

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

REGULAR COMMISSION MEETING AGENDA
Thursday, January 20, 2022
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 December 16, 2021 Board Meeting
6. Staff Reports
 - a. Director's Report – December 2021 – Kristi Hathcock
 - b. Water Audit – December 2021 – Kristi Hathcock
 - c. Financial Report December 2021 – Lynette Senter
 - d. Other District Manager Items – Lynette Senter
7. New Business
 - a. One Time Adjustment Review
 - b. Personal Cut Off Review
 - b. Voting by Chairman
 - c. Quarterly Meetings
8. Old Business
 - a. Board Attorney Services
 - b. Fish Creek Cove Claim
 - c. Cyril Antony Brown Claim
 - d. Neighborhood Meter Project
9. Closing Remarks Commissioners/Staff
10. Motion to Adjourn

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MINUTES OF REGULAR COMMISSION MEETING

December 16, 2021

1. The meeting was held at the District Building at 6:00 PM on December 16, 2021. Present were Commissioners David Dall, Michael Hunter, Randy Hathcock, Gayle Lundy, Michael Lynn, and William Rich. Commissioner Thomas Kicklighter were absent. TCWSD Staff present were Kristi Hathcock and Lynette 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 three guests, Lindsey Lander, Willi Huxford and Glenn Senter.
4. There were no comments from the public for non-agendaed items.
5. Update on the Water Improvements Project – Bill Menadier from Dewberry called into the meeting. The project is still moving forward towards the construction phase. We have made headway and are waiting on DEP to finish reviewing the full set of construction drawings and specifications that we have submitted. We are hoping that process will be completed between by mid-January. After approval, we will be working with SRF towards financing. Chairman Dall asked if the projected cost for this project was included in the REV Plan and Asset Management Plan. Ms. Senter explained that as we do not yet have approval or costing for the project, only the estimates were included in the plan being worked on Florida Rural Water. Chairman Dall then asked when the numbers would be available, and Mr. Menadier explained that it will be complete after the equipment design and specifications were done. Mr. Menadier anticipated the costing will be available sometime after the first two months of 2022.
6. Approval of minutes from the November 18, 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 Hathcock offered a second. Chairman Dall asked for further discussion. 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 November 2021 totaled \$58,815.80, \$1,065.53 below the budgeted estimate of \$60,881.45. There was one past due customer. There were no turned off account. There were three changes in membership. There were twenty-one adjustments totaling (\$3,348.77).
 - b. **Water Audits – Kristi Hathcock** - Ms. Hathcock reported the water audit for November 2021 showed an estimated water loss of 13.91%. The field staff are still actively looking for any leaks.

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MINUTES OF REGULAR COMMISSION MEETING**

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- c. **Financial Reports – Lynette Senter**– Ms. Senter reported the sales including new memberships for the month of November 2021 were \$58,815.80, \$1,065.53 below our budgeted amount of \$60,881.45. Exception expenses were \$565.44 Advertising expenses, \$147.77 Bank Charges, \$1,020.94 Computer and/or service software, \$8,275.00 New Pump Purchase District, \$1,638.61 Water Meters, and \$36,794.10 for the Water Improvements Project. We received \$44.06 in interest income. Total Net Income for November 2021 was - \$17,053.56. Commissioner Hathcock asked about the One-time Adjustment and how it was given. Ms. Senter explained that each customer is allowed a one-time adjustment for water loss regardless of the amount of water lost. After any one-time adjustment is given, if a loss occurs, the staff look at the situation and usually ask the Board to adjust the sewer charges, while the customer pays for the water lost. Commissioner Hathcock asked that this be reviewed at the next meeting to set limits as the amount of adjustment given. The Board discussed requiring that the customer have a cut-off valve in place to qualify for a one-time adjustment. Commissioner Hathcock asked to add the one-time adjustment and cut-off valve to the agenda for the January meeting.
- d. **Other Office Manager Items – Lynette Senter**
- (1) Reimbursement for Water Improvements Project Funds Expended – We have received a check of \$102,000.00 as reimbursement for funds paid to Dewberry for the Water Improvements Project. We have completed the disbursement request for the final funds of \$63,750.00 and should be receiving that within 30 to 45 days. We initially were given \$204,000 in grant funds from SRF and \$30,000 from DEP for a total of \$234,000. The total cost for the project was \$267,000 with the District funding \$33,000. Commissioner Lynn asked if the \$36,000 we just paid Dewberry was included in the reimbursement and Ms. Senter confirmed that it was. The \$33,000 of unreimbursed funding has been paid out of the District’s operating checking account and no reserves have been used. Our accountant advised the Board last year that it could be done this way as our operating account had the necessary capital to fund this difference, saving our reserves for later in the project.
 - (2) Impact Fee Study – Earlier in the year, the Board discussed having an Impact Fee Study. We contacted Florida Rural Water who gave us an estimate of \$5,500. Ms. Senter recommended that after the first of the year, we proceed with the impact fee study by Florida Rural Water. She explained that the District is starting to receive inquiries about possible RV parks and larger parcels. Commissioner Hathcock asked if the District would be able to produce those numbers on their own. Ms. Senter explained that the study done by FRWA is a defensible study and due to the increased challenges in the State of Florida regarding Impact Fees, it would be in our best interest to have FRWA perform the study. Commissioner Lynn stated the District needs to have this done because these requests will be increasing in the future, and we need to be able to have the correct answers. Commissioner Rich asked if the Impact Fee Study would affect the Water Improvements Project and Ms. Senter explained that it was a fee study and would have no impact. Commissioner Hunter asked about the purpose of an Impact Fee Study. Ms. Senter explained that an Impact Fee study will prevent our customers from paying the cost for someone putting in a

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development. **Commissioner Hathcock made a motion to approve the Impact Fee Study. Commissioner Hunter offered a second. Chairman Dall asked for further discussion. Commissioner Lundy asked would that be for a small or a large Impact Fee Study. Ms. Senter answered that it is all included in the Impact Fee Study. By unanimous vote, the motion was approved.**

- (3) New Service Application – During the Impact Fee Study, we will ask for some assistance from FRWA in designing a new service application for probable future development. Commissioner Hathcock if FRWA would present the study to the Board and Ms. Senter explained that they would.
- (4) Co-Bank – Mr. Durant and Ms. Senter are still working with Co-Bank’s legal team to move our refinancing forward. During the holiday time, everything runs slower than usual. They are still looking over the bond documents that we provided them.
- (5) Training – Ron Bennett and Ms. Senter will be attending a training class in January put on by FRWA regarding Construction Management for Water & Sewer Projects. This class will provide information regarding the construction portion of the Water Improvements Project and give insight into collaborating with engineers and contractors.

8. New Business

- a. Keaton Beach Ridge Service Request –This property is being sold and we were approached by a buyer to see if water and sewer service is available. There is a water line running down Rosemary Lane, but no sewer line. The development was approved by the County utilizing well and septic, and because the property is located outside of the Coastal High Hazard area, connection to our service is not required. The board decided that as the County had already permitted the subdivision for wells and septic tanks, no service would be provided. If future service is requested, additional information will be required, and the Board can revisit the situation.
- b. Bird Island Road Service Request – We had a request for service from property owner Sam Boyer on Bird Island Road for future water and sewer service. There are already two lots with water and sewer service along Bird Island Road and there are future sewer connection boxes for the remaining lots along the road. The District does not own the Bird Island water line, and therefore the two water meters that service those properties are located on Beach Road. We do not have any information as to the ownership of the water line after Mr. Clinton Wood sold his property. The District was approached on several occasions to take over the ownership of the water line, but each time the District rejected the request. The water line was not installed to District standards, the water line runs down the middle of the road at certain portions, and the District was informed that if we had to dig up the road, the repairs would have to be to DOT standards. Future water service can be provided by installing additional water meters as previously done, but there is not a way to measure each service separately at this time. Commissioner Hathcock asked who the actual owner of the road now and Ms. Senter stated the County owns it.

