.**

107 East Green Street
Perry, Florida 32347
(850) 584-3300
(850) 584-9382 – Fax

November 12, 2021

Taylor Coastal Water & Sewer District (TCWSD)
Attn: Board Members
18820 Beach Road
Perry, Florida 32348

Re: Cyril Antony Brown

Dear TCWSD Board Members:

This firm has the pleasure of representing Cyril Antony Brown concerning his property located at Cedar Island (parcel#070721-050). Mr. Brown has asked us to contact you regarding an issue that arose due to actions by your Board concerning his property. Here is a brief history:

Mr. Brown purchased property on Cedar Island in 2001. When the sewer system was installed, Mr. Brown had a septic tank and four hookups which your Board told him they would have to take out and in turn installed one grinder pump without cost. Board member Dianne Carlton told our client that it would service four hookups without any problem. The property is divided by a man-made canal so Mr. Brown inquired about an additional grinder pump for the other lot and was told that would be no problem at any time, but he would have to pay for it and the hookup. They did run water to that lot and the sewer line is approximately twenty feet from its boundary line. In 2017, Mr. Brown contacted TCWSD and inquired if he subdivided the property if he would have any problems with water and sewer again and was told by Ms. Carlton that there would be no problem but he would have to pay for the grinder pump and hookup. The property was subdivided and Mr. Brown decided to sell the second parcel in 2020. Mr. Brown spoke with local real estate brokers who gave him a market value opinion on comparable sales in the area. One was \$59,000.00 and the second was \$57,500.00, both opinions were based on the lot being uncleared but having access to water and sewer. When Mr. Brown attempted to sell, TCWSD denied him access to the water and sewer, even though he had been previously assured that he would have access, and even though there is already a water line on the property and the sewer line is twenty feet away. This caused his anticipated sale of \$59,000.00 to fall through because the buyer backed out due to this fact. When Mr. Brown brought this to your attention, he was told that even though they had originally promised him access, they had now changed their mind. This denial of water and sewer dramatically reduced the value of the property.

TCWSD
November 12, 2021
Page Two

In an attempt to salvage the property, our client was required to spend \$7,900.00 ~~to clear land and include fill dirt in an attempt to have a septic tank installed on the~~ property, which was completely contrary to this Board's original goal. Additionally, after speaking to three well drilling contractors Mr. Brown was told that any well there would produce brackish or iron water due to the location. These contractors expressed confusion as to why he would want a well when there is already water available for the property. Mr. Brown ended up only being able to sell the property for \$33,000.00, and he was only able to secure that amount because the buyer owned the adjoining property and ~~could run water to this property from that one.~~ Amazingly, after the new buyer acquired the property, your Board again reversed their decision and granted the new owner access to water and sewer.


As you can see, the actions of TCWSD concerning our client and this property has resulted in a significant loss to him, as well as additional costs in an attempt to salvage any value to the property. Mr. Brown reasonably relied on your promise that he ~~would have access to water and sewer when he first inquired about it before subdividing~~ the properties. Your Board's retraction of that promise materially affected the value of this property and our client's ability to sell it. And then, to add insult to injury, you then turn around and grant access to the new owner that you denied to Mr. Brown.

The actions of the TCWSD caused Mr. Brown to suffer \$26,000.00 in damages from the loss of value in the sale of the property. Additionally, Mr. Brown was forced to ~~pay \$7,900.00 to try to have a septic tank put on the property due to your refusal to honor~~ your promise to him. A conservative estimate of the damages caused to Mr. Brown would be \$33,900.00. We feel that Mr. Brown should be reimbursed this total due to the actions of this body.

It is our sincere hope that you will give this matter your serious attention. If Mr. Brown is unable to resolve this issue, we will take any action necessary to protect the ~~legal interests of our client.~~

Please call our office if you have any questions.

Sincerely,



G. Cline Moore

GCM/kb
cc: Cyril Antony Brown
Taylor County Board of County Commissioners
Enclosure

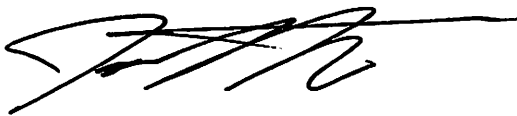
11/05/2021

To whom it may concern,

I was purchasing Parcel #07021-50 on Cedar Island, Florida from C.A. Brown for \$59,000 with water and sewer access. I declined to purchase due to T.C.W.S.D. denying access rendering the property worth much less. In April 2021, after Mr. Brown spent \$7,900 with T&C Land Clearing and still no utilities available, we agreed on a selling price of \$33,000.

Mr. Brown lost \$26,000 due to T.C.W.S.D.'s refusal to allow service plus the \$7,900 he spent on clearing the lot. I was advised that \$33,000 was high for a potentially useless piece of property but I was willing to pay that because I own the adjoining lot.

Sincerely,

A handwritten signature in black ink, appearing to read "Jeffery Todd Griffin". The signature is stylized with a long horizontal stroke at the end.

Jeffery Todd Griffin

PO Box 1029

Nashville, GA 31639

TCWSD Rules of Procedure Edits

Subject: TCWSD Rules of Procedure Edits
From: "Dave Dall" <davedall@fairpoint.net>
Date: 11/14/2021, 12:15 PM
To: "Lynette" <tcwsd@fairpoint.net>

Please address the following edits:

1. 1.b. insert at end of 1st sentence " when practical."
2. 1.d. we have violated this procedure on numerous occasions so it should be either followed or changed - example Willi has a hearing disabilities, has made us aware of it on numerous occasions that have not been noted and no corrective actions have been taken
3. An additional Rule should be established that requires annual performance reviews of all employees

Dave

Commissioners Code of Conduct Review

Subject: Commissioners Code of Conduct Review

From: "Dave Dall" <davedall@fairpoint.net>

Date: 11/14/2021, 11:47 AM

To: "Lynette" <tcwsd@fairpoint.net>

Item 12 should be replaced with "Commissioners shall follow the Florida Sunshine Law as defined in Title XIX Chapter 286"

Dave

**TAYLOR COASTAL
WATER AND SEWER DISTRICT**

**RULES OF PROCEDURE
AND
COMMISSIONERS CODE OF CONDUCT**

FISCAL YEAR 2021-2022

Adopted _____, 2021

The Taylor Coastal Water and Sewer District recognizes that as a deliberative body it needs agreed upon procedures by which the behavior of the body and of individual members is to be governed. An orderly process is necessary not only for the District Board but also for members of the staff and public or persons doing business with the District.

