

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

**REGULAR COMMISSION MEETING AGENDA**  
**Thursday, December 16, 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 November 18, 2021 Board Meeting
6. Staff Reports
  - a. Director's Report – November 2021 – Kristi Hathcock
  - b. Water Audit – November 2021
  - c. Financial Report November 2021 – Lynette Senter
  - d. Other District Manager Items – Lynette Senter
7. New Business
  - a. Keaton Beach Ridge Service Request
  - b. Bird Island Road Service Request
  - c. Beach Road Service Request
  - d. Approval of Water Only Account
8. Old Business
  - a. Review of Attorney Services RFP responses received
  - b. Citizen Participation on District Committees
  - c. Review of Changes and Approval of Rules of Procedure and Commissioners Code of Conduct.
  - d. Review of Changes and Approval of TCWSD Rules and Regulations
  - e. Cyril Anthony Brown Lot
  - f. Neighborhood Meter Project
9. Closing Remarks Commissioners/Staff
10. Motion to Adjourn

# TAYLOR COASTAL WATER & SEWER DISTRICT

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www.tcwsd.org

## MINUTES OF REGULAR COMMISSION MEETING

November 18, 2021

1. The meeting was held at the District Building at 6:00 PM on November 18, 2021. Present were Commissioners David Dall, Thomas Kicklighter, Randy Hathcock and Gayle Lundy. Commissioners William Rich, Mike Hunter and Michael Lynn were absent. TCWSD Staff present were Kristi Hathcock and Lynette Senter. There were two guests, Willi Huxford and Glenn Senter.
2. The meeting was called to order at 6:00 p.m. Commissioner Hathcock led in prayer and the pledge of allegiance to the flag.
3. There were no comments from the public for non-agendaed items.
4. Update on the Water Improvements Project – Trevor Burch from Dewberry called into the meeting. The project is still moving forward towards the construction phase. We will be exploring funding options and reimbursement for the Planning and Design Phase. DEP has not returned our project yet, but we are expecting it soon.
5. Approval of minutes from the October 28, 2021, Board Meeting. Chairman Dall asked if everyone had reviewed the minutes and if there was a motion to approve. **Commissioner Lundy made a motion to accept the minutes. Commissioner Kicklighter offered a second. Chairman Dall asked for further discussion. Chairman Dall gave an overview of the dashboard and financial planning tools. By unanimous vote, the motion was approved.**
6. **Staff and Committee Reports**
  - a. **Directors Report – Kristi Hathcock** – Ms. Hathcock reported the Water and Sewer sales for the month of October 2021 totaled \$66,478.37, \$5,596.92 higher than the budgeted estimate of \$60,881.45. There was one past due customer. There were no turned off account. There were two changes in membership. There were twenty-three adjustments totaling (\$1,230.59).
  - b. **Water Audits** – Ms. Hathcock reported the water audit for October 2021 showed an estimated water loss of 17.37%. There was a leak at Mr. and Mrs. Lundy’s meter on JL Gibson Road. The field staff are still actively looking for any leaks.
  - c. **Financial Reports – Lynette Senter**– Ms. Senter reported the sales including new memberships for the month of October 2021 were \$66,478.37, \$5,596.92 above our budgeted amount of \$60,881.45. Exception expenses were \$697.00 Advertising expenses, \$709.95 Quick Books Payroll renewal, \$746.00 for A/C Repairs at District Office, \$5,055.18 for our water tank maintenance contracts, and \$25,000 for the Water Improvements Project. We received \$44.83 in interest income. Total Net Income for October 2021 was \$5,436.69.
  - d. **Other Office Manager Items** – Lynette Senter



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MINUTES OF REGULAR COMMISSION MEETING**

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- (1) Co-Bank – Mr. Durant is working with Co-Bank’s legal team to move our refinancing forward. We have provided them with the original documents for the first loan and are in the process of scanning the documents for the other two loans.
- (2) Field Assistant Position – We have received two applications for the Field Assistant Position. We have had one other person come by and pick up an application, but it has not yet been returned. Once the applications have been received, Ron, David, and I will review them and invite the applicants to an interview process. The interview process will include meeting with the three of us and then spending time in the field with David and Ron. We would like to have the new Field Assistant hired as soon as possible.
- (3) Water Inundation Project – we have found another area of water inundation located along Cedar Island Road. When the Dark Island walkway was installed, it created a slope leading down to property owned by Charles Watson. This is causing water to pour down the slope and directly on top of the Watson’s grinder pump. The riser we need is on back order and as soon as it is received, we will install it.

**8. New Business**

- a. Preferred Government Underwriters recommendation for Fish Creek Cove Claim – The District had received notice from the insurance company that we have coverage for this claim under our general liability insurance policy. The Board discussed the several scenarios regarding the claim. **Commissioner Hathcock made a motion to postpone this discussion until we have a full board present at our next meeting on December 16, 2021. Commissioner Kicklighter offered a second. Chairman Dall called for further discussion. There was none. By unanimous vote, the motion was approved.**
- b. Review of Attorney Services RFP responses received – The District advertised in several newspapers including Tallahassee, Dixie County, Madison County, Monticello, Jefferson County and Suwanee County. A total of three (3) new proposals were received in addition to the proposal already received by Mr. Ray Curtis during the first RFP process. Ms. Senter prepared scoring sheets, but Commissioner Kicklighter asked if the office staff could prepare a spreadsheet of all the bids received and send it to the Commissioners once it was complete. Ms. Senter will prepare the information and place the discussion on the meeting agenda for December.
- c. Citizen participation on District Committees – Ms. Senter had received a request from Chairman Dall to notify a local citizen regarding meetings of the Finance Committee. There was concern from the office staff regarding citizen participation on committees that were not created by the Board. After some discussion, Commissioner Hathcock asked that Ms. Senter seek guidance from the Board’s attorney and let them know the results.
- d. The District received a letter from Cline Moore on behalf of Cyril Antony Brown regarding his property he sold at Cedar Island. Ms. Senter sent the letter to the Board’s attorney and to

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

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the District's insurance company. The Board declined to discuss the matter any further until they have received guidance from their attorney and insurance company.

12. Old Business

- a. Review of Changes and Approval of Rules of Procedure and Commissioners Code of Conduct. **Commissioner Hathcock made a motion to postpone the reviews of both items a. and b. until we have a full board present at our next meeting on December 16, 2021. Commissioner Kicklighter offered a second. Chairman Dall called for further discussion. There was none. By unanimous vote, the motion was approved.**
- b. Review of Changes and Approval of TCWSD Rules and Regulations. This review was postponed by a motion included in item a. above.
- c. Neighborhood Meter Project – The District completed its' first Neighborhood Meter installation at the Keaton Beach Boat Ramp earlier today. Customer access to water was down for only 30 minutes. We are awaiting the final concrete cover to finish this installation but will be proceeding with more as soon as the parts are received. Ms. Senter explained that all the pre-installation work done by Ron Bennett was the reason for the great outcome. The Board asked Ms. Senter to thank the field staff for their hard work.
- d. Road Repairs at WWTP – Ms. Senter has reviewed the easements that were granted to the users of the road. These easements specifically state that the District is not responsible for repair or maintenance of the road. If the user wishes to make improvements, they must be reviewed by the District prior to work commencing.
- e. December 7, 2021, Diamond Maps Meeting – Ms. Senter reminded the Board that there will be a training meeting being held at 10:00 A.M. on Tuesday, December 7, 2021. The only Board member that has indicated they will be attending is Chairman Dall. Commissioner Kicklighter has responded that he will not be able to attend.
- f. January 2022 Board Meeting Relocation – Chairman Dall had asked Ms. Senter to explore changing the District's January meeting to be held at the County Commissioner's meeting chambers to allow for the use of their electronic meeting equipment to have the UNC Dashboard and Financial Tools presented. After some discussion, Commissioner Kicklighter said he would work with the office staff to be able to hold an electronic meeting here at the District Building. Commissioner Kicklighter also asked Ms. Senter to send him links to the information to be presented.

13. **Closing Remarks Commissioners/Staff** – Thanks were given to Staff from Commissioners.

14. **Motion to Adjourn**



TAYLOR COASTAL WATER & SEWER DISTRICT  
MINUTES OF REGULAR COMMISSION MEETING

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**Chairman Dall requested a Motion to Adjourn. Commissioner Hathcock made a motion to adjourn the meeting. Commissioner Lundy offered a second. The meeting adjourned at 7:30 P.M.**

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Board Actions:

1. The Board approved the minutes from the October 21, 2021, Board Meeting.
2. The Board approved the postponement of discussion of the Fish Creek Cove Claim until the December 16, 2021, meeting.
3. The Board approved the postponement of discussion of the Rules of Procedure and Commissioners Code of Conduct, as well as the TCWSD Rules and Regulations until the December 16, 2021, meeting.

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

# Directors Report

Taylor Coastal Water &amp; Sewer Distr

## Water Sold This Month

1,060,000 Gallons

	Amount (\$)	# Of Accounts
Total Water	20,227.08	547
Total Sewage	27,930.84	527
Total Grinder Pump Fee	7,779.92	525
Total LATE FEE	226.73	22
Total Adjustments	-3,348.77	18
<b>Total Current Charges</b>	<b>52,815.80</b>	<b>548</b>
<hr/>		
Amount Past Due 1-30 Days	1,317.21	16
Amount Past Due 31-60 Days	98.26	1
Amount Past Due Over 60 Days	0.00	
Amount Of Overpayments/Prepayments	-17,496.26	135
<b>Total Receivables</b>	<b>36,735.01</b>	<b>494</b>

Total Receipts On Account	53,828.98	484
Net Change in Memberships	1,000.00	2
Amount of All Memberships	272,220.00	487
Amount of All Deposit 2	4,500.00	6
Turned Off Accounts (Amount Owed)	-1,013.45	144
Collection Accounts (Amount Owed)	-1,013.45	118
Number Of Unread (Turned On) Meters		1
Average Usage For Active Meters	1,843	575
Average Water Charge For Active Meters	36.98	547

Usage Groups	Gallons	# Of Accounts	Usage	Gallons	% Of Usage	% Of Sales
Over 50,000		1	218,000		20.57	8.57
40,001-50,000		0	0		0.00	0.00
30,001-40,000		0	0		0.00	0.00
20,001-30,000		1	27,000		2.55	0.55
10,001-20,000		10	138,000		13.02	3.02
8,001-10,000		4	38,000		3.59	0.94
6,001-8,000		11	84,000		7.92	2.32
4,001-6,000		20	108,000		10.19	3.53
2,001-4,000		65	223,000		21.04	10.76
1-2,000		169	224,000		21.13	26.93
Zero Usage		294	0		0.00	43.38
<hr/>						
<b>Total Meters</b>		<b>575</b>	<b>1,060,000</b>		<b>100.00</b>	<b>100.00</b>



# Directors Report

Taylor Coastal Water &amp; Sewer Distr.

## Monthly Reconciliation

Ending Receivables (Last Month)		37,748.19
Sales this Month	+	56,164.57
Adjustments this Month		-3,348.77
Less Payments this Month	-	53,828.98
	=	<u>36,735.01</u>
Total Receivables		<b>36,735.01</b>
Ending Memberships (Last Month)		274,720.00
Changes this Month		1,000.00
	=	<u>275,720.00</u>
Total Memberships		<b>276,720.00</b>

## PAST DUE LIST

Taylor Coastal Water & Sewer Distr

ACCT#	RT NAME	CURRENT	1-30	31-60	61+	LAST PAYMENT	TOTAL
342	6 RAULERSON, JIMMIE LEE	105.12	122.40	98.26		98.00 9/27/21	325.78
Total Receivables:		<b>36,735.01</b>	<b>105.12</b>	<b>98.26</b>			
Accounts Listed:		<b>1</b>	<b>122.40</b>		<b>0.00</b>		<b>\$325.78</b>

All Customers Age 2 Accounts

Taylor Coastal Water & Sewer Dist.



3:32:19PM

# Turned Off Accounts

ACCT #	NAME	SERVICE ADDRESS	ROUTE	TURN-OFF DATE	MONTHS INACTIVE
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Accounts turned off since 11/01/2021

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
521	BELCHER, PAUL V.	21305 EGRET LN	1	Transfer Membershi	\$500.00	11/5/21	\$0.00	11/3/2021	(\$500.00)
	Transferred to Account #150								
521	GRIFFIN, JEFFERY TODD	21305 EGRET LN	1	New Membership	\$0.00		\$1,000.00	11/5/2021	\$1,000.00
150	MADISON, JASON & SAM/	20347 PONCE DE LEON	1	Transfer Membershi	\$0.00		\$500.00	11/3/2021	\$500.00
	Transferred from Account #521								

1	Accounts using code for	New Membership	\$1,000.00	0	Accounts using code for	New Deposit	
0	Accounts using code for	Membership Increase		0	Accounts using code for	Increase Deposit	
0	Accounts using code for	Apply to Balance		0	Accounts using code for	Apply to Balance	
0	Accounts using code for	Refund		0	Accounts using code for	Refund	
0	Accounts using code for	Other		0	Accounts using code for	Other	
2	Accounts using code for	Transfer	\$0.00	0	Accounts using code for	Transfer	
		Net Change:	1,000.00		Deposit 2 Net Change:		0.00

All Customers  
Taylor Coastal Water & Sewer Dist.