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The Board discussed putting a new District water line in and Commissioner Hathcock asked could we get an estimate. Ms. Senter explained that we got a ballpark estimate from an engineer about four years ago and it was close to one million dollars. Ms. Senter explained that we would have to run a whole new water line and the problem is that there is not enough room to do that. The road would have to be redone and the right of way would then extend into the marsh which DEP would most likely not allow. The board agreed to continue with the installation of water meters at Beach Road.

- c. Beach Road Service Request – We got another request for service from Sam Boyer. He owns seventeen and half acres across from Dekle Beach Road. The water line runs along the front of the property, but the sewer line is across the road so a bore under the road would be required. I explained that service would be available at some point in the future. The Board discussed writing a letter regarding service to developments like has previously been done. Ms. Senter will contact Mr. Boyer and explain this to him.

- d. Approval of Water Only Account – We have our first Water Only Account request from Mr. Larry Griffis for his property at Cedar Island. The Board asked that we bring each water only request on a case-by-case basis. Mr. Griffis is requesting water for fire safety purposes while clearing his lot. He indicated that he would like to install his grinder pump sometime next year. We created a form called Water Only Account Approval which allows the property owner to provide more information to the District regarding the anticipated use of the property. The form also explains the District Rules for water only accounts, no effluent, no habitable structures, and no RVs. Commissioner Hathcock asked what our procedure is if he does not follow the Rules and Regulations of a Water Only Account. Ms. Senter explained that we would turn off his service. Commissioner Hathcock asked what would happen a customer violates the rules and regulations for a water only account and then comes back to ask for water again. Ms. Senter explained that we would bring it to the Board for consideration. The office staff will add a note to the meter reading sheets which asks the meter reader to check for RVs, structures, or effluent. **Commissioner Hathcock made a motion to give Mr. Griffis a meter and to approve his Water Only Account. Commissioner Hunter offered a second. Chairman Dall asked for further discussion. By unanimous vote, the motion was approved.**

12. Old Business

- a. Review of Attorney Services RFP responses received – At the last meeting, we were asked to create a spreadsheet with all the attorney’s proposals. Mr. Lander, who presented one of the proposals was in the audience, is number three on the spreadsheet. Chairman Dall asked if we could limit it down to two attorneys and have interviews at the January meeting. Chairman Dall gave to floor to Mr. Lander’s to answer questions from the Board. Mr. Lander’s introduced himself and answered all the questions the Board asked. Commissioner Hathcock asked Ms. Senter what the total was in legal fees last year. Ms. Senter stated we spent around \$12,000 in legal fees. Chairman Dall stated that an important future topic needs to be about our loan restrictions and USDA-RD. Mr. Lander, the Board, and Ms. Senter discussed the District’s insurance coverage for denial-of-service claims. Ms. Senter explained that the District is a Special Dependent District which is a different entity than Big

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Bend Water Authority. The Board discussed how they would go about choosing an attorney for the District. Commission Lynn asked if he could have this month to review the proposals. Chairman Dall stated that each Commissioner could call the attorneys to ask questions. Ms. Senter agreed to supply the contact information for each attorney who provided a proposal.

- b. Citizen participation on District Committees – Chairman Dall spoke about the Committees and the reason he was creating committees with outside citizens. The Board members explained that there was discussion in several previous meetings about completing District Business during regularly scheduled Board Meetings or Workshops if necessary. Several Board Members expressed concern that by setting up Committees with citizens, the Board would be perceived as not being able to do their job. The Board’s attorney Mr. Durant had sent the District an email that explained that Chairman Dall did not have the authority to form committees of outsiders, and that the Board needed to act as a body. Commissioner Dall did not agree with Mr. Durant’s email. Commissioner Hathcock explained that he was tired of revisiting the same items each Board Meeting and then asked Chairman Dall for his resignation. Chairman Dall gave no response. Commissioner Hathcock stated that the next step was to take this to the County Commissioners. **Commissioner Hathcock made a motion to stop all committees and to end any further discussion about committees. Commissioner Lundy offered a second. Chairman Dall called for further discussion. There was none. The motion was approved 4 to 1 with Commissioner Rich voting against.** Mr. Lander’s asked for Chairman Dall’s vote and the Board explained that he as Chairman cannot vote unless as a tiebreaker. Mr. Lander’s stated that if you are on the Board then you need to vote. Commissioner Hathcock asked to put this on next month’s agenda to discuss.
- c. Review of Changes and Approval of Rules of Procedure and Commissioners Code of Conduct – The Board discussed the changes that Chairman Dall asked to be made to the Rules of Procedure and Commissioners Code of Conduct. **Commissioner Hathcock made a motion to add “when practical” and to take out item 1. D, and to add an item 13 stating “Commissioners shall follow the Florida Sunshine Laws”. Commissioner Lundy offered a second. Chairman Dall asked for further discussion. By unanimous vote, the motion was approved.**
- d. Review of Changes and Approval of TCWSD Rules and Regulations – The Board discussed the changes to the Rules and Regulations on Water Only Accounts, Commercial Water Only Accounts, and the request for Water Only Accounts. **Commissioner Hathcock made a motion to accept the changes to the Rules and Regulations. Commissioner Hunter offered a second. Chairman Dall asked for further discussion. By unanimous vote, the motion was approved.**
- e. Letter from Cline Moore regarding Cyril Antony Brown Lot – We heard back from the insurance company on December 16, 2021. I have forwarded this information from our insurance company to Mr. Durant. Mr. Durant will be attending the January meeting for this claim and the Curtis claim. Mr. Curtis sent an email asking to move the discussion of his claim to the January meeting because he would not be able to attend this meeting.

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

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- f. Neighborhood Meter Project – We are still waiting on our parts and dealing with the supply chain issues. Ms. Senter has made SRWMD aware of our dilemma. SRWMD will be granting us an extension till February 28, 2022. Chairman Dall then asked about the financials with both Florida Rural Water Association and the University of North Carolina regarding input for their reports to make a presentation. Ms. Senter explained that this was not a part of the Neighborhood Meter Project, but FRWA and UNC got an estimate for the Water Improvements Project from our submittal to DEP. Chairman Dall also asked when we will have an overview of information the presentation. Ms. Senter stated hopefully during the first week of January but will try to get them before the day of the presentation.
13. **Closing Remarks Commissioners/Staff** – Commissioner Hunter asked why this meeting took longer than the last meeting. Commissioner Lundy explained that last month we barely had a quorum, so items were postponed until this meeting. Also, Commissioner Hathcock stated that we moved our meetings so that the County Commissioners could attend our meetings and asked why the County Commissioner were not here. Commissioner Hathcock asked if we could write to our County Commissioner, Mr. Newman and invite him to attend. Ms. Senter explained that unlike the Big Bend Water Authority, we do not have a County Commissioners appointed as a member of the Board, but she will be inviting Mr. Newman as requested. Thanks were given to Staff from Commissioners.
14. **Motion to Adjourn**

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 7:42 P.M.

Board Actions:

1. The Board approved the minutes from the November 18, 2021, Board Meeting.
2. The Board approved a motion to have an Impact Fee Study
3. The Board approved a motion to allow a Water Only Account for Larry Griffis.
4. The Board approved a motion to do away with all committees and discussions regarding committees.
5. The Board approved the Rules of Procedure and Commissioners Code of Conduct.
6. The Board approved the TCWSD Rules and Regulations.