Although there are several Florida statutes which, in effect, specify certain rules, many of the rules of a Dependent Special District Board are not specified by state statute. The intent is that various boards develop rules that fit their specific situation. Florida Statute Chapter 189.02-189.022.

In compiling our board rules, we had three major considerations. The first is that the rules adopted should reflect procedures that enhance our District's ability to operate. Second, the District adopts rules to operate as required by law. Third, the rules adopted should be internally consistent.

The Taylor Coastal Water and Sewer District Rules of Procedure as herein adopted are intended to include most of the relevant procedural topics that the District faces; topics which, for the most part, have been gleaned from several special districts, counties, and cities. It is important to note that while the Districts' Rules of Procedures should be readopted annually at the first fiscal year meeting in October or as soon as practical thereafter, the Board can change or amend its rules not governed by statute by a simple majority vote during any meeting.

TABLE OF CONTENTS

SECTION I - PUBLIC PARTICIPATION IN DISTRICT GOVERNMENT	4
SECTION II - PREPARATION OF AGENDA; ORDER OF BUSINESS	11
SECTION III -GENERAL PROVISIONS	15
COMMISSIONERS CODE OF CONDUCT	18

SECTION I - PUBLIC PARTICIPATION IN DISTRICT GOVERNMENT

1. **Board Meetings Open to the Public.** All meetings of the Taylor Coastal Water and Sewer District shall be open to the public in accordance with the Florida Government in the Sunshine Law, Section 286.011, F.S.
 - a. Because of the need to comply with seating capacity requirements of the fire code, there may be occasions when entrance by the public to the District Office or other meeting rooms shall be limited. At the sole discretion of the District, when an unusually large crowd is anticipated, the District may consider holding the meeting in an alternate location.
 - b. Regular, as well as Special meetings of the District will be conducted in a District owned or controlled building. All meetings will be held in a building that is open to the public.

Suggested Change by Chairman Dall – Add the wording “when practical” at the end of sentence 1b.

- c. For public-safety purposes, no signs or placards mounted on sticks, posts, poles, or similar structures will be allowed in District meeting rooms.
- d. All persons with disabilities shall be provided the assistance that is necessary to enable them to effectively participate in District meetings.

Suggestion by Chairman Dall – we have violated this procedure on numerous occasions so it should be either followed or changed - example Willi has a hearing disabilities, has made us aware of it on numerous occasions that have not been noted and no corrective actions have been taken.

2. **Appearance before the District.** Persons desiring to address the District on a matter pending before it, or which needs the attention of the Board may do so upon being recognized by the Chair. To ensure that everyone has a fair opportunity to participate, these procedures will be followed:
 - a. After being recognized, the person shall step up to the speaker's rostrum and give her/his name and home address; unless further time is granted by the Chair, limit the comments to three minutes; address all remarks to the District as a body, and not a member thereof; and make comments and present documents to the Chair and to the Secretary.

- b. Speakers shall make comments concise and to the point and present any data or evidence they wish the District to consider. No person may speak more than once on the same subject unless granted permission by the Chair.
- c. The District may discuss the matter, assign it to a committee, or refer it to the District Office Staff and/or District Attorney for review and comment.
- d. No person other than a member of the Board, and the person having the floor, may be permitted to enter any discussion, either directly or through a member of the Board, without permission of the Chair. No question may be asked except through the Chair.
- e. A person may not interfere with, or interrupt, the orderly procedure of the Board. The speaker must be properly recognized by the Chair.
- f. If the Chair declares an individual out-of-order, they will be requested to relinquish the speaker's rostrum. If the person does not do so, they are subject to removal.
- g. Prior to the beginning of a meeting or public hearing, the Chair may require that all persons who wish to be heard sign in with the Secretary, give their name and home address, the agenda item and whether they wish to speak as a proponent, opponent, or otherwise. If a sign-in sheet is required, any person who does not sign in may be permitted to speak after all those who signed in have done so.
- h. The Chair, subject to concurrence by the majority of the Board, is authorized to establish speaker time limits and otherwise control presentations to avoid repetition.
- i. Employees of the District may address the District on matters of public concern. Employee comments that address an active grievance/arbitration, employee appeal matter or a personnel dispute will not be entertained as a part of Citizen Comments. Employees will be advised of the appropriate forum and process for presenting or discussing such matters.

3. Public Comments and Inquiries for Non Agendaed Items. The District shall not take final action on public comment items presented at the same meeting unless it waives its Rules of Procedure. When inquiries and comments are brought before the District, other

than for items already on an agenda, the Chair may first determine whether the issue is legislative or administrative in nature and then:

- a. If legislative, and the complaint is about the letter or intent of legislative acts or suggestions for changes to such acts, and if the District finds consideration of such suggestions advisable, the District may refer the matter to a committee, to the District Attorney and/or the District Office Staff for review and recommendation or may take other actions it deems appropriate.
- b. If administrative, and the complaint is regarding the performance of administrative staff, administrative interpretation of legislative policy, or administrative policy within the authority of the District Manager; the Chair shall then refer the complaint directly to the District Manager for their review, if said complaint has not been so reviewed. The Board may direct that the District Manager report to the Board when their review is completed.
- c. The Chair may also assign to a Commissioner, issues that require additional examination. If so assigned, the Commissioner shall provide a report to the District when the examination is complete.

4. **District Meetings - Regular.** Unless otherwise advertised, all regular meetings of the District Board of District Commission are conducted at **6:00 p.m. on the 3rd Thursday of the month** in the District Office at 18820 Beach Road, Perry, Florida. The Board Meeting Calendar is approved each year at the first meeting of the new fiscal year.

Suggested Change by Commissioner Kicklighter to update time and dates of meetings.

- a. From time-to-time, regular meetings may be adjusted by the Board to accommodate a holiday schedule or other special circumstances. Prior notice of such change shall be provided to the public as soon as possible. While a minimum notice of 24 hours is required for an emergency meeting, the District will provide as much advance notice of a regular meeting as is feasible.
5. **District Meetings - Special (Requires a Minimum of 48 hours Notice).** The Chair or the District Manager may call a special meeting.
 - a. The call for a special meeting shall be in writing and shall contain time, place, and business to be conducted. The notice of a special meeting shall be posted at the District Office and posted on the District's website. The time and place

of the special meeting will be added to the meetings list. Special meetings may be held upon no less than forty eight (48) hours public notice.

