

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

REGULAR COMMISSION MEETING AGENDA
Thursday, February 16, 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. Presentation by Florida Rural Water
6. Approval of Minutes from January 20, 2021 Board Meeting
7. Staff Reports
 - a. Director's Report – January 2021 – Kristi Hathcock
 - b. Water Audit – January 2021 – Kristi Hathcock
 - c. Financial Report January 2021 – Lynette Senter
 - d. Other District Manager Items – Lynette Senter
8. New Business
 - a. Customer Concerns – Richard and Shawna VanBlargan Account #459
9. Old Business
 - a. Co-Bank Refinancing
 - b. Fish Creek Cove Claim Settlement Agreement and funding arrangements
 - c. Cyril Antony Brown Claim Letter
 - d. One Time Adjustment Review
 - e. Neighborhood Meter Project
 - f. Impact Fee Study
10. Closing Remarks Commissioners/Staff
11. Motion to Adjourn

TAYLOR COASTAL WATER & SEWER DISTRICT

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Phone/Fax: (850) 578-3043
www.tcwsd.org

MINUTES OF REGULAR COMMISSION MEETING

January 20, 2022

1. The meeting was held at the District Building at 6:00 PM on January 20, 2022. Present were Commissioners Michael Hunter, Randy Hathcock, Thomas Kicklighter, Michael Lynn, and Board Attorney J.D. Durant. Commissioners Gayle Lundy, David Dall, and William Rich were absent. TCWSD Staff present were Kristi Hathcock and Lynette Senter.

The meeting was called to order at 6:00 p.m. As Chairman Dall was absent, Vice Chairman Hunter acted as Chairman.
2. Commissioner Hathcock led in prayer and the pledge of allegiance to the flag.
3. There were six guests, LaWanda Pemberton, Willi Huxford, Ray Curtis, Don Curtis, Michelle Curtis, and Glenn Senter. There were no comments from the public for non-agendaed items.
4. Update on the Water Improvements Project – Bill Menadier from Dewberry was unable to attend the meeting. Ms. Senter told the Board that the first submittal for financing on the Water Improvements Project was sent to SRF on January 7, 2022. She also explained that Dewberry had made another site visit to the water plant as well.
5. Approval of minutes from the December 16, 2021, Board Meeting. Vice Chairman Hunter asked if everyone had reviewed the minutes and if there was a motion to approve. **Commissioner Hathcock made a motion to accept the minutes. Commissioner Kicklighter offered a second. Vice Chairman Hunter asked for further discussion. 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 December 2021 totaled \$54,387.59, \$6,493.74 below the budgeted estimate of \$60,881.33. There was one past due customer. There were no turned off account. There were three changes in membership. There were twenty-two adjustments totaling (\$86.55).
 - b. **Water Audits – Kristi Hathcock** - Ms. Hathcock reported the water audit for December 2021 showed an estimated water loss of 22.97%. The field staff are actively looking for any leaks.
 - c. **Financial Reports – Lynette Senter**– Ms. Senter reported the sales including new memberships for the month of December 2021 were \$54,387.59, \$6,493.74 below our budgeted amount of \$60,881.33. Exception expenses were \$1,819.37 for an iPad for the field staff, \$2,853.78 for tractor fuel system repairs, and \$127,714.00 for payments to Dewberry for the Water Improvements Project. We received reimbursement from SRF for

TAYLOR COASTAL WATER & SEWER DISTRICT
MINUTES OF REGULAR COMMISSION MEETING

Page 2 of 6

\$165,750.00 from the Water Improvements Project. Total Net Income for December 2021 was \$58,206.30.

d. **Other Office Manager Items – Lynette Senter**

- 1) **Reimbursement For Water Improvements Project Funds Expended** – We have received the final reimbursement of \$63,750.00 from SRF (State Reimbursement Funds) for funds expended for the Planning and Design of the Water Improvements Project. We have deposited the funds into the District’s Operating Checking Account as this is the account where the payments were disbursed from.
- 2) **Impact Fee Study** – We have signed the agreement and processed the \$2,750.00 down payment to Florida Rural Water to begin our Impact Fee Study. The remaining \$2,750.00 will be due once the study progresses. We will be working to provide the requested information to FRWA on a timely basis, but the study may take several months due to FRWA’s backlog of work and the scarcity of engineers that are available.
- 3) **Co-Bank/USDA-RD Refinancing** – Board Attorney J.D. Durant explained that he is working with the attorney for Co-Bank. As the District’s original Bond Documents have been difficult to obtain, Mr. Durant asked the Board to approve using the services of our original bond attorney for assistance. Mr. Durant explained that a budget of \$2,000.00 for bond attorney services to assist at this time was a comfortable limit. **Commissioner Kicklighter made a motion to approve the expenditure of up to \$2,000.00 to engage the bond attorney. Commissioner Hathcock offered a second. Vice Chairman Hunter asked for further discussion. By unanimous vote, the motion was approved.**
- 4) **Field Assistant Position** – Ishmael Smith has been hired as our new Field Assistant. He began work on Monday, December 13, 2021, and is on a 60-day probationary period. Both Mr. Bennett and Mr. Morgan have indicated that Mr. Smith is a diligent worker who works well on his own.
- 5) **FRWA Asset Management Plan And Rate Study** - The FRWA Asset Management Plan and associated Rate Study will be presented to the Board at our February 17, 2022, meeting.
- 6) **UNC Financial Information And Dashboard** – We were unable to contact UNC regarding their presentation until Tuesday, January 17, 2022. The Board discussed the need for the information at this time. It was the conclusion of the Board to not pursue this any further.
- 7) **Tractor Repairs** – The tractor was down for approximately two weeks as it needed repairs to the fuel system. We believe there was some contaminated fuel in old cans that was may have been used by a previous employee. Mr. Bennett attempted to clean the system but was unable to get it running properly. The tractor has been repaired and we have purchased new fuel cans specifically for the tractor.
- 8) **Unexpected High Water** – The District experienced very few problems from the unexpected high water earlier this month. One wager vent was dislodged by debris caused by a boat that floated into a customer’s yard at Keaton Beach. Two customers at Cedar Island and one customer at Dark Island experienced grinder pump problems most likely due to older wiring.

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

Page 3 of 6

- 9) **WWTP Mixer Motor Repair** – The Mixer Motor at the WWTP Tank was not turning on properly. An electrical problem was suspected but ruled out, so Mr. Bennett contacted Smith Electric Motors for assistance. Tater Padgett was called and pulled the motor with his crane so Mr. Smith could take it to his shop and make the repairs. We have a backup means of stirring the tank by using air valves. We are also experiencing trouble with older switches and have ordered replacement parts which will be installed by Ron’s Electric.
- 10) **Diamond Maps** – Mr. George Glover from Florida Rural Water has worked with the Field Staff to input the water and sewer lines within the District. Our next project will be to add the data to the maps that includes property addresses and customer account numbers. Mr. Glover is also going to return to help us set up our Work Order System as soon as the Neighborhood Meter Project is complete.
- 11) **Uniforms** – We have finally found a company that will supply and deliver uniforms to the District for the three Field Staff employees. Aramark has given us a quote for uniforms for three employees at an approximate yearly cost of \$2,613.52. As we have been unable to find a supply company, this was not included in the current budget. Ms. Senter requested that she be allowed to pull this money from the Unanticipated Expense budget item and will include this in the next Fiscal Year Budget under Water and Wastewater expenses. **Commissioner Hathcock made a motion to accept the Aramark Proposal for Uniforms and fund this year’s expense from the Unanticipated Expense budget item. Commissioner Lynn offered a second. Vice Chairman Hunter asked for further discussion. By unanimous vote, the motion was approved.**
- 12) **First Aid Kits** – OSHA has new requirements for first aid kits. They must hang on the wall and must be inspected weekly with a log kept for each. I have ordered three kits, one for the district office and one for each plant that meet the new OSHA requirements. Ms. Hathcock will be inspecting them each week and keeping a log. We have also ordered three CPR breathing kits and will be contacting the Red Cross to have a CPR Class for the employees. Commissioner Hathcock suggested that we also have a first aid kit and fire extinguisher for each District vehicle. Ms. Senter said she would order those as soon as possible.
- 13) **Website Functionality** – We have added a Frequently Asked Questions section to the website. Ms. Senter will be working towards adding additional information and updating the look of the website as time allows.
- 14) **Purchasing Policy** – Commissioner Dall asked that the current purchasing policy be discussed. Ms. Senter found a purchasing policy that was approved on July 21, 2004. This policy was read to the Board and Ms. Senter confirmed that local businesses are used whenever possible. After some discussion, the Board elected to continue with this policy.
- 15) **Grinder Pump Package Price Increase** – There has been a slight price increase in our grinder pump package price. Previously, we were paying \$3,008.17 each and the cost has gone up to \$3,176.64 – an increase of \$168.47. We ordered two packages in November to replenish our inventory and those were at the old price and received them Tuesday. We now have ten packages in inventory.

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

Page 4 of 6

7. New Business

- a. **Review of One Time Adjustment Requests** – At the December 2021 meeting, Commissioner Hathcock asked that the One-Time Adjustment Policy be reviewed to see if a limit needed to be placed on the amount of the adjustment. The initial policy was put into place on October 28, 2008, and was amended in September 2021 to change the maximum amount for a SECOND adjustment from \$100 to \$1,000 before the matter had to be brought before the Board. These adjustments are not common but can sometimes involve thousands of dollars. Commissioner Hathcock asked that we get the figures for all the one-time adjustments and bring it back to the February 2022 meeting.
- b. **Personal Cut Off Review** - At the December 2021 meeting there was some discussion regarding the use of Personal Cut Off Valves. These are a requirement under the District's Rules & Regulations but are not "policed" by the District. Mr. Bennett and I discussed the installation of a personal cut off valve when a water meter is installed. Mr. Bennett indicated that having the District place one at each installation would not be a good idea at this time as it would have to be installed at the water meter itself. We already have a problem with people driving over our water meter boxes and placing a personal cut-off right after the meter would place that equipment in danger as well. As most customers place theirs under their homes or closer to their campers, rather than at the meter location itself it would be better to continue to encourage the customers to install one. We can prepare a handout that includes a diagram and instructions for the installation as well as information about lock off boxes to help prevent unauthorized use of their water. This information can be placed on the website, and a comment printed on the billing cards. Ms. Hathcock explained that she will be adding this information to the new customer package. We will also create a "sign off" portion of the Utility Agreement which requires them to acknowledge the need for a personal cut off valve.
- c. **Voting By Chairman** - Mr. Lindsey Lander, one of our attorney applicants explained at the December meeting that the Chairman could be a voting member of the Board. Ms. Senter confirmed with, Ms. Pemberton that the Chairman of their Commission does vote. After reviewing the minutes of the meetings going back to 2004, this Board has always functioned with a non-voting Chairman. This is believed to be a carry-over" from Taylor Coastal Utilities. Vice Chairman Hunter stated that he thought this policy should continue with no change and the rest of the Board concurred.
- d. **Quarterly Meetings** – Commissioner Hathcock requested that I research the possibility of changing our meetings from Monthly to Quarterly. On December 15, 2014, Commissioner Poppell discussed changing the monthly meetings to quarterly. Office staff contacted the County and asked that this matter be brought before the County. On January 27, 2015, TCWSD Commissioner Thompson reported that the Taylor County BOCC had approved the request for quarterly meetings and the County would hold a public hearing. The County asked that if the quarterly meetings were not effective, that TCWSD go back to monthly meetings and TCWSD agreed. On February 24, 2015, the TCWSD Board voted to formally move to quarterly meetings. The motion was approved 5 to 1. On October 27, 2015, Commissioner Singletary made a motion to return to monthly meetings effective January 2016. The Office Manager at the time supported this move as she felt the quarterly meetings

TAYLOR COASTAL WATER & SEWER DISTRICT
MINUTES OF REGULAR COMMISSION MEETING

Page 5 of 6

were confusing for the Board and Staff. The motion was approved unanimously. Vice Chairman Hunter stated that because our Board is new, it might be better to bring this up later. Commissioner Hathcock asked that this be added to the Agenda for our July 2022 meeting and discussed at that time.

8. Old Business

- a. **Board Attorney Services** – Mr. Ray Curtis has asked that his proposal for providing legal services to the Board be withdrawn. The Board then discussed the remaining proposals. **Commissioner Hathcock made a motion to continue with Mr. J.D. Durant’s services at this time. Commissioner Kicklighter offered a second. Vice Chairman Hunter asked for further discussion. By unanimous vote, the motion was approved.**

- b. **Fish Creek Cove Claim** – Mr. Ray Curtis appeared on behalf of his parents and gave a review of the claim. Mr. Durant spoke about Bert Harris Act claims and their history. He discussed the current costs of litigation and the possibility that the District’s insurance company was looking at those types of expenses when they reviewed the claim. Commissioner Hathcock asked Mr. Curtis if Fish Creek Cove was still open to accepting an arrangement with the District wherein a credit would be placed on their account for \$25,000. Mr. Curtis agreed that that arrangement would be acceptable to them. **Commissioner Hathcock made a motion to approve giving credit to Fish Creek Cove in the amount of \$25,000. Commissioner Lynn offered a second. Vice Chairman Hunter asked for further discussion. Commissioner Kicklighter asked that the motion be restated to include a waiver of claims against the District. Commissioner Hathcock made a motion to direct the board’s counsel to prepare an agreement for the Board to give a \$25,000 credit towards water and sewer service if Fish Creek Cove agrees to waive all claims against the District. Commissioner Lynn offered a second. Vice Chairman Hunter asked for further discussion. By unanimous vote, the motion was approved.**

- c. **Cyril Antony Brown Claim** – Mr. Durant discussed the letter we received from Mr. Cyril Antony Brown’s attorney. Mr. Durant explained that because Mr. Brown no longer owns the property, there is no basis for a Bert Harris Act Claim. Commissioner Hathcock asked Mr. Durant if the District needed to respond to the letter we received from Mr. Brown’s attorney, and Mr. Durant explained that it would be in the best interest of the District to respond.