# ADJUSTMENTS

Tuesday, November 30, 2021

3:25:03PM

11/30/2021

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Taylor Coastal Water & Se

ACCT. #	NAME	CODE	AMOUNT	APPROVAL	DATE
6	GOODING, JAMES	1	\$0.00		11/18/21
292	MILLER, AMELIA MAJORII	1	\$0.00		11/19/21
	<b>2 Total Adjustments</b>	<b>\$0.00</b>	<b>For Adjustment 1</b>		
357	BETHEA, CLAYTON/SAND	9	(\$295.92)	KMH	11/3/21
MISCALCULATION OF ADJUSTMENT					
	<b>1 Total Adjustments</b>	<b>(\$295.92)</b>	<b>For Adjustment 9</b>		
370	BURNAM, JONATHAN	12	(\$9.38)	KMH	11/22/21
Late fee adjustment - clerical error					
359	ROBERTS, SAM & JANA	12	(\$9.38)	LTS	11/21/21
Payment in Door					
	<b>2 Total Adjustments</b>	<b>(\$18.76)</b>	<b>For Adjustment 12</b>		
147	DORRIS, GARY & LISA	13	(\$83.16)	KMH	11/22/21
SM					
618	HIGH, J.D. and LESLIE	13	(\$15.12)	KMH	11/22/21
SM					
186	HILL, SIDNEY	13	(\$7.56)	KMH	11/22/21
SM					
66	LILLIOTT, HUD AND LAUR	13	(\$7.56)	KMH	11/22/21
SM					
150	MADISON, JASON & SAMA	13	(\$37.80)	KMH	11/22/21
SM					
318	MORRIS, JOHN	13	(\$60.48)	KMH	11/22/21
SM					
551	NALL, FELIX & PAT	13	(\$128.52)	KMH	11/22/21
SM					
300	SCHAMBEAU, GERALD	13	(\$37.80)	KMH	11/22/21
SM					
296	WAGNER JR, WILFRED H.	13	(\$22.68)	KMH	11/22/21
SM					
435	WHITE, D.L.	13	(\$7.56)	KMH	11/22/21
SM					
	<b>10 Total Adjustments</b>	<b>(\$408.24)</b>	<b>For Adjustment 13</b>		
535	McALLISTER, ALAN D	14	\$100.00	KMH	11/2/21
MCALLISTER TO BURNAM					
659	HUBBARD, JASON	14	\$100.00	KMH	11/12/21
HUBBARD TO BUSH					
405	JONES, LARRY KENNY	14	\$100.00	KMH	11/3/21
JONES TO CR FARM LLC					
212	HODGES, ANN	14	\$100.00	KMH	11/2/21
HODGES TO MINCHIN					
	<b>4 Total Adjustments</b>	<b>\$400.00</b>	<b>For Adjustment 14</b>		
466	PRIDGEN, LISA ANN	17	(\$3,325.85)	KMH	11/22/21
ONE-TIME ADJUSTMENT DUE TO WATER THEFT					
	<b>1 Total Adjustments</b>	<b>(\$3,325.85)</b>	<b>For Adjustment 17</b>		
405	JONES, LARRY KENNY	20	\$300.00	KMH	11/3/21
RECONNECT WATER AND SEWER					
	<b>1 Total Adjustments</b>	<b>\$300.00</b>	<b>For Adjustment 20</b>		

9. (295.92) Data input error





WATER AUDIT  
Taylor Coastal Water and Sewer District

**MONTH: November 2021**

Current Master Meter Reading	279,582,000	11/18/21
Previous Master Meter Reading	278,277,000	10/20/21
<b>Total Gallons Pumped</b>	<b>1,305,000</b>	<b>1,305,000</b>

**UNMETERED WATER**

**GALLONS**

#	Category	Gallons
#1	<b>Booster Station</b>	
a.	Tank Drain	2,000
b.	Air-Charge adjustments (200gpm)	1,000
c.	Chlorine adjustment -- storage	1,000
#2	<b>Line flushing (summary)</b>	
a.	North	
b.	South	58,500
c.	Flush Hydrant Test	
#3	<b>Broken Lines</b>	
#4	<b>Water Treatment Plant</b>	
a.	Clear 10K tank	1,000
b.		
<b>Total Known unmetered water</b>		<b>63,500</b>

**Gallons Pumped minus Known Unmetered water** 1,241,500

**Total Water Sold (Per Directors Report)** 1,060,000

**Estimated Water Loss, gallons** 181,500

Gallons pumped minus known unmetered water & water sold.

**Estimated Water Loss (%)** 13.91%

Equals loss (gallons) divided by pumped (gallons)

desire ≤ 10%

**FIRE HYDRANTS and FLUSH HYDRANTS  
AVAILABLE TO FILL TANKER TRUCKS**

DATE: 10/21/2021  
NAME: Ron Bennett

<b>FIRE HYDRANTS (on six inch mains) (5)</b>		<b>GPM</b>	<b>START TIME</b>	<b>END TIME</b>	<b>GALLONS</b>	<b>CL2</b>
A.	Highway 361 (Beach road) / Dekle Beach Road	480				
B.	Dekle Beach Road / Dekle Beach Blvd	380				
C.	Highway 361 (Beach road) / Ezell Beach Road	410				
D.	Highway 361 / Cedar Island Road	650				
E.	Dark Island Road / Gulfview Roads	350				
<b>ABOVE GROUND FLUSH HYDRANTS (38)</b>			<b>START TIME</b>	<b>END TIME</b>	<b>GALLONS</b>	<b>CL2</b>
<b>CEDAR ISLAND (9)</b>		<b>GPM</b>				
	Cedar Island East	60				
	Cedar Island Road (end)	80				
	Kingfisher Road	10				
	Sandpiper	240				
	Sandpiper South	165				
	Cedar Island Loop	100	8:00 AM	11 AM	24000	
	Seahawk Lane (Voight)	70				
	Ibis Road, Cedar Island	110				
	Widgeon	160				
<b>KEATON BEACH (9)</b>		<b>GPM</b>				
	Keaton Bch Dr (Hot Dog Std)	150				
	Keaton Bch Dr (RV Park)	75				
	Ponce De Leon	155	10 AM	11 AM	9300	
	Marina Road	80				
	Ellis Moore Road	58				
	Hamdan Road	210				
	Fairpoint Comm (Hwy 361)	70				
	KB Bridge, West	150				
	KB Bridge, East	175				
<b>DARK ISLAND (2)</b>		<b>GPM</b>				
	Gulfview North	130				
	Gulfview South	125				
<b>LINDSEY ISLAND (2)</b>		<b>GPM</b>				
	Lindsey Island South	55				
	Lindsey Island North	55				
<b>DEKLE BEACH (7)</b>		<b>GPM</b>				
	Dekle Beach Road Main	93				
	Palmetto Road	100				
	Mexico Road, North	95				
	Mexico Road, South	115				
	Good Times Drive South	100				
	Good Times Drive North	200				
	Jug Island	28				

**FIRE HYDRANTS and FLUSH HYDRANTS  
AVAILABLE TO FILL TANKER TRUCKS**

DATE: Ron Bennett  
NAME: \_\_\_\_\_

<b>EZELL BEACH (3)</b>	<b>GPM</b>				
Ezell Beach Road	130				
Klumbis Road	100				
Dr. Morgan's Road	80				
<b>MISCELLANEOUS (6)</b>	<b>GPM</b>				
Oak Ridge, Rosemary Lane	20				
Gibson Road (Boggy Bay)	120	12:28 PM	1:28 PM	7200	
Jody Morgan Road	160				
Sawgrass (Gulf Haven Dr.)	35				
Wastewater Plant, Sandhill	15				
Ibis Lane, Cedar Island	90				
<b>FLUSH VALVES IN VALVE BOXES (8)</b>		<b>START TIME</b>	<b>END TIME</b>	<b>GALLONS</b>	<b>CL2</b>
<b>CEDAR ISLAND (6)</b>	<b>GPM</b>				
Sandpiper, 6 inch	250				
Egret	120	9:30 AM	12:00 PM	18,000	
Ibis Lane	90				
Osprey Road	170				
Cormorant road	250				
Heron Road	150				
<b>FISH CREEK (2)</b>	<b>GPM</b>				
Fish Creek, 2 inch (Kelly)	35				
Fish Creek, 4 inch (Hutchins)	100				



**TAYLOR COASTAL WATER & SEWER DISTRICT**  
**Profit & Loss Budget Performance**  
November 2021

		Nov 21	Budget	Oct - Nov 21	YTD Budget	Annual Budget
<b>Ordinary Income/Expense</b>						
Income						
	CUSTOMER GRINDER PUMP SALES	6,000.00	8,333.33	18,000.00	16,666.70	100,000.00
	ADJUSTMENTS, RVS BILLING	-3,348.77	0.00	-4,579.36	0.00	0.00
	GRINDER PUMP FEE	7,779.92	6,522.50	15,544.84	13,045.00	78,270.00
	LATE FEES, RVS	226.73	283.33	430.18	566.70	3,400.00
	SEWAGE SALES	27,930.84	26,184.58	55,006.56	52,369.20	314,215.00
	WATER CONNECTION FEE (RVS MEMBERSHIP)	1,000.00	1,333.34	2,500.00	2,666.68	16,000.00
	WATER SALES	20,227.08	18,224.25	39,391.95	36,448.50	218,691.00
	<b>Total Income</b>	<b>59,815.80</b>	<b>60,881.33</b>	<b>126,294.17</b>	<b>121,762.78</b>	<b>730,576.00</b>
<b>Gross Profit</b>		<b>59,815.80</b>	<b>60,881.33</b>	<b>126,294.17</b>	<b>121,762.78</b>	<b>730,576.00</b>
Expense						
	PRINCIPAL EXPENSE - RURAL DEV (Rural Development Principal)	0.00	2,063.92	0.00	4,127.80	24,767.00
	Uncategorized Expenses (Expenses not categorized elsewhere)	0.00	9,268.83	0.00	18,537.70	111,226.00
	FORD F-150 PICKUP PAYMENTS	385.66	385.66	771.32	771.40	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	1,500.00	9,000.00
	ADVERTISING	565.44	162.50	1,393.24	325.00	1,950.00
	BANK CHARGES/SERVICE CHARGES	147.77	66.67	295.74	133.30	800.00
	COMPUTER/SERVICE,SOFTWARE	1,020.94	333.33	1,745.88	666.70	4,000.00
	DUES & SUBSCRIPTIONS	0.00	16.67	0.00	33.30	200.00
	ENGINEERING SERVICES	0.00	125.00	0.00	250.00	1,500.00
	FINANCE CHG/LATE FEE	0.00		0.00		0.00
	FREIGHT	21.86	58.33	78.99	116.70	700.00
	GAS/OIL/DIESEL	396.85	333.33	737.79	666.70	4,000.00
	INSURANCE					
	INLAND MARINE	0.00	25.00	0.00	50.00	300.00
	AUTO	0.00	258.25	0.00	516.50	3,099.00
	BONDS, Comm/Emp Dis/D&O Lia	263.00	300.00	228.00	600.00	3,600.00
	GENERAL LIABILITY INS.	0.00	470.50	0.00	941.00	5,646.00
	POLLUTION (WWTP DIESEL TANK)	0.00	75.00	0.00	150.00	900.00
	PROPERTY INSURANCE	0.00	197.25	0.00	394.50	2,367.00
	<b>Total INSURANCE</b>	<b>263.00</b>	<b>1,326.00</b>	<b>228.00</b>	<b>2,652.00</b>	<b>15,912.00</b>
	INTEREST EXPENSE	0.00	0.00	0.00	0.00	0.00
	INTEREST EXPENSE - RURAL DEV (USDA-RD)	4,461.31	4,523.25	9,071.33	9,046.50	54,279.00
	LANDSCAPING & DESIGN	0.00	41.67	0.00	83.30	500.00
	LEGAL/PROFESSIONAL FEES	1,196.45	1,250.00	2,090.65	2,500.00	15,000.00
	LICENSES & PERMITS	0.00	250.00	175.00	500.00	3,000.00
	MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	0.00
	MOWING	385.00	303.00	385.00	606.00	3,636.00
	OFFICE EXPENSE	130.48	250.00	949.58	500.00	3,000.00
	PERSONNEL EXPENSE					
	EDUCATION/CONFERENCE EXPENSE	0.00	25.00	0.00	50.00	300.00
	RETIREMENT CONTRIBUTION-FRS (FL Retirement Systems)	1,567.64	1,788.08	3,065.63	3,576.20	21,457.00