- b. Each Board Member shall be given 48 hours prior notice of the special meeting. Such notice shall be provided by any reasonable means, including telephone, email or facsimile transmission to the person's residence, place of employment, or other location, which ever site is most likely to ensure the person's receipt of the notice.
- c. Forty eight hours prior notice of the special meeting shall be provided to the business office of each local media organization that has on file a written request for notice of special meetings. Such notice shall be provided by any reasonable means, including telephone, email, or facsimile transmission.
- d. An agenda outlining the business to be conducted will be available prior to the meeting. No business other than items listed on the agenda shall be conducted. Public comment shall be allowed on items on the agenda.
- e. If there is no longer a need for a special meeting, the person (s) who called the meeting is/are authorized to cancel the meeting.

6. **District Meetings - Emergency.** The Board Chair or the District Manager may call, orally or in writing, an emergency meeting. An Emergency Meeting is a time sensitive meeting of such a nature that a 24-hour notice would be detrimental to the action to be addressed at the meeting.

- a. The call for an emergency meeting shall contain the time, place, and business to be conducted. Emergency meetings may be held, when practicable, upon the most reasonable notice allowable under the circumstances.
- b. Each Board Member and the District shall be given the most reasonable notice allowable under the circumstances. Such notice shall be provided by any reasonable means, including telephone, email, or facsimile transmission to the person's residence, place of employment, or other location, whichever site is most likely to ensure the person's receipt of the notice.
- c. An agenda outlining the business to be conducted will be available prior to the meeting. No business shall be conducted other than items listed on the agenda. Public comment shall be allowed on items on the agenda.

- d. If there is no longer a need for an emergency meeting, the person(s) who called the meeting is/are authorized to cancel the meeting.

7. Board Workshops

The Chair or District Manager may schedule workshops to gain new information, request clarification and in general improve communication between elected officials, and the public. Advance notice of these meetings shall be given in the same manner as special meetings. Minutes of these meetings shall be made by District staff.

8. Public Hearings; Time; Location

- a. Public hearings shall be held as part of the regularly scheduled District meetings and will be so agendaed by the District Manager and are normally scheduled to begin at 3:00 p.m.
- b. The matters under consideration shall be heard at the designated time, or as soon thereafter as practicable. Public hearings may be continued from a prior meeting.
- c. Prior to the beginning of any meeting or public hearing, the Chair may require that all persons that wish to be heard sign in with the Secretary, give their name and home address, the agenda item, and whether they wish to speak as a proponent, opponent, or otherwise. If a sign-in sheet is required, any person who does not sign in may be permitted to speak after all those who signed in have done so. The Chair, subject to concurrence of a majority of the District, is authorized to establish speaker time limits and otherwise control presentations to avoid repetition.

9. Public Hearing; Procedures

- a. **General Public Hearings** - The procedures to be followed for public hearings are, generally, as follows:
- b. The District Manager or his/her designee shall describe the agenda item to be considered and provide the staff recommendation. The Chair shall then inquire as to whether any Commissioners have questions for administration. After Commissioners questions are answered, the Chair then opens the public hearing.
- c. Following public comment (if any), the Chair closes the public hearing and inquires if any Commissioner wishes to put forth a motion. If a motion and a second are made, the Chair then calls for discussion among Commissioners.

- d. The Chair inquires if there is any further discussion by the Commissioners and any final comments or recommendations from administration. The Chair restates the motion.
- e. The Chair inquires of the Commissioners as to whether they are ready for the question, calls for the vote and after the vote restates the vote.

10. Public Records; Inspection; Duplication. Pursuant to Chapter 119, F.S., all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, email messages, or other material, regardless of physical form or characteristics, made or received pursuant to law or in connection with the transaction of official business by any agency, are public records. A public record (including information stored in computers) is open to public inspection and duplication, unless exempted by law. The District Manager is the official records Custodian of public records for the District.

- a. If the purpose of a document prepared in connection with the official business of the agency is to perpetuate, communicate or formalize knowledge, then it is a public record regardless of whether it is in final form, or the ultimate product of an agency.
- b. Requests for copies of public information (including the Chair's mail) shall be fulfilled pursuant to the Board's policy specifically addressing the handling of public records requests.
- c. Any and every media conference officially sponsored by District will be open to all media representatives and to the public. Press conferences will be conducted in a location that is publicly accessible.

11. District Mail; Circulation; Public Review and Duplication. All mail addressed to the Chair and the Commissioners which is received pursuant to law or in connection with the transaction of official District business, is a public record. The public may review and duplicate these records as allowed by law.

- a. Each Commissioner may be provided a copy of the Chair's mail. The originals with attachments will remain in the Chair's mail file. Items of considerable length (such as petitions) will not be copied; instead, a memorandum will be distributed which announces the availability and location of the item in the office. Publications and lengthy agenda materials for other boards on which Commissioners serve will not be copied; only the agenda will be circulated.

- b. Each Commissioner will receive the original of items addressed to her/him. Mail with the words like "Personal," "Confidential" or "For the Addressee Only", shall be delivered unopened to the addressee.

- c. The Chair and Commissioners who receive individually addressed mail will be responsible for replying. Asking the District Manager to draft a response for their signature or requesting that the item be agendaed for formal District consideration is also appropriate. The District Manager shall be responsible for ensuring that mail addressed to the Chair, or the District is properly answered or placed on an agenda.

SECTION II - PREPARATION OF AGENDA: ORDER OF BUSINESS

1. **Preparation of Agenda.** The District Manager is responsible for the final preparation of the suggested agenda. The Chair, any Commissioner or the District Manager, or the District's Attorney may place an item on the agenda. The Chair and District Manager may meet to discuss each agenda.
 - a. As a general practice, all supporting documentation (original plus ten copies) must be provided to the District Manager no later than 10:00 A.M. on Monday a week prior to the scheduled District Meeting. Item(s) may not be included on the suggested agenda if the supporting documentation is not provided by the deadline unless approved by the District Manager or Chair.
 - b. Presentations will not exceed fifteen (15) minutes in length.