- d. **Neighborhood Meter Project** – We have finally received most of the parts and pieces we have been waiting for to complete the installations. The installation at the Keaton Beach Boat Ramp is now 90% complete – we are just waiting on the concrete lid to arrive and that install will be complete. The concrete box was so heavy that a crane had to be used to place the box over the installed equipment. Mr. Bennett has purchased some of the missing parts in Tallahassee and picked them up last week. The Dekle Beach installation will be next and should begin next Wednesday. That bypass meter will be installed just North of the Water Treatment Plant.

10. **Closing Remarks Commissioners/Staff** – there were none.

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

Page 6 of 6

11. Motion to Adjourn

Vice Chairman Hunter requested a Motion to Adjourn. Commissioner Hathcock made a motion to adjourn the meeting. Commissioner Lynn offered a second. The meeting adjourned at 7:16 PM.

Board Actions:

1. The Board approved the minutes from the December 18, 2021, Board Meeting.
2. The Board approved a motion to approve the expenditure of up to \$2,000.00 to engage a bond attorney.
3. The Board approved a motion to accept the Aramark Proposal for Uniforms and fund this year's expense from the Unanticipated Expense budget item.
4. The Board approved a motion to continue with Mr. J.D. Durant's services at this time.
5. The Board approved a motion to direct the board's counsel to prepare an agreement for the Board to agree to a \$25,000 credit towards water and sewer service and waive all claims against the District.

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

Directors Report

Taylor Coastal Water & Sewer Distr

Water Sold This Month

921,000 Gallons

| | Amount (\$) | # Of Accounts |
|------------------------------------|--------------------|----------------------|
| Total Water | 18,699.59 | 550 |
| Total Sewage | 26,654.88 | 529 |
| Total Grinder Pump Fee | 7,809.92 | 527 |
| Total LATE FEE | 236.96 | 24 |
| Total Adjustments | -587.03 | 15 |
| Total Current Charges | 52,814.32 | 550 |
| <hr/> | | |
| Amount Past Due 1-30 Days | 1,558.24 | 14 |
| Amount Past Due 31-60 Days | 17.90 | 2 |
| Amount Past Due Over 60 Days | 0.00 | |
| Amount Of Overpayments/Prepayments | -17,391.85 | 124 |
| Total Receivables | 36,998.61 | 501 |

| | | |
|--|------------|-----|
| Total Receipts On Account | 51,590.68 | 480 |
| Net Change in Memberships | 1,000.00 | 1 |
| Amount of All Memberships | 273,720.00 | 488 |
| 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 | 115 |
| Number Of Unread (Turned On) Meters | | 1 |
| Average Usage For Active Meters | 1,613 | 571 |
| Average Water Charge For Active Meters | 34.00 | 550 |

| Usage Groups | Gallons | # Of Accounts | Usage | Gallons | % Of Usage | % Of Sales |
|---|---------|---------------|-------|----------------|---------------|---------------|
| Over 50,000 | | 0 | | 0 | 0.00 | 0.00 |
| 40,001-50,000 | | 0 | | 0 | 0.00 | 0.00 |
| 30,001-40,000 | | 0 | | 0 | 0.00 | 0.00 |
| 20,001-30,000 | | 2 | | 44,000 | 4.78 | 0.96 |
| 10,001-20,000 | | 10 | | 128,000 | 13.90 | 3.09 |
| 8,001-10,000 | | 6 | | 57,000 | 6.19 | 1.52 |
| 6,001-8,000 | | 9 | | 65,000 | 7.06 | 2.01 |
| 4,001-6,000 | | 35 | | 190,000 | 20.63 | 7.03 |
| 2,001-4,000 | | 60 | | 204,000 | 22.15 | 10.73 |
| 1-2,000 | | 175 | | 233,000 | 25.30 | 30.00 |
| Zero Usage | | 274 | | 0 | 0.00 | 44.66 |
| <hr style="border-top: 1px dashed black;"/> | | | | | | |
| Total Meters | | 571 | | 921,000 | 100.00 | 100.00 |

Directors Report

Taylor Coastal Water & Sewer Distr

Monthly Reconciliation

| | | |
|---------------------------------|---|-------------------|
| Ending Receivables (Last Month) | | 35,774.97 |
| Sales this Month | + | 53,401.35 |
| Adjustments this Month | | -587.03 |
| Less Payments this Month | - | 51,590.68 |
| | = | <u>36,998.61</u> |
| Total Receivables | | 36,998.61 |
| Ending Memberships (Last Month) | | 276,220.00 |
| Changes this Month | | 1,000.00 |
| | = | <u>277,220.00</u> |
| Total Memberships | | 278,220.00 |

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 | 7.02 | | 190.00 1/3/22 | 213.42 |
| 342 | 6 RAULERSON, JIMMIE LEE | 104.16 | 112.77 | 10.88 | | 93.90 1/18/22 | 227.81 |
| Total Receivables: | | 36,998.61 | 207.36 | 17.90 | | | |
| Accounts Listed: | | 2 | 215.97 | | 0.00 | | \$441.23 |

All Customers Age 2 Accounts

Taylor Coastal Water & Sewer Dist.

3:12:33PM

Turned Off Accounts

| ACCT # | NAME | SERVICE ADDRESS | ROUTE | TURN-OFF DATE | MONTHS INACTIVE |
|--------|------|-----------------|-------|---------------|-----------------|
|--------|------|-----------------|-------|---------------|-----------------|

Accounts turned off since 01/01/2022

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 |
|--------|-------------------------|---------------------|-----------|----------------|------------|------|------------|----------|------------|
| 701 | JERROD FILES | 342 CEDAR ISLAND RD | 1 | New Membership | \$0.00 | | \$1,000.00 | 1/4/2022 | \$1,000.00 |
| 1 | Accounts using code for | New Membership | | | \$1,000.00 | | | | |
| 0 | Accounts using code for | Membership Increase | | | | | | | |
| 0 | Accounts using code for | Apply to Balance | | | | | | | |
| 0 | Accounts using code for | Refund | | | | | | | |
| 0 | Accounts using code for | Other | | | | | | | |
| 0 | Accounts using code for | Transfer | | | | | | | |
| | | Net Change: | | | 1,000.00 | | | | |
| | | | | | | | | | 0.00 |

All Customers
Taylor Coastal Water & Sewer Dist.

ADJUSTMENTS

Monday, January 31, 2022

3:09:44PM

1/31/2022

Page 1 of 2

Taylor Coastal Water & Sewer

| ACCT.# | NAME | CODE | AMOUNT | APPROVAL | DATE |
|--|-----------------------------|-------------------|--------------------------|----------|---------|
| 75 | STRICKLAND, JOHN | 1 | \$0.00 | | 1/19/22 |
| | 1 Total Adjustments | \$0.00 | For Adjustment 1 | | |
| 228 | EVERETT, DON | 7 | (\$330.22) | LTS | 1/31/22 |
| Meter Run Over by Mower | | | | | |
| | 1 Total Adjustments | (\$330.22) | For Adjustment 7 | | |
| 350 | BAUMGARDNER, TOM | 9 | (\$22.68) | KMH | 1/21/22 |
| ACCIDENTLY DEBITED AMOUNT TO ACCOUNT. | | | | | |
| 531 | BURKHALTER, KRISTEN | 9 | \$100.00 | KMH | 1/26/22 |
| SHOULD OF BEEN DEBIT INSTEAD OF CREDITED TO ACCT | | | | | |
| | 2 Total Adjustments | \$77.32 | For Adjustment 9 | | |
| 566 | GIBSON, T WILKIE | 12 | (\$9.38) | KMH | 1/13/22 |
| LATE FEE ADJUSTMENT | | | | | |
| | 1 Total Adjustments | (\$9.38) | For Adjustment 12 | | |
| 350 | BAUMGARDNER, TOM | 13 | \$22.68 | | 1/21/22 |
| 350 | BAUMGARDNER, TOM | 13 | (\$22.68) | KMH | 1/21/22 |
| SM | | | | | |
| 34 | CARLTON, CHARLES D | 13 | (\$7.56) | KMH | 1/21/22 |
| SM | | | | | |
| 618 | HIGH, J.D. and LESLIE | 13 | (\$22.68) | KMH | 1/21/22 |
| SM | | | | | |
| 66 | LILLIOTT, HUD AND LAUR | 13 | (\$15.12) | KMH | 1/21/22 |
| SM | | | | | |
| 150 | MADISON, JASON & SAMA | 13 | (\$45.36) | KMH | 1/21/22 |
| SM | | | | | |
| 318 | MORRIS, JOHN | 13 | (\$7.56) | KMH | 1/21/22 |
| SM | | | | | |
| 551 | NALL, FELIX & PAT | 13 | (\$15.12) | KMH | 1/21/22 |
| SM | | | | | |
| 300 | SCHAMBEAU, GERALD | 13 | (\$22.68) | KMH | 1/21/22 |
| SM | | | | | |
| 296 | WAGNER JR, WILFRED H. | 13 | (\$22.68) | KMH | 1/21/22 |
| SM | | | | | |
| 435 | WHITE, D.L. | 13 | (\$15.12) | KMH | 1/21/22 |
| SM | | | | | |
| 606 | WOODS, HOWARD | 13 | (\$60.48) | KMH | 1/21/22 |
| SM | | | | | |
| | 12 Total Adjustments | (\$234.36) | For Adjustment 13 | | |
| 531 | BURKHALTER, KRISTEN | 14 | (\$100.00) | KMH | 1/26/22 |
| BURKHALTER TO BORGEN | | | | | |
| 531 | BURKHALTER, KRISTEN | 14 | \$100.00 | KMH | 1/26/22 |
| BURKHALTER TO BORGEN | | | | | |
| | 2 Total Adjustments | \$0.00 | For Adjustment 14 | | |
| 363 | MARCHANT, KIM | 17 | (\$90.39) | KMH | 1/3/22 |
| ONE-TIME ADJUSTMENT FOR UNEXPLAINED WATER LOSS | | | | | |
| | 1 Total Adjustments | (\$90.39) | For Adjustment 17 | | |

7. (330.22) Water line/meter damage

9. 77.32 Data input error

12. (9.38) Late fee adjustment

Monday, January 31, 2022

3:09:44PM

1/31/2022

Page 2 of 2

Taylor Coastal Water & Se

ACCT.#

NAME

CODE

AMOUNT

APPROVAL

DATE

13. (234.36) Second meter

17. (90.39) One time adjustment request

16 Accounts

20Total Adjustments

(\$587.03)

All Customers

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

WATER AUDIT
Taylor Coastal Water and Sewer District

MONTH: January 2022

| | | | |
|-------------------------------|------------------|----------|-----------|
| Current Master Meter Reading | 282,206,000 | 1/18/22 | |
| Previous Master Meter Reading | 281,001,000 | 12/20/21 | |
| Total Gallons Pumped | <u>1,205,000</u> | | 1,205,000 |

UNMETERED WATER GALLONS

| | | | |
|----|---------------------------------|-------|--|
| #1 | Booster Station | | |
| a. | Tank Drain | 2,500 | |
| b. | Air-Charge adjustments (200gpm) | 3,000 | |
| c. | Chlorine adjustment – storage | 3,000 | |
| #2 | Line flushing (summary) | | |
| a. | North | | |
| b. | South | | |
| c. | Flush Hydrant Test | | |
| #3 | Broken Lines | | |
| #4 | Water Treatment Plant | | |
| a. | Clear 10K tank | 2,000 | |
| b. | | | |

Total Known unmetered water 10,500 10,500

Gallons Pumped minus Known Unmetered water 1,194,500

Total Water Sold (Per Directors Report) 921,000

Estimated Water Loss, gallons 273,500

Gallons pumped minus known unmetered water & water sold.