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

	Nov 21	Budget	Oct - Nov 21	YTD Budget	Annual Budget
SALARIES & WAGES-WTR & WW OP	7,105.02	8,840.75	14,441.35	17,681.50	106,089.00
SALARIES & WAGES-ADMINISTRATIVE	7,383.33	7,683.33	13,891.64	15,366.70	92,200.00
TAXES-PAYROLL	1,108.36	1,264.25	2,167.48	2,528.50	15,171.00
TRAVEL/MILEAGE	0.00	50.00	43.12	100.00	600.00
WORKER'S COMPENSATION INSURANCE	0.00	541.67	0.00	1,083.30	6,500.00
<b>Total PERSONNEL EXPENSE</b>	<b>17,164.35</b>	<b>20,193.08</b>	<b>33,609.22</b>	<b>40,386.20</b>	<b>242,317.00</b>
POSTAGE	0.00	250.00	0.00	500.00	3,000.00
PROP/EQUIP UPGRADES - Dist Off	0.00	41.67	93.98	83.30	500.00
Repair Maintenance District Off	30.00	41.67	776.00	83.30	500.00
SAFETY EQUIPMENT	19.62	50.00	36.64	100.00	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
TELEPHONE	247.36	400.00	595.81	800.00	4,800.00
TRACTOR MAINTENANCE	138.99	105.83	163.95	211.70	1,270.00
UTILITIES (ELECTRICAL SERVICE)	1,552.29	2,041.67	3,273.86	4,083.30	24,500.00
VEHICLE MAINTENANCE	0.00	250.00	64.20	500.00	3,000.00
<b>WASTEWATER DEPARTMENT</b>					
NEW PUMP PURCHASE DISTRICT	8,275.00	4,965.00	8,275.00	9,930.00	59,580.00
GP INSTALLATION EXPENSES	0.00	2,500.00	0.00	5,000.00	30,000.00
GRINDER PUMP REPAIR ACCOUNT	0.00	750.00	0.00	1,500.00	9,000.00
EQUIPMENT PURCHASES	0.00	0.00	0.00	0.00	0.00
CHEMICALS, SEWER	0.00	250.00	213.75	500.00	3,000.00
GROUNDWATER MONITORING, WWTP	0.00	416.67	0.00	833.30	5,000.00
LAB TESTING/SUPPLIES, SEWER	375.00	250.00	375.00	500.00	3,000.00
REPAIR/MAINTENANCE, SEWER	113.75	2,916.67	507.00	5,833.30	35,000.00
REPLACEMENT PARTS, SEWER	48.54	666.67	70.42	1,333.30	8,000.00
SLUDGE HAULING	0.00	291.67	0.00	583.30	3,500.00
SUPPLIES/SMALL TOOLS, SEWER	0.00	166.67	390.90	333.30	2,000.00
SYSTEM/PLANT UPGRADES, SEWER	0.00	242.58	0.00	485.20	2,911.00
WASTEWATER DEPARTMENT - Other	0.00		0.00		0.00
<b>Total WASTEWATER DEPARTMENT</b>	<b>8,812.29</b>	<b>13,415.93</b>	<b>9,832.07</b>	<b>26,831.70</b>	<b>160,991.00</b>
<b>WATER DEPARTMENT</b>					
CHEMICALS, WATER	974.00	250.00	1,084.00	500.00	3,000.00
LAB TESTING/SUPPLIES, WATER	150.00	333.33	270.00	666.70	4,000.00
REPAIR/MAINTENANCE, WATER	389.95	1,000.00	5,445.13	2,000.00	12,000.00
REPLACEMENT PARTS, WATER	1,638.61	583.33	1,728.89	1,166.70	7,000.00
SUPPLIES/SMALL TOOLS, WATER	27.10	166.67	211.39	333.30	2,000.00
SYSTEM/PLANT UPGRADES, WATER	36,794.10	250.00	61,794.10	500.00	3,000.00
TANK MAINTENANCE, WATER	0.00	0.00	0.00	0.00	0.00
<b>Total WATER DEPARTMENT</b>	<b>39,973.76</b>	<b>2,583.33</b>	<b>70,533.51</b>	<b>5,166.70</b>	<b>31,000.00</b>
<b>Total Expense</b>	<b>76,913.42</b>	<b>60,881.34</b>	<b>136,901.76</b>	<b>121,762.60</b>	<b>730,576.00</b>
<b>Net Ordinary Income</b>	<b>-17,097.62</b>	<b>-0.01</b>	<b>-10,607.59</b>	<b>0.18</b>	<b>0.00</b>
<b>Other Income/Expense</b>					
<b>Other Income</b>					
CAPITAL GRANT_USDA-RD GRANT REV	0.00	0.00	0.00	0.00	0.00



**TAYLOR COASTAL WATER & SEWER DISTRICT**  
**Profit & Loss Budget Performance**  
 November 2021

		Nov 21	Budget	Oct - Nov 21	YTD Budget	Annual Budget
	<b>INTEREST INCOME</b>	44.06	0.00	88.89	0.00	0.00
	<b>LABOR/PARTS, CUST REPAIR</b>	0.00		483.60		0.00
	<b>MISCELLANEOUS INCOME</b>	0.00	0.00	0.00	0.00	0.00
	<b>Total Other Income</b>	44.06	0.00	572.49	0.00	0.00
	<b>Net Other Income</b>	44.06	0.00	572.49	0.00	0.00
	<b>Net Income</b>	-17,053.56	-0.01	-10,035.10	0.18	0.00

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

Date	Num	Name	Memo	Amount
<b>FORD F-150 PICKUP PAYMENTS</b>				
11/01/2021	NOV 2021	VyStar CSB	Ford F-150 Truck payment #...	385.66
Total FORD F-150 PICKUP PAYMENTS				385.66
<b>ADVERTISING</b>				
11/01/2021	21337	ECB Publishing Inc.	Legal Assistance Advertising	54.00
11/03/2021	25133	Greene Publishing	11/3/21 Attorney Ad	18.22
11/03/2021	25133	Greene Publishing	11/10/21 Attorney Ad	18.22
11/03/2021	25133	Greene Publishing	Affadavit of Advertising	10.00
11/30/2021	1224	PERRY NEWSPAPERS, INC	Field Assistant Ad 11/3	93.00
11/30/2021	1224	PERRY NEWSPAPERS, INC	Field Assistant Ad 11/5	93.00
11/30/2021	1224	PERRY NEWSPAPERS, INC	Field Assistant Ad 11/10	93.00
11/30/2021	1224	PERRY NEWSPAPERS, INC	Field Assistant Ad 11/12	93.00
11/30/2021	1224	PERRY NEWSPAPERS, INC	Field Assistant Ad 11/17	93.00
Total ADVERTISING				565.44
<b>BANK CHARGES/SERVICE CHARGES</b>				
11/04/2021	EFT	PAY CLIX	MONTHLY PROCESSING F...	24.95
11/25/2021			Service Charge	29.00
11/29/2021	EFT	PAY CLIX	RETURNED ACH PAYMENT	93.82
Total BANK CHARGES/SERVICE CHARGES				147.77
<b>COMPUTER/SERVICE,SOFTWARE</b>				
11/01/2021	NOV 2021	CONSOLIDATED COMMUNIC...	578-3043 INTERNET SERV...	59.95
11/01/2021	174697	RVS SOFTWARE	Annual Software Maintenanc...	861.00
11/01/2021	SENDER	MICROSOFT	MICROSOFT OFFICE 365 ...	99.99
Total COMPUTER/SERVICE,SOFTWARE				1,020.94
<b>FREIGHT</b>				
11/05/2021	SENDER	Amazon.com	SHIPPING	5.99
11/08/2021	6060235	HAWKINS, INC	Delivery Charge	12.00
11/18/2021	SENDER	KUBOTA OF OMAHA	SHIPPING	3.87
Total FREIGHT				21.86
<b>GAS/OIL/DIESEL</b>				
11/08/2021	MORGAN	KEATON BEACH BUMS	21.367 GAL @ \$3.299/GAL	70.49
11/17/2021	MORGAN	KEATON BEACH BUMS	23.972 GAL @ \$3.299/GAL	79.08
11/17/2021	BENNETT	KEATON BEACH BUMS	19.70 GAL @ \$3.299/GAL	65.01
11/18/2021	BENNETT	WALTER B'S	5.036 GAL @ \$3.299/GAL	16.61
11/23/2021	BENNETT	KEATON BEACH BUMS	4.944 GALLONS @	17.30
11/23/2021	BENNETT	KEATON BEACH BUMS	Diesel Fuel Injector Cleaner	8.87
11/23/2021	BENNETT	CIRCLE K	18.931 GAL @ \$3.299/GAL	62.45
11/30/2021	MORGAN	KEATON BEACH BUMS	23.354 GAL @ \$3.299/GAL	77.04
Total GAS/OIL/DIESEL				396.85
<b>INSURANCE</b>				
<b>BONDS, Comm/Emp Dis/D&amp;O Lia</b>				
11/04/2021	OCB-05...	STOUTAMIRE-PAVLIK & ASS...	Public Employee Crime Bon...	263.00
Total BONDS, Comm/Emp Dis/D&O Lia				263.00
Total INSURANCE				263.00
<b>INTEREST EXPENSE - RURAL DEV (USDA-RD)</b>				
11/30/2021	RD Accr...		NOVEMBER 2021	4,461.31
Total INTEREST EXPENSE - RURAL DEV (USDA-RD)				4,461.31
<b>LEGAL/PROFESSIONAL FEES</b>				
11/03/2021	WOOF...	GARY KNOWLES, CLERK OF...	Utility Easement Woofter #700	8.50
11/17/2021	459 Van...	GARY KNOWLES, CLERK OF...	Utility Easement VanBlargan...	8.50
11/23/2021	#459 Va...	GARY KNOWLES, CLERK OF...	Utility Easement VanBlargan...	10.70
11/30/2021	1527	BOYD & DURANT PL	11/9/2021 Conference call w...	137.50
11/30/2021	1527	BOYD & DURANT PL	11/10/2021 Phone call with ...	68.75
11/30/2021	1527	BOYD & DURANT PL	11/11/2021 Review loan doc...	206.25



# TAYLOR COASTAL WATER & SEWER DISTRICT EXPENSE BREAKDOWN

12/13/21

November 2021

Accrual Basis

Date	Num	Name	Memo	Amount
11/30/2021	1527	BOYD & DURANT PL	11/17/2021 Review docume...	137.50
11/30/2021	1527	BOYD & DURANT PL	11/18/2021 Review info from...	137.50
11/30/2021	1527	BOYD & DURANT PL	11/22/2021 Review emails fr...	206.25
11/30/2021	1527	BOYD & DURANT PL	11/22/2021 Review existing l...	206.25
11/30/2021	1527	BOYD & DURANT PL	11/23/2021 Email to lender's...	68.75
<b>Total LEGAL/PROFESSIONAL FEES</b>				<b>1,196.45</b>
<b>MOWING</b>				
11/30/2021	59625	FAULKNER LAWN & MAINTENANCE	Sewer Plant	245.00
11/30/2021	59625	FAULKNER LAWN & MAINTENANCE	District Office	25.00
11/30/2021	59625	FAULKNER LAWN & MAINTENANCE	Booster Station	35.00
11/30/2021	59625	FAULKNER LAWN & MAINTENANCE	Water Plant	80.00
<b>Total MOWING</b>				<b>385.00</b>
<b>OFFICE EXPENSE</b>				
11/22/2021	3738623	STAPLES	Camera for Electronic Meeti...	99.99
11/23/2021	9905902...	STAPLES	Desk Calendar	30.49
<b>Total OFFICE EXPENSE</b>				<b>130.48</b>
<b>PERSONNEL EXPENSE</b>				
<b>RETIREMENT CONTRIBUTION-FRS (FL Retirement Systems)</b>				
11/01/2021	6740	BENNETT, RONALD A		474.70
11/01/2021	6741	HATHCOCK, KRISTI M		270.50
11/01/2021	6742	MORGAN, DAVID L.		294.06
11/01/2021	6743	SENER, LYNETTE T		528.38
<b>Total RETIREMENT CONTRIBUTION-FRS (FL Retirement Systems)</b>				<b>1,567.64</b>
<b>SALARIES &amp; WAGES-WTR &amp; WW OP</b>				
11/01/2021	6740	BENNETT, RONALD A		4,387.27
11/01/2021	6740	BENNETT, RONALD A		0.00
11/01/2021	6742	MORGAN, DAVID L.		2,353.35
11/01/2021	6742	MORGAN, DAVID L.		364.40
11/01/2021	6742	MORGAN, DAVID L.		0.00
<b>Total SALARIES &amp; WAGES-WTR &amp; WW OP</b>				<b>7,105.02</b>
<b>SALARIES &amp; WAGES-ADMINISTRATIVE</b>				
11/01/2021	6740	BENNETT, RONALD A		0.00
11/01/2021	6741	HATHCOCK, KRISTI M		2,500.00
11/01/2021	6742	MORGAN, DAVID L.		0.00
11/01/2021	6743	SENER, LYNETTE T		4,883.33
11/01/2021	6743	SENER, LYNETTE T		0.00
11/01/2021	6743	SENER, LYNETTE T		0.00
<b>Total SALARIES &amp; WAGES-ADMINISTRATIVE</b>				<b>7,383.33</b>
<b>TAXES-PAYROLL</b>				
11/01/2021	6740	BENNETT, RONALD A		272.01
11/01/2021	6740	BENNETT, RONALD A		63.62
11/01/2021	6741	HATHCOCK, KRISTI M		155.00
11/01/2021	6741	HATHCOCK, KRISTI M		36.25
11/01/2021	6742	MORGAN, DAVID L.		168.50
11/01/2021	6742	MORGAN, DAVID L.		39.41
11/01/2021	6743	SENER, LYNETTE T		302.76
11/01/2021	6743	SENER, LYNETTE T		70.81
<b>Total TAXES-PAYROLL</b>				<b>1,108.36</b>
<b>Total PERSONNEL EXPENSE</b>				<b>17,164.35</b>
<b>Repair Maintenance District Off</b>				
11/19/2021	NOVEM...	MESSICK PEST CONTROL	Monthly Pest Control	30.00
<b>Total Repair Maintenance District Off</b>				<b>30.00</b>
<b>SAFETY EQUIPMENT</b>				
11/05/2021	SENER	Amazon.com	FIRE CODE SIGN	19.62