2. **Agenda Material.** The District Office ensures a copy of the suggested agenda and supporting materials are ready to be distributed to each Board Member, the District Manager, and the public by 5:00 P.M. on the Monday prior to the scheduled District meeting or Public Hearing, except when legally observed holidays affect copying and distribution. The agenda, as well as lengthy reports that are part of agenda documentation, will be available for public review in the District Office located at 18820 Beach Road, Perry, Florida and is made available on the District's website.
 - a. Each Commissioner should carefully review the Agenda and supporting information prior to the District Meeting.

3. **Meeting; Order of Business.**

The business of all regular meetings of the District should be transacted as follows - provided, however that the Chair may, by simple majority vote or consensus of the Commission, re-arrange items on the suggested agenda to conduct the business more expeditiously before the District.

- a. Invocation and Pledge of Allegiance – Members of the Commission as well as others may also be designated to present the invocation. The Chair shall lead the pledge.
- b. Welcoming of Guests
- c. Open Floor for Comments on Non-Agendaed Items

- d. Bids/Public Hearings (If Agendaed)
- e. Staff and Committee Reports
- f. District Manager Items
- g. New Business
- h. Old Business
- i. Closing Remarks Commissioners/Staff
- j. Motion to Adjourn.

k. Any items not listed on the printed agenda, for which a Commissioner will request District action, should be in writing, and should be provided to the Board and the District Manager not later than the beginning of the meeting. The exceptions are items of an emergency nature or those that do not require a written explanation.

4. **Quorum.** A quorum for the transaction of business by the District consists of (3) three Commissioners plus the Chairman. Once a quorum has been established, a majority of Commissioners present at the meeting shall be required to carry a motion.

5. **Office Staff/Board Secretary - Minutes.** The Board Secretary or their designee shall make correct minutes of the proceedings of each regular, special, or emergency District meeting and District Workshops. The Office Staff supplies copies of the draft minutes to each Commissioner for their reading. The draft minutes are reviewed by the Board at the next Board meeting.

a. The District Office Staff places the draft minutes on the agenda for approval by the District. Such minutes are then confirmed at the regular District meeting without a reading in open meeting unless some error is shown. In such event, an appropriate correction is made. The draft minutes then become the approved minutes.

6. **Rules of Order and Debate.** Every District member desiring to speak should address the Commission Chair and, upon recognition by the Chair, the speaker shall confine their comments to the question under debate.

a. The maker of a motion shall be entitled to the floor first for debate.

b. A member once recognized shall not be interrupted when speaking unless to call said member to order. The member should then cease speaking until the question of order is determined, without debate, by the Chair. If in order, said member will be at liberty to proceed.

- c. If the Chair wishes to put forth or second a motion, they shall relinquish the chair to (1), the Vice Chair, (2), the senior Board member (if the Vice Chair is absent), (3) another District member who has remained impartial or (4), the Board Secretary, until the main motion on which the presiding officer spoke has been disposed.

7. **Voting.** The votes during all Commission meetings should be transacted as follows:

- a. To expedite business, the Chair shall determine whether to call a simple vote (all in favor of) or by roll call. At the request of any Commissioner, a roll call vote shall be taken by the Secretary. The roll call vote may be determined in alphabetical order, with the Chair voting only if there is a tie.
- b. When the Chair calls for a vote on a motion, every member, who is present in the District chambers must give his/her vote, unless the member has publicly stated that they are abstaining from voting due to a conflict of interest. If any Commissioner declines to vote "aye" or "nay" by voice, their vote shall be counted as an "aye" vote.
- c. The passage of any motion, policy or resolution shall require the affirmative vote of at least a majority of the membership of the Commissioners who are present and eligible to vote. In case of a tie in votes on any proposal, the Chair will be required to cast the final vote.
- d. Any Commissioner shall have the right to express dissent from or protests against any ordinance, resolution, or policy of the District, and to have the reason therefore entered in the minutes.

8. **Florida Statutes, Conflict of Interest as Specified in 112.3143 or Section 286.011**, No Commissioner shall vote in her/his official capacity on a matter which would inure to his/her special private gain, or which the Commissioner knows would inure to the special private gain of any principal by whom s/he is retained, of the parent organization or subsidiary of a corporate principal by which s/he is retained, or a relative or of a business associate. Within fifteen (15) days following that District meeting, they shall file with the District Office a Form 8B which describes the nature of her/his interest in the matter. The Form 8B shall be received by the District Office and incorporated into the minutes of the meeting.

9. **Ordinances.** An enacted ordinance is a legislative act which prescribes general, uniform, and permanent rules of conduct relating to the corporate affairs of the District. District action shall be taken by ordinance when required by law, or to prescribe permanent rules of conduct which continue in force until repealed, or where such conduct is enforced by penalty. All ordinances shall be introduced in writing and scheduled for public hearing after advertisement.
10. **Emergency Ordinances.** By vote of one more than the majority, the District may without notice or hearing adopt an emergency ordinance. The emergency ordinance shall contain a declaration describing the emergency.
11. **Resolutions.** Generally, an enacted resolution is an internal legislative act which is a formal statement of policy concerning matters of special or temporary character. District action shall be taken by resolution when required by law and in those instances where an expression of policy more formal than a motion is desired. All resolutions shall be reduced to writing. A resolution may be put to its final passage on the same day on which it was introduced. Resolutions are to be assigned numbers and recorded with the number by the Office Staff.
12. **Policies.** Generally, an enacted policy is an internal legislative act which is a formal statement of policy concerning matters of special or temporary character. Policies shall be in writing and presented for review and approval at a regularly held Board meeting. Resolutions are to be assigned numbers and recorded with the number by the Office Staff.
13. **Motions.** An enacted motion is a form of action taken by the District to direct that a specific action be taken on behalf of the District. A motion, once approved and entered into the record, is the equivalent of a resolution in those instances where a resolution is not required by law. All motions shall be made and seconded before debate.
 - a. Before a motion has been stated by the Chair, its proposer may change or withdraw it without the District's permission, and any member or the Chair may request that the maker withdraw it. Once the motion has received a second and has been stated by the Chair, the District must vote on the motion.

SECTION III-GENERAL PROVISIONS

1. **Appointed Commissioners.** The term of District Commissioners appointed to office shall commence on May 3rd of each year unless the appointment is to fill a vacancy of a previous board member. A Commissioner is to serve a four-year term.