Estimated Water Loss (%) 22.70%

Equals loss (gallons) divided by pumped (gallons)

desire ≤ 10%

"NO FLUSHING"

TAYLOR COASTAL WATER & SEWER DISTRICT
Profit & Loss Budget Performance
January 2022

| | Jan 22 | Budget | Oct '21 - Jan 22 | YTD Budget | Annual Budget |
|---|------------------|------------------|-------------------|-------------------|-------------------|
| Ordinary Income/Expense | | | | | |
| Income | | | | | |
| CUSTOMER GRINDER PUMP SALES | 6,000.00 | 8,333.33 | 24,000.00 | 33,333.36 | 100,000.00 |
| ADJUSTMENTS, RVS BILLING | -587.03 | 0.00 | -5,252.94 | 0.00 | 0.00 |
| GRINDER PUMP FEE | 7,809.92 | 6,522.50 | 31,149.68 | 26,090.00 | 78,270.00 |
| LATE FEES, RVS | 236.96 | 283.33 | 939.30 | 1,133.36 | 3,400.00 |
| SEWAGE SALES | 26,654.88 | 26,184.58 | 108,534.72 | 104,738.36 | 314,215.00 |
| WATER CONNECTION FEE (RVS MEMBERSHIP) | 1,000.00 | 1,333.34 | 4,000.00 | 5,333.36 | 16,000.00 |
| WATER SALES | 18,699.59 | 18,224.25 | 77,125.32 | 72,897.00 | 218,691.00 |
| Total Income | 59,814.32 | 60,881.33 | 240,496.08 | 243,525.44 | 730,576.00 |
| Gross Profit | 59,814.32 | 60,881.33 | 240,496.08 | 243,525.44 | 730,576.00 |
| Expense | | | | | |
| PRINCIPAL EXPENSE - RURAL DEV (Rural Development Principal) | 2,063.92 | 2,063.92 | 8,255.68 | 8,255.64 | 24,767.00 |
| Uncategorized Expenses (Expenses not categorized elsewhere) | 2,750.00 | 9,268.83 | 2,750.00 | 37,075.36 | 111,226.00 |
| FORD F-150 PICKUP PAYMENTS | 385.66 | 385.66 | 1,542.64 | 1,542.72 | 4,628.00 |
| CUSTOMER REPAIRS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Property Upgrade WWTP PROPERTY | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Reconciliation Discrepancies | 0.00 | | 0.00 | 0.00 | 0.00 |
| ACCOUNTING | 0.00 | 750.00 | 0.00 | 3,000.00 | 9,000.00 |
| ADVERTISING | 0.00 | 162.50 | 1,609.24 | 650.00 | 1,950.00 |
| BANK CHARGES/SERVICE CHARGES | 138.39 | 66.67 | 688.08 | 266.64 | 800.00 |
| COMPUTER/SERVICE,SOFTWARE | 511.23 | 333.33 | 4,126.47 | 1,333.36 | 4,000.00 |
| DUES & SUBSCRIPTIONS | 0.00 | 16.67 | 236.97 | 66.64 | 200.00 |
| ENGINEERING SERVICES | 0.00 | 125.00 | 0.00 | 500.00 | 1,500.00 |
| FINANCE CHG/LATE FEE | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| FREIGHT | 45.38 | 58.33 | 159.41 | 233.36 | 700.00 |
| GAS/OIL/DIESEL | 343.63 | 333.33 | 1,399.46 | 1,333.36 | 4,000.00 |
| INSURANCE | | | | | |
| INLAND MARINE | 0.00 | 25.00 | 0.00 | 100.00 | 300.00 |
| AUTO | 0.00 | 258.25 | 0.00 | 1,033.00 | 3,099.00 |
| BONDS, Comm/Emp Dis/D&O Lia | 0.00 | 300.00 | 228.00 | 1,200.00 | 3,600.00 |
| GENERAL LIABILITY INS. | 0.00 | 470.50 | 0.00 | 1,882.00 | 5,646.00 |
| POLLUTION (WWTP DIESEL TANK) | 666.00 | 75.00 | 666.00 | 300.00 | 900.00 |
| PROPERTY INSURANCE | 0.00 | 197.25 | 0.00 | 789.00 | 2,367.00 |
| Total INSURANCE | 666.00 | 1,326.00 | 894.00 | 5,304.00 | 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 | 18,291.37 | 18,093.00 | 54,279.00 |
| LANDSCAPING & DESIGN | 0.00 | 41.67 | 0.00 | 166.64 | 500.00 |
| LEGAL/PROFESSIONAL FEES | 1,636.45 | 1,250.00 | 3,727.10 | 5,000.00 | 15,000.00 |
| LICENSES & PERMITS | 0.00 | 250.00 | 555.90 | 1,000.00 | 3,000.00 |
| MISCELLANEOUS EXPENSE | 0.00 | | 0.00 | 0.00 | 0.00 |
| MOWING | 385.00 | 303.00 | 770.00 | 1,212.00 | 3,636.00 |
| OFFICE EXPENSE | 581.71 | 250.00 | 1,535.88 | 1,000.00 | 3,000.00 |
| PERSONNEL EXPENSE | | | | | |
| EDUCATION/CONFERENCE EXPENSE | 0.00 | 25.00 | 80.00 | 100.00 | 300.00 |
| RETIREMENT CONTRIBUTION-FRS (FL Retirement Systems) | 1,579.47 | 1,788.08 | 6,208.80 | 7,152.36 | 21,457.00 |
| SALARIES & WAGES-WTR & WW OP | 8,264.34 | 8,840.75 | 29,774.27 | 35,363.00 | 106,089.00 |
| SALARIES & WAGES-ADMINISTRATIVE | 7,383.33 | 7,683.33 | 28,658.30 | 30,733.36 | 92,200.00 |
| TAXES-PAYROLL | 1,197.06 | 1,264.25 | 4,470.10 | 5,057.00 | 15,171.00 |

TAYLOR COASTAL WATER & SEWER DISTRICT
Profit & Loss Budget Performance
January 2022

| | Jan 22 | Budget | Oct '21 - Jan 22 | YTD Budget | Annual Budget |
|-------------------------------------|------------------|------------------|--------------------|-------------------|-------------------|
| TRAVEL/MILEAGE | 18.48 | 50.00 | 101.36 | 200.00 | 600.00 |
| WORKER'S COMPENSATION INSURANCE | 0.00 | 541.67 | 0.00 | 2,166.64 | 6,500.00 |
| Total PERSONNEL EXPENSE | 18,442.68 | 20,193.08 | 69,292.83 | 80,772.36 | 242,317.00 |
| POSTAGE | 0.00 | 250.00 | 0.00 | 1,000.00 | 3,000.00 |
| PROP/EQUIP UPGRADES - Dist Off | 0.00 | 41.67 | 93.98 | 166.64 | 500.00 |
| Repair Maintenance District Off | 30.00 | 41.67 | 836.00 | 166.64 | 500.00 |
| SAFETY EQUIPMENT | 111.00 | 50.00 | 147.64 | 200.00 | 600.00 |
| SUPPLIES, CLEANING & MISC. | 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 | 0.00 | 0.00 |
| TELEPHONE | 383.71 | 400.00 | 1,276.51 | 1,600.00 | 4,800.00 |
| TRACTOR MAINTENANCE | 110.96 | 105.83 | 3,249.03 | 423.36 | 1,270.00 |
| UTILITIES (ELECTRICAL SERVICE) | 2,004.85 | 2,041.67 | 6,910.03 | 8,166.64 | 24,500.00 |
| VEHICLE MAINTENANCE | 2,593.45 | 250.00 | 2,657.65 | 1,000.00 | 3,000.00 |
| WASTEWATER DEPARTMENT | | | | | |
| NEW PUMP PURCHASE DISTRICT | 0.00 | 4,965.00 | 8,275.00 | 19,860.00 | 59,580.00 |
| GP INSTALLATION EXPENSES | 0.00 | 2,500.00 | 0.00 | 10,000.00 | 30,000.00 |
| GRINDER PUMP REPAIR ACCOUNT | 0.00 | 750.00 | 0.00 | 3,000.00 | 9,000.00 |
| EQUIPMENT PURCHASES | 0.00 | | 0.00 | 0.00 | 0.00 |
| CHEMICALS, SEWER | 0.00 | 250.00 | 243.75 | 1,000.00 | 3,000.00 |
| GROUNDWATER MONITORING, WWTP | 1,423.36 | 416.67 | 1,423.36 | 1,666.64 | 5,000.00 |
| LAB TESTING/SUPPLIES, SEWER | 190.00 | 250.00 | 1,013.50 | 1,000.00 | 3,000.00 |
| REPAIR/MAINTENANCE, SEWER | 1,016.84 | 2,916.67 | 1,618.84 | 11,666.64 | 35,000.00 |
| REPLACEMENT PARTS, SEWER | 184.28 | 666.67 | 718.70 | 2,666.64 | 8,000.00 |
| SLUDGE HAULING | 0.00 | 291.67 | 0.00 | 1,166.64 | 3,500.00 |
| SUPPLIES/SMALL TOOLS, SEWER | 70.19 | 166.67 | 562.50 | 666.64 | 2,000.00 |
| SYSTEM/PLANT UPGRADES, SEWER | 521.52 | 242.58 | 781.52 | 970.36 | 2,911.00 |
| WASTEWATER DEPARTMENT - Other | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total WASTEWATER DEPARTMENT | 3,406.19 | 13,415.93 | 14,637.17 | 53,663.56 | 160,991.00 |
| WATER DEPARTMENT | | | | | |
| CHEMICALS, WATER | 163.45 | 250.00 | 1,327.45 | 1,000.00 | 3,000.00 |
| LAB TESTING/SUPPLIES, WATER | 165.00 | 333.33 | 555.00 | 1,333.36 | 4,000.00 |
| REPAIR/MAINTENANCE, WATER | 0.00 | 1,000.00 | 5,501.33 | 4,000.00 | 12,000.00 |
| REPLACEMENT PARTS, WATER | 897.90 | 583.33 | 3,250.08 | 2,333.36 | 7,000.00 |
| SUPPLIES/SMALL TOOLS, WATER | 149.74 | 166.67 | 399.83 | 666.64 | 2,000.00 |
| SYSTEM/PLANT UPGRADES, WATER | 10,096.36 | 250.00 | 199,604.46 | 1,000.00 | 3,000.00 |
| TANK MAINTENANCE, WATER | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total WATER DEPARTMENT | 11,472.45 | 2,583.33 | 210,638.15 | 10,333.36 | 31,000.00 |
| Total Expense | 52,672.68 | 60,881.34 | 356,281.19 | 243,525.28 | 730,576.00 |
| Net Ordinary Income | 7,141.64 | -0.01 | -115,785.11 | 0.16 | 0.00 |
| Other Income/Expense | | | | | |
| Other Income | | | | | |
| STATE REVOLVING FUND PROGRAM | 0.00 | | 165,750.00 | | |
| CAPITAL GRANT_USDA-RD GRANT REV | 0.00 | | 0.00 | 0.00 | 0.00 |
| INTEREST INCOME | 46.82 | 0.00 | 181.97 | 0.00 | 0.00 |
| LABOR/PARTS, CUST REPAIR | 0.00 | 0.00 | 483.60 | 0.00 | 0.00 |
| MISCELLANEOUS INCOME | 32.99 | 0.00 | 32.99 | 0.00 | 0.00 |
| Total Other Income | 79.81 | 0.00 | 166,448.56 | 0.00 | 0.00 |

TAYLOR COASTAL WATER & SEWER DISTRICT
Profit & Loss Budget Performance
 January 2022

| | | Jan 22 | Budget | Oct '21 - Jan 22 | YTD Budget | Annual Budget |
|-------------------------|--|-----------------|---------------|-------------------------|-------------------|----------------------|
| Net Other Income | | 79.81 | 0.00 | 166,448.56 | 0.00 | 0.00 |
| Net Income | | 7,221.45 | -0.01 | 50,663.45 | 0.16 | 0.00 |