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

Directors Report

Taylor Coastal Water & Sewer Distr

Water Sold This Month

1,005,000 Gallons

	Amount (\$)	# Of Accounts
Total Water	19,033.78	548
Total Sewage	26,873.28	528
Total Grinder Pump Fee	7,794.92	526
Total LATE FEE	272.16	29
Total Adjustments	-86.55	21
Total Current Charges	53,887.59	549
<hr/>		
Amount Past Due 1-30 Days	1,921.90	19
Amount Past Due 31-60 Days	93.82	1
Amount Past Due Over 60 Days	0.00	
Amount Of Overpayments/Prepayments	-20,128.34	153
Total Receivables	35,774.97	473

Total Receipts On Account	54,847.63	492
Net Change in Memberships	500.00	1
Amount of All Memberships	272,720.00	487
Amount of All Deposit 2	4,500.00	6
Turned Off Accounts (Amount Owed)	-1,003.64	142
Collection Accounts (Amount Owed)	-1,003.64	116
Number Of Unread (Turned On) Meters		2
Average Usage For Active Meters	1,754	573
Average Water Charge For Active Meters	34.73	548

Usage Groups	Gallons	# Of Accounts	Usage	Gallons	% Of Usage	% Of Sales
Over 50,000		1	58,000		5.77	1.76
40,001-50,000		0	0		0.00	0.00
30,001-40,000		0	0		0.00	0.00
20,001-30,000		2	46,000		4.58	0.99
10,001-20,000		11	156,000		15.52	3.59
8,001-10,000		6	57,000		5.67	1.49
6,001-8,000		13	97,000		9.65	2.88
4,001-6,000		29	159,000		15.82	5.74
2,001-4,000		54	185,000		18.41	9.33
1-2,000		178	247,000		24.58	29.99
Zero Usage		279	0		0.00	44.22
<hr style="border-top: 1px dashed black;"/>						
Total Meters		573	1,005,000		100.00	100.00

Directors Report

Taylor Coastal Water & Sewer Distr.

Monthly Reconciliation

Ending Receivables (Last Month)		36,735.01
Sales this Month	+	53,974.14
Adjustments this Month		-86.55
Less Payments this Month	-	<u>54,847.63</u>
	=	35,774.97
Total Receivables		35,774.97
Ending Memberships (Last Month)		275,720.00
Changes this Month		<u>500.00</u>
	=	276,220.00
Total Memberships		277,220.00

PAST DUE LIST

Taylor Coastal Water & Sewer Distr

ACCT#	RT NAME	CURRENT	1-30	31-60	61+	LAST PAYMENT	TOTAL
236	6 GIBSON, GUY	103.20	103.20	93.82		186.94 10/20/21	300.22
Total Receivables:		35,774.97					
Accounts Listed:		1					
			103.20	93.82	0.00		\$300.22

All Customers Age 2 Accounts

Taylor Coastal Water & Sewer Dist.

1:16:12PM

Turned Off Accounts

ACCT #	NAME	SERVICE ADDRESS	ROUTE	TURN-OFF DATE	MONTHS INACTIVE
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Accounts turned off since 12/01/2021

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
454	WINTON, ROBIN & THERE	20903 OSPREY CIRCLE	2	Increase in Deposit	\$0.00		\$500.00	12/20/2021	\$500.00
454	WINTON, ROBIN & THERE	20903 OSPREY CIRCLE	2	Other	\$500.00	2/17/02	\$0.00	12/20/2021	(\$500.00)
454	WINTON, ROBIN & THERE	20903 OSPREY CIRCLE	1	Increase in Member:	\$500.00	2/17/02	\$1,000.00	12/20/2021	\$500.00
0	Accounts using code for	New Membership							0 Accounts using code for New Deposit
1	Accounts using code for	Membership Increase			\$500.00				1 Accounts using code for Increase Deposit \$500.00
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							1 Accounts using code for Other (\$500.00)
0	Accounts using code for	Transfer							0 Accounts using code for Transfer
		Net Change:			500.00				Deposit 2 Net Change: 0.00

All Customers
Taylor Coastal Water & Sewer Dist.

ADJUSTMENTS

Friday, December 31, 2021

1:14:03PM

12/31/2021

Taylor Coastal Water & Sewer

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ACCT.#	NAME	CODE	AMOUNT	APPROVAL	DATE
380	CANNINGTON, HENRY	1	\$0.00		12/20/21
478	COLLINS, GREG & CINDY	1	(\$19.55)		12/20/21
	2 Total Adjustments	(\$19.55)	For Adjustment 1		
350	BAUMGARDNER, TOM	13	(\$7.56)	KMH	12/21/21
SM					
147	DORRIS, GARY & LISA	13	(\$15.12)	KMH	12/21/21
SM					
178	HENDERSON, ROBBIE L.	13	(\$30.24)	KMH	12/21/21
SM					
618	HIGH, J.D. and LESLIE	13	(\$7.56)	KMH	12/21/21
SM					
186	HILL, SIDNEY	13	(\$7.56)	KMH	12/21/21
SM					
66	LILLIOTT, HUD AND LAUR	13	(\$15.12)	KMH	12/21/21
SM					
150	MADISON, JASON & SAMA	13	(\$113.40)	KMH	12/21/21
SM					
668	MINIX, JOHN & BECKY	13	(\$15.12)	KMH	12/21/21
SM					
318	MORRIS, JOHN	13	(\$113.40)	KMH	12/21/21
SM					
551	NALL, FELIX & PAT	13	(\$98.28)	KMH	12/21/21
SM					
300	SCHAMBEAU, GERALD	13	(\$22.68)	KMH	12/21/21
SM					
296	WAGNER JR, WILFRED H.	13	(\$22.68)	KMH	12/21/21
SM					
435	WHITE, D.L.	13	(\$15.12)	KMH	12/21/21
SM					
225	WILLIAMS JR, JAMES T	13	(\$45.36)	KMH	12/21/21
SM					
606	WOODS, HOWARD	13	(\$37.80)	KMH	12/21/21
SM					
	15 Total Adjustments	(\$567.00)	For Adjustment 13		
454	GRIFFIS, LARRY	14	\$100.00	KMH	12/22/21
WINTON TO GRIFFIS					
72	COKER, ELMER	14	\$100.00	KMH	12/8/21
COKER TO HARKALA					
78	DORRIS, GARY & LISA	14	\$100.00	KMH	12/10/21
DORRIS TO MCMULLEN					
215	MORGAN, LAMAR	14	\$100.00	KMH	12/10/21
MORGAN TO GAGO					
463	SULLIVAN, DANIEL	14	\$100.00	KMH	12/7/21
SULLIVAN TO PAIGE					
	5 Total Adjustments	\$500.00	For Adjustment 14		

- 1. (19.55) Adjustment for mis-read meter
- 13. (567.00) Second meter
- 14. 500.00 Transfer fee (chg of owner)

Friday, December 31, 2021

1:14:03PM

12/31/2021

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Taylor Coastal Water & Se

ACCT.#

NAME

CODE

AMOUNT

APPROVAL

DATE

22 Accounts

22Total Adjustments

(\$86.55)

All Customers

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

WATER AUDIT
Taylor Coastal Water and Sewer District

MONTH: **December 2021**

Current Master Meter Reading	281,001,000	12/20/21	
Previous Master Meter Reading	279,622,000	11/18/21	
Total Gallons Pumped	1,379,000		1,379,000

UNMETERED WATER **GALLONS**

#1	Booster Station		
	a. Tank Drain	14,000	
	b. Air-Charge adjustments (200gpm)		
	c. Chlorine adjustment – storage		
#2	Line flushing (summary)		
	a. North		
	b. South	42,300	
	c. Flush Hydrant Test		
#3	Broken Lines		
#4	Water Treatment Plant		
	a. Clear 10K tank	1,000	
	b.		
	Total Known unmetered water	57,300	57,300

Gallons Pumped minus Known Unmetered water **1,321,700**

Total Water Sold (Per Directors Report) **1,005,000**

Estimated Water Loss, gallons **316,700**
Gallons pumped minus known unmetered water & water sold.