2. **Election of Chair and Vice-Chair, and Secretary.** The Secretary shall preside over the election of the Chairman. Procedures for electing officers are as follows:
 - a. At the first scheduled District meeting following the beginning of the new fiscal year (October 1st) or as soon thereafter as practicable. The Board elects a Chairperson from among its members. The Secretary calls for nominations for Chair, nominations do not require a second. A roll-call vote is conducted by the Secretary if there is more than one nomination. If a vacancy occurs in the office of the Chair, the Commission shall, at its next meeting, select a Chair for the remainder of the term.

 - b. The Chair calls for nominations for Vice-Chair, nominations do not require a second. A roll-call vote is conducted by the Secretary if there is more than one nomination. If a vacancy occurs in the office of the Vice-Chair, the Commission shall, at its next meeting, select a Vice-Chair for the remainder of the term.

 - c. In conjunction with the above election, a Secretary is also elected in a like manner.

 - d. In case of the absence or temporary disability of the Chair, the Vice-Chair serves as Chair during the absence. In case of the absence or temporary disability of the Chair and the Vice-Chair, an Acting Chair and Vice-Chair, selected by members of the Board, serves during the continuance of the absences or disabilities.

3. **District Chair; Presiding Officer.** The Presiding Officer (the Chair) presides at all meetings of the District and is recognized as the head of the District for all ceremonial purposes. In addition to the powers conferred upon them as Chair, they continue to have all the rights, privileges, and immunities of a member of the Commission. The Chair's responsibilities include:
 - a. Call the meeting to order, having ascertained that a quorum is present.

- b. Recognize all Commissioners who seek the floor under correct procedure. All questions and comments are to be directed through the Chair and restated by them, and they declare all votes.

- c. Preserve order and call to order any member of the Board who violates any of these procedures; and, when presiding, decide questions of order, subject to a majority vote on a motion to appeal.

- d. Expedite business in every way compatible with the rights of members.

- e. Remain objective while enjoying the same rights in debate as any other member; but the impartiality required of the Chair in an assembly precludes exercising these rights while presiding. The Chair shall have nothing to say on the merits of pending questions until the Commissioners and citizens have fully debated the question. On certain occasions which should be extremely rare the Chair may believe that a crucial factor relating to such a question has been overlooked and that his/her obligation as a member to call attention to the point outweighs the duty to preside at that time. If the Chair wishes to place a motion, the gavel must be relinquished.

- f. Based upon these Rules of Procedure, the gavel will be relinquished in the following order:
 - 1) Vice Chair.
 - 2) Other Commissioners based upon seniority.
 - 3) Board Secretary.

- g. The presiding officer who relinquished the chair should not return to it until the pending main question has been disposed of, since they have expressed partisanship as far as that matter is concerned.

- h. Declare the meeting adjourned when the District so votes, or at any time in the event of an emergency affecting the safety of those present.

- i. When time constraints dictate, the Chair is authorized to approve authorizations to advertise for public hearings.

- j. Assign Commissioner's seats in the District chambers.

- k. For time-sensitive matters only, send letters to the District's State and Federal Legislative Delegations and other government officials in support of District or community-based organization initiatives, such as legislative changes and grant requests, provided the District Commissioners have taken a position in support of the initiative in its legislative agenda or by some other action expressed its position on the issue presented.

4. Suspension and Construction of Rules. Temporary suspension of these procedures shall permit the Commission to take some action that would otherwise be prevented by a procedural rule already adopted. These Rules of Procedure may be amended or temporarily suspended at any Commission meeting with an affirmative vote of a majority of the Commission. These rules are for the efficient and orderly conduct of Commission business only; no violation of such rules shall invalidate any action of the District when approved by a majority vote required by law.

This set of Rules of Procedure shall be reviewed and if applicable, adopted no later than the first meeting each October or as soon thereafter as practicable.

COMMISSIONERS CODE OF CONDUCT

Commissioners shall be held to the same standard of conduct that is expected of the public and the staff during board meetings, workshops, or any special meetings. The following Commissioner Code of Conduct shall be followed:

1. Commissioners shall be recognized by the Chair before speaking, commenting, or asking a question.
2. Commissioners shall not interrupt or interfere with any person who has the floor.
3. Commissioners shall always be respectful of other Commissioners, staff, and members of the public. This shall include the tone, volume, and context of what is being stated.
4. Commissioners shall not engage in unprofessional debate with another Commissioners, staff, or member of the public.
5. Commissioners shall not display negative facial expressions or any other unprofessional behavior such as negative sounds.
6. Commissioners shall not threaten another Commissioner, staff member or member of the public.
7. A Commissioner that is called out-of-order shall refrain from debate or continuing to speak until recognized by the Chair to speak.
8. A Commissioner that is declared out-of-order and does not comply with the Commissioner Code of Conduct is subject to a verbal warning from the Chair and if the behavior continues, is subject to removal from the meeting.
9. Commissioners shall not conduct business on behalf of the District without permission of the Board.
10. Commissioners shall not interfere with day-to-day operations of the District.
11. Commissioners shall not directly make requests to Employees other than the District Manager.
12. Commissioners shall refrain from communicating with other Commissioners regarding District business via phone, text, or email. Commissioners may ask the District Manager to send informational communication if necessary.

Suggested Change by Chairman Dall – Replace the wording in item 12 with “Commissioners shall follow the Florida Sunshine Law as defined in Title XIX Chapter 286”

Subject: Requested Edits for Rules & Regulations TCWSD

From: "Dave Dall" <davedall@fairpoint.net>

Date: 10/28/2021, 4:56 PM

To: "Lynette" <tcwsd@fairpoint.net>

In general the tone should be changed to reflect a more customer centric approach and less micro management

Specifically:

2.A. Residential water only accounts are allowed for customers that do not reside on the property for such usages as: fish & recreational vehicle cleaning, landscaping & gardening, fire protection and food preparation. It is understood that electrical service is also allowed to the property

2.B. Commercial water only accounts are allowed for customers that do not provide sanitary facilities for their customers such as landscaping, ice machines, vending machines and food trucks

2.C. Delete all following the 1st sentence

5.B. Change to allow use between adjoining parcels with common ownership

6.B. same as 5.B.