TAYLOR COASTAL WATER & SEWER DISTRICT EXPENSE BREAKDOWN

02/09/22

Accrual Basis

January 2022

| Date | Num | Name | Memo | Amount |
|--|------------|----------------------------|---------------------------------|----------|
| Uncategorized Expenses (Expenses not categorized elsewhere) | | | | |
| 01/05/2022 | 8105 | FRWA | IMPACT FEE STUDY 50% ... | 2,750.00 |
| Total Uncategorized Expenses (Expenses not categorized elsewhere) | | | | 2,750.00 |
| FORD F-150 PICKUP PAYMENTS | | | | |
| 01/03/2022 | #51 | VyStar CSB | Ford F-150 Truck payment #... | 385.66 |
| Total FORD F-150 PICKUP PAYMENTS | | | | 385.66 |
| BANK CHARGES/SERVICE CHARGES | | | | |
| 01/02/2022 | EFT | PAY CLIX | MONTHLY PROCESSING F... | 24.95 |
| 01/03/2022 | | CARDMEMBER SERVICE | INTEREST | 36.44 |
| 01/03/2022 | SENDER | CARDMEMBER SERVICE | LATE FEE | 39.00 |
| 01/27/2022 | | | Service Charge | 38.00 |
| Total BANK CHARGES/SERVICE CHARGES | | | | 138.39 |
| COMPUTER/SERVICE, SOFTWARE | | | | |
| 01/01/2022 | | CONSOLIDATED COMMUNIC... | 578-3043 INTERNET SERV... | 59.95 |
| 01/08/2022 | SENDER | Amazon.com | HDMI CABLE (1) | 19.33 |
| 01/08/2022 | SENDER | Amazon.com | VIDEO ADAPTER | 63.99 |
| 01/09/2022 | SENDER | Amazon.com | BLUETOOTH MOUSE | 11.99 |
| 01/09/2022 | SENDER | Amazon.com | IPAD STAND | 18.99 |
| 01/09/2022 | SENDER | Amazon.com | BLUETOOTH KEYBOARD | 21.99 |
| 01/14/2022 | SENDER | ADOBE | ADOBE SOFTWARE MONT... | 14.99 |
| 01/18/2022 | 3684 | DIAMOND MAPS | DIAMOND MAPS 1 YEAR | 300.00 |
| Total COMPUTER/SERVICE, SOFTWARE | | | | 511.23 |
| FREIGHT | | | | |
| 01/03/2022 | 6095185 | HAWKINS, INC | Delivery Charge | 12.00 |
| 01/08/2022 | SENDER | Amazon.com | SHIPPING | 10.43 |
| 01/09/2022 | SENDER | Amazon.com | SHIPPING | 10.95 |
| 01/31/2022 | 6113564 | HAWKINS, INC | Delivery Charge | 12.00 |
| Total FREIGHT | | | | 45.38 |
| GAS/OIL/DIESEL | | | | |
| 01/05/2022 | MORGAN | KEATON BEACH BUMS | 23.911 GAL @ \$3.299/GAAL | 78.88 |
| 01/11/2022 | BENNETT | KEATON BEACH BUMS | 5.25 GAL @ \$3.499/GAL | 18.37 |
| 01/11/2022 | BENNETT | KEATON BEACH BUMS | 19.703 GAL @ \$3.299/GAL | 65.00 |
| 01/11/2022 | BENNETT | KEATON BEACH BUMS | 5.201 GAL @ \$3.849/GAL | 20.02 |
| 01/12/2022 | MORGAN | MURPHY USA | 11.287 GAL @ \$3.149/GAL | 35.54 |
| 01/20/2022 | BENNETT | KEATON BEACH BUMS | 13.889 GAL @ \$3.299/GAL | 45.82 |
| 01/21/2022 | MORGAN | KEATON BEACH BUMS | 24.25 GAL @ \$3.299/GAL | 80.00 |
| Total GAS/OIL/DIESEL | | | | 343.63 |
| INSURANCE | | | | |
| POLLUTION (WWTP DIESEL TANK) | | | | |
| 01/25/2022 | ST TNK | STOUTAMIRE-PAVLIK & ASS... | 2022/23 Storage Tank Liabili... | 666.00 |
| Total POLLUTION (WWTP DIESEL TANK) | | | | 666.00 |
| Total INSURANCE | | | | 666.00 |
| INTEREST EXPENSE - RURAL DEV (USDA-RD) | | | | |
| 01/31/2022 | RD Accr... | | JANUARY 2022 | 4,610.02 |
| Total INTEREST EXPENSE - RURAL DEV (USDA-RD) | | | | 4,610.02 |
| LEGAL/PROFESSIONAL FEES | | | | |
| 01/06/2022 | FILES #... | GARY KNOWLES, CLERK OF... | Utility Easement Files #701 | 27.70 |
| 01/31/2022 | 1651 | BOYD & DURANT PL | 1/13/2022 Review & respon... | 27.50 |
| 01/31/2022 | 1651 | BOYD & DURANT PL | 1/18/2022 Review Bert Haris... | 165.00 |
| 01/31/2022 | 1651 | BOYD & DURANT PL | 1/18/2022 Review Statues g... | 275.00 |
| 01/31/2022 | 1651 | BOYD & DURANT PL | 1/20/2022 Travel to monthly ... | 371.25 |
| 01/31/2022 | 1651 | BOYD & DURANT PL | 1/20/2022 Attend monthly b... | 330.00 |
| 01/31/2022 | 1651 | BOYD & DURANT PL | 120/2022 Prepare for Board ... | 357.50 |

TAYLOR COASTAL WATER & SEWER DISTRICT EXPENSE BREAKDOWN

02/09/22

January 2022

Accrual Basis

| Date | Num | Name | Memo | Amount |
|--|--------|----------------------------|--------------------------------|-----------------|
| 01/31/2022 | 1651 | BOYD & DURANT PL | 1/27/2022 Phone call with W... | 82.50 |
| Total LEGAL/PROFESSIONAL FEES | | | | 1,636.45 |
| MOWING | | | | |
| 01/03/2022 | 049556 | FAULKNER LAWN & MAINTEN... | Sewer Plant | 245.00 |
| 01/03/2022 | 049556 | FAULKNER LAWN & MAINTEN... | District Office | 25.00 |
| 01/03/2022 | 049556 | FAULKNER LAWN & MAINTEN... | Booster Station | 35.00 |
| 01/03/2022 | 049556 | FAULKNER LAWN & MAINTEN... | Water Plant | 80.00 |
| Total MOWING | | | | 385.00 |
| OFFICE EXPENSE | | | | |
| 01/03/2022 | SENER | Amazon.com | OFFICE 365 FOR DUMMIES | 39.99 |
| 01/04/2022 | SENER | STAPLES | Receipt Book | 16.29 |
| 01/04/2022 | SENER | STAPLES | Black Ink (2) | 88.68 |
| 01/04/2022 | SENER | STAPLES | Paper (3 Cartons) | 109.62 |
| 01/04/2022 | SENER | STAPLES | Plastic File Boxes (3 Cartons) | 118.53 |
| 01/04/2022 | SENER | STAPLES | Magenta Ink (1) | 34.47 |
| 01/05/2022 | SENER | STAPLES | Plastic File Boxes (1) | 39.49 |
| 01/07/2022 | SENER | Amazon.com | FIRST AID KIT | 33.07 |
| 01/07/2022 | SENER | Amazon.com | CPR MASK | 8.94 |
| 01/10/2022 | SENER | Amazon.com | SELF INKING STAMP | 10.99 |
| 01/20/2022 | SENER | WAL MART | PAPER TOWELS | 20.98 |
| 01/20/2022 | SENER | WAL MART | FLOOR CLEANER | 10.54 |
| 01/20/2022 | SENER | WAL MART | SWIFFER PADS | 13.24 |
| 01/20/2022 | SENER | WAL MART | TOILET PAPER | 24.98 |
| 01/20/2022 | SENER | WAL MART | CALCULATOR RIBBONS | 11.90 |
| Total OFFICE EXPENSE | | | | 581.71 |
| PERSONNEL EXPENSE | | | | |
| RETIREMENT CONTRIBUTION-FRS (FL Retirement Systems) | | | | |
| 01/03/2022 | 6803 | BENNETT, RONALD A | | 474.70 |
| 01/03/2022 | 6804 | HATHCOCK, KRISTI M | | 270.50 |
| 01/03/2022 | 6805 | MORGAN, DAVID L. | | 305.89 |
| 01/03/2022 | 6806 | SENER, LYNETTE T | | 528.38 |
| Total RETIREMENT CONTRIBUTION-FRS (FL Retirement Systems) | | | | 1,579.47 |
| SALARIES & WAGES-WTR & WW OP | | | | |
| 01/03/2022 | 6803 | BENNETT, RONALD A | | 4,387.27 |
| 01/03/2022 | 6803 | BENNETT, RONALD A | | 0.00 |
| 01/03/2022 | 6805 | MORGAN, DAVID L. | | 2,353.35 |
| 01/03/2022 | 6805 | MORGAN, DAVID L. | | 364.40 |
| 01/03/2022 | 6805 | MORGAN, DAVID L. | | 109.32 |
| 01/03/2022 | 6807 | SMITH, ISHMAEL J | | 1,050.00 |
| Total SALARIES & WAGES-WTR & WW OP | | | | 8,264.34 |
| SALARIES & WAGES-ADMINISTRATIVE | | | | |
| 01/03/2022 | 6803 | BENNETT, RONALD A | | 0.00 |
| 01/03/2022 | 6804 | HATHCOCK, KRISTI M | | 2,500.00 |
| 01/03/2022 | 6805 | MORGAN, DAVID L. | | 0.00 |
| 01/03/2022 | 6806 | SENER, LYNETTE T | | 4,883.33 |
| 01/03/2022 | 6806 | SENER, LYNETTE T | | 0.00 |
| 01/03/2022 | 6806 | SENER, LYNETTE T | | 0.00 |
| Total SALARIES & WAGES-ADMINISTRATIVE | | | | 7,383.33 |
| TAXES-PAYROLL | | | | |
| 01/03/2022 | 6803 | BENNETT, RONALD A | | 272.01 |
| 01/03/2022 | 6803 | BENNETT, RONALD A | | 63.62 |
| 01/03/2022 | 6804 | HATHCOCK, KRISTI M | | 155.00 |
| 01/03/2022 | 6804 | HATHCOCK, KRISTI M | | 36.25 |
| 01/03/2022 | 6805 | MORGAN, DAVID L. | | 175.28 |
| 01/03/2022 | 6805 | MORGAN, DAVID L. | | 40.99 |
| 01/03/2022 | 6806 | SENER, LYNETTE T | | 302.77 |
| 01/03/2022 | 6806 | SENER, LYNETTE T | | 70.81 |
| 01/03/2022 | 6807 | SMITH, ISHMAEL J | | 65.10 |

TAYLOR COASTAL WATER & SEWER DISTRICT EXPENSE BREAKDOWN

02/09/22

Accrual Basis

January 2022

| Date | Num | Name | Memo | Amount |
|---|-------------|---------------------------|---------------------------|------------------|
| 01/03/2022 | 6807 | SMITH, ISHMAEL J | | 15.23 |
| 01/03/2022 | 6807 | SMITH, ISHMAEL J | | 0.00 |
| Total TAXES-PAYROLL | | | | 1,197.06 |
| TRAVEL/MILEAGE | | | | |
| 01/03/2022 | Mileage ... | Kristi Hathcock | Mileage for December | 18.48 |
| Total TRAVEL/MILEAGE | | | | 18.48 |
| Total PERSONNEL EXPENSE | | | | 18,442.68 |
| Repair Maintenance District Off | | | | |
| 01/28/2022 | JAN 2022 | MESSICK PEST CONTROL | Monthly Pest Control | 30.00 |
| Total Repair Maintenance District Off | | | | 30.00 |
| SAFETY EQUIPMENT | | | | |
| 01/27/2022 | SENER | Amazon.com | TRUCK FIRE EXTINGUISH... | 25.98 |
| 01/27/2022 | SENER | Amazon.com | TRUCK FIRE EXTINGUISH... | 25.98 |
| 01/27/2022 | SENER | Amazon.com | CPR MASK FOR TRUCK | 8.95 |
| 01/27/2022 | SENER | Amazon.com | CPR MASK FOR TRUCK | 8.95 |
| 01/27/2022 | SENER | Amazon.com | TRUCK FIRST AID KIT | 20.57 |
| 01/27/2022 | SENER | Amazon.com | TRUCK FIRST AID KIT | 20.57 |
| Total SAFETY EQUIPMENT | | | | 111.00 |
| TELEPHONE | | | | |
| 01/01/2022 | | CONSOLIDATED COMMUNIC... | 578-2080 WTP GENERATOR | 53.51 |
| 01/01/2022 | | CONSOLIDATED COMMUNIC... | 578-2474 WWTP GENERA... | 53.51 |
| 01/01/2022 | | CONSOLIDATED COMMUNIC... | 578-3043 DISTRICT OFFICE | 59.12 |
| 01/01/2022 | | CONSOLIDATED COMMUNIC... | LONG DISTANCE FEES/TA... | 25.56 |
| 01/09/2022 | 9896893... | VERIZON WIRELESS | iPad for Field Work | 18.04 |
| 01/09/2022 | 9896893... | VERIZON WIRELESS | Assistant Phone 843-1917 | 53.08 |
| 01/09/2022 | 9896893... | VERIZON WIRELESS | David Morgan 843-7613 | 51.43 |
| 01/09/2022 | 9896893... | VERIZON WIRELESS | Ron Bennett 843-7621 | 51.43 |
| 01/09/2022 | 9896893... | VERIZON WIRELESS | iPad for Field Work | 18.03 |
| Total TELEPHONE | | | | 383.71 |
| TRACTOR MAINTENANCE | | | | |
| 01/24/2022 | BENNETT | BATES HYDRAULICS | HYDRAULIC HOSES | 110.96 |
| Total TRACTOR MAINTENANCE | | | | 110.96 |
| UTILITIES (ELECTRICAL SERVICE) | | | | |
| 01/23/2022 | 109368 | TRI-COUNTY ELECTRIC, INC. | well | 349.62 |
| 01/23/2022 | 109368 | TRI-COUNTY ELECTRIC, INC. | pumping station | 30.77 |
| 01/23/2022 | 109368 | TRI-COUNTY ELECTRIC, INC. | District Office | 114.32 |
| 01/23/2022 | 109368 | TRI-COUNTY ELECTRIC, INC. | Lift Station #2 Grackle | 70.87 |
| 01/23/2022 | 109368 | TRI-COUNTY ELECTRIC, INC. | WWTP | 1,213.62 |
| 01/23/2022 | 109368 | TRI-COUNTY ELECTRIC, INC. | Lift Station #1 Boat Ramp | 139.51 |
| 01/23/2022 | 109368 | TRI-COUNTY ELECTRIC, INC. | Storage Trains | 30.77 |
| 01/23/2022 | 109368 | TRI-COUNTY ELECTRIC, INC. | WW O&M | 55.37 |
| Total UTILITIES (ELECTRICAL SERVICE) | | | | 2,004.85 |
| VEHICLE MAINTENANCE | | | | |
| 01/11/2022 | 15160 | KEY MOTORS OF PERRY | EXHAUST MANIFOLD STU... | 1,218.34 |
| 01/11/2022 | 15160 | KEY MOTORS OF PERRY | REPLACE HEADLIGHT SW... | 130.51 |
| 01/11/2022 | 15160 | KEY MOTORS OF PERRY | SHOP SUPPLIES | 50.00 |
| 01/11/2022 | 15160 | KEY MOTORS OF PERRY | OIL CHANGE AND WIPER ... | 109.01 |
| 01/11/2022 | 15160 | KEY MOTORS OF PERRY | STEERING GEARBOX REP... | 907.33 |
| 01/12/2022 | 199 | YARBROUGH TIRE COMPAN... | 245/75r16 HERCULES TER... | 174.26 |
| 01/12/2022 | 199 | YARBROUGH TIRE COMPAN... | Florida Pollution Tax | 1.00 |
| 01/12/2022 | 199 | YARBROUGH TIRE COMPAN... | Tire Disposal | 3.00 |
| Total VEHICLE MAINTENANCE | | | | 2,593.45 |
| WASTEWATER DEPARTMENT GROUNDWATER MONITORING, WWTP | | | | |