Estimated Water Loss (%) **22.97%**
Equals loss (gallons) divided by pumped (gallons)

desire ≤ 10%

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

December DATE: NOVEMBER
NAME: _____

FIRE HYDRANTS (on six inch mains) (5)		START TIME	END TIME	GALLONS	CL2
	GPM				
A.	Highway 361 (Beach road) / Dekle Beach Road				
B.	Dekle Beach Road / Dekle Beach Blvd				
C.	Highway 361 (Beach road) / Ezell Beach Road				
D.	Highway 361 / Cedar Island Road				
E.	Dark Island Road / Gulfview Roads				
Booster Station				14000	
ABOVE GROUND FLUSH HYDRANTS (38)		START TIME	END TIME	GALLONS	CL2
	GPM				
CEDAR ISLAND (9)					
	Cedar Island East				
	Cedar Island Road (end)				
	Kingfisher Road				
	Sandpiper				
	Sandpiper South				
	Cedar Island Loop	7:00	11:00	18000	
	Seahawk Lane (Voight)				
	Ibis Road, Cedar Island				
	Widgeon				
KEATON BEACH (9)					
	Keaton Bch Dr (Hot Dog Std)				
	Keaton Bch Dr (RV Park)				
	Ponce De Leon				
	Marina Road				
	Ellis Moore Road				
	Hamdan Road				
	Fairpoint Comm (Hwy 361)				
	KB Bridge, West				
	KB Bridge, East				
DARK ISLAND (2)					
	Gulfview North				
	Gulfview South				
LINDSEY ISLAND (2)					
	Lindsey Island South				
	Lindsey Island North				
DEKLE BEACH (7)					
	Dekle Beach Road Main				
	Palmetto Road				
	Mexico Road, North				
	Mexico Road, South				
	Good Times Drive South				
	Good Times Drive North				
	Jug Island				

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

DATE: _____

NAME: _____

EZELL BEACH (3)		GPM				
Ezell Beach Road		130				
Klumbis Road		100				
Dr. Morgan's Road		80				
MISCELLANEOUS (6)		GPM				
Oak Ridge, Rosemary Lane		20				
Gibson Road (Boggy Bay)		120				
Jody Morgan Road		160				
Sawgrass (Gulf Haven Dr.)		35	800	1100	6300	
Wastewater Plant, Sandhill		15	800		12000	
Ibis Lane, Cedar Island		90				
FLUSH VALVES IN VALVE BOXES (8)			START TIME	END TIME	GALLONS	CL2
CEDAR ISLAND (6)		GPM				
Sandpiper, 6 inch		250				
Egret		120				
Ibis Lane		90				
Osprey Road		170				
Cormorant road		250				
Heron Road		150				
FISH CREEK (2)		GPM				
Fish Creek, 2 inch (Kelly)		35				
Fish Creek, 4 inch (Hutchins)		100	0800	1100	18000	

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

				Dec 21	Budget	Oct - Dec 21	YTD Budget	Annual Budget
Ordinary Income/Expense								
Income								
			CUSTOMER GRINDER PUMP SALES	0.00	8,333.33	18,000.00	25,000.03	100,000.00
			ADJUSTMENTS, RVS BILLING	-86.55	0.00	-4,665.91	0.00	0.00
			GRINDER PUMP FEE	7,794.92	6,522.50	23,339.76	19,567.50	78,270.00
			LATE FEES, RVS	272.16	283.33	702.34	850.03	3,400.00
			SEWAGE SALES	26,873.28	26,184.58	81,879.84	78,553.78	314,215.00
			WATER CONNECTION FEE (RVS MEMBERSHIP)	500.00	1,333.34	3,000.00	4,000.02	16,000.00
			WATER SALES	19,033.78	18,224.25	58,425.73	54,672.75	218,691.00
			Total Income	54,387.59	60,881.33	180,681.76	182,644.11	730,576.00
			Gross Profit	54,387.59	60,881.33	180,681.76	182,644.11	730,576.00
Expense								
			PRINCIPAL EXPENSE - RURAL DEV (Rural Development Principal)	2,063.92	2,063.92	6,191.72	6,191.72	24,767.00
			Uncategorized Expenses (Expenses not categorized elsewhere)	0.00	9,268.83	0.00	27,806.53	111,226.00
			FORD F-150 PICKUP PAYMENTS	385.66	385.66	1,156.98	1,157.06	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	2,250.00	9,000.00
			ADVERTISING	216.00	162.50	1,609.24	487.50	1,950.00
			BANK CHARGES/SERVICE CHARGES	253.95	66.67	549.69	199.97	800.00
			COMPUTER/SERVICE,SOFTWARE	1,819.37	333.33	3,580.24	1,000.03	4,000.00
			DUES & SUBSCRIPTIONS	236.97	16.67	236.97	49.97	200.00
			ENGINEERING SERVICES	0.00	125.00	0.00	375.00	1,500.00
			FINANCE CHG/LATE FEE	0.00		0.00		0.00
			FREIGHT	35.04	58.33	114.03	175.03	700.00
			GAS/OIL/DIESEL	318.04	333.33	1,055.83	1,000.03	4,000.00
			INSURANCE					
			INLAND MARINE	0.00	25.00	0.00	75.00	300.00
			AUTO	0.00	258.25	0.00	774.75	3,099.00

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

	Dec 21	Budget	Oct - Dec 21	YTD Budget	Annual Budget
BONDS, Comm/Emp Dis/D&O Lia	0.00	300.00	228.00	900.00	3,600.00
GENERAL LIABILITY INS.	0.00	470.50	0.00	1,411.50	5,646.00
POLLUTION (WWTP DIESEL TANK)	0.00	75.00	0.00	225.00	900.00
PROPERTY INSURANCE	0.00	197.25	0.00	591.75	2,367.00
Total INSURANCE	0.00	1,326.00	228.00	3,978.00	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	13,681.35	13,569.75	54,279.00
LANDSCAPING & DESIGN	0.00	41.67	0.00	124.97	500.00
LEGAL/PROFESSIONAL FEES	0.00	1,250.00	2,090.65	3,750.00	15,000.00
LICENSES & PERMITS	380.90	250.00	555.90	750.00	3,000.00
MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	0.00
MOWING	0.00	303.00	385.00	909.00	3,636.00
OFFICE EXPENSE	4.59	250.00	954.17	750.00	3,000.00
PERSONNEL EXPENSE					
EDUCATION/CONFERENCE EXPENSE	80.00	25.00	80.00	75.00	300.00
RETIREMENT CONTRIBUTION-FRS (FL Retirement Systems)	1,563.70	1,788.08	4,629.33	5,364.28	21,457.00
SALARIES & WAGES-WTR & WW OP	7,068.58	8,840.75	21,509.93	26,522.25	106,089.00
SALARIES & WAGES-ADMINISTRATIVE	7,383.33	7,683.33	21,274.97	23,050.03	92,200.00
TAXES-PAYROLL	1,105.56	1,264.25	3,273.04	3,792.75	15,171.00
TRAVEL/MILEAGE	39.76	50.00	82.88	150.00	600.00
WORKER'S COMPENSATION INSURANCE	0.00	541.67	0.00	1,624.97	6,500.00
Total PERSONNEL EXPENSE	17,240.93	20,193.08	50,850.15	60,579.28	242,317.00
POSTAGE	0.00	250.00	0.00	750.00	3,000.00
PROP/EQUIP UPGRADES - Dist Off	0.00	41.67	93.98	124.97	500.00
Repair Maintenance District Off	30.00	41.67	806.00	124.97	500.00
SAFETY EQUIPMENT	0.00	50.00	36.64	150.00	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