Dave Dall, Chairman

Taylor Costal Water and Sewer District

c: 850.843.0037

e: davedall@fairpoint.net

RULES AND REGULATIONS

TAYLOR COASTAL WATER & SEWER DISTRICT

Adopted _____, 2021

1. CLASSIFICATIONS OF SERVICES:

- A. WATER: The Taylor Coastal Water & Sewer District shall provide a supply line at the base rate of \$32.62 for the first three thousand gallons of water. Any water installation request within the Coastal High Hazard area (Zones A and V) will be required to hook up to the District's sewerage system.
- B. SEWER: The Taylor Coastal Water & Sewer District shall provide sewer service at a base rate of \$46.20 for the first three thousand gallons. A \$15.00 per grinder pump per month fee will be assessed for Grinder Pump Maintenance.

2. REQUEST FOR SERVICES - WATER ONLY CUSTOMERS:

- A. Residential water only accounts are allowed on a case-by-case basis. No habitable structure such as a shed, RV or dwelling may be located on the property. No effluent discharge is permitted. Electrical service is allowed per County regulations. The following types of use are allowed:
 - 1. Fish cleaning stations
 - 2. Boat and vehicle washing
 - 3. Landscape watering and gardening
 - 4. Fire protection
 - 5. Food preparation
- B. Commercial water only accounts are allowed on a case-by-case basis. No habitable structure such as a shed, RV or dwelling may be located on the property. No effluent discharge is permitted. Electrical service is allowed per County regulations. The following types of use are allowed:
 - 1. Established subdivisions for landscaping watering at entrances
 - 2. Multi-family housing for landscape watering on property
 - 3. Ice Machines operating with no effluent discharge.

4. Food Trucks that do not provide sanitary facilities for their customers.

- C. **A property owner may request water only service for an existing residential or commercial lot by completing a Water Only Service Request form for review by the District Board. Once the review is complete, a payment of \$1,000.00 is required. This connection fee is for a designated lot or parcel only, and is not refundable or transferrable. Water use is allowed between adjoining parcels with common ownership.**
- D. The District may reject any request for service not available under the standard rate or which involves excessive service cost, or which may affect the supply of service to other customers or for other good and sufficient reason.
- E. The District may reject a request for service when the applicant is delinquent in payment of bills incurred at any location. Further, when there is a delinquent account against the lot or parcel, the District shall not be required to provide service to anyone (including the new owner) at the lot until the account has been paid in full.
- F. For violation of any provisions of these rules and regulations for service, the District may at the end of a 10-day written notice to the last known address for the customer, discontinue service. The 10-day period shall begin with the postmarked date of the letter. When water only service is discontinued, a twenty-five-dollar \$25.00 charge will be applied to the customer's account. When water-only service is reconnected, the customer shall pay a charge of seventy-five dollars (\$75.00) to the District.
- G. The owner(s) of the property shall be responsible for all bills incurred by the lot or parcel where service is provided.

3. REQUEST FOR SERVICES - WATER & SEWER CUSTOMERS:

- A. A consumer may request water and sewer service for an existing residential or commercial lot by paying a one-thousand-dollar (\$ 1,000) water connection fee and a six-thousand-dollar (\$6,000) sewer connection fee and filing the required information with the District office. This connection fee is for a designated lot (or parcel) number and only for that lot (or parcel) number and is not refundable. The transfer of this fee from one lot to another is prohibited. Upon payment and receipt of the required information, and notification that electrical service has been installed, the District will issue a work order for meter installation.
- B. The District may reject any request for service not available under the standard rate or which involves excessive service cost, or which may affect the supply of service to other customers or for other good and sufficient reason.

- C. Non-Conforming lots, installations outside the normal installation guidelines or requirements, or commercial requests must be reviewed by an Engineer and the customer must provide engineered plans for such review. The District may reject any request for service not available under the standard rate or which involves excessive service cost, or which may affect the supply of service to other customers or for other good and sufficient reason.
- D. The District may reject a request for service when the applicant is delinquent in payment of bills incurred at any location. Further, when there is a delinquent account against the lot or parcel, the District shall not be required to provide service to anyone (including the new owner) at the lot until the account has been paid in full.
- E. For violation of any provisions of these rules and regulations for service, the District may at the end of a 10-day written notice to the last known address for the customer, discontinue service. The 10-day period shall begin with the postmarked date of the letter. When water and sewer service is discontinued, a two-hundred-dollar (\$200.00) charge will be applied to the customer's account. When water and sewer service is reconnected, the customer shall pay a charge of three hundred dollars (\$300.00) to the District.
- F. The owner(s) of the property shall be responsible for all bills incurred by the lot or parcel where service is provided. A separate connection fee is required for each water meter/grinder pump installed.

4. REQUEST FOR SERVICES- SECOND WATER METER

- A. A customer with an active water and sewer account may request the installation of a second water meter for outdoor water use. Second meters may be used for landscape watering, fish cleaning stations, boat washing and ice machines. The customer must pay an installation fee of \$300.00 prior to receiving the meter. Each month the customer pays for all water used and the gallons recorded from this meter will be deducted from the total sewer charges on the main account
- B. Any unauthorized use of this meter will result in the removal of the meter and the cancellation of the account.

5. CHARGES AND BILLING - WATER ONLY CUSTOMERS

- A. The minimum charge, as provided in the rate schedule, shall be made for the installed meter. Each meter shall be billed on a separate billing sheet, and each billing sheet shall cover one account. Each meter shall have a separate account

number as indicated on the customer billing.

- B. Water service furnished for a lot or parcel shall be used on that lot only and **is not refundable or transferrable. Water use is allowed between adjoining parcels with common ownership.**
- C. A current rate schedule (Attachment A) is attached and is subject to change.
- D. A current fee schedule (Attachment B) is attached and is subject to change.

6. CHARGES AND BILLING - WATER & SEWER CUSTOMERS

- A. The minimum charge, as provided in the rate schedule, shall be made for each meter/grinder pump installed, regardless of location. Each meter/pump shall be billed on a separate billing sheet, and each billing sheet shall cover one account. Each meter/pump shall have a separate account number as indicated on the customer billing.
- B. Water and Sewer service furnished for a lot or parcel shall be used on that lot only and **is not refundable or transferrable. Water and sewer use is allowed between adjoining parcels with common ownership.**
- C. A current rate schedule (Attachment A) is attached and is subject to change.
- D. A current fee schedule (Attachment B) is attached and is subject to change.