TAYLOR COASTAL WATER & SEWER DISTRICT EXPENSE BREAKDOWN

02/09/22

January 2022

Accrual Basis

| Date | Num | Name | Memo | Amount |
|-------------------------------------|---------|-----------------------------|---------------------------------|----------|
| 01/23/2022 | 0248799 | JONES EDMUNDS & ASSOCI... | Groundwater Monitoring Ser... | 1,423.36 |
| Total GROUNDWATER MONITORING, WWTP | | | | 1,423.36 |
| LAB TESTING/SUPPLIES, SEWER | | | | |
| 01/20/2022 | 496739 | FLOWERS CHEMICAL LABO... | CBOD TSS | 45.00 |
| 01/20/2022 | 496739 | FLOWERS CHEMICAL LABO... | CBOD TSS FCOL-QT | 75.00 |
| 01/20/2022 | 496739 | FLOWERS CHEMICAL LABO... | NO2/NO3 WW | 45.00 |
| 01/20/2022 | 496739 | FLOWERS CHEMICAL LABO... | PICKUP FEE/VEHICLE SU... | 25.00 |
| Total LAB TESTING/SUPPLIES, SEWER | | | | 190.00 |
| REPAIR/MAINTENANCE, SEWER | | | | |
| 01/04/2022 | 5630 | RON'S ELECTRICAL SERVICE | Troubleshoot Mixer Control ... | 95.00 |
| 01/06/2022 | 475692 | PADGETT LAWN CARE, LLC | Crane service for mixing mot... | 400.00 |
| 01/14/2022 | 5640 | RON'S ELECTRICAL SERVICE | Install 3-Phase Motor Monitor | 521.84 |
| Total REPAIR/MAINTENANCE, SEWER | | | | 1,016.84 |
| REPLACEMENT PARTS, SEWER | | | | |
| 01/06/2022 | 074052 | PERRY AUTO SUPPLY, INC. | Key Stoc 770-1787 | 6.99 |
| 01/10/2022 | SENER | Amazon.com | CHLORINE DISPENSERS (4) | 47.96 |
| 01/10/2022 | 208139 | LANIER MUNICIPAL SUPPLY ... | 3" SCH 40 PVC 90 DEGRE... | 17.13 |
| 01/10/2022 | 208136 | LANIER MUNICIPAL SUPPLY ... | 04" PVC PIPE SCH40 SW ... | 112.20 |
| Total REPLACEMENT PARTS, SEWER | | | | 184.28 |
| SUPPLIES/SMALL TOOLS, SEWER | | | | |
| 01/03/2022 | MORGAN | WAL MART | Drinks | 9.78 |
| 01/03/2022 | MORGAN | WAL MART | Drink Mix | 1.90 |
| 01/03/2022 | MORGAN | WAL MART | Drink Mix | 1.90 |
| 01/03/2022 | MORGAN | WAL MART | Air Freshener | 0.97 |
| 01/03/2022 | MORGAN | WAL MART | Air Freshener | 0.97 |
| 01/03/2022 | MORGAN | WAL MART | Air Freshener | 0.97 |
| 01/07/2022 | SENER | Amazon.com | FIRST AID KIT | 33.07 |
| 01/07/2022 | SENER | Amazon.com | CPR MASK | 8.95 |
| 01/12/2022 | MORGAN | WAL MART | Drinks | 9.78 |
| 01/12/2022 | MORGAN | WAL MART | Drink Mix | 1.90 |
| Total SUPPLIES/SMALL TOOLS, SEWER | | | | 70.19 |
| SYSTEM/PLANT UPGRADES, SEWER | | | | |
| 01/04/2022 | 14578 | F.J. NUGENT & ASSOCIATES... | 6" Fiberglass Extensions (2) | 521.52 |
| Total SYSTEM/PLANT UPGRADES, SEWER | | | | 521.52 |
| Total WASTEWATER DEPARTMENT | | | | 3,406.19 |
| WATER DEPARTMENT | | | | |
| CHEMICALS, WATER | | | | |
| 01/03/2022 | 6095185 | HAWKINS, INC | 30 gallons Ultra-Chlor @ \$2... | 69.45 |
| 01/31/2022 | 6113564 | HAWKINS, INC | 40 gallons Ultra-Chlor @ \$2... | 94.00 |
| Total CHEMICALS, WATER | | | | 163.45 |
| LAB TESTING/SUPPLIES, WATER | | | | |
| 01/20/2022 | 496740 | FLOWERS CHEMICAL LABO... | COLILERT-18 SAMPLE | 120.00 |
| 01/20/2022 | 496739 | FLOWERS CHEMICAL LABO... | PICKUP FEE/VEHICLE SU... | 15.00 |
| 01/24/2022 | 496773 | FLOWERS CHEMICAL LABO... | NO2/NO3 (DW-IC) | 30.00 |
| Total LAB TESTING/SUPPLIES, WATER | | | | 165.00 |
| REPLACEMENT PARTS, WATER | | | | |
| 01/10/2022 | 208139 | LANIER MUNICIPAL SUPPLY ... | 03" PVC PIPE SCH40 SW ... | 93.00 |
| 01/18/2022 | 208287 | LANIER MUNICIPAL SUPPLY ... | B43-344W-G-NL MN X CO... | 525.00 |
| 01/18/2022 | 208287 | LANIER MUNICIPAL SUPPLY ... | b43-232W-G-NL MN X COM... | 279.90 |
| Total REPLACEMENT PARTS, WATER | | | | 897.90 |
| SUPPLIES/SMALL TOOLS, WATER | | | | |
| 01/07/2022 | SENER | Amazon.com | FIRST AID KIT | 33.07 |
| 01/07/2022 | SENER | Amazon.com | CPR MASK | 8.96 |

TAYLOR COASTAL WATER & SEWER DISTRICT EXPENSE BREAKDOWN

02/09/22

Accrual Basis

January 2022

| Date | Num | Name | Memo | Amount |
|-------------------------------------|---------|----------------------------|-----------------------------------|------------------|
| 01/12/2022 | MORGAN | WAL MART | Drink Mix | 1.90 |
| 01/12/2022 | MORGAN | WAL MART | Drink Mix | 1.90 |
| 01/12/2022 | MORGAN | WAL MART | Water | 3.98 |
| 01/28/2022 | BENNETT | APALACHEE ACE HARDWARE | LEATHER PALM GLOVES | 14.99 |
| 01/28/2022 | BENNETT | APALACHEE ACE HARDWARE | ALL PURPOSE TOOL 1000 | 29.99 |
| 01/28/2022 | BENNETT | APALACHEE ACE HARDWARE | BRASS PROPANE TORCH | 17.99 |
| 01/28/2022 | BENNETT | APALACHEE ACE HARDWARE | DISC FML 10 PK | 3.99 |
| 01/28/2022 | BENNETT | APALACHEE ACE HARDWARE | BUTT CONN 10 PK | 4.99 |
| 01/28/2022 | BENNETT | APALACHEE ACE HARDWARE | COMPACT TAPE MEASUR... | 22.99 |
| 01/28/2022 | BENNETT | APALACHEE ACE HARDWARE | PROPANE CYLINDER | 4.99 |
| Total SUPPLIES/SMALL TOOLS, WATER | | | | 149.74 |
| SYSTEM/PLANT UPGRADES, WATER | | | | |
| 01/04/2022 | BENNETT | FERGUSON ENTERPRISES, I... | 6" MJ TRANS BLT GSKT P... | 88.24 |
| 01/04/2022 | BENNETT | FERGUSON ENTERPRISES, I... | 6" MEGAFLANGE FLG AD... | 364.04 |
| 01/21/2022 | 2069536 | EMPIRE PIPE & SUPPLY CO... | 5'x3' Concrete Vaults (4) for ... | 8,916.00 |
| 01/28/2022 | BENNETT | FERGUSON ENTERPRISES, I... | 6" MEGAFLANGE FLB ADP... | 728.08 |
| Total SYSTEM/PLANT UPGRADES, WATER | | | | 10,096.36 |
| Total WATER DEPARTMENT | | | | 11,472.45 |
| TOTAL | | | | 50,608.76 |

TAYLOR COASTAL WATER & SEWER DISTRICT

Profit & Loss

January 2022

02/09/22

Accrual Basis

| | Jan 22 |
|---|-----------|
| Ordinary Income/Expense | |
| Income | |
| CUSTOMER GRINDER PUMP SALES | 6,000.00 |
| ADJUSTMENTS, RVS BILLING | -587.03 |
| GRINDER PUMP FEE | 7,809.92 |
| LATE FEES, RVS | 236.96 |
| SEWAGE SALES | 26,654.88 |
| WATER CONNECTION FEE (RVS MEMBERSHIP) | 1,000.00 |
| WATER SALES | 18,699.59 |
| Total Income | 59,814.32 |
| Gross Profit | 59,814.32 |
| Expense | |
| Uncategorized Expenses (Expenses not categorized elsewhere) | 2,750.00 |
| FORD F-150 PICKUP PAYMENTS | 385.66 |
| BANK CHARGES/SERVICE CHARGES | 138.39 |
| COMPUTER/SERVICE, SOFTWARE | 511.23 |
| FREIGHT | 45.38 |
| GAS/OIL/DIESEL | 343.63 |
| INSURANCE | |
| POLLUTION (WWTP DIESEL TANK) | 666.00 |
| Total INSURANCE | 666.00 |
| INTEREST EXPENSE - RURAL DEV (USDA-RD) | 4,610.02 |
| LEGAL/PROFESSIONAL FEES | 1,636.45 |
| MOWING | 385.00 |
| OFFICE EXPENSE | 581.71 |
| PERSONNEL EXPENSE | |
| RETIREMENT CONTRIBUTION-FRS (FL Retirement Systems) | 1,579.47 |
| SALARIES & WAGES-WTR & WW OP | 8,264.34 |
| SALARIES & WAGES-ADMINISTRATIVE | 7,383.33 |
| TAXES-PAYROLL | 1,197.06 |
| TRAVEL/MILEAGE | 18.48 |
| Total PERSONNEL EXPENSE | 18,442.68 |
| Repair Maintenance District Off | 30.00 |
| SAFETY EQUIPMENT | 111.00 |
| TELEPHONE | 383.71 |
| TRACTOR MAINTENANCE | 110.96 |
| UTILITIES (ELECTRICAL SERVICE) | 2,004.85 |
| VEHICLE MAINTENANCE | 2,593.45 |
| WASTEWATER DEPARTMENT | |
| GROUNDWATER MONITORING, WWTP | 1,423.36 |
| LAB TESTING/SUPPLIES, SEWER | 190.00 |
| REPAIR/MAINTENANCE, SEWER | 1,016.84 |
| REPLACEMENT PARTS, SEWER | 184.28 |
| SUPPLIES/SMALL TOOLS, SEWER | 70.19 |
| SYSTEM/PLANT UPGRADES, SEWER | 521.52 |
| Total WASTEWATER DEPARTMENT | 3,406.19 |
| WATER DEPARTMENT | |
| CHEMICALS, WATER | 163.45 |
| LAB TESTING/SUPPLIES, WATER | 165.00 |
| REPLACEMENT PARTS, WATER | 897.90 |
| SUPPLIES/SMALL TOOLS, WATER | 149.74 |
| SYSTEM/PLANT UPGRADES, WATER | 10,096.36 |
| Total WATER DEPARTMENT | 11,472.45 |
| Total Expense | 50,608.76 |
| Net Ordinary Income | 9,205.56 |
| Other Income/Expense | |

TAYLOR COASTAL WATER & SEWER DISTRICT

Profit & Loss

January 2022

| | <u>Jan 22</u> |
|-----------------------------|------------------------|
| Other Income | |
| INTEREST INCOME | 46.82 |
| MISCELLANEOUS INCOME | <u>32.99</u> |
| Total Other Income | <u>79.81</u> |
| Net Other Income | <u>79.81</u> |
| Net Income | <u><u>9,285.37</u></u> |

TAYLOR COASTAL WATER & SEWER DISTRICT

02/09/22

Balance Sheet

Accrual Basis

As of January 31, 2022

| | Jan 31, 22 |
|---|---------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| SAVINGS CCBG | |
| DEBT RESERVE, USDA-RD-PHASE II | 26,696.00 |
| PAYMENTS, USDA-RD - PHASE II | 21,489.60 |
| DEBT RESERVE RD 92-01, CONST. | 67,259.00 |
| PAYMENTS, USDA-RD 92-01, CONST. | 24,222.50 |
| DEBT RESERVE USDA-RD 91-03, TCU | 26,245.00 |
| PAYMENTS, USDA-RD 91-03, TCU | 18,829.92 |
| WATER SERVICE FEE, NEW LOTS | 38,000.00 |
| DEPRECIATION RESERVE-Major R&R (Major Repair/Replacement) | 170,814.84 |
| CONTINGENCY RESERVE | 532,151.91 |
| CAPITAL IMPROVEMENTS, MINOR | 68,430.92 |
| GRINDER PUMP REPAIR FEE | 131,153.46 |
| SAVINGS CCBG - Other | 2,920.12 |
| Total SAVINGS CCBG | 1,128,213.27 |
| CAPITAL CITY BANK OP CHKNG (New Bank Account due to Citizens being acquired by Credit Union) | 496,986.07 |
| SAVINGS, TCW&SD RESERVE ACCOUNT (BUSINESS SAVINGS) | 10,864.95 |
| Total Checking/Savings | 1,636,064.29 |
| 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 | 31,784.54 |
| Total Other Current Assets | 128,881.83 |
| Total Current Assets | 1,766,157.19 |
| Fixed Assets | |
| DISTRICT PURCH GRINDER PUMPS | 77,146.20 |
| 2017 FORD F-150 PICKUP | 23,518.22 |
| IMPROVEMENTS | 22,243.79 |
| ACCUMULATED DEPRECIATION | -4,416,246.28 |
| BUILDINGS | 9,281.23 |
| CUSTOMER PURCHASED GPs | 340,350.38 |
| 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 | 8,723.90 |
| 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 | 4,205,860.68 |
| Other Assets | |
| UNRESTRICTED NET ASSET | 155,117.53 |
| Total Other Assets | 155,117.53 |
| TOTAL ASSETS | 6,127,135.40 |
| LIABILITIES & EQUITY | |
| Liabilities | |