# TAYLOR COASTAL WATER & SEWER DISTRICT EXPENSE BREAKDOWN

12/13/21

Accrual Basis

November 2021

Date	Num	Name	Memo	Amount
<b>Total SAFETY EQUIPMENT</b>				<b>19.62</b>
<b>TELEPHONE</b>				
11/01/2021	NOV 2021	CONSOLIDATED COMMUNIC...	578-2080 WTP GENERATOR	54.30
11/01/2021	NOV 2021	CONSOLIDATED COMMUNIC...	578-2474 WWTP GENERA...	54.30
11/01/2021	NOV 2021	CONSOLIDATED COMMUNIC...	578-3043 DISTRICT OFFICE	59.91
11/01/2021	NOV 2021	CONSOLIDATED COMMUNIC...	LONG DISTANCE FEES/TA...	25.56
11/09/2021	9892426...	VERIZON WIRELESS	843-1917 Credit	-49.63
11/09/2021	9892426...	VERIZON WIRELESS	David Morgan 843-7613	51.46
11/09/2021	9892426...	VERIZON WIRELESS	Ron Bennett 843-7621	51.46
<b>Total TELEPHONE</b>				<b>247.36</b>
<b>TRACTOR MAINTENANCE</b>				
11/15/2021	070112	PERRY AUTO SUPPLY, INC.	JT-6 HIGH TEMP GREASE ...	14.07
11/18/2021		FUTCH'S TRACTOR DEPOT	TRACTOR OIL	27.97
11/18/2021	SENER	KUBOTA OF OMAHA	FUEL FILTERS	96.95
<b>Total TRACTOR MAINTENANCE</b>				<b>138.99</b>
<b>UTILITIES (ELECTRICAL SERVICE)</b>				
11/23/2021	108463	TRI-COUNTY ELECTRIC, INC.	well	302.28
11/23/2021	108463	TRI-COUNTY ELECTRIC, INC.	pumping station	30.77
11/23/2021	108463	TRI-COUNTY ELECTRIC, INC.	District Office	95.18
11/23/2021	108463	TRI-COUNTY ELECTRIC, INC.	Lift Station #2 Grackle	66.42
11/23/2021	108463	TRI-COUNTY ELECTRIC, INC.	WWTP	770.52
11/23/2021	108463	TRI-COUNTY ELECTRIC, INC.	Lift Station #1 Boat Ramp	200.75
11/23/2021	108463	TRI-COUNTY ELECTRIC, INC.	Storgage Trains	30.77
11/23/2021	108463	TRI-COUNTY ELECTRIC, INC.	WW O&M	55.60
<b>Total UTILITIES (ELECTRICAL SERVICE)</b>				<b>1,552.29</b>
<b>WASTEWATER DEPARTMENT</b>				
<b>NEW PUMP PURCHASE DISTRICT</b>				
11/01/2021	65468	WASCON INC	E/ONE 120 VOLT 5 PUMPS	8,275.00
<b>Total NEW PUMP PURCHASE DISTRICT</b>				<b>8,275.00</b>
<b>LAB TESTING/SUPPLIES, SEWER</b>				
11/01/2021	487603	FLOWERS CHEMICAL LABO...	CBOD TSS	45.00
11/01/2021	487603	FLOWERS CHEMICAL LABO...	CBOD TSS FCOL-QT	75.00
11/01/2021	487603	FLOWERS CHEMICAL LABO...	N02/N03 WW	40.00
11/01/2021	487603	FLOWERS CHEMICAL LABO...	PICKUP FEE/VEHICLE SU...	25.00
11/23/2021	490614	FLOWERS CHEMICAL LABO...	CBOD TSS	45.00
11/23/2021	490614	FLOWERS CHEMICAL LABO...	CBOD TSS FCOL-QT	75.00
11/23/2021	490614	FLOWERS CHEMICAL LABO...	N02/N03 WW	45.00
11/23/2021	490614	FLOWERS CHEMICAL LABO...	PICKUP FEE/VEHICLE SU...	25.00
<b>Total LAB TESTING/SUPPLIES, SEWER</b>				<b>375.00</b>
<b>REPAIR/MAINTENANCE, SEWER</b>				
11/08/2021	21602	SHAW'S WELDING, INC.	Straighten Mower Connectio...	113.75
<b>Total REPAIR/MAINTENANCE, SEWER</b>				<b>113.75</b>
<b>REPLACEMENT PARTS, SEWER</b>				
11/29/2021	207370	LANIER MUNICIPAL SUPPLY ...	4" 90 ELL SCH 40 SWV LR ...	48.54
<b>Total REPLACEMENT PARTS, SEWER</b>				<b>48.54</b>
<b>Total WASTEWATER DEPARTMENT</b>				<b>8,812.29</b>
<b>WATER DEPARTMENT</b>				
<b>CHEMICALS, WATER</b>				
11/08/2021	6060235	HAWKINS, INC	45 gallons Ultra-Chlor @ \$1...	90.00
11/18/2021	31400	DAVE SYMONDS & ASSOC.	55 Gallon Drum of Aqua Gol...	884.00
<b>Total CHEMICALS, WATER</b>				<b>974.00</b>
<b>LAB TESTING/SUPPLIES, WATER</b>				
11/01/2021	487603	FLOWERS CHEMICAL LABO...	PICKUP FEE/VEHICLE SU...	15.00

# TAYLOR COASTAL WATER & SEWER DISTRICT EXPENSE BREAKDOWN

12/13/21

November 2021

Accrual Basis

Date	Num	Name	Memo	Amount
11/18/2021	490615	FLOWERS CHEMICAL LABO...	COLILERT-18 SAMPLE	120.00
11/23/2021	490614	FLOWERS CHEMICAL LABO...	PICKUP FEE/VEHICLE SU...	15.00
<b>Total LAB TESTING/SUPPLIES, WATER</b>				<b>150.00</b>
<b>REPAIR/MAINTENANCE, WATER</b>				
11/15/2021	10067651	GULF COAST PLUMBING AN...	STENNER PUMP 45 MHP10	389.95
<b>Total REPAIR/MAINTENANCE, WATER</b>				<b>389.95</b>
<b>REPLACEMENT PARTS, WATER</b>				
11/29/2021	2069674	EMPIRE PIPE & SUPPLY CO...	6 - 5/8X3/4 BB MTR	390.00
11/29/2021	207370	LANIER MUNICIPAL SUPPLY ...	PE TUBING 1-1/4" X 100 30...	288.00
11/29/2021	207368	LANIER MUNICIPAL SUPPLY ...	MNXCMP CURB STOP (9)	414.45
11/29/2021	207368	LANIER MUNICIPAL SUPPLY ...	MSXFIP BACKFLOW PREV...	546.16
<b>Total REPLACEMENT PARTS, WATER</b>				<b>1,638.61</b>
<b>SUPPLIES/SMALL TOOLS, WATER</b>				
11/04/2021	BENNETT	WAL MART	Drink Mix	1.90
11/04/2021	BENNETT	WAL MART	Drink Mix	1.90
11/04/2021	BENNETT	WAL MART	Drink Mix	1.90
11/04/2021	BENNETT	WAL MART	Drink Mix	1.90
11/04/2021	BENNETT	WAL MART	Drink Mix	1.90
11/04/2021	BENNETT	WAL MART	Drink Mix	1.90
11/04/2021	BENNETT	WAL MART	Dawn	6.94
11/04/2021	BENNETT	WAL MART	Water	4.38
11/04/2021	BENNETT	WAL MART	Water	4.38
<b>Total SUPPLIES/SMALL TOOLS, WATER</b>				<b>27.10</b>
<b>SYSTEM/PLANT UPGRADES, WATER</b>				
11/10/2021	NMPKB...	EMPIRE PIPE & SUPPLY CO...	4" OCTAVE MTR SS FF	3,900.00
11/10/2021	NMPKB...	EMPIRE PIPE & SUPPLY CO...	4" 304SS FLG KIT FFR 150 ...	66.00
11/10/2021	NMPKB...	EMPIRE PIPE & SUPPLY CO...	4" 304SS FLG KIT FFR 150 ...	66.00
11/10/2021	NMPKB...	EMPIRE PIPE & SUPPLY CO...	4" MJ TEE C153 C/L (2)	224.90
11/10/2021	NMPKB...	EMPIRE PIPE & SUPPLY CO...	4" MJ GATE VALVE C515 ...	632.00
11/10/2021	NMPKB...	EMPIRE PIPE & SUPPLY CO...	4" FLG GATE VALVE C515 ...	960.00
11/10/2021	NMPKB...	EMPIRE PIPE & SUPPLY CO...	4" 3200 DI FLANGE ADPT ...	280.00
11/10/2021	NMPKB...	EMPIRE PIPE & SUPPLY CO...	4" 3200 DI FLANGE ADPT ...	280.00
11/10/2021	NMPKB...	EMPIRE PIPE & SUPPLY CO...	4" C900 DR18 CL235 PVC ...	253.60
11/10/2021	NMPKB...	EMPIRE PIPE & SUPPLY CO...	PIPE SUPPORT 2-8" SADD...	210.00
11/10/2021	NMPKB...	EMPIRE PIPE & SUPPLY CO...	4 MJ 90 BEND C153 C/L (2)	171.60
11/19/2021	2039284	DEWBERRY	Design & Permitting 43.39%	20,000.00
11/22/2021	TCWSD...	MELVIN'S HAULING, INC.	Neighborhood Meter #1	9,000.00
11/22/2021	TCWSD...	MELVIN'S HAULING, INC.	Gravel	750.00
<b>Total SYSTEM/PLANT UPGRADES, WATER</b>				<b>36,794.10</b>
<b>Total WATER DEPARTMENT</b>				<b>39,973.76</b>
<b>TOTAL</b>				<b>76,913.42</b>

## TAYLOR COASTAL WATER &amp; SEWER DISTRICT

## Profit &amp; Loss

November 2021

	Nov 21
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
CUSTOMER GRINDER PUMP SALES	6,000.00
ADJUSTMENTS, RVS BILLING	-3,348.77
GRINDER PUMP FEE	7,779.92
LATE FEES, RVS	226.73
SEWAGE SALES	27,930.84
WATER CONNECTION FEE (RVS MEMBERSHIP)	1,000.00
WATER SALES	20,227.08
<b>Total Income</b>	<b>59,815.80</b>
<b>Gross Profit</b>	<b>59,815.80</b>
<b>Expense</b>	
FORD F-150 PICKUP PAYMENTS	385.66
ADVERTISING	565.44
BANK CHARGES/SERVICE CHARGES	147.77
COMPUTER/SERVICE, SOFTWARE	1,020.94
FREIGHT	21.86
GAS/OIL/DIESEL	396.85
INSURANCE	
BONDS, Comm/Emp Dis/D&O Lia	263.00
<b>Total INSURANCE</b>	<b>263.00</b>
INTEREST EXPENSE - RURAL DEV (USDA-RD)	4,461.31
LEGAL/PROFESSIONAL FEES	1,196.45
MOWING	385.00
OFFICE EXPENSE	130.48
<b>PERSONNEL EXPENSE</b>	
RETIREMENT CONTRIBUTION-FRS (FL Retirement Systems)	1,567.64
SALARIES & WAGES-WTR & WW OP	7,105.02
SALARIES & WAGES-ADMINISTRATIVE	7,383.33
TAXES-PAYROLL	1,108.36
<b>Total PERSONNEL EXPENSE</b>	<b>17,164.35</b>
Repair Maintenance District Off	30.00
SAFETY EQUIPMENT	19.62
TELEPHONE	247.36
TRACTOR MAINTENANCE	138.99
UTILITIES (ELECTRICAL SERVICE)	1,552.29
<b>WASTEWATER DEPARTMENT</b>	
NEW PUMP PURCHASE DISTRICT	8,275.00
LAB TESTING/SUPPLIES, SEWER	375.00
REPAIR/MAINTENANCE, SEWER	113.75
REPLACEMENT PARTS, SEWER	48.54
<b>Total WASTEWATER DEPARTMENT</b>	<b>8,812.29</b>
<b>WATER DEPARTMENT</b>	
CHEMICALS, WATER	974.00
LAB TESTING/SUPPLIES, WATER	150.00
REPAIR/MAINTENANCE, WATER	389.95
REPLACEMENT PARTS, WATER	1,638.61
SUPPLIES/SMALL TOOLS, WATER	27.10
SYSTEM/PLANT UPGRADES, WATER	36,794.10
<b>Total WATER DEPARTMENT</b>	<b>39,973.76</b>
<b>Total Expense</b>	<b>76,913.42</b>
<b>Net Ordinary Income</b>	<b>-17,097.62</b>
<b>Other Income/Expense</b>	
<b>Other Income</b>	
INTEREST INCOME	44.06



**TAYLOR COASTAL WATER & SEWER DISTRICT**  
**Profit & Loss**  
**November 2021**

---

	Nov 21
Total Other Income	44.06
Net Other Income	44.06
Net Income	<u><u>-17,053.56</u></u>