December 2021

		Dec 21	Budget	Oct - Dec 21	YTD Budget	Annual Budget
TELEPHONE		296.99	400.00	892.80	1,200.00	4,800.00
TRACTOR MAINTENANCE		2,853.78	105.83	3,017.73	317.53	1,270.00
UTILITIES (ELECTRICAL SERVICE)		1,631.32	2,041.67	4,905.18	6,124.97	24,500.00
VEHICLE MAINTENANCE		0.00	250.00	64.20	750.00	3,000.00
WASTEWATER DEPARTMENT						
NEW PUMP PURCHASE DISTRICT		0.00	4,965.00	8,275.00	14,895.00	59,580.00
GP INSTALLATION EXPENSES		0.00	2,500.00	0.00	7,500.00	30,000.00
GRINDER PUMP REPAIR ACCOUNT		0.00	750.00	0.00	2,250.00	9,000.00
EQUIPMENT PURCHASES		0.00	0.00	0.00	0.00	0.00
CHEMICALS, SEWER		30.00	250.00	243.75	750.00	3,000.00
GROUNDWATER MONITORING, WWTP		0.00	416.67	0.00	1,249.97	5,000.00
LAB TESTING/SUPPLIES, SEWER		448.50	250.00	823.50	750.00	3,000.00
REPAIR/MAINTENANCE, SEWER		0.00	2,916.67	602.00	8,749.97	35,000.00
REPLACEMENT PARTS, SEWER		81.71	666.67	534.42	1,999.97	8,000.00
SLUDGE HAULING		0.00	291.67	0.00	874.97	3,500.00
SUPPLIES/SMALL TOOLS, SEWER		101.41	166.67	492.31	499.97	2,000.00
SYSTEM/PLANT UPGRADES, SEWER		260.00	242.58	260.00	727.78	2,911.00
WASTEWATER DEPARTMENT - Other		0.00		0.00		0.00
Total WASTEWATER DEPARTMENT		921.62	13,415.93	11,230.98	40,247.63	160,991.00
WATER DEPARTMENT						
CHEMICALS, WATER		80.00	250.00	1,164.00	750.00	3,000.00
LAB TESTING/SUPPLIES, WATER		120.00	333.33	390.00	1,000.03	4,000.00
REPAIR/MAINTENANCE, WATER		56.20	1,000.00	5,501.33	3,000.00	12,000.00
REPLACEMENT PARTS, WATER		623.29	583.33	2,352.18	1,750.03	7,000.00
SUPPLIES/SMALL TOOLS, WATER		38.70	166.67	250.09	499.97	2,000.00
SYSTEM/PLANT UPGRADES, WATER		127,714.00	250.00	189,508.10	750.00	3,000.00
TANK MAINTENANCE, WATER		0.00	0.00	0.00	0.00	0.00
Total WATER DEPARTMENT		128,632.19	2,583.33	199,165.70	7,750.03	31,000.00
Total Expense		161,931.29	60,881.34	303,453.13	182,643.94	730,576.00

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

				Dec 21	Budget	Oct - Dec 21	YTD Budget	Annual Budget
Net Ordinary Income				-107,543.70	-0.01	-122,771.37	0.17	0.00
Other Income/Expense								
Other Income								
STATE REVOLVING FUND PROGRAM				165,750.00		165,750.00		
CAPITAL GRANT_USDA-RD GRANT REV				0.00	0.00	0.00	0.00	0.00
INTEREST INCOME				0.00	0.00	88.89	0.00	0.00
LABOR/PARTS, CUST REPAIR				0.00		483.60		0.00
MISCELLANEOUS INCOME				0.00	0.00	0.00	0.00	0.00
Total Other Income				165,750.00	0.00	166,322.49	0.00	0.00
Net Other Income				165,750.00	0.00	166,322.49	0.00	0.00
Net Income				58,206.30	-0.01	43,551.12	0.17	0.00

TAYLOR COASTAL WATER & SEWER DISTRICT EXPENSE BREAKDOWN

01/14/22

Accrual Basis

December 2021

Date	Num	Name	Memo	Amount
FORD F-150 PICKUP PAYMENTS				
12/01/2021	#50	VyStar CSB	Ford F-150 Truck payment #...	385.66
Total FORD F-150 PICKUP PAYMENTS				385.66
ADVERTISING				
12/03/2021	21372	ECB Publishing Inc.	Legal Assistance Advertising	216.00
Total ADVERTISING				216.00
BANK CHARGES/SERVICE CHARGES				
12/02/2021	EFT	PAY CLIX	MONTHLY PROCESSING F...	24.95
12/09/2021	EFT	CAPITAL CITY BANK	CHARGEBACK ON RETUR...	200.00
12/27/2021			Service Charge	29.00
Total BANK CHARGES/SERVICE CHARGES				253.95
COMPUTER/SERVICE, SOFTWARE				
12/01/2021	DEC 2021	CONSOLIDATED COMMUNIC...	578-3043 INTERNET SERV...	59.95
12/06/2021	SENDER	RING DOORBELL	Ring Doorbell Online Monito...	30.00
12/09/2021	9894654...	VERIZON WIRELESS	iPad for Field Work	857.22
12/09/2021	9894654...	VERIZON WIRELESS	iPad for Field Work	857.21
12/14/2021	SENDER	ADOBE	ADOBE SOFTWARE MONT...	14.99
Total COMPUTER/SERVICE, SOFTWARE				1,819.37
DUES & SUBSCRIPTIONS				
12/03/2021	2022	THE TACO TIMES & NEWSH...	1 YEAR SUBSCRIPTION E...	52.00
12/13/2021	SENDER	Good Hire	Background Check Kraig Ry...	129.98
12/13/2021	SENDER	Good Hire	Background Check Ishmael ...	54.99
Total DUES & SUBSCRIPTIONS				236.97
FREIGHT				
12/06/2021	6078252	HAWKINS, INC	Delivery Charge	12.00
12/06/2021	6078251	HAWKINS, INC	Delivery Charge	12.00
12/06/2021	814559	USA Blue Book	Freight	11.04
Total FREIGHT				35.04
GAS/OIL/DIESEL				
12/01/2021	BENNETT	KEATON BEACH BUMS	9.039 GAL @ \$3.299/GAL	29.82
12/08/2021	MORGAN	KEATON BEACH BUMS	14.190 GAL @ \$3.299/GAL	46.81
12/14/2021	MORGAN	KEATON BEACH BUMS	23.340 GAL @ \$3.299/GAL	77.00
12/15/2021	MORGAN	MURPHY USA	10.375 GAL @ \$3.169/GAL	32.88
12/21/2021	BENNETT	KEATON BEACH BUMS	19.858 GAL @ \$3.299/GAL	65.51
12/21/2021	MORGAN	KEATON BEACH BUMS	20.01 GAL @ \$3.299/GAL	66.02
Total GAS/OIL/DIESEL				318.04
INTEREST EXPENSE - RURAL DEV (USDA-RD)				
12/31/2021	RD Accr...		DECEMBER 2021	4,610.02
Total INTEREST EXPENSE - RURAL DEV (USDA-RD)				4,610.02
LICENSES & PERMITS				
12/20/2021	7928	FRWA	MEMBERSHIP RENEWAL	380.90
Total LICENSES & PERMITS				380.90
OFFICE EXPENSE				
12/14/2021	2112-50...	STEINHATCHEE ACE HARD...	BALLOCK SEAL #242	4.59
Total OFFICE EXPENSE				4.59
PERSONNEL EXPENSE				
EDUCATION/CONFERENCE EXPENSE				
12/14/2021	SENDER	FRWA	CONSTRUCTION PLANNING	35.00
12/14/2021	SENDER	FRWA	CONSTRUCTION PLANNING	35.00
12/17/2021	MORGAN	AMERICAN WATER WORKS ...	CONTINUING EDUCATION	10.00