TAYLOR COASTAL WATER & SEWER DISTRICT

02/09/22

Balance Sheet

Accrual Basis

As of January 31, 2022

| | <u>Jan 31, 22</u> |
|---|----------------------------|
| Current Liabilities | |
| Accounts Payable | |
| ACCOUNTS PAYABLE (990 line 60) | 14,312.25 |
| Total Accounts Payable | 14,312.25 |
| Credit Cards | |
| CARDMEMBER SERVICE (Capital City Bank Visa) | 2,931.44 |
| Total Credit Cards | 2,931.44 |
| Other Current Liabilities | |
| NET PENSION LIABILITY | 141,815.00 |
| Accrued Wages | 12,000.50 |
| ACCRUED INTEREST-RD | 77,478.08 |
| CUSTOMER OVERPAYMENTS | -1,722.40 |
| PAYROLL LIABILITIES | 4,832.08 |
| RETIREMENT PAYABLE | 855.08 |
| Total Other Current Liabilities | 235,258.34 |
| Total Current Liabilities | 252,502.03 |
| 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 | 1,356,807.17 |
| Equity | |
| RETAINED EARNINGS | 2,743,213.13 |
| Unrestrict (retained earnings) (990 line 21 & 67) | 1,968,195.97 |
| Net Income | 58,919.13 |
| Total Equity | 4,770,328.23 |
| TOTAL LIABILITIES & EQUITY | <u><u>6,127,135.40</u></u> |

TAYLOR COASTAL WATER & SEWER DISTRICT
Balance Sheet as % of Total assets/Liabilities
As of February 9, 2022

| | Feb 9, 22 | % of Column |
|--|---------------------|---------------|
| ASSETS | | |
| Current Assets | | |
| Checking/Savings | | |
| SAVINGS CCBG | 1,128,213.27 | 18.6% |
| CAPITAL CITY BANK OP CHKNG (New Bank Account due to Citizens being acqu... | 454,272.14 | 7.5% |
| SAVINGS, TCW&SD RESERVE ACCOUNT (BUSINESS SAVINGS) | 10,864.95 | 0.2% |
| Total Checking/Savings | 1,593,350.36 | 26.2% |
| 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 | 19,943.05 | 0.3% |
| Total Other Current Assets | 117,040.34 | 1.9% |
| Total Current Assets | 1,711,601.77 | 28.2% |
| Fixed Assets | | |
| DISTRICT PURCH GRINDER PUMPS | 77,146.20 | 1.3% |
| 2017 FORD F-150 PICKUP | 23,518.22 | 0.4% |
| IMPROVEMENTS | 22,243.79 | 0.4% |
| ACCUMULATED DEPRECIATION | -4,416,246.28 | -72.7% |
| BUILDINGS | 9,281.23 | 0.2% |
| CUSTOMER PURCHASED GPs | 340,350.38 | 5.6% |
| 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 | 8,723.90 | 0.1% |
| PIPING,TANKS & WELLS | 797,853.40 | 13.1% |
| PUMPS & CONTROLS | 69,407.72 | 1.1% |
| WASTEWATER SYSTEM, PHASE I (Quality Plus Services contract 8/17/04; Start 9/... | 6,673,144.46 | 109.9% |
| WATER EXPANSION 2002 | 28,328.02 | 0.5% |
| WATER SYS EXPA, PRECOST 6/30/04 | 7,363.22 | 0.1% |
| WATER SYSTEM EXPANSION | 87,255.43 | 1.4% |
| WWTP O&M SHOP/OFF BLDG. 07-08 | 56,959.74 | 0.9% |
| Total Fixed Assets | 4,205,860.68 | 69.3% |
| Other Assets | | |
| UNRESTRICTED NET ASSET | 155,117.53 | 2.6% |
| Total Other Assets | 155,117.53 | 2.6% |
| TOTAL ASSETS | 6,072,579.98 | 100.0% |
| LIABILITIES & EQUITY | | |
| Liabilities | | |
| Current Liabilities | | |
| Accounts Payable | | |

| | Feb 9, 22 | % of Column |
|--|---------------------|---------------|
| ACCOUNTS PAYABLE (990 line 60) | -130.61 | -0.0% |
| Total Accounts Payable | -130.61 | -0.0% |
| Credit Cards | | |
| CARDMEMBER SERVICE (Capital City Bank Visa) | 3,423.25 | 0.1% |
| Total Credit Cards | 3,423.25 | 0.1% |
| Other Current Liabilities | | |
| NET PENSION LIABILITY | 141,815.00 | 2.3% |
| Accrued Wages | 12,000.50 | 0.2% |
| ACCRUED INTEREST-RD | 77,478.08 | 1.3% |
| CUSTOMER OVERPAYMENTS | -1,722.40 | -0.0% |
| PAYROLL LIABILITIES | 5,048.18 | 0.1% |
| RETIREMENT PAYABLE | 956.86 | 0.0% |
| Total Other Current Liabilities | 235,576.22 | 3.9% |
| Total Current Liabilities | 238,868.86 | 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 | 1,343,174.00 | 22.1% |
| Equity | | |
| RETAINED EARNINGS | 2,743,213.13 | 45.2% |
| Unrestrict (retained earnings) (990 line 21 & 67) | 1,968,195.97 | 32.4% |
| Net Income | 17,996.88 | 0.3% |
| Total Equity | 4,729,405.98 | 77.9% |
| TOTAL LIABILITIES & EQUITY | 6,072,579.98 | 100.0% |

Subject: RE: Russ Knight / County Commissioner's Meeting tonight
From: "Dave Dall" <davedall@fairpoint.net>
Date: 1/5/2022, 4:07 PM
To: "Lynette Senter" <tcwsd@fairpoint.net>

The new owners of lot 37(2 lots down from my lot) will be at the next board meeting to discuss their specific concerns, frustrations & suggestions. My interest is in becoming more customer centric with a proactive website

From: Lynette Senter [mailto:tcwsd@fairpoint.net]
Sent: Wednesday, January 5, 2022 3:38 PM
To: Dave Dall
Cc: Taylor Coastal Water and Sewer District
Subject: Re: Russ Knight / County Commissioner's Meeting tonight

Good Afternoon Mr. Dall,

You are welcome regarding the information.

We do have the information regarding costs and transfer charges on the website under our Fee Schedule. I'm not sure what you mean about ownership - but I can put together a statement regarding ownership of the grinder pump and associated equipment for the website.

I know Mr. Knight and agree that his input in the development/management of the area is a good resource. Hopefully his interaction with the County yields some kind of response.

The operating guidelines for a grinder pump consists of a one page memo written when the grinder pumps were first installed. It merely states that a grinder pump can support up to four RV units. I will be happy to make this information into a more customer friendly document which can be placed on the website. We could also consider adding this information, as well as the ownership information, as a section to our existing Rules and Regulations.

Thank you,

Lynette Senter

On 1/5/2022 9:51 AM, Dave Dall wrote:

Thanks for the info

It should be on our website along with additional grinder pump info – costs, ownership and transfer charges

Russ is an old friend that I've been after to join the Board – In general, he is not happy with the development/management of the area – increasing number of RVs, canal maintenance. He understands the County Commissioners role and presented his concerns at the last meeting. Until we remove the requirement of property ownership for Board membership he cannot serve directly but he's an outstanding available community resource

The operating rules should be on our website in order to provide our customers with usable information

It should be on the agenda after we address the our strategic and action plans

From: Lynette Senter [<mailto:tcwsd@fairpoint.net>]
Sent: Tuesday, January 4, 2022 10:09 AM
To: Dave Dall
Cc: Taylor Coastal Water and Sewer District
Subject: Re: Russ Knight / County Commissioner's Meeting tonight

Good Morning Commissioner Dall,

The number of RVs moving into the District and their impact on the sewer system and our revenue has been addressed several times by the District. Taylor County set the density for RVs at 1 unit per 5,000 square feet except during scallop season, when they may have 2 units per 5,000 square feet. There is a maximum of 4 RVs per property/parcel regardless of square footage. 5 or more RVs make the property/parcel an RV park, which comes under a whole new set of guidelines and regulations. The grinder pumps are capable of supporting up to 4 RV units, and we collect the same revenue per gallon, regardless of the use - whether RV or dwelling. RVs impact the sewer plant no more than a dwelling outputting the same gallons of effluent. However, it is the off season non-use of the grinder pumps for both RVs and homes which affects the grinder pump equipment more. The pumps function best when used full-time, and the seasonal type of use that occurs can cause more repairs or replacements. There was a public hearing held on 10-27-20 to discuss the possibility of increasing the grinder pump fees for RV properties. The majority of the participants were against the additional assessment for RV properties and there was a lot of discussion regarding rental homes, and seasonal use homes. There was also discussion regarding the District limiting hook ups to one unit per grinder pump, however due to the lot size constraints within the District, multiple grinder pump installations are not practical. After hearing from the public, the Board declined to assess a different grinder pump fee for RV properties but to look at increasing the fee from \$12.50 to \$15.00 in 2021 which has been done. The other item which has been addressed in the past is the failure of RVs to cap their sewer pipe properly when not being used. Failure to cap the pipe allows rain and flood waters to enter the grinder pump and cause it to pump continuously. We put this suggestion on the billing cards and noticed that fewer pipes were being left uncapped. We have asked field staff to look for missing caps when out performing other work, and also have that as a future task for the new Field Assistant. The County Commissioners are in charge of policing and supervising the density limitations not the District. Until and unless the County Commissioners change their density allowance, the District has no control over the number of RVs coming into the area.

There is no red light on at the Keaton Beach Landings Townhomes at this time. Ron went there this morning to check on it and determined that the system appeared to be functioning normally. I'm not sure when Mr. Knight saw the red light, but during the holidays the increased load may have caused the system to take longer to pump down it's load or it may have been overwhelmed by the recent flood waters. Please ask Mr. Knight to call the District when he sees a problem. This will allow us to address the situation on a timely basis.

The operating guidelines for multiple RVs on a single property were determined by the District's engineer, the grinder pump supplier and the field staff. If necessary, we can add

this as a section to the District's Rules & Regulations.

Would you like this issue to be placed on the agenda for our February meeting? With the presentations we will be having at our January meeting, February might be a better choice. Please let me know if you want this added for discussion.

Thank you,

Lynette Senter

On 1/3/2022 5:32 PM, Dave Dall wrote:

Russ is concerned:

1. with the number of RVs moving into the District and their impact on the sewer sys
2. with the red light on the lift station for the Condos
3. with the our rules for supporting multiple RVs on a single property

We need to address these issues along with the other common customer concerns proact

Dave Dall

c: 850.843.0037

e: davedall@fairpoint.net

--

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.

--

Lynette Taylor Senter, District Manager

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

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

Subject: VanBlargan Concerns
From: Lynette Senter <tcwsd@fairpoint.net>
Date: 1/6/2022, 10:31 AM
To: Dave Dall <davedall@fairpoint.net>
CC: Taylor Coastal Water and Sewer District <tcwsd@fairpoint.net>

Good Morning Mr. Dall,

We will be interested in hearing from the VanBlargans at the meeting. I will see if Ron is available to attend so that he will be able to discuss their installation.

Would you like me to place them on the agenda? Also, would you like me to put the website on the agenda?

Thank you,

Lynette Senter

On 1/5/2022 4:07 PM, Dave Dall wrote:

The new owners of lot 37(2 lots down from my lot) will be at the next board meeting to discuss their specific concerns, frustrations & suggestions. My interest is in becoming more customer centric with a proactive website

From: Lynette Senter [<mailto:tcwsd@fairpoint.net>]
Sent: Wednesday, January 5, 2022 3:38 PM
To: Dave Dall
Cc: Taylor Coastal Water and Sewer District
Subject: Re: Russ Knight / County Commissioner's Meeting tonight

Good Afternoon Mr. Dall,

You are welcome regarding the information.

We do have the information regarding costs and transfer charges on the website under our Fee Schedule. I'm not sure what you mean about ownership - but I can put together a statement regarding ownership of the grinder pump and associated equipment for the website.

I know Mr. Knight and agree that his input in the development/management of the area is a good resource. Hopefully his interaction with the County yields some kind of response.

The operating guidelines for a grinder pump consists of a one page memo written when the grinder pumps were first installed. It merely states that a grinder pump can support up to four RV units. I will be happy to make this information into a more customer friendly document which can be placed on the website. We could also consider adding this information, as well as the ownership information, as a section to our existing Rules and Regulations.