## TAYLOR COASTAL WATER &amp; SEWER DISTRICT

## Balance Sheet

As of November 30, 2021

12/13/21

Accrual Basis

	<u>Nov 30, 21</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
<b>SAVINGS CCBG</b>	
DEBT RESERVE, USDA-RD-PHASE II	26,332.00
PAYMENTS, USDA-RD - PHASE II	17,849.60
DEBT RESERVE RD 92-01, CONST.	66,285.00
PAYMENTS, USDA-RD 92-01, CONST.	18,122.50
DEBT RESERVE USDA-RD 91-03, TCU	26,245.00
PAYMENTS, USDA-RD 91-03, TCU	15,193.92
WATER SERVICE FEE, NEW LOTS	38,000.00
DEPRECIATION RESERVE-Major R&R (Major Repair/Replacement)	167,120.84
CONTINGENCY RESERVE	529,951.91
CAPITAL IMPROVEMENTS, MINOR	67,586.92
GRINDER PUMP REPAIR FEE	115,548.62
SAVINGS CCBG - Other	2,827.04
<b>Total SAVINGS CCBG</b>	<u>1,091,063.35</u>
CAPITAL CITY BANK OP CHKNG (New Bank Account due to Citizens being acquired by Credit Union)	471,096.58
SAVINGS, TCW&SD RESERVE ACCOUNT (BUSINESS SAVINGS)	10,864.95
<b>Total Checking/Savings</b>	<u>1,573,024.88</u>
<b>Accounts Receivable</b>	
ACCOUNTS RECEIVABLE (990 line 47a)	1,211.07
<b>Total Accounts Receivable</b>	<u>1,211.07</u>
<b>Other Current Assets</b>	
PREPAID EXPENSES	11,172.00
INVENTORY	85,925.29
RVS - SYSTEM INCOME	32,564.77
<b>Total Other Current Assets</b>	<u>129,662.06</u>
<b>Total Current Assets</b>	<u>1,703,898.01</u>
<b>Fixed Assets</b>	
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
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
<b>Total Fixed Assets</b>	<u>4,199,728.85</u>
<b>Other Assets</b>	
UNRESTRICTED NET ASSET	155,117.53
<b>Total Other Assets</b>	<u>155,117.53</u>
<b>TOTAL ASSETS</b>	<u><u>6,058,744.39</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	

## TAYLOR COASTAL WATER &amp; SEWER DISTRICT

## Balance Sheet

As of November 30, 2021

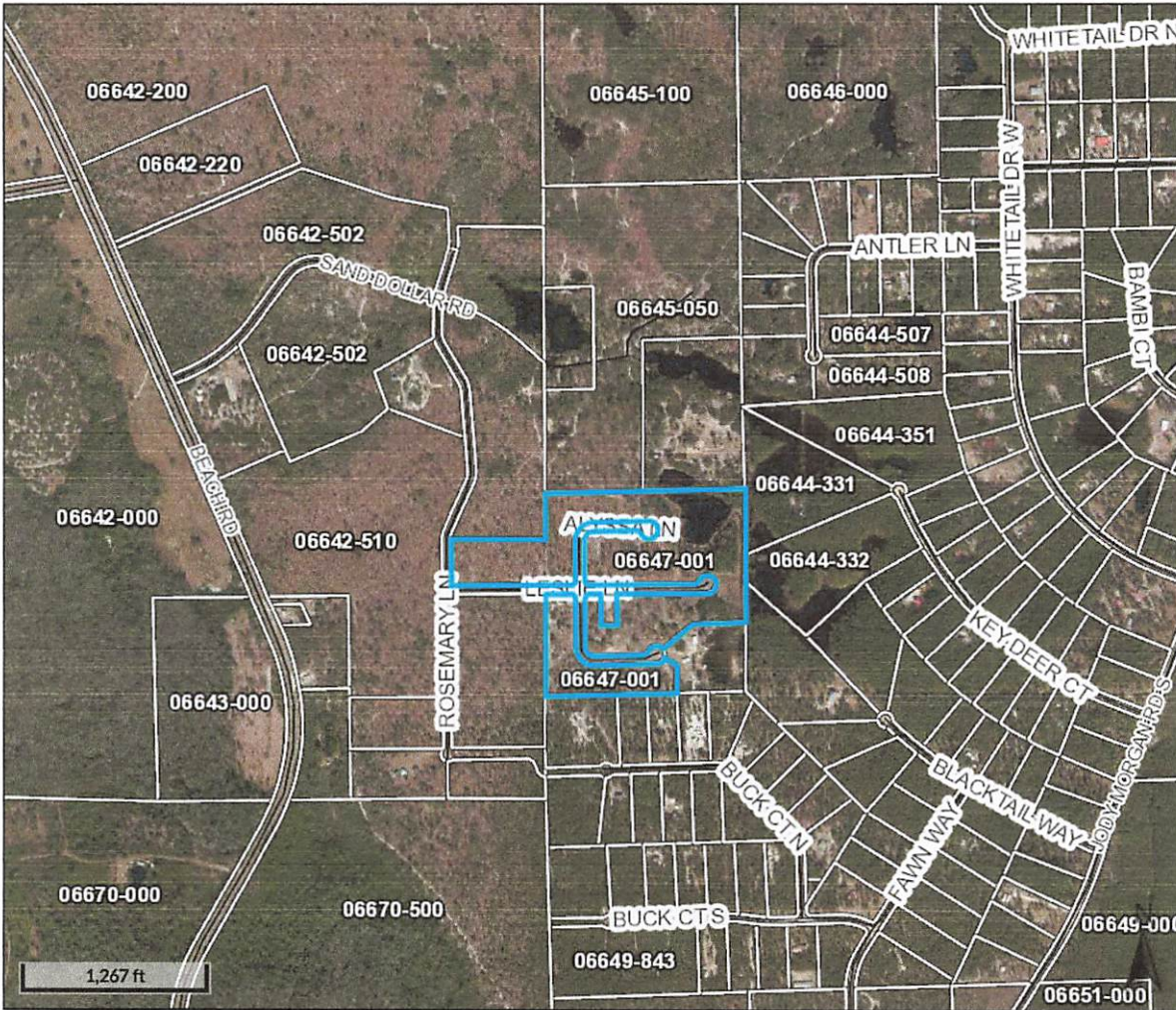
	Nov 30, 21
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
ACCOUNTS PAYABLE (990 line 60)	25,674.33
<b>Total Accounts Payable</b>	25,674.33
<b>Credit Cards</b>	
CARDMEMBER SERVICE (Capital City Bank Visa)	1,461.22
<b>Total Credit Cards</b>	1,461.22
<b>Other Current Liabilities</b>	
NET PENSION LIABILITY	141,815.00
Accrued Wages	12,000.50
ACCRUED INTEREST-RD	68,258.04
CUSTOMER OVERPAYMENTS	-1,617.99
PAYROLL LIABILITIES	4,630.90
RETIREMENT PAYABLE	843.25
<b>Total Other Current Liabilities</b>	225,929.70
<b>Total Current Liabilities</b>	253,065.25
<b>Long Term Liabilities</b>	
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 2006A 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
N/P, RD 2011A BONDS, PH II WW	281,960.70
<b>Total Long Term Liabilities</b>	1,104,305.14
<b>Total Liabilities</b>	1,357,370.39
<b>Equity</b>	
<b>RETAINED EARNINGS</b>	2,743,213.13
Unrestrict (retained earnings) (990 line 21 & 67)	1,968,195.97
Net Income	-10,035.10
<b>Total Equity</b>	4,701,374.00
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>6,058,744.39</b>

**TAYLOR COASTAL WATER & SEWER DISTRICT**  
**Balance Sheet as % of Total assets/Liabilities**  
As of November 30, 2021

	Nov 30, 21	% of Column
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Checking/Savings</b>		
<b>SAVINGS CCBG</b>	1,091,063.35	18.0%
<b>CAPITAL CITY BANK OP CHKNG (New Bank Account due to Citizens being acqu...</b>	471,096.58	7.8%
<b>SAVINGS, TCW&amp;SD RESERVE ACCOUNT (BUSINESS SAVINGS)</b>	10,864.95	0.2%
<b>Total Checking/Savings</b>	1,573,024.88	26.0%
<b>Accounts Receivable</b>		
<b>ACCOUNTS RECEIVABLE (990 line 47a)</b>	1,211.07	0.0%
<b>Total Accounts Receivable</b>	1,211.07	0.0%
<b>Other Current Assets</b>		
<b>PREPAID EXPENSES</b>	11,172.00	0.2%
<b>INVENTORY</b>	85,925.29	1.4%
<b>RVS - SYSTEM INCOME</b>	32,564.77	0.5%
<b>Total Other Current Assets</b>	129,662.06	2.1%
<b>Total Current Assets</b>	1,703,898.01	28.1%
<b>Fixed Assets</b>		
<b>DISTRICT PURCH GRINDER PUMPS</b>	77,146.20	1.3%
<b>2017 FORD F-150 PICKUP</b>	23,518.22	0.4%
<b>IMPROVEMENTS</b>	22,243.79	0.4%
<b>ACCUMULATED DEPRECIATION</b>	-4,416,246.28	-72.9%
<b>BUILDINGS</b>	9,281.23	0.2%
<b>CUSTOMER PURCHASED GPs</b>	334,211.52	5.5%
<b>EQUIPMENT</b>	130,494.35	2.2%
<b>EXPANSION, 95.68 Acres, WWTP (From Foley Lands &amp; Timber through Suwannee ...</b>	111,587.90	1.8%
<b>FIRE HYDRANTS from TCBC</b>	10,700.00	0.2%
<b>LAND</b>	167,749.00	2.8%
<b>OFFICE EQUIPMENT</b>	8,730.93	0.1%
<b>PIPING, TANKS &amp; WELLS</b>	797,853.40	13.2%
<b>PUMPS &amp; CONTROLS</b>	69,407.72	1.1%
<b>WASTEWATER SYSTEM, PHASE I (Quality Plus Services contract 8/17/04; Start 9/...</b>	6,673,144.46	110.1%
<b>WATER EXPANSION 2002</b>	28,328.02	0.5%
<b>WATER SYS EXPA, PRECOST 6/30/04</b>	7,363.22	0.1%
<b>WATER SYSTEM EXPANSION</b>	87,255.43	1.4%
<b>WWTP O&amp;M SHOP/OFF BLDG. 07-08</b>	56,959.74	0.9%
<b>Total Fixed Assets</b>	4,199,728.85	69.3%
<b>Other Assets</b>		
<b>UNRESTRICTED NET ASSET</b>	155,117.53	2.6%
<b>Total Other Assets</b>	155,117.53	2.6%
<b>TOTAL ASSETS</b>	<b>6,058,744.39</b>	<b>100.0%</b>
<b>LIABILITIES &amp; EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
<b>Accounts Payable</b>		



	Nov 30, 21	% of Column
<b>ACCOUNTS PAYABLE (990 line 60)</b>	25,674.33	0.4%
<b>Total Accounts Payable</b>	25,674.33	0.4%
<b>Credit Cards</b>		
<b>CARDMEMBER SERVICE (Capital City Bank Visa)</b>	1,461.22	0.0%
<b>Total Credit Cards</b>	1,461.22	0.0%
<b>Other Current Liabilities</b>		
<b>NET PENSION LIABILITY</b>	141,815.00	2.3%
<b>Accrued Wages</b>	12,000.50	0.2%
<b>ACCRUED INTEREST-RD</b>	68,258.04	1.1%
<b>CUSTOMER OVERPAYMENTS</b>	-1,617.99	-0.0%
<b>PAYROLL LIABILITIES</b>	4,630.90	0.1%
<b>RETIREMENT PAYABLE</b>	843.25	0.0%
<b>Total Other Current Liabilities</b>	225,929.70	3.7%
<b>Total Current Liabilities</b>	253,065.25	4.2%
<b>Long Term Liabilities</b>		
<b>N/P CITIZENS STATE BANK</b>	17,119.44	0.3%
<b>DEFERRED OUTFLOWS</b>	-64,970.00	-1.1%
<b>CONTRACT PAYABLE-Belcher/Sawgra (Water Service Agreement of 2002)</b>	16,000.00	0.3%
<b>N/P,RD 2005A BONDS,TCU 91-03 (USDA-RD Loan #91-03)</b>	317,195.00	5.2%
<b>N/P,RD 2005B BONDS,Const. 92-01 (USDA-RD Loan #92-01)</b>	537,000.00	8.9%
<b>N/P, RD 2011A BONDS, PH II WW</b>	281,960.70	4.7%
<b>Total Long Term Liabilities</b>	1,104,305.14	18.2%
<b>Total Liabilities</b>	1,357,370.39	22.4%
<b>Equity</b>		
<b>RETAINED EARNINGS</b>	2,743,213.13	45.3%
<b>Unrestrict (retained earnings) (990 line 21 &amp; 67)</b>	1,968,195.97	32.5%
<b>Net Income</b>	-10,035.10	-0.2%
<b>Total Equity</b>	4,701,374.00	77.6%
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>6,058,744.39</b>	<b>100.0%</b>