7. CHARGES AND BILLING - SECOND METER CUSTOMERS

- A. The second meter is read each month and the gallons used are deducted from the total sewer charge for the account. This deduction is entered into the customer's account as an adjustment and appears on the billing card. A separate billing card may be requested to show the number of gallons used on the second meter.
- B. Water used through this meter shall be for the lot or parcel containing the original water meter and used on that lot only.
- C. A current rate schedule (Attachment A) is attached and is subject to change.
- D. A current fee schedule (Attachment B) is attached and is subject to change.

8. DISTRICT'S RESPONSIBILITY AND LIABILITY

- A. The District shall install its water meter on public right of way as close as feasible to the location desired by the customer. The District's service line shall run immediately adjacent and parallel to the lot or parcel being served.
- B. The District shall install its grinder pump on the customer's property, obtaining a

proper easement granting access. The grinder pump is to be placed no more than ten (10) feet from the front property line and no closer than ten (10) from either side property line. If the lot is a non-conforming property, installation cannot be performed on the lot without an engineer approved placement plan.

- C. The District is not responsible for the customer's piping or other apparatus used in the dwelling or business. All plumbing and equipment to be served by the District's meters shall be capable of sustaining pressures up to 80 psi.
- D. The District reserves the right to refuse service unless the customer's lines and piping are installed in such a manner as to prevent cross connections or back flow. The District shall not be liable for damage of any kind whatsoever resulting from water or the use of water on the customer's premises unless such damage results directly from negligence on the part of the District. The District shall not be responsible for negligence of the persons, or forces beyond the control of the District, resulting in any interruption.
- E. The District reserves the right to limit the water flow (reduced pressure) as may be required in an emergency.
- F. The District, at its sole discretion, may deny water service if it determines that water supply and/or infrastructure is insufficient to meet the water demand of a potential customer.

9. CUSTOMER'S RESPONSIBILITY

- A. The customer shall install and maintain, at his own expense, a service line, and a cut-off valve on the customer's side of the water meter. Under no circumstances, shall the customer use the District's meter valve to control the water supply to the dwelling or business. Each customer's service line will contain a check valve to prevent back flow into the District's water distribution.
- B. The customer's piping and apparatus shall be installed and maintained at the customer's expense in a safe and efficient manner and in accordance with the National Plumbing Code, the State Board of Health, and the District's Rules and Regulations.
- C. The customer shall take the necessary precautions to ensure that the District's meter, grinder pump and lines are protected from damage by vehicles or equipment that may be operating on or around the customer's lot.
- D. In event of loss or damage to the District's property or any accident or injury to persons or property caused or resulting from the negligence or wrongful act of the customer, his agents or employees, the customer shall pay the cost of repairs or replacement to the District and the customer shall assume the liability otherwise

resulting. If the damage is due to excessive grease accumulation in the pump, the customer will be issued a warning letter at the first offense. If grease disposal continues to cause problems, the customer will be charged a \$250.00 service fee and will be required to pay the cost of repairs or replacement to the District.

- E. The amount of such loss or damage or the cost of repairs shall be billed to the customer and, if not paid, the District may discontinue service.
- F. The Customer shall grant the District, its successors and assigns, a perpetual easement in, over, under, and upon the described lot or parcel. The customer grants the right to erect, construct, install, repair, maintain, and operate lines and appurtenant facilities together with the right to ingress and egress over adjacent land for the purposes cited above.
- G. The District shall have the final authority in any question of location of a meter adjacent to the customer's lot or parcel.
- H. The customer shall not share water and/or sewer services with another property.

10. CHANGE OF OWNERSHIP

- A. When property changes ownership notice must be given within thirty (30) days in person or in writing at the District's office to transfer ownership or discontinue service.
- B. The seller shall be responsible for the payment for all service up to the end of the next billing cycle.
- C. The buyer shall pay one hundred dollars (\$100.00) to have the account transferred into their name. If the service is not currently active, a reconnection fee will be charged.
- D. If notifications are not received with thirty (30) days of transfer of the property, the service will be subject to disconnection and appropriate fees added to the account.

11. METER READING, BILLING AND COLLECTION

- A. Meters will be read monthly, and each customer will be billed by the 1st of the month following the reading. The District reserves the right to vary the date and/or length of period covered temporarily or permanently if necessary or desirable.

- B. Each bill will be figured in accordance with the District's published rate schedule in effect at the time of reading and will be based on the amount consumed for the period that the meter reading covers.
- C. Charge for water and sewer service commences when the meter and grinder pump are installed and connected to the customer's line, whether the services are used or not.
- D. Readings from different meters will not be combined for billing. There will be one bill for each meter the District has in service. Bills are due when rendered and are delinquent after the 20th of each month. A penalty of ten percent (10%) will be added to a delinquent bill.
- E. Failure to receive a bill or notice shall not prevent said bill from becoming delinquent nor relieve the customer from payment.
- F. It is the customer's responsibility to provide the District office staff with the most current contact information.

12. SUSPENSION OF SERVICE:

- A. Upon suspension of service for nonpayment of bills, the District will proceed to collect the delinquent balance in the usual way provided by State Laws for collection of debts. A lien will be placed on the property until the account is paid in full.
- B. The District reserves the right to discontinue service without notice for the following reasons:
 - 1) To prevent fraud or abuse.
 - 2) Customer's willful disregard of the District's Rules.
 - 3) Emergency repairs.
 - 4) Insufficient supply of water due to circumstances beyond the District's control.
 - 5) Legal proceedings or processes.
 - 6) Direction of public authorities.
 - 7) Strike, riot, fire, floods, accident, or other unavoidable cause.
 - 8) Sharing water and/or sewer with another property.
- C. The District may, in addition to prosecution by law, permanently refuse service to any customer who tampers with a meter or other measuring device or knowingly allows someone else to tamper with same.

13. COMPLAINTS - ADJUSTMENTS.

- A. If a customer believes his bill to be in error, he should contact the District office in person, in writing or by telephone before the bill becomes delinquent.