TAYLOR COASTAL WATER & SEWER DISTRICT EXPENSE BREAKDOWN

01/14/22

Accrual Basis

December 2021

Date	Num	Name	Memo	Amount
Total EDUCATION/CONFERENCE EXPENSE				80.00
RETIREMENT CONTRIBUTION-FRS (FL Retirement Systems)				
12/01/2021	6769	BENNETT, RONALD A		474.70
12/01/2021	6770	HATHCOCK, KRISTI M		270.50
12/01/2021	6771	MORGAN, DAVID L		290.12
12/01/2021	6772	SENER, LYNETTE T		528.38
Total RETIREMENT CONTRIBUTION-FRS (FL Retirement Systems)				1,563.70
SALARIES & WAGES-WTR & WW OP				
12/01/2021	6769	BENNETT, RONALD A		4,387.27
12/01/2021	6769	BENNETT, RONALD A		0.00
12/01/2021	6771	MORGAN, DAVID L		2,353.35
12/01/2021	6771	MORGAN, DAVID L		327.96
12/01/2021	6771	MORGAN, DAVID L		0.00
Total SALARIES & WAGES-WTR & WW OP				7,068.58
SALARIES & WAGES-ADMINISTRATIVE				
12/01/2021	6769	BENNETT, RONALD A		0.00
12/01/2021	6770	HATHCOCK, KRISTI M		2,500.00
12/01/2021	6771	MORGAN, DAVID L		0.00
12/01/2021	6772	SENER, LYNETTE T		4,883.33
12/01/2021	6772	SENER, LYNETTE T		0.00
12/01/2021	6772	SENER, LYNETTE T		0.00
Total SALARIES & WAGES-ADMINISTRATIVE				7,383.33
TAXES-PAYROLL				
12/01/2021	6769	BENNETT, RONALD A		272.01
12/01/2021	6769	BENNETT, RONALD A		63.61
12/01/2021	6770	HATHCOCK, KRISTI M		155.00
12/01/2021	6770	HATHCOCK, KRISTI M		36.25
12/01/2021	6771	MORGAN, DAVID L		166.24
12/01/2021	6771	MORGAN, DAVID L		38.87
12/01/2021	6772	SENER, LYNETTE T		302.77
12/01/2021	6772	SENER, LYNETTE T		70.81
Total TAXES-PAYROLL				1,105.56
TRAVEL/MILEAGE				
12/01/2021	Mileage ...	Kristi Hathcock	Mileage for November	39.76
Total TRAVEL/MILEAGE				39.76
Total PERSONNEL EXPENSE				17,240.93
Repair Maintenance District Off				
12/15/2021	DEC 2021	MESSICK PEST CONTROL	Monthly Pest Control	30.00
Total Repair Maintenance District Off				30.00
TELEPHONE				
12/01/2021	DEC 2021	CONSOLIDATED COMMUNIC...	578-2080 WTP GENERATOR	54.30
12/01/2021	DEC 2021	CONSOLIDATED COMMUNIC...	578-2474 WWTP GENERA...	54.30
12/01/2021	DEC 2021	CONSOLIDATED COMMUNIC...	578-3043 DISTRICT OFFICE	59.91
12/01/2021	DEC 2021	CONSOLIDATED COMMUNIC...	LONG DISTANCE FEES/TA...	25.56
12/09/2021	9894654...	VERIZON WIRELESS	David Morgan 843-7613	51.46
12/09/2021	9894654...	VERIZON WIRELESS	Ron Bennett 843-7621	51.46
Total TELEPHONE				296.99
TRACTOR MAINTENANCE				
12/08/2021	W00717	CRYSTAL	TRACTOR PARTS	1,086.04
12/08/2021	W00717	CRYSTAL	LABOR FOR TRACTOR RE...	1,564.85
12/08/2021	W00717	CRYSTAL	SHOP SUPPLIES	59.95
12/08/2021	W00717	CRYSTAL	ENVIRO FEE	5.99
12/09/2021	237246	RAGAN'S ACE HARDWARE	Auto Shutoff Gas Can 5 Gal	28.99
12/09/2021	237246	RAGAN'S ACE HARDWARE	Diesel Can 5 GAL (2)	53.98

TAYLOR COASTAL WATER & SEWER DISTRICT EXPENSE BREAKDOWN

01/14/22

Accrual Basis

December 2021

Date	Num	Name	Memo	Amount
12/16/2021	237491	RAGAN'S ACE HARDWARE	Diesel Can 5 GAL (2)	53.98
Total TRACTOR MAINTENANCE				2,853.78
UTILITIES (ELECTRICAL SERVICE)				
12/23/2021	108915	TRI-COUNTY ELECTRIC, INC.	well	285.85
12/23/2021	108915	TRI-COUNTY ELECTRIC, INC.	pumping station	30.77
12/23/2021	108915	TRI-COUNTY ELECTRIC, INC.	District Office	110.17
12/23/2021	108915	TRI-COUNTY ELECTRIC, INC.	Lift Station #2 Grackle	66.53
12/23/2021	108915	TRI-COUNTY ELECTRIC, INC.	WWTP	934.06
12/23/2021	108915	TRI-COUNTY ELECTRIC, INC.	Lift Station #1 Boat Ramp	127.09
12/23/2021	108915	TRI-COUNTY ELECTRIC, INC.	Storgage Trains	30.77
12/23/2021	108915	TRI-COUNTY ELECTRIC, INC.	WW O&M	46.08
Total UTILITIES (ELECTRICAL SERVICE)				1,631.32
WASTEWATER DEPARTMENT				
CHEMICALS, SEWER				
12/06/2021	6078251	HAWKINS, INC	15 gallons Ultra-Chlor @ \$2....	30.00
Total CHEMICALS, SEWER				30.00
LAB TESTING/SUPPLIES, SEWER				
12/02/2021	2021033	AAA BACKFLOW TESTING LLC	2" BACKFLOW PREVENTI...	80.00
12/02/2021	2021033	AAA BACKFLOW TESTING LLC	2" BACKFLOW PREVENTI...	80.00
12/02/2021	2021033	AAA BACKFLOW TESTING LLC	2" BACKFLOW PREVENTI...	80.00
12/06/2021	814559	USA Blue Book	Gloves for WWTP	56.50
12/20/2021	493190	FLOWERS CHEMICAL LABO...	CBOD TSS	48.00
12/20/2021	493190	FLOWERS CHEMICAL LABO...	CBOD TSS FCOL-QT	84.00
12/20/2021	493190	FLOWERS CHEMICAL LABO...	N02/N03 WW	20.00
Total LAB TESTING/SUPPLIES, SEWER				448.50
REPLACEMENT PARTS, SEWER				
12/02/2021	SE4342...	ANIXTER, INC	S-A W0204ML 1060 60A LD...	44.13
12/16/2021	MORGAN	LILES ACE HARDWARE	Pressure Washer Gun	28.99
12/16/2021	MORGAN	LILES ACE HARDWARE	22mm Male x 3/8" MPT Ada...	8.59
Total REPLACEMENT PARTS, SEWER				81.71
SUPPLIES/SMALL TOOLS, SEWER				
12/02/2021	BENNETT	WAL MART	Drinks	9.78
12/09/2021	237246	RAGAN'S ACE HARDWARE	Quick flow Gas Can 1 GAL	16.99
12/16/2021	237491	RAGAN'S ACE HARDWARE	3/4"x60" Electrical Tape (4)	5.56
12/16/2021	237491	RAGAN'S ACE HARDWARE	12" Pump Clannel Lock Pliers	19.99
12/16/2021	237491	RAGAN'S ACE HARDWARE	3/16"x6" Slot Screwdrivers (2)	17.18
12/16/2021	237491	RAGAN'S ACE HARDWARE	Recip Blade 8" 10/14	4.59
12/16/2021	237491	RAGAN'S ACE HARDWARE	1/8x2.5 Slot Screwdriver	3.99
12/16/2021	237491	RAGAN'S ACE HARDWARE	64 oz Funnel w/Screen (2)	4.59
12/16/2021	237491	RAGAN'S ACE HARDWARE	12" Recip Blade (2)	13.18
12/16/2021	237491	RAGAN'S ACE HARDWARE	O-Ring 9/1600dX3/8 (2)	1.58
12/16/2021	237491	RAGAN'S ACE HARDWARE	Blank Key Single Side	3.98
Total SUPPLIES/SMALL TOOLS, SEWER				101.41
SYSTEM/PLANT UPGRADES, SEWER				
12/17/2021	14532	F.J. NUGENT & ASSOCIATES...	Fiberglass Extension for GP ...	260.00
Total SYSTEM/PLANT UPGRADES, SEWER				260.00
Total WASTEWATER DEPARTMENT				921.62
WATER DEPARTMENT				
CHEMICALS, WATER				
12/06/2021	6078252	HAWKINS, INC	40 gallons Ultra-Chlor @ \$2...	80.00
Total CHEMICALS, WATER				80.00
LAB TESTING/SUPPLIES, WATER				
12/15/2021	493191	FLOWERS CHEMICAL LABO...	COLILERT-18 SAMPLE	120.00