Overview



Legend

- Parcels
- Highway
- City Streets
- Graded
- Roads
- Tram

Parcel ID	06647-001	Alternate ID	n/a	Owner Address	KEATON BEACH RIDGE LLC
Sec/Twp/Rng	24-07-07	Class	Improved		P O BOX 232
Property Address	Unassigned Location RE CO	Acreage	35.86		SAN MATEO FL 32187

District CO  
 Brief Tax Description LEG 0035.86 ACRES - KEATON BEACH RIDGE - LOTS 1-25 27-38 & 40-53  
 (Note: Not to be used on legal documents)

Date created: 12/6/2021  
 Last Data Uploaded: 12/3/2021 10:24:27 PM

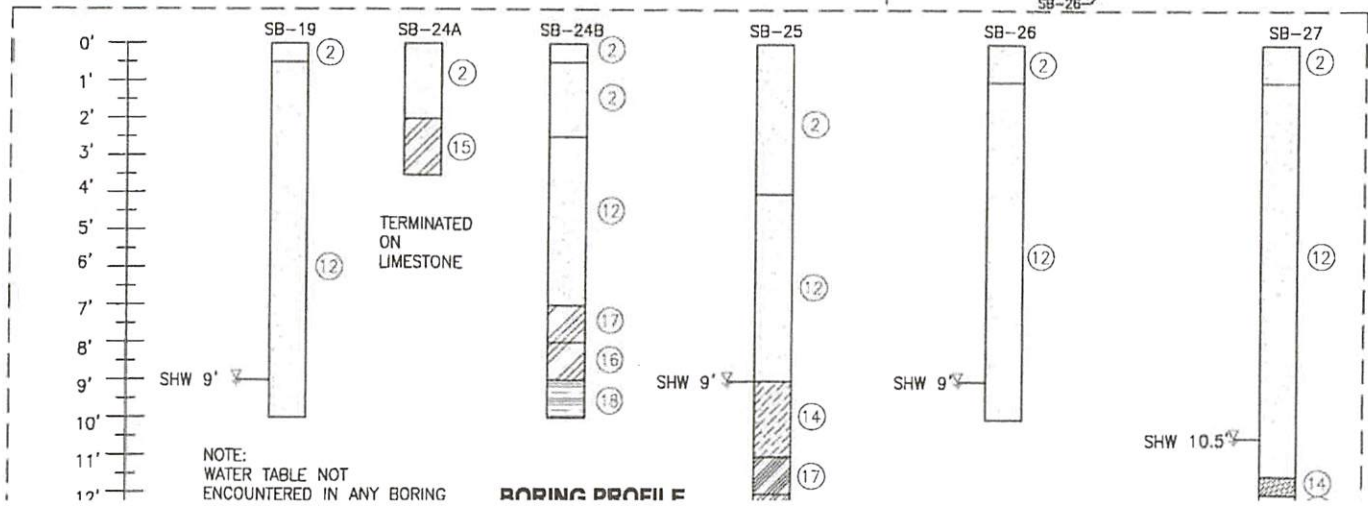
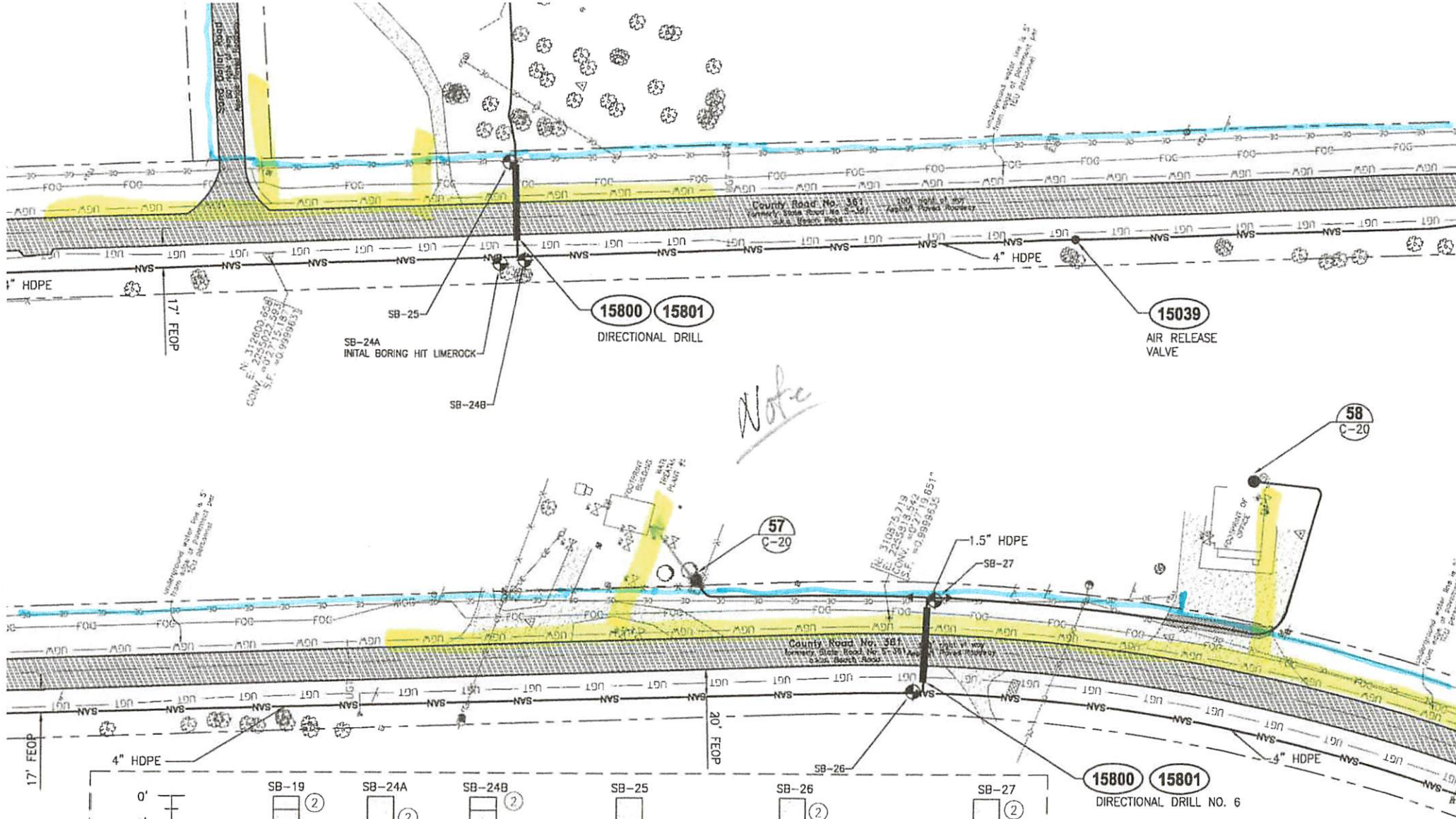
Developed by Schneider GEOSPATIAL

*Keaton Beach Ridge*

*2" line down Rosemary Lane  
 2" line down Sand Dollar Lane  
 Sewer Line Extension would need DEP approval*

*Josh Dohring  
 Florida Land Sales  
 904-553-7668*





15800 15801  
DIRECTIONAL DRILL NO. 6

NOTE:  
WATER TABLE NOT  
ENCOUNTERED IN ANY BORING



Overview



Legend

- Parcels
- Highway
- City Streets
- Graded
- Roads
- Tram

Parcel ID	07188-003	Alternate ID	n/a	Owner Address	MCCALL BILLIE VIRGINIA
Sec/Twp/Rng	12-08-07	Class	Vacant		3150 BEASLEY WILLIAMS RD
Property Address	Unassigned Location RE	Acreage	n/a		PERRY FL 32347
	CO				
District	CO				
Brief Tax Description	LEG 0000.42 ACRES - BIRD ISLAND - COM SE COR GOVT LOT 2 RUN S87D30MW - 1000 FT S02D30ME 500 FT S87D30MW - 1210 FT FOR POB TH S02D30ME 100 FT - TO GULF WLY ALG SHORE 179 FT N18DE - 160 FT S71D30ME 129 FT TO POB LESS - E 28 FT THEREOF - ALSO E 28 FT OF COM SE COR GOVT LOT - 2 RUN S87D30MW 1000 FT S02D30ME 500 - FT S87D30MW 1210 FT N71D30MW 129 FT - FOR POB TH S18DW 160 FT TO GULF WLY - ALG SHORE 134 FT N18DE 170 FT S71D - 30ME 129 FT TO POB - OR 383-256-260 DC 568-496 - (Note: Not to be used on legal documents)				

Date created: 12/6/2021  
Last Data Uploaded: 12/3/2021 10:24:27 PM

Developed by Schneider  
GEOSPATIAL

Sam Boyer 850-838-6036

Bird Island  
Sewer hookups





# Sewer Work Order

TAYLOR COASTAL WATER & SEWER DISTRICT  
18820 Beach Road, Perry, FL 33248

Date: 12/6/21

Account #:

Route #: 6

Customer Name:

Service Address:

Job Description: Please check to see if we have a future connection box on this lot.

Bird Island Road

Code	Qty	Description	Unit Price	Line Total
		Field Assistant Hours	\$ 13.85	\$ -
	1	Waste Water Operator Hours	\$ 18.22	\$ 18.22
		Field Supervisor Hours based on an average of 27.5 hours per week	\$ 45.00	\$ -
		Office Hours	\$ 41.00	\$ -
	✓	Service Call/shop supplies	\$ 27.00	\$ 27.00
		Tractor Work - Per Hour	\$ 150.00	\$ -
		Refurbished Grinder Pump	\$ 900.00	\$ -
		New Grinder Pump - 120	\$ 1,655.00	\$ -
		New Grinder Pump - 240	\$ 1,655.00	\$ -
		Disconnect Box	\$ 38.08	\$ -
		Male EQ	\$ 24.84	\$ -
		Female EQ	\$ 23.04	\$ -
		Alarm Panel 240	\$ 334.00	\$ -
		Alarm Panel 120	\$ 417.15	\$ -
		Circuit Board 120/240 V	\$ 214.51	\$ -
		GP Tank Lid and Bolts	\$ 86.80	\$ -
		32' Power Supply Cable	\$ 148.32	\$ -
		50' Power Supply Cable	\$ 181.28	\$ -
		75' Power Supply Cable	\$ 230.72	\$ -
		100' Power Supply Cable	\$ 268.00	\$ -
		30 Amp Breaker	\$ 11.79	\$ -
			Total	

PLEASE MAKE SURE JOBSITE IS CLEAN AND SAFE AND ALL TOOLS ARE ACCOUNTED FOR

Notes:

Load valve Box 5 for sewer

Check Voltage \_\_\_ Check Amp Draw \_\_\_ Meg the Power Cable \_\_\_

Date Completed 12/7/21 Operator Signature Dan Rippe

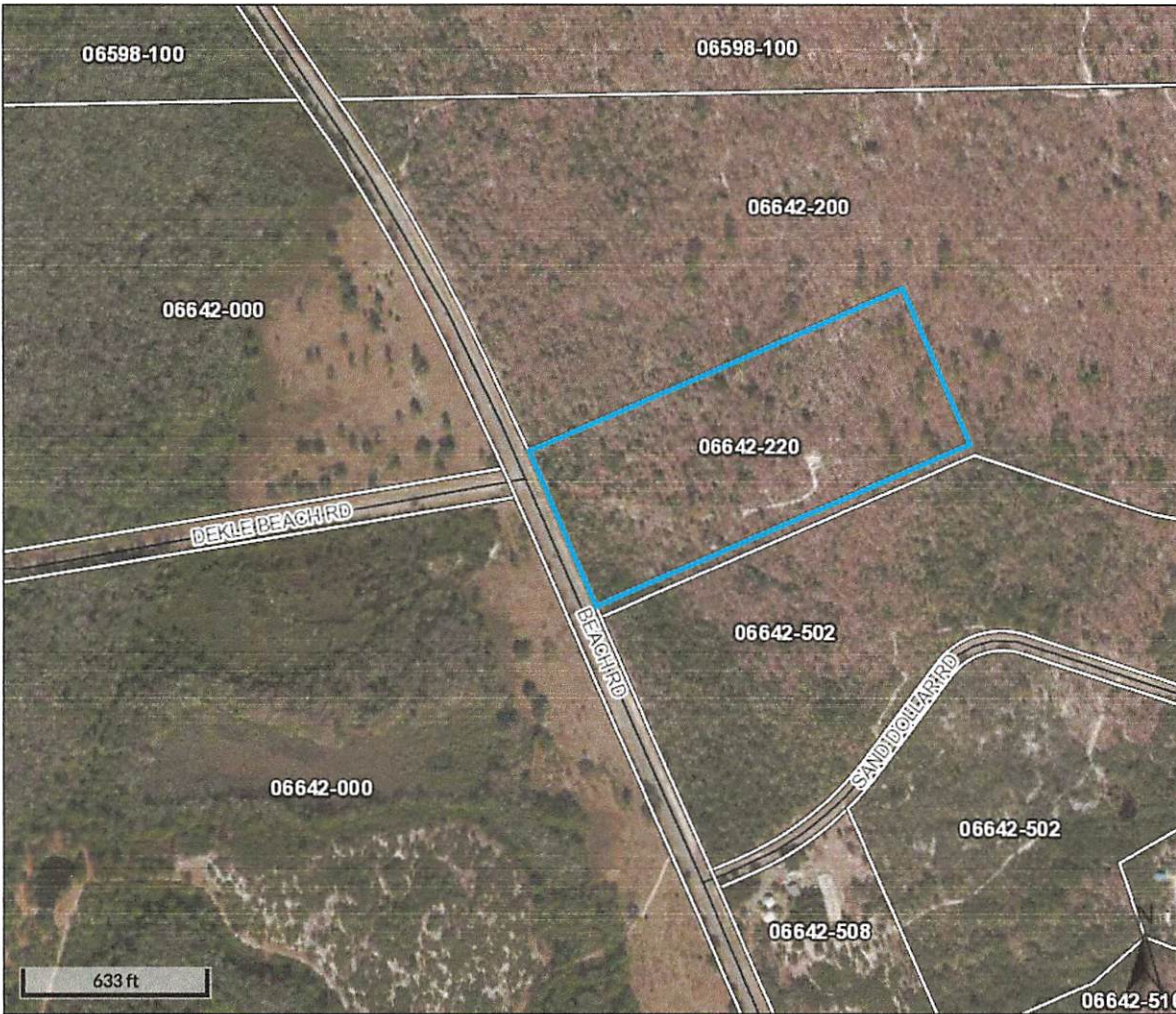
Old GP Number \_\_\_ New GP Number \_\_\_