Thank you,

Subject: RE: VanBlargan Concerns

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

Date: 1/6/2022, 2:26 PM

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

CC: "Robert Lynn" <robertlynn100@hotmail.com>, <mnewman@taylorcountygov.com>, "Bill Rich" <whrich58@gmail.com>

Rick does not need to be on the agenda as he will part of item 3 and plans to ask the following:

1. Why is it that when I bought my property that already had water, sewer and electric installed by the previous owner that I needed to pay \$7,000 to have the grinder pump and water meter installed. When a few of my neighbors that I spoke to only had to pay \$325 for the reinstall
2. If I paid for the grinder pump then why am I being billed a grinder pump fee of \$15/mo
3. If I sell my property, is the water company going to charge the new owner the \$7,500 again
4. The website that the water company has is about useless to get any answers about anything. All of these questions and more should be in the format of the website
5. I have made several calls to the Taylor County Zoning, road maintenance and such and nobody wants to take responsibility for the drainage ditch problem on Cedar Island – one of the culverts must be collapsed for all of these drainage ditches to be holding so much water all the time. Who is it that we property owners need to call and get some of my questions answered

I'm just giving you a heads up so that we have the correct info for him. This is a typical example of the of the needless frustration experienced in the District that could be improved with a customer centric website.

We do not need it added to the agenda as this was discussed during the budget process and specifically not funded. My intent to address in in the Strategic & Action Plan

Rick is a qualified resident that we should develop as a potential Board member or as a concerned resident that is willing to help - Russ also falls into this category

This is going to be a full agenda so let's not dwell on Rick but welcome him to the Island

Dave

From: Lynette Senter [mailto:tcwsd@fairpoint.net]

Sent: Thursday, January 6, 2022 10:32 AM

To: Dave Dall

Cc: Taylor Coastal Water and Sewer District

Subject: VanBlargan Concerns

Good Morning Mr. Dall,

We will be interested in hearing from the VanBlargans at the meeting. I will see if Ron is available to attend so that he will be able to discuss their installation.

Would you like me to place them on the agenda? Also, would you like me to put the website on the

Subject: Re: VanBlargan Concerns
From: Lynette Senter <tcwsd@fairpoint.net>
Date: 1/6/2022, 5:54 PM
To: Dave Dall <davedall@fairpoint.net>
CC: Taylor Coastal Water and Sewer District <tcwsd@fairpoint.net>

Good Afternoon Mr. Dall,

Thank you for providing this list of concerns. I do not understand your reference to “he will be part of item 3”. If this matter is going to be discussed outside of Non-Agendaed Items, we do need it as an agenda item to help keep the meeting running in an orderly fashion.

1. Mr. VanBlargan paid \$6,500.00 for the installation of his water and sewer service, not \$7,000.00. The history of the property purchased by Mr. VanBlargan is as follows:

On 5/10/2002, \$500 for a water membership was paid but the account was never activated. Mr. VanBlargan was given this \$500 credit towards his installation fee as the fees paid stay with the property.

When Mr. VanBlargan purchased the property and visited the office to discuss service, we noticed that there was a wet well left at the property. During construction in 2005, a grant funded grinder pump was installed in error by the contractor. The owner at the time was given the option of keeping the grinder pump and paying for it, but they declined. All equipment except for the wet well, which is concreted in place was removed.

We then asked Ron and David to visit the location to determine the condition of the wet well. We have had a few accounts like this in the past, and some of the time we are able to re-use existing equipment installed in error, but the majority of the time we are not. If existing equipment is used, the customer receives a discount for that part of the installation. The Field Staff determined that the wet well that was installed in 2005 had been damaged – most likely by storms, and would have to be abandoned. This was all explained to Mr. VanBlargan when he came back to the office to pay for his installation. The District has no control over the electric hookups – that is a function of Taylor County.

If Mr. VanBlargan would like to provide a list of the neighbors who only had to pay \$325.00 for a reinstall, we can give him more information for each property. As an example, if a customer sells his property and turns off his service, his equipment is removed and he pays a fee of \$200.00. When the new owner desires service, there is a transfer fee of \$100.00 and a reconnect fee of \$300.00 for a total of \$400.00.

2. Mr. VanBlargan paid a fee to have his grinder pump equipment installed on the property and hooked into the District’s wastewater system. This equipment is owned by the District, who assume all responsibility for maintenance and repair, except for customer caused damage. The grinder pump fee is assessed on each grinder pump to help the District cover the cost of repair or replacement of these units. This fee is placed into an account and is used to purchase new grinder pumps and pay for the repair of grinder pumps. Many water/sewer districts collect this fee to help offset these costs without having to raise the sewer rates. If the customer owned the grinder pump and was responsible for the repair and maintenance of all equipment, I believe the \$15.00 per month grinder fee would become much more attractive once the cost of a replacement pump, labor, possible other equipment costs is incurred.
3. I’m not sure where the \$7,500 figure came from, but if Mr. Van Blargan sells his property, there will be no charge to any new owner other than a transfer fee of \$100.00, and possibly a turn on fee if Mr. VanBlargan elects to turn off his service. We encourage our customers not to turn off their service, as this eliminates the turn on and turn off fees for both parties. We do a straight transfer and based on the date of closing, make a decision as to who will be responsible for the next billing cycle based on a closing date chart.

4. We will be happy to add a question and answer section to the website and encourage Mr. VanBlargan to provide a list of what he believes would be helpful to future customers.
5. This is not a matter that Taylor Coastal can solve. We can provide him with the names and phone numbers of employees at the County who may be able to assist him with the drainage problem. This is an on-going issue for property owners at Cedar Island and we have assisted other customers by providing contact information. We have also sent photos that the Field Staff have taken during meter reading cycles to alert the County regarding this problem.

Mr. VanBlargan called and came to the office on several occasions before he applied for service. During each visit or phone call we answered his questions or provided him with the information he requested. During a family emergency, Mr. VanBlargan needed help to prevent a delay in his paperwork. I came into the office at 7:00 A.M. to prepare the paperwork, included a stamped self-addressed envelope so that Mr. VanBlargan could get his wife's signature notarized on the District's Easement and returned to the District while away from home. Ron hand delivered the paperwork to Mr. VanBlargan prior to his early morning departure. We did this to help eliminate time delays in scheduling his installation. While your suggestion of a more customer centric website is something to be considered, it's my belief that all the behind the scenes, in the field, on the phone, one-on-one contact with the customers is still very relevant and necessary. Suggestions to make the website more customer centric are always welcomed and encouraged. Some of the "needless frustration" experienced by our customers lately comes from the misinformation that is given to them by other property owners, or rumors they have heard from the public, and their reliance on this "information". As stated previously, I think a question and answer section on the website would be a great way to help future and current customers find the correct information.

Do you need me to add the Strategic & Action Plan to January's agenda? If not, please let me know when you would like it addressed and I will add it to the agenda calendar file.

Thank you,
Lynette Senter

On 1/6/2022 2:26 PM, Dave Dall wrote:

Rick does not need to be on the agenda as he will part of item 3 and plans to ask the following:

1. Why is it that when I bought my property that already had water, sewer and electric installed by the previous owner that I needed to pay \$7,000 to have the grinder pump and water meter installed. When a few of my neighbors that I spoke to only had to pay \$325 for the reinstall
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Subject: RE: VanBlargan Concerns
From: "Dave Dall" <davedall@fairpoint.net>
Date: 1/6/2022, 9:07 PM
To: "'Lynette Senter'" <tcwsd@fairpoint.net>

That's why I gave you the heads up so that you could be prepared if it comes up in item 3 at the start of the meeting. He is not expecting a long discussion just recognition of his concerns, quick answers when appropriate. A quick call to him could resolve the issues ahead of the meeting

You are free to address the plan whenever you want – my suggestion would be to draft your plan and present it when its ready for discussion

The website is counterproductive as is an needs a fundamental update

From: Lynette Senter [mailto:tcwsd@fairpoint.net]
Sent: Thursday, January 6, 2022 5:55 PM
To: Dave Dall
Cc: Taylor Coastal Water and Sewer District
Subject: Re: VanBlargan Concerns

Good Afternoon Mr. Dall,

Thank you for providing this list of concerns. I do not understand your reference to “he will be part of item 3”. If this matter is going to be discussed outside of Non-Agendaed Items, we do need it as an agenda item to help keep the meeting running in an orderly fashion.

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When Mr. VanBlargan purchased the property and visited the office to discuss service, we noticed that there was a wet well left at the property. During construction in 2005, a grant funded grinder pump was installed in error by the contractor. The owner at the time was given the option of keeping the grinder pump and paying for it, but they declined. All equipment except for the wet well, which is concreted in place was removed.

We then asked Ron and David to visit the location to determine the condition of the wet well. We have had a few accounts like this in the past, and some of the time we are able to re-use existing equipment installed in error, but the majority of the time we are not. If existing equipment is used, the customer receives a discount for that part of the installation. The Field Staff determined that the wet well that was installed in 2005 had been damaged – most likely by storms, and would have to be abandoned. This was all explained to Mr. VanBlargan when he came back to the office to pay for his installation. The District has no control over the electric hookups – that is a function of Taylor County.

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2. Mr. VanBlargan paid a fee to have his grinder pump equipment installed on the property and hooked into

Subject: Re: VanBlargan Concerns
From: Lynette Senter <tcwsd@fairpoint.net>
Date: 1/7/2022, 9:48 AM
To: Dave Dall <davedall@fairpoint.net>
CC: Taylor Coastal Water and Sewer District <tcwsd@fairpoint.net>

Good Morning Mr. Dall,

I will speak with Mr. VanBlargan this morning.

The UNC Plan is not my project, I am merely facilitating the presentation you requested.

The website is functional but we welcome any updates, changes or additions in the future.

Thank you,

Lynette Senter

On 1/6/2022 9:07 PM, Dave Dall wrote:

That's why I gave you the heads up so that you could be prepared if it comes up in item 3 at the start of the meeting. He is not expecting a long discussion just recognition of his concerns, quick answers when appropriate. A quick call to him could resolve the issues ahead of the meeting

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Sent: Thursday, January 6, 2022 5:55 PM

To: Dave Dall

Cc: Taylor Coastal Water and Sewer District

Subject: Re: VanBlargan Concerns

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When Mr. VanBlargan purchased the property and visited the office to discuss service, we noticed that there was a wet well left at the property. During construction in 2005, a grant funded grinder pump was installed in error by the contractor. The owner at the time was given the option of keeping the grinder pump and paying for it, but they declined. All equipment except for the wet well, which is concreted in place was removed.

Subject: Re: VanBlargan Concerns
From: Dave Dall <davedall@fairpoint.net>
Date: 1/7/2022, 10:17 AM
To: Lynette Senter <tcwsd@fairpoint.net>

Dave Dall

c: 850.843.0037
e: davedall@fairpoint.net

On Jan 7, 2022, at 9:48 AM, Lynette Senter <tcwsd@fairpoint.net> wrote:
Thanks

Rick would appreciate your help

The UNC plan has been completed and is available to the District if you want to use it. I'm working with my IT Gal to integrate it with a FRWA program and will include it our Strategic & Action Plan when we get to that point

Our website is an issue that just starting to be addressed. I understand that you believe it is functional and will keep you posted on our progress

Dave

Good Morning Mr. Dall,

I will speak with Mr. VanBlargan this morning.

The UNC Plan is not my project, I am merely facilitating the presentation you requested.

The website is functional but we welcome any updates, changes or additions in the future.

Thank you,

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Rick VanBlargan's Grinder Pump Charges

Subject: Rick VanBlargan's Grinder Pump Charges

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

Date: 1/31/2022, 8:45 AM

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

CC: "Rick VanBlargan" <papabear101010@yahoo.com>, "Bill Rich" <whrich58@gmail.com>

Rick will be attending our next Board meeting and will be requesting an explanation as to why he had to pay for a new Grinder Pump when one had already been installed on the property

It's my understanding that once the Grinder Pump is installed future owners would only pay to transfer it

In preparation for this discussion please provide the existing rules/policies that support our decision to charge Rick for new pump as it is my understanding that the District makes the decision as to when its materials/equipment are left in place or removed when not in service and the property owner is only charged a reactivation fee – as explained to me when my water meter was removed and not repaired as requested

Appreciate the help

Dave

Subject: Re: Rick VanBlargan's Grinder Pump Charges
From: Lynette Senter <tcwsd@fairpoint.net>
Date: 1/31/2022, 9:46 AM
To: Dave Dall <davedall@fairpoint.net>
CC: Taylor Coastal Water and Sewer District <tcwsd@fairpoint.net>

Good Morning Mr. Dall,

Please see my email of January 6, 2022, explaining Mr. VanBlargan's installation charges and the fact that the property had never had **active service**, and the equipment was installed in error by the contractor. This was explained to Mr. VanBlargan when he visited the office prior to paying for his installation, and again when he and I spoke on the phone on January 7, 2022.

This has been the practice of the District since the beginning of Phase I.

I will place this on the agenda for discussion at the February 17, 2022 meeting.