TAYLOR COASTAL WATER & SEWER DISTRICT EXPENSE BREAKDOWN

December 2021

Date	Num	Name	Memo	Amount
Total LAB TESTING/SUPPLIES, WATER				120.00
REPAIR/MAINTENANCE, WATER				
12/03/2021	10068004	GULF COAST PLUMBING AN...	20A 250V Connector	39.25
12/03/2021	10068005	GULF COAST PLUMBING AN...	BREAKER SQ-D HOM 2	16.95
Total REPAIR/MAINTENANCE, WATER				56.20
REPLACEMENT PARTS, WATER				
12/02/2021	J10513	CASHWAY BUILDING	Fasteners and Bolts (20)	7.00
12/02/2021	2112504...	STEINHATCHEE ACE HARD...	CONNECTR ARMORED VI...	9.99
12/07/2021	207591	LANIER MUNICIPAL SUPPLY ...	6" PVC ONE-LOK LUG ONL...	112.65
12/07/2021	207591	LANIER MUNICIPAL SUPPLY ...	6" TRANS MJ AC SET L/GL...	15.66
12/21/2021	237730	RAGAN'S ACE HARDWARE	BR SQ D QO 2P-30 A 1-1/2	27.99
12/22/2021	2071833	EMPIRE PIPE & SUPPLY CO...	6 - 5/8X3/4 BB MTR	450.00
Total REPLACEMENT PARTS, WATER				623.29
SUPPLIES/SMALL TOOLS, WATER				
12/02/2021	BENNETT	WAL MART	Drink Mix	1.90
12/02/2021	BENNETT	WAL MART	Drink Mix	1.90
12/02/2021	BENNETT	WAL MART	Drink Mix	1.90
12/02/2021	BENNETT	WAL MART	Drink Mix	1.90
12/02/2021	BENNETT	WAL MART	Drink Mix	1.90
12/02/2021	BENNETT	WAL MART	Water	4.38
12/14/2021	2112-50...	STEINHATCHEE ACE HARD...	INSERT POWER #2 PHIL B...	5.56
12/14/2021	2112-50...	STEINHATCHEE ACE HARD...	2-1/2" CERAMIC DECK SC...	8.30
12/21/2021	237730	RAGAN'S ACE HARDWARE	Ace lube (4)	15.96
12/21/2021	237730	RAGAN'S ACE HARDWARE	Coupon	-5.00
Total SUPPLIES/SMALL TOOLS, WATER				38.70
SYSTEM/PLANT UPGRADES, WATER				
12/10/2021	2053457	DEWBERRY ENGINEERS INC	Design & Permitting 100% C...	104,365.00
12/17/2021	NMPKB...	EMPIRE PIPE & SUPPLY CO...	6" MJ Gate Valve (3)	2,124.00
12/17/2021	NMPKB...	EMPIRE PIPE & SUPPLY CO...	6" FLG GATE VALVE C515 ...	4,248.00
12/17/2021	NMPKB...	EMPIRE PIPE & SUPPLY CO...	6" 304SS FLG KIT FFR 150...	270.00
12/17/2021	NMPKB...	EMPIRE PIPE & SUPPLY CO...	6" 304SS FLG KIT FFR 150...	270.00
12/17/2021	NMPKB...	EMPIRE PIPE & SUPPLY CO...	6" OCTAVE MTR SS FF (3)	13,500.00
12/17/2021	NMPKB...	EMPIRE PIPE & SUPPLY CO...	6 MJ 90 BEND C153 C/L (6)	842.40
12/17/2021	NMPKB...	EMPIRE PIPE & SUPPLY CO...	6 MJ TEE C153 C/L (6)	1,209.00
12/17/2021	NMPKB...	EMPIRE PIPE & SUPPLY CO...	6 C900 DR18 CL235 PVC P...	885.60
Total SYSTEM/PLANT UPGRADES, WATER				127,714.00
Total WATER DEPARTMENT				128,632.19
TOTAL				159,867.37

TAYLOR COASTAL WATER & SEWER DISTRICT

01/14/22

Balance Sheet

Accrual Basis

As of December 31, 2021

	Dec 31, 21
ASSETS	
Current Assets	
Checking/Savings	
SAVINGS CCBG	
DEBT RESERVE, USDA-RD-PHASE II	26,514.00
PAYMENTS, USDA-RD - PHASE II	19,669.60
DEBT RESERVE RD 92-01, CONST.	66,772.00
PAYMENTS, USDA-RD 92-01, CONST.	21,172.50
DEBT RESERVE USDA-RD 91-03, TCU	26,245.00
PAYMENTS, USDA-RD 91-03, TCU	17,011.92
WATER SERVICE FEE, NEW LOTS	38,000.00
DEPRECIATION RESERVE-Major R&R (Major Repair/Replacement)	168,967.84
CONTINGENCY RESERVE	531,051.91
CAPITAL IMPROVEMENTS, MINOR	68,008.92
GRINDER PUMP REPAIR FEE	123,343.54
SAVINGS CCBG - Other	2,827.04
Total SAVINGS CCBG	1,109,584.27
CAPITAL CITY BANK OP CHKNG (New Bank Account due to Citizens being acquired by Credit Union)	519,896.20
SAVINGS, TCW&SD RESERVE ACCOUNT (BUSINESS SAVINGS)	10,864.95
Total Checking/Savings	1,640,345.42
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	33,286.29
Total Other Current Assets	130,383.58
Total Current Assets	1,771,940.07
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 TCBCC	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
Total Fixed Assets	4,199,728.85
Other Assets	
UNRESTRICTED NET ASSET	155,117.53
Total Other Assets	155,117.53
TOTAL ASSETS	6,126,786.45
LIABILITIES & EQUITY	
Liabilities	

TAYLOR COASTAL WATER & SEWER DISTRICT

Balance Sheet

01/14/22

As of December 31, 2021

Accrual Basis

	<u>Dec 31, 21</u>
Current Liabilities	
Accounts Payable	
ACCOUNTS PAYABLE (990 line 60)	24,069.25
Total Accounts Payable	24,069.25
Credit Cards	
CARDMEMBER SERVICE (Capital City Bank Visa)	4,102.95
Total Credit Cards	4,102.95
Other Current Liabilities	
NET PENSION LIABILITY	141,815.00
Accrued Wages	12,000.50
ACCRUED INTEREST-RD	72,868.06
CUSTOMER OVERPAYMENTS	1,014.09
PAYROLL LIABILITIES	4,620.21
RETIREMENT PAYABLE	839.31
Total Other Current Liabilities	233,157.17
Total Current Liabilities	261,329.37
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
N/P, RD 2011A BONDS, PH II WW	281,960.70
Total Long Term Liabilities	1,104,305.14
Total Liabilities	1,365,634.51
Equity	
RETAINED EARNINGS	2,743,213.13
Unrestrict (retained earnings) (990 line 21 & 67)	1,968,195.97
Net Income	49,742.84
Total Equity	4,761,151.94
TOTAL LIABILITIES & EQUITY	6,126,786.45

TAYLOR COASTAL WATER & SEWER DISTRICT
Balance Sheet as % of Total assets/Liabilities
As of January 14, 2022

	Jan 14, 22	% of Column
ASSETS		
Current Assets		
Checking/Savings		
SAVINGS CCBG	1,109,584.27	18.2%
CAPITAL CITY BANK OP CHKNG (New Bank Account due to Citizens being acqu...	491,636.72	8.1%
SAVINGS, TCW&SD RESERVE ACCOUNT (BUSINESS SAVINGS)	10,864.95	0.2%
Total Checking/Savings	1,612,085.94	26.5%
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	16,967.16	0.3%
Total Other Current Assets	114,064.45	1.9%
Total Current Assets	1,727,361.46	28.4%
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	-72.6%
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	109.7%
WATER EXPANSION 2002	28,328.02	0.5%
WATER SYS EXPA, PRECOST 6/30/04	7,363.22	0.1%
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	69.0%
Other Assets		
UNRESTRICTED NET ASSET	155,117.53	2.6%
Total Other Assets	155,117.53	2.6%
TOTAL ASSETS	6,082,207.84	100.0%
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		