If customer disconnect, was grinder pump removed and stored? YES / NO

Is the property \_\_\_ Single Family Home \_\_\_ RV \_\_\_ Vacant Lot \_\_\_ Other (Shed, etc)

Account Updated / Office Notes \_\_\_\_\_





Overview



Legend

- Parcels
- Highway
- City Streets
- Graded
- Roads
- Tram

Parcel ID	06642-220	Alternate ID	n/a	Owner Address	BOYER CONSTRUCTION CO INC
Sec/Twp/Rng	23-07-07	Class	Vacant		P O BOX 1473
Property Address	18230 BEACH RD CO	Acreage	17.39		PERRY FL 32348
District	CO				
Brief Tax Description	LEG 0017.36 ACRES - COM NE COR SECT S 1012.62 FT N89DW - 910 FT S73DW 706.52 FT TO POB S67DW - 1350.09 FT N22DW ALG RW 560.04 FT - N67DE 1350.09 FT S22DE 560.04 FT TO - POB SUBJ TO ESMT - OR 678-640 - OR 829-543				
	<i>(Note: Not to be used on legal documents)</i>				

Date created: 12/6/2021  
Last Data Uploaded: 12/3/2021 10:24:27 PM

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GEO SPATIAL

*Sam Boyer  
Inquiry Only*

# WATER ONLY ACCOUNT APPROVAL FORM

Date of Request:

12-10-2021

Name of Property Owner

Larry Griffis

Telephone Number of Owner

678-634-7688

Email Address:

griffislarrygriffis@gmail.com

Address of Property

20903 Osprey Circle

Anticipated Use of Property

Charging property water for fire if needed

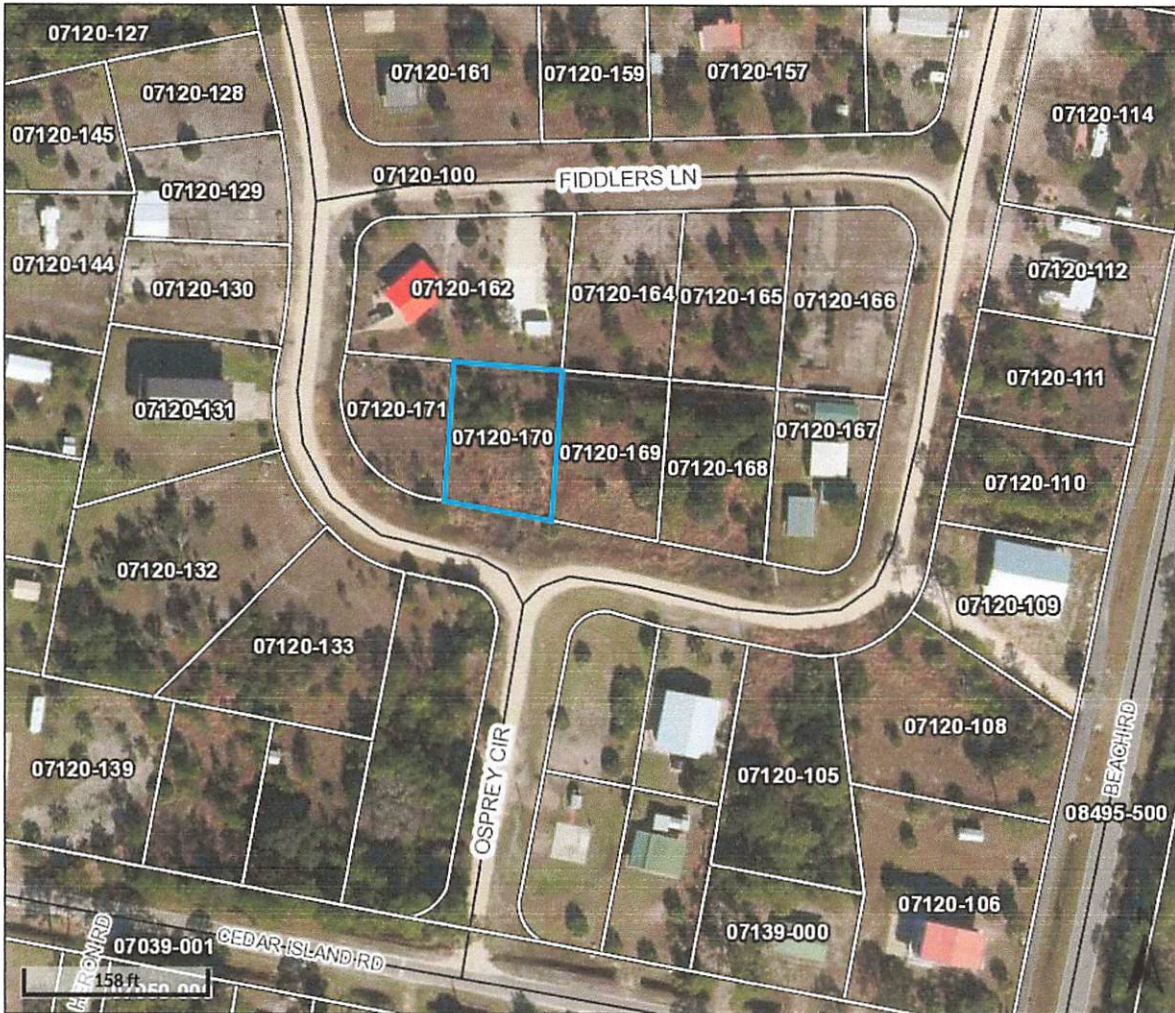
Property Owner Agrees to Abide by District Water-Only Restrictions

Larry Griffis

Presented at Board Meeting on \_\_\_\_\_

Approved \_\_\_\_\_ Denied \_\_\_\_\_





Overview



Legend

- Parcels
- Highway
- City Streets
- Graded
- Roads
- Tram

Parcel ID	07120-170	Alternate ID	n/a	Owner Address	GRIFFIS LEEBURN LARRY
Sec/Twp/Rng	01-08-07	Class	Vacant		12433 HWY 42
Property Address	20903 OSPREY CIR CO	Acreage	n/a		BYRON GA 31008
District	CO				
Brief Tax Description	LEG 0000.25 ACRES - CEDAR ISLAND SANDPIPER UNIT - LOT 70 - SUBJ TO ESMT IN OR 509-572 - OR 544-577 - OR 845-462				
	<b>(Note: Not to be used on legal documents)</b>				

Date created: 12/13/2021  
Last Data Uploaded: 12/10/2021 10:17:49 PM

Developed by Schneider  
GEO SPATIAL

PROPOSAL FROM:		BOYD & DURANT	THE CURTIS LAW FIRM
		#1	#2
A	Method of Payment:		
	Monthly Retainer	N/A	\$1,500.00 per Month to include regular availability to render legal services; non-extraordinary preparation for and attendance of all regularly scheduled meetings of the TCWSD Board; review of pleadings filed on behalf of the TCWSD by outside legal counsel; meetings, telephone calls, and correspondence with members of the TCWSD Board.
	Hourly Rate	Boyd & Durant proposes an hourly rate for all legal services performed for the District. Our standard hourly rates are presently \$350 an hour for James M. Durant, Jr. and \$140 an hour for paralegal Alana Romig. We propose a reduced hourly rate for the District, with hourly rates of \$275 an hour for James M. Durant, Jr., and \$100 an hour for paralegal Alana Romig. All time will be billed in 1/10th of an hour increments. Travel Time will be billed at 50% of the standard hourly rate.	\$100.00/Hour for matters beyond the scope of the retainer. Litigation is billed at \$150.00/Hour.
	Include Expenses	Travel time billed at 50% of standard hourly rate.	Expenses (whether experts, transcripts, certified documents, etc.) are paid by the firm and then billed to TCWSD.
B	Alternative Payment Arrangement Available	No Answer	No Answer
C	Required Information:		
	Resume	Enclosed	Enclosed



PROPOSAL FROM:	BOYD & DURANT	THE CURTIS LAW FIRM
	#1	#2
<p>Alternate Individual Information Furnished</p>	<p>I do not generally plan to rely on other lawyers to assist me in representing the District. Paralegal Alana Romig has worked with me for more than a decade. She will continue to assist the firm in all matters related to our representation of the District. If I am unavailable, attorney Rob Boyd in my firm will be able to address time-sensitive matters. Mr. Boyd has been practicing law since 2003, and his experience includes more than ten years of representing the clerk of Courts Operation Corporation, a government agency with jurisdiction over budgetary matters for the Clerks of Court throughout the state.</p>	<p>Ian Puczkowski, Attorney at Law, Curtis Law Firm. Ian works for me and presently provides coverage under me as the Assistant City Attorney, and as the Assistant Taylor County Development Authority Attorney. Although prior to serving under me as a governmental coverage attorney, Ian had little governmental law experience, he has become proficient in assisting governmental boards in my absence, and is well versed in Sunshine Law, Roberts Rules of Order, and statutory procedure relating to board functions.</p>
<p>Any local governmental agencies served</p>	<p>Wakulla County Value Adjustment Board since 2011. Assisting Joe Boyd with representation of the Clerk of Courts Operations Corporation.</p>	<p>Taylor County Development Authority, City of Perry</p>
<p>Affiliations with Board Members or Staff</p>	<p>None</p>	<p>Cannot disclose professional interactions. Randy Hathcock - used Mr. Hathcock's company for yard work. Mike Hunter - Mr. Hunter served on the Development Authority, categorize him as a personal friend. Thomas Kicklighter - by reputation only. Gayle Lundy - know from the community. Michael Lynn - know from the community and Mr. Lynn served on the Taylor County Planning Board, categorize him as a personal friend. William Rich - I do not know Mr. Rich. Mr. Dall - know through interaction with TCWSD over the past year.</p>
<p>D Experience with Local Government agencies or Boards</p>	<p>My experience representing government agencies and experience with related public meeting and public records laws is summarized in response to required information above.</p>	<p>City of Perry Attorney for past 8 years. Taylor County Development Authority Attorney for past 7 years. Taylor County Planning Board Attorney for 6 years from 2013 to 2019.</p>
<p>E Experience with Business Law</p>	<p>I routinely advise clients regarding business law matters in connection with my real estate and transactional practice. It would be difficult for me to even estimate the number of business entities I have helped clients form. It is likely more than on hundred. I also have experience representing various parties - or the entity itself - when the owners are deadlocked regarding business matters and when the business or all of its assets are being sold to a third party.</p>	<p>Regularly advise businesses with the law and am frequently involved in business litigation.</p>

PROPOSAL FROM:	BOYD & DURANT	THE CURTIS LAW FIRM
	#1	#2
F Experience with Open Government/Sunshine Laws		I have extensive knowledge of this subject matter, and regularly advise governmentia entities regarding the same.
G Been personally a party to a lawsuit with the past 5 years	I have been a party to one lawsuit as a defendant: Plaza Tower Realty Group, LLD vs. Boyd & Durant, P.L., et al, Case No. 2020-CA-1717 2nd Circuit, Leon County, FL. The plaintiff alleges the law firm was negligent in providing legal services related to a statute of limitations that applied to the plaintiff's lawsuit in a business dispute. We dispute the plaintiff's allegations. The matter is still pending.	Neither I nor my firm have been involved in a lawsuit in the past 5 years.
H Rely upon another attorney for speciality practice	There are no areas within the Scope of Work where I anticipate relying on another attorney to provide legal advice to the District.	Yes. There are several areas of law that foreseeably could come up in which I would suggest o the Board that we obtain and rely upon outside Counsel. Those include, but are not limited to employment maters, federal litigation, obtaining bonds, and environmental issues.
I Any litigation for or against a local government agency	Other than real property actions where a local government agency was a party related to an easement or some other real esate right, I have not been involved in litigation where a local government agency was a party.	I am presently involved in litigation on behalf of the City of Perry. See complaint attached.
J Any possible or pending litigation against TCWSD	Nobody in our firm has any possible or pending litigation agains the TCWSD.	No. However I did represent Fish Creek Cove, LLC (owned by my parents) in an adversarial (potential pre-litigation) posture against TCWSD, the matters on which was representing the LLC have been resolved. As I understand it, Fish Creek Cove, LLC may have been requesting financial reimbursement from TCWSD for losses incurred over the past year. However, I am no longer representing nor advising the LLC on that matter. If that matter was to come before the TCWSD Board while I was serving as Board Attorney, I would abstain from participating, and recommend to the TCWSD Board that if it needed legal guidance, an attorney from outside of my firm be consulted.
K Does your firm have a fax machine and e-mail address?	Yes / Yes	Yes / Yes