- B. Such claim made after the bill has become delinquent shall not be effective in preventing discontinuance of service, as heretofore provided. The customer may pay such bill under protest and said payment shall not prejudice the customer's claim.
- C. A meter will be tested at the request of the customer or Office Staff. If the meter in question is found to register beyond one percent (1 %) of the correct volume, the current bill will be adjusted.
- D. If the seal of a meter is broken by other than the District's representative or if the meter fails to register correctly or is stopped for any cause, the customer shall pay an amount estimated from the record of the customer's previous bills or other appropriate data.

14. **ABRIDGEMENT OR MODIFICATION OF RULES**

- A. No promise, agreement, or representative of any employee of the District shall be binding upon the District except as it shall have been agreed upon in writing, signed and accepted by the acknowledged officer of the District.
- B. No modification of rates or any of the rules and regulations shall be made by any agent of the District.

15. **SERVICE REQUEST REQUIRING UPGRADE OF SERVICE LINES, NEW LINES OR CAPACITY**

- A. Service requiring the upgrade of existing lines or new service lines shall be considered by the District on a case-by-case basis. The District reserves the right to deny new service if the additional needs exceed the capability of the existing infrastructure, places an undue demand on the capacity of the existing system, jeopardizes the District's capability to meet its current peak and average demands for existing customers, or violates any existing loan conditions.
- B. The party requesting the new service shall be responsible for ALL cost associated with the permitting, engineering, design, and construction of the infrastructure and/or increase in capacity required to meet the party's requirements. The party requesting the new service will obtain the required permits.
- C. Upon approval of the project by the Board, the party requesting the new service shall deposit with the District a good faith fee of ten percent (10%) of the estimated project costs. This fee is non-refundable.
- D. All drawings, specifications, and materials to be used in construction are to be approved by the District, their engineers, and DEP.

- E. The District reserves to right to inspect and approve all construction.
- F. The District will approve all water meter and grinder pump locations.
- G. A water meter and grinder pump will be installed by the District at each lot or parcel upon completion of the project and payment of the required connection fee and/or service fees have been made.

16. CONNECTION EXEMPTION

- A. Each property will be reviewed for service eligibility and a determination will be made by the Board after their examination of the information provided regarding the affected property.
- B. Any lot or parcel that is deemed ineligible for connection to water and sewer service will be offered a Connection Exemption. This exemption allows the property owner to pursue other means of potable water and/or sewerage disposal.

17. ADOPTION OF RULES:

Until further order of the Board of Commissioners of Taylor Coastal Water & Sewer District, the Rules and Regulations as the same herein above set out are hereby adopted.

Done this _____ of _____, 2021 _____

Chairman, Taylor Coastal Water & Sewer District

Secretary, Taylor Coastal Water & Sewer District

APPENDIX A
FEE SCHEDULE

APPENDIX B
RATE SCHEDULE

DRAFT

Subject: Diamond Maps and Rev Plan

From: Lynette Senter <tcwsd@fairpoint.net>

Date: 10/29/2021, 9:30 AM

To: Dyana Stewart <Dyana@frwa.net>, George Glover <George.Glover@frwa.net>, Dave Dall <davedall@fairpoint.net>, Michael Lynn <builder1275@fairpoint.net>, Mike Hunter <mike.hunter@etranscarriers.com>, William Rich <whrich58@gmail.com>, Gayle Lundy <gglundy@yahoo.com>, Randy Hathcock <hath@fairpoint.net>, Thomas Kicklighter <kicklightert1967@gmail.com>, Andrew Greene <Andrew.Greene@frwa.net>

CC: Taylor Coastal Water and Sewer District <tcwsd@fairpoint.net>

Good Morning,

Chairman Dall has requested that we set up a meeting with Florida Rural Water to allow FRWA give an overview and basic training for the Diamond Maps system and Rev Plan to the staff and Commissioners. This meeting has been scheduled for 10:00 A.M. on Tuesday, December 7, 2021 with Ms. Dyana Stewart and Mr. George Glover from FRWA.

The District's Asset Management Plan and Rate Study will be discussed at our regular meeting on Thursday, January 20, 2021.

We will need confirmation of any Commissioners wanting to attend by Friday, December 3, 2021 to allow us to post a notification on the website that more than one Commissioner may be in attendance.

We are testing a new electronic invitation function which will allow meetings to be added to your calendar. Please let us have your feedback regarding this new notification system.

Thank you,

Lynette Senter

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Lynette Taylor Senter, District Manager

"This institution is an equal opportunity provider and employer."
Please note: Florida has a very broad public record law. Most written communications may be subject to public disclosure.

Attending:
Dave Dall
Andrew Greene
George Glover

Subject: Re: workshop/meeting schedule
From: Lynette Senter <tcwsd@fairpoint.net>
Date: 11/10/2021, 12:33 PM
To: LaWanda Pemberton <LPemberton@taylorcountygov.com>
CC: Taylor Coastal Water and Sewer District <tcwsd@fairpoint.net>

Thank you - just let me know when you can.

Lynette

On 11/10/2021 11:02 AM, LaWanda Pemberton wrote:

Thank you, I am checking on the schedule for the meeting room.

LaWanda

From: Lynette Senter [<mailto:tcwsd@fairpoint.net>]
Sent: Friday, November 5, 2021 10:55 AM
To: LaWanda Pemberton <LPemberton@taylorcountygov.com>
Cc: Taylor Coastal Water and Sewer District <tcwsd@fairpoint.net>
Subject: Re: workshop/meeting schedule

Good Morning,

The November meeting is Thursday, November 18, 2021 at 6:00 PM.

The December meeting is Thursday, December 16, 2021 at 6:00 PM.

I have attached a schedule of our 2022 meetings FYI.

Lastly, would you and the Commissioner's meeting room be available for our January 20, 2022 meeting, if my Board chooses to have a Zoom presentation? I will present the request by Chairman Dall at our meeting this month to let the Board decide if they want to move our meeting, or purchase equipment to allow us to hold a Zoom meeting in house, and wanted to see if you and your room are available.

Thank you,

Lynette

On 11/5/2021 10:46 AM, LaWanda Pemberton wrote:

Can you please email the schedule for TCWSD November and December meetings ?

LaWanda Pemberton
County Administrator
Taylor County Board of County Commissioners
850-838-3500 ext. 6



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Lynette Taylor Senter, District Manager

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Re: workshop/meeting schedule

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Lynette Taylor Senter, District Manager

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