	Jan 14, 22	% of Column
ACCOUNTS PAYABLE (990 line 60)	-581.61	-0.0%
Total Accounts Payable	-581.61	-0.0%
Credit Cards		
CARDMEMBER SERVICE (Capital City Bank Visa)	5,558.75	0.1%
Total Credit Cards	5,558.75	0.1%
Other Current Liabilities		
NET PENSION LIABILITY	141,815.00	2.3%
Accrued Wages	12,000.50	0.2%
ACCRUED INTEREST-RD	72,868.06	1.2%
CUSTOMER OVERPAYMENTS	1,014.09	0.0%
PAYROLL LIABILITIES	4,832.08	0.1%
RETIREMENT PAYABLE	855.08	0.0%
Total Other Current Liabilities	233,384.81	3.8%
Total Current Liabilities	238,361.95	3.9%
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%
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	1,104,305.14	18.2%
Total Liabilities	1,342,667.09	22.1%
Equity		
RETAINED EARNINGS	2,743,213.13	45.1%
Unrestrict (retained earnings) (990 line 21 & 67)	1,968,195.97	32.4%
Net Income	28,131.65	0.5%
Total Equity	4,739,540.75	77.9%
TOTAL LIABILITIES & EQUITY	6,082,207.84	100.0%

TAYLOR COASTAL WATER & SEWER DISTRICT

01/14/22

Profit & Loss

Accrual Basis

December 2021

	Dec 21
Ordinary Income/Expense	
Income	
ADJUSTMENTS, RVS BILLING	-86.55
GRINDER PUMP FEE	7,794.92
LATE FEES, RVS	272.16
SEWAGE SALES	26,873.28
WATER CONNECTION FEE (RVS MEMBERSHIP)	500.00
WATER SALES	19,033.78
Total Income	54,387.59
Gross Profit	54,387.59
Expense	
FORD F-150 PICKUP PAYMENTS	385.66
ADVERTISING	216.00
BANK CHARGES/SERVICE CHARGES	253.95
COMPUTER/SERVICE, SOFTWARE	1,819.37
DUES & SUBSCRIPTIONS	236.97
FREIGHT	35.04
GAS/OIL/DIESEL	318.04
INTEREST EXPENSE - RURAL DEV (USDA-RD)	4,610.02
LICENSES & PERMITS	380.90
OFFICE EXPENSE	4.59
PERSONNEL EXPENSE	
EDUCATION/CONFERENCE EXPENSE	80.00
RETIREMENT CONTRIBUTION-FRS (FL Retirement Systems)	1,563.70
SALARIES & WAGES-WTR & WW OP	7,068.58
SALARIES & WAGES-ADMINISTRATIVE	7,383.33
TAXES-PAYROLL	1,105.56
TRAVEL/MILEAGE	39.76
Total PERSONNEL EXPENSE	17,240.93
Repair Maintenance District Off	30.00
TELEPHONE	296.99
TRACTOR MAINTENANCE	2,853.78
UTILITIES (ELECTRICAL SERVICE)	1,631.32
WASTEWATER DEPARTMENT	
CHEMICALS, SEWER	30.00
LAB TESTING/SUPPLIES, SEWER	448.50
REPLACEMENT PARTS, SEWER	81.71
SUPPLIES/SMALL TOOLS, SEWER	101.41
SYSTEM/PLANT UPGRADES, SEWER	260.00
Total WASTEWATER DEPARTMENT	921.62
WATER DEPARTMENT	
CHEMICALS, WATER	80.00
LAB TESTING/SUPPLIES, WATER	120.00
REPAIR/MAINTENANCE, WATER	56.20
REPLACEMENT PARTS, WATER	623.29
SUPPLIES/SMALL TOOLS, WATER	38.70
SYSTEM/PLANT UPGRADES, WATER	127,714.00
Total WATER DEPARTMENT	128,632.19
Total Expense	159,867.37
Net Ordinary Income	-105,479.78
Other Income/Expense	
Other Income	
STATE REVOLVING FUND PROGRAM	165,750.00
Total Other Income	165,750.00
Net Other Income	165,750.00

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TAYLOR COASTAL WATER & SEWER DISTRICT

01/14/22

Profit & Loss

Accrual Basis

December 2021

	<u>Dec 21</u>
Net Income	<u><u>60,270.22</u></u>

POLICY

TAYLOR COASTAL WATER & SEWER DISTRICT

Policy # 2008 - 10

Effective Date: October 28, 2008
Amended September 21, 2021

TITLE: ONE-TIME ADJUSTMENT POLICY

PURPOSE:

To aid customers who experience extreme water loss/usage due to unexpected events while at the same time protecting District income

SCOPE:

Any customer who approaches the District requesting a reduction of charges due to excessive water loss/usage.

POLICY STATEMENT:

The District hereby adopts a one-time adjustment policy offering each customer a one-time forgiveness for extreme water loss/expense. Water and/or sewer charges will be adjusted based upon the customer's audit history. Should the customer experience an additional occurrence with water loss/expense greater than \$100, ~~the Board can review the case for consideration of additional forgiveness.~~ \$1,000, the Board can review the case for consideration.

REQUIREMENTS:

The customer desiring a one-time adjustment must contact office staff who will verify eligibility and make the adjustment accordingly. Customers who are requesting an adjustment for an additional loss/expense ~~must appear in person (or have a personal representative appear on his/her behalf) before the District Commission to state his/her case.~~ exceeding \$1,000 will have their case presented to the Board by the Office Staff for consideration.

Revised and updated 09/21/2021

Lynette Senter, Board Secretary

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

TAYLOR COASTAL WATER & SEWER DISTRICT
18820 BEACH ROAD
PERRY, FL 32348

UTILITY AGREEMENT

This agreement, between Taylor Coastal Water & Sewer District, hereinafter called the District and

(Account Name) _____,

a Customer of the District hereinafter called the Customer.

WITNESSETH

Whereas, the Customer desires to purchase water and/or sewer from the District and to enter into a Utility Agreement as required by the District;

Now therefore, in considerations of the mutual covenants, promises, and agreements, the Customer agrees to abide by the Rules and Regulations of the District.

The District shall furnish, subject to the limitations set out in the Rules and Regulations, By-laws, and/or ordinance, such quantity of water as the Customer desires in connection with the Customer's occupancy and/or ownership of the following described property:

(PLEASE PROVIDE/ATTACH PARCEL NUMBER & LEGAL DESCRIPTION.)

The Customer acknowledges that he/she has received a copy of the Rules and Regulations of the District and will properly install a personal cut-off between the water meter and the service connection.

IN WITNESS WHEREOF, we hereunto execute this Agreement this _____ day of _____, 20_____, in duplicate of original.

By:

District Representative _____

Signature of Customer/Representative _____

Billing Address: _____

Contact Info:

Home _____ Cell _____

Work _____ Fax _____

Email _____

911/SERVICE ADDRESS: _____

Local Phone: _____

Property is: Vacant Lot Single Family Residence Condo Commercial
 Industrial/Other (Describe) _____

Previous Owner, if known: _____

Account #: _____	<input type="checkbox"/> Grinder Pump Install \$6,000	<input type="checkbox"/> Water Connection fee of \$1,000
Route #: _____	<input type="checkbox"/> Water Easement	<input type="checkbox"/> Transfer Fee of \$100
Seq. #: _____	<input type="checkbox"/> Sewer Easement	<input type="checkbox"/> New Parcel Service fee of \$2,000
	<input type="checkbox"/> Disconnect Fee \$200	<input type="checkbox"/> Reconnect fee \$300
	<input type="checkbox"/> Family Transfer of \$0	

- 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.