PROPOSAL FROM:	BOYD & DURANT	THE CURTIS LAW FIRM
	#1	#2
<p>L Have you ever represented a client who has been involved in litigation with the Taylor Coastal Water &amp; Sewer District? If yes, please describe the circumstances.</p>	<p>I have not, to my knowledge, represented any clients that have been involved in litigation with the TCWSD.</p>	<p>No. However I did represent Fish Creek Cove, LLC (owned by my parents) in an adversarial (potential pre-litigation) posture against TCWSD, the matters on which was representing the LLC have been resolved. As I understand it, Fish Creek Cove, LLC may have been requesting financial reimbursement from TCWSD for losses incurred over the past year. However, I am no longer representing nor advising the LLC on that matter. If that matter was to come before the TCWSD Board while I was serving as Board Attorney, I would abstain from participating, and recommend to the TCWSD Board that if it needed legal guidance, an attorney from outside of my firm be consulted.</p>
<p>M Have you, any attorney in your firm, or any attorney who would serve as the District's Attorney, ever been disciplined by the Florida Bar? If so, please provide the date of such action, a brief description, and summary of the discipline.</p>	<p>No</p>	<p>No</p>
<p>N Please provide any other information which you think will help the TCWSD Board to evaluate your qualifications.</p>	<p>See cover letter and resume</p>	<p>None</p>
<p>O Is your firm located in Taylor County, Florida?</p>	<p>No. Leon County, Florida.</p>	<p>Yes</p>

PROPOSAL FROM:	LINDSEY B. LANDER	NABORS GIBLIN NICKERSON
	#3	#4
A Method of Payment:		
Monthly Retainer	Yearly retainer of \$15,000.00 for my representation of the District. This retainer would cover attendance at all regularly scheduled meetings of the District as well as any emergency or special meetings. The etainer would cover my work on any day-to-day legal matters on behalf of the District. the retainer would cover representing the District before any quasi-judicial administrative proceedings or minor county or Circuit Court cases. If the Board becomes nvolved in major litigation that was no covered by insurance defense counsel, I advise that my office and the District establish a budget for that particular representation.	Retainer for Meeting Coverage - Under this option, the Firm would bill the District a flat retainer amount of \$675.00 per month, which would include the Firm's attendance at one (1) District Board Meeting per month, and review of all agenda materials associated with such meeting. Any work performed by the Firm outside of attending one (1) District Board meeting per month (i.e. attending additional Board meetings, drafting or reviewing contracts, resolutions, or agenda items, briefing individual District Board members, etc.) would be billed on an hourly basis at the following rates (billed on a monthly basis), which represent a substantial discount from the Firm's standard hourly rates: Attorneys - \$225.00/Hour.
Hourly Rate	N/A	Under this option, the Firm would provide all legal services to the District on an hourly basis at the following rates (billed on a monthly basis), which represent a substantial discount from the Firm's standard hourly rates: \$225/Hour
Include Expenses	No Answer	Fees for special projects and municipal financing - in addition to the above described options, compensation for muicipal bond or bank financing would, and compensation for special projects or accivities (such as the development of a special assessment program) may, be negotiated on a transaction by tansaction basis between the District and the Firm. Irrespective of whether the Districts Option 1 or Option 2, attorney time spent in travel will not be billed. the Firm will not bill for any costs associated with preparation for and attendance of District Board meetings (i.e. travel expenses, document reproduction expenses, legal research charges, etc.). For any legal work performed by the Firm on behalf of the District other than attendance of district Board meetings, the Firm would be reimbursed for actual costs for any expenses incurred, including but not limited to telecommunications charges, travel expenses, overnight deliver charges, and legal research expenses. Photocopies will be billed at \$0.25 per page. All travel expenses for any billed travel to and from locations outside of Taylor County will be reimbursed in accordance with section 112.061, Florida Statutes.
B Alternative Payment Arrangement Available	No Answer	No Answer
C Required Information:		
Resume	Enclosed	Enclosed

PROPOSAL FROM:	LINDSEY B. LANDER	NABORS GIBLIN NICKERSON
	#3	#4
Alternate Individual Information Furnished	Walker Bullock, Attorney at Law, 1000 NE 6th Blvd, Williston, FL 32696. Mr. Bullock is the Code Enforcement Magistrate for the Town of Cross City, Florida, and has worked with me on Governmental matters for several years. He has sat in for me on meetings with the Cross City Town Council, School Board, and County.	Mr. Rosenthal would be assisted by Heather Encinosa and Kirsten Mood, both of whom are located in the Firm's Tallahassee Office. Ms. Encinosa has represented local government entities in the State of Florida for 25 years and has extensive experience in the area of public utilities law, having represented the FGUA for more than 20 years. Ms. Encinosa is also the Wakulla County Attorney. Ms. Mood is a former Florida Supreme Court Clerk who also served as attorney to the Blueprint Intergovernmental Agency, a special district created by interlocal agreement between Leon County and the City of Tallahassee to oversee the County's use of local surtax funds. Ms. Mood currently services as an Assistant County Attorney for Okaloosa and Wakulla Counties and advocates for local government clients in eminent domain and other litigation.
Any local governmental agencies served	Gilchrist County School Board, Gilchrist County Board of County Commissioners, Town of Cross City, Florida, Gilchrist County Sheriff's Office, Dixie County Sheriff's Office, Suwannee River Water Management District.	FGUA, Highway 79 Corridor Authority, City of Palm Bay, city of Sunrise, Wakulla County, Marion County, Nassau County, Santa Rosa County, Okaloosa County and Hendry County.
Affiliations with Board Members or Staff	None	No Answer
D Experience with Local Government agencies or Boards	I have represented local governments for more than twenty years. It is the main focus of my practice. Like many areas of law, Local Government is a specialized field and I have chosen to make this area my specialty. I have enjoyed a long career representing Local Governments and I encourage you to contact my clients for references as to my promptness, attention to detail, and availability.	FGUA, Highway 79 Corridor Authority, City of Palm Bay, city of Sunrise, Wakulla County, Marion County, Nassau County, Santa Rosa County, Okaloosa County and Hendry County. Also representing a number of other special districts in Florida, including the Gulf Consortium, a public entity created by interlocal agreement among the 23 counties along Florida's Gulf Coast, including Taylor County for the purpose of developing Florida's State Expenditure Plan under the RESTORE ACT.
E Experience with Business Law	I have extensive experience with Business Law both in my private practice and Local government practice. I have incorporated, advised, and litigated on behalf of numerous businesses. I have reviewed hundreds of contracts for Local Government clients and represented those clients in matters to include purchasing of equipment, vehicles, and been the lead attorney for multi-million-dollar construction projects.	The Firm has extensive experience representing local government clients with respect to all manner of utility issues. Provides legal counsel for contracts, procurement, commercial practice and grants. NG&N has an active litigation and appellate practice. NG&N has extensive experience representing governmental entities in real estate matters including the acquisition, development and financial of real property for public financing projects.



PROPOSAL FROM:	LINDSEY B. LANDER	NABORS GIBLIN NICKERSON
	#3	#4
F Experience with Open Government/Sunshine Laws	I have detailed knowledge of the Government in the Sunshine and public records laws. I advise on Public Records Requests weekly for Local Government clients. I routinely advise on conflict of interest matters for the Board Members and the process for abstaining from votes where a potential conflict exists. I have successfully litigated Public Record Request lawsuits and appeared before Administrative Law Judges with the Department of Administrative Hearings on behalf of Local Government clients.	Firm members have lectured extensively on the Sunshine Law and Florida's Public Records Act, Chapter 119, Florida Statutes, before government officials, attorneys, and staff. NG&N Attorneys are prepared to advise the District Manager, District Commissioners and District staff on issues relating to these important topics.
G Been personally a party to a lawsuit with the past 5 years	No	
H Rely upon another attorney for speciality practice	No	Attorneys within firm
I Any litigation for or against a local government agency	Included attachments	Yes see attachments
J Any possible or pending litigation against TCWSD	No	No
K Does your firm have a fax machine and e-mail address?	Email only - no fax	Yes

PROPOSAL FROM:	LINDSEY B. LANDER	NABORS GIBLIN NICKERSON
	#3	#4
L Have you ever represented a client who has been involved in litigation with the Taylor Coastal Water & Sewer District? If yes, please describe the circumstances.	No	No
M Have you, any attorney in your firm, or any attorney who would serve as the District's Attorney, ever been disciplined by the Florida Bar? If so, please provide the date of such action, a brief description, and summary of the discipline.	No	No
N Please provide any other information which you think will help the TCWSD Board to evaluate your qualifications.	There are very few attorneys in this area who have real, demonstrated experience in Local Government Law. The ability to step into a job such as this one and be ready to confidently advise the Board on day one is crucial to the continued success of TCWSD and in the financial best interest of the Board.	See package
O Is your firm located in Taylor County, Florida?	No, my firm has two locations, 99 NE 210th Ave, Cross City, FL 32628 which is 39.3 miles from your location, and 330 SW 1st Ave Trenton, FL 32693, which is 60.3 miles from your location.	No, Tallahassee, Tampa, and Plantation, Florida

**Subject:** RE: Taylor Coastal Committees

**From:** JD Durant <jd@boydlaw.net>

**Date:** 11/22/2021, 4:29 PM

**To:** Lynette Senter <tcwsd@fairpoint.net>, Alana Romig <alana@boydlaw.net>

Good afternoon Lynette.

I saw Mr. Dall's email regarding the applicability of the Sunshine Law to advisory boards and committees. There is authority from the AG and the caselaw saying advisory committees established for fact-finding only are not subject to the meeting notice requirements of the Sunshine Law. This exception would only apply if the committee lacks decision-making authority, takes no action at any meeting, and does nothing more than gathers information. The Sunshine Law still applies generally, subject to the above limitation, regardless of whether the committee or advisory board includes volunteers that are not on the District Board. The Sunshine Law will apply to the committee's meetings if they do anything outside the narrow exception, including screening proposals. I don't know what these proposed fact-finding committees would do, but it is prudent to err on the side of caution and conduct these meetings openly, with public notices as required by the Sunshine Law.

Your email below speaks to who has the authority to create committees: the District's Board as a whole, or a single Commissioner on the Board. As a general matter, the District can only act through the Board. Section 66-148, Taylor County Ordinances, which outlines the powers of the Board, does not mention committees or advisory boards at all, and does not vest any single Commissioner with power to act unilaterally. Neither do the District's Rules of Procedure.

It is my opinion that appointments of committees is part of the inherent power that resides with the Board as a whole. I do not see any authority for a single Commissioner to create committees of the Board or to appoint members to those committees. That is something the entire Board would have to approve, although I don't see why they couldn't approve specific committees or advisory boards and then delegate appointments to a single Commissioner.

Thanks,  
J.D.

**James M. Durant, Jr.**

Board Certified Real Estate Lawyer

Boyd & Durant, P.L. | (850) 386-2171 x0

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**From:** Lynette Senter <[tcwsd@fairpoint.net](mailto:tcwsd@fairpoint.net)>

**Sent:** Monday, November 22, 2021 9:57 AM

**To:** JD Durant <[jd@boydlaw.net](mailto:jd@boydlaw.net)>; Alana Romig <[alana@boydlaw.net](mailto:alana@boydlaw.net)>

**Cc:** Taylor Coastal Water and Sewer District <[tcwsd@fairpoint.net](mailto:tcwsd@fairpoint.net)>

**Subject:** Taylor Coastal Committees

Good Morning JD,

At our meeting last Thursday, the Board had some discussion concerning "committees" that had been created by Chairman Dall. I agendaed the item because I had a concern about an email I had received from Chairman Dall asking me to include a new property owner in any emails and meetings of the "financial committee". The rest of the Board feels that going outside of the Board gives the appearance of the employees and board members not knowing how to do their jobs.

Previously, the Board has not voted to establish any committees. They discussed this at a board meeting and decided to hold workshops and special meetings when necessary and not have committees at this time. Several days later, Chairman Dall proceeded to set up committees and assign each board member to a specific committee. At the next meeting, the Board again discussed this and told Chairman Dall that they did not want Committees. A few days later, Chairman Dall sent out an email stating that he would not include any board members in the committees he was going to set up. He intended to involve members of the community and train possible new board members.

I am concerned about participants in these committees and the possibility liability to the District. They are not appointed by the County nor employees of the District. These committees are also not sanctioned by the Board as a whole. I also mentioned the Sunshine Laws as being a concern.

Chairman Dall insists that he has the power to set up any Committees he wishes. The rest of the Board asked me to get a written response from you regarding this. I will also forward an email I received from Chairman Dall concerning committees.

Thanks,

Lynette

--

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.

## 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.



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 3<sup>rd</sup> 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

## 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”**



# 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.



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