Thank you,

Lynette Senter

On 1/31/2022 8:45 AM, Dave Dall wrote:

Rick will be attending our next Board meeting and will be requesting an explanation as to why he had to pay for a new Grinder Pump when one had already been installed on the property

It's my understanding that once the Grinder Pump is installed future owners would only pay to transfer it

In preparation for this discussion please provide the existing rules/policies that support our decision to charge Rick for new pump as it is my understanding that the District makes the decision as to when its materials/equipment are left in place or removed when not in service and the property owner is only charged a reactivation fee – as explained to me when my water meter was removed and not repaired as requested

Appreciate the help

Dave

--

Lynette Taylor Senter, District Manager

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Please note: Florida has a very broad public record law. Most written communications

Subject: RE: Rick VanBlargan's Grinder Pump Charges
From: "Dave Dall" <davedall@fairpoint.net>
Date: 1/31/2022, 1:07 PM
To: "'Lynette Senter'" <tcwsd@fairpoint.net>
CC: "Rick VanBlargan" <papabear101010@yahoo.com>, "Bill Rich" <whrich58@gmail.com>

Saw your e mail of 1.6.22 but never found the documentation that required *active service* or defined Rick's responsibility for the *contractor error*. My concerns are very basic:

1. Was our response to Rick's request for service customer centric
 - a. How was he to know that his request for service would be responded to differently than his neighbor's request were
 - b. It's my understanding that Rick was not advised of the special circumstances prior to paying for the installation – it's also my understanding that this type of customer communication is to be confirmed in writing – was it. If so, please forward a copy
 - c. It appears that we are asking Rick to be involved in a dispute between the District and one of its contractors and to also be aware of the District practices since the beginning of Phase 1
2. How do we eliminate the negative surprises to our customers
 - a. Was this info available to Rick on our website
 - b. Was the contractor paid for the installation from grants, loans or operating revenue
 - c. Did the District receive funding for Ricks installation

Please forward a copy of the Rules & Procedures that established the basis of this practice

Dave

From: Lynette Senter [mailto:tcwsd@fairpoint.net]
Sent: Monday, January 31, 2022 9:46 AM
To: Dave Dall
Cc: Taylor Coastal Water and Sewer District
Subject: Re: Rick VanBlargan's Grinder Pump Charges

Good Morning Mr. Dall,

Please see my email of January 6, 2022, explaining Mr. VanBlargan's installation charges and the fact that the property had never had **active service**, and the equipment was installed in error by the contractor. This was explained to Mr. VanBlargan when he visited the office prior to paying for his installation, and again when he and I spoke on the phone on January 7, 2022.

This has been the practice of the District since the beginning of Phase I.

I will place this on the agenda for discussion at the February 17, 2022 meeting.

Thank you,

Subject: VanBlargan Account #459
From: Lynette Senter <tcwsd@fairpoint.net>
Date: 2/1/2022, 1:09 PM
To: Dave Dall <davedall@fairpoint.net>
CC: Taylor Coastal Water and Sewer District <tcwsd@fairpoint.net>

Good Afternoon Commissioner Dall,

It appears that the District Office has not been able to resolve Mr. VanBlargan's concerns. Therefore, in accordance with District practice, I will be placing this matter on the Agenda for our February 17, 2022, Board Meeting under New Business. I will notify Mr. VanBlargan that the Board will be reviewing his concerns at that time.

District practice has always been that any questions, concerns and/or complaints received by a Commissioner should be directed to the District Office. If the District Office is unable to resolve the situation, the matter will then be brought before the Board for discussion.

Thank you,

Lynette Senter

--

Lynette Taylor Senter, District Manager

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Subject: VanBlargan Account Concerns

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

Date: 2/1/2022, 1:47 PM

To: Rick VanBlargan <papabear101010@yahoo.com>

CC: Taylor Coastal Water and Sewer District <tcwsd@fairpoint.net>, Dave Dall <davedall@fairpoint.net>

Good Afternoon Mr. VanBlargan,

As the District Office has been unable to resolve your concerns, we will be placing this on the Agenda for our meeting on Thursday, February 17, 2022, at 6:00 P.M.

This will allow the Board to review your questions and concerns and provide additional information and assistance.

I will be happy to email you an Agenda when it is complete. One will also be available on our website at <https://tcwsd.org/agendas/>. We are also notifying you by mail regarding this agenda item.

We look forward to seeing you and hope this meeting will provide a resolution.

Thank you,

Lynette Senter

District Manager

--

Lynette Senter
District Manager

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Subject: Re: VanBlargan Account #459

From: Dave Dall <davedall@fairpoint.net>

Date: 2/1/2022, 5:40 PM

To: Lynette Senter <tcwsd@fairpoint.net>

CC: Rick VanBlargan <papabear101010@yahoo.com>, Bill Rich <whrich58@gmail.com>

Thanks - please provide the requested background info the week before the Board meeting
Rick expected the District would address and resolve his issues without requiring his direct involvement with the Board but when this did not happen he expressed his concerns and let me know that he would be attending a Board meeting to address the issue. The requested info will allow Rick, the District and the Board to have a fuller understanding of the facts

Dave

On Feb 1, 2022, at 1:09 PM, Lynette Senter <tcwsd@fairpoint.net> wrote:

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It appears that the District Office has not been able to resolve Mr. VanBlargan's concerns. Therefore, in accordance with District practice, I will be placing this matter on the Agenda for our February 17, 2022, Board Meeting under New Business. I will notify Mr. VanBlargan that the Board will be reviewing his concerns at that time.

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Thank you,

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Subject: Re: VanBlargan Account #459
From: Lynette Senter <tcwsd@fairpoint.net>
Date: 2/2/2022, 8:58 AM
To: Dave Dall <davedall@fairpoint.net>
CC: Taylor Coastal Water and Sewer District <tcwsd@fairpoint.net>

Good Morning Mr. Dall,

The information will be provided as part of the Board package per our usual procedure for agenda items.

Thank you,

Lynette Senter

On 2/1/2022 5:40 PM, Dave Dall wrote:

Thanks - please provide the requested background info the week before the Board meeting Rick expected the District would address and resolve his issues without requiring his direct involvement with the Board but when this did not happen he expressed his concerns and let me know that he would be attending a Board meeting to address the issue. The requested info will allow Rick, the District and the Board to have a fuller understanding of the facts

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

PHONE: (850) 578-3043

FAX: (850) 578-3095

MINUTES OF REGULAR COMMISSION MEETING
January 18, 2006

1. The meeting was held at the District Building at 5:00 PM on January 18, 2006. Present were:
COMMISSIONERS: Glenn Senter, Travis Beach, Jim Moody, Danny Everett, Lynn Aibejeris,
and Lonnie A. Houck.
TCW&SD STAFF: John Gentry, Jim Gooding, David Morgan, Diane Carlton, and Shirley Shinholser.
Chairman Senter declared that a quorum was present.
2. Chairman Senter, along with the Board and Staff, welcomed our new Commissioner, Lynn Aibejeris.
3. The minutes of our meeting on December 21, 2005 and our Special Meeting Minutes from January 9, 2006 were presented. **A motion was made by Travis Beach and seconded by Lonnie A. Houck to approve the minutes as read. Minutes were adopted unanimously.**

Chairman Senter addressed a continuing concern, previously discussed at our Special Meeting on January 9, regarding the provision of service to a few people who have "fallen through the cracks" on being provided with sewer service under the Phase I Grant program. His suggestion to the Board is that we allow those 1-2 people to approach the Board and state their case. After reviewing each case individually, the Board will make a decision on whether or not to connect them to the Phase I sewer system. The floor was opened for general discussion. It was suggested that isolated cases can be allowed to connect because capacity will be available due to the time factor involved in the additional 181 platted lots coming on board. Everyone who is connected will be required to pay for the installation. Large developments will be required to pay for system upgrades required for their units plus the added capacity required for existing residences in their area that do not currently have sewer service. An example of this policy is the Pruitt development which would be required to provide sewer for the Dekle Beach area. Under this approach, Federal or local funding might not be needed for Phase II. Under our existing Federal restrictions, newly created lots cannot tie in but all lots with existing septic tanks within 200' of our service area must connect. In an effort to resolve this conflict in requirements and to avoid new septic tank installations that will create the same situation we are currently correcting, we need to allow these lots to connect as long as we have capacity to handle their wastewater on days with maximum flow. We must also strive to obtain the proper infrastructure to accommodate growth and be sure that Taylor County Board of County Commissioners is willing to support our efforts with finances as well as legal support as needed. Considering all the tax revenue from our Beaches, we should be able to receive financial assistance from the County for infrastructure and improvements to our WWTP. Our General Manager, John Gentry, stated that he agreed in principle with not allowing new septic tanks, but that the Board should take action on each case individually as he cannot take unilateral action to connect lots not eligible under current restrictions. **In consensus, the Board agreed unanimously that each case scenario will require a review by the TCW&SD Board of Commissioners and a separate Board action per case.**

4. Staff and Committee Reports

- Sewer Project Update – John Gentry

We've received the latest update from Fritz via Email today addressing the outstanding contractor obligations for the Phase I contract. In addition to items listed, we will make sure that satisfaction of all liens is addressed before closing. Most complaints have been settled and we are now a functional, operational WWTP. (D.L. White (#435) may still have an active septic tank.) We will pass this on to Fritz for investigation and be sure it is added to the punch list. We will also obtain septic tank abandonment forms from QPS which may identify other additional septic tanks and/or gray water issues. This can be added to the Punch List as well.

Our financial summary indicates that everything is going well. We currently have \$531,420.83 in our Wastewater Construction account with an additional \$64,855.69 pending from USDA-RD and today's submittal to EPA for \$35,681. We have approximately \$121,000 yet to claim from EPA and about \$96,000 remaining in RD funds. Our latest calculations indicate about \$40,000-\$60,000 is left in the contingency so our funding is okay. **We've discovered an additional 12 grinder pumps that were installed in error since the customers were not water users on March 20, 2002. I've contacted JEA and we plan to send each of them a letter offering the unit at contract price reminding them that all septic tanks built prior to July 2003 must be**

TAYLOR COASTAL WATER & SEWER DISTRICT
MINUTES OF REGULAR COMMISSION MEETING

Page 2 of 3

decommissioned. If they choose not to purchase the unit now, the unit will be removed and the customer will be required to purchase the grinder pump at the new price at time of purchase, which is expected to increase. The septic tank cannot be replaced once it is abandoned since the Phase I system is now activated.

We will activate a second contract for installation of grinder pumps to others of the 181 now desiring to connect and we will send letters to those with septic tanks installed after July 2003 advising them that they have six months to connect. The six month's period is based on notice being given on sewer availability at public meetings held in 2004 and 2005.

- Financial Reports – Diane Carlton/Shirley Shinholser

Our water usage is down but we show increased revenue due to the sewer connections. Of our \$3,819.16 that was past due on 12/31/05, \$2,042.56 has been paid to date. Letters have been sent stating that the water will be cut off if the balance due is not received by January 26th.

Our Operating Checking has improved so that we will be able to transfer \$4,639 to Savings for our RD liability. A review of our water inventory has revealed a \$10,000 value versus the past recorded amount of \$2,000. This will be reflected in future reports after our audit is complete. We purchased lab equipment and small tools in January 2006 which will be reflected in future assets.

(The floor was opened to guests, Sandy Manning and George Stamos for questions/comments.)

Sandy reported that Jim Starling had remarked to her that his home is still emptying into his septic. Sandy also stated that her utility bill was excessive again this month due to a couple of leaks recently discovered and repaired. An adjustment was made last month relating to what was believed to be line-cut issues. She asked for a second adjustment assuring the Board that the leaks were repaired. After due consideration, the Board agreed to adjust the sewer charges per average water usage over the previous six months. If QPS can/will take ownership of the leak, we may adjust the water also. The Starling issue will be referred to JEA.

- Management Issues – John Gentry

A Sanitary Survey must be done for our Water System every two years. This year it was done by a new DEP employee who was "picky" and addressed several concerns. We have corrected the minor items and a written response has been prepared. The 2003 Survey report recommended that Jim Gooding obtain a Class "C" Operator's license and now DEP says he must do so. We've asked them to explain the change of requirement. Jim may need to go to school to upgrade his license but, either way, we expect everything to be resolved shortly.

- Operational Issues – Jim Gooding

We've installed (2) new meters (Pattie & Parker) and we've worked with DeYoung and Dickey in replacing (2) faulty valves at Cedar Island. We are still experiencing low pressure in our lines on Kingfisher. We anticipate a cost of \$4,000-\$5,000 to install a 200' to 300' of 4" line that will serve about 20 people. This should be completed, if funding is available, by the spring of this year.

- Phase II – Glenn Senter

The County has approved a new development for Cedar Island East near Blue Creek (Holy Mackerel) which will generate \$240,000-\$300,000 as the \$2,000 per lot service fees are collected within the next six months. We can consider using these monies to supplement Phase II and for the improvements on Kingfisher.

5. OLD BUSINESS

- District O&M Building and Equipment:

The paperwork on our lease of the building currently used by QPS is in process. We plan to negotiate for improvements of the tie downs. We will own the storage shelters at the end of construction.

- Sign:

The County has said "No" to the placement of our sign on the right-of-way. Jim and David will clear a corner of our property for the installation.

**TAYLOR COASTAL WATER & SEWER DISTRICT
MINUTES OF REGULAR COMMISSION MEETING
Page 3 of 3**

6. NEW BUSINESS

- **Review re-connect fee for water and establish re-connect fee for sewer**
Following discussion, Travis Beach presented a motion to retain the \$100 water re-connect charge and establish a \$200 re-connect fee for sewer. Furthermore, we should charge \$25/hour extra if the system has to be purged due to disconnection and/or the power to the unit is turned off as recommended. The motion was seconded by Jim Moody and approved unanimously.

- **Policy for connecting active septic tanks constructed since July 2003**
A motion was made by Travis Beach, seconded by Jim Moody, and unanimously approved to send letters to all parties advising them that they must connect within six (6) months and that, although we cannot finance the charges, we will accept monthly pre-payments.

- **Policy for delinquent Commissioners**
Copies of the By-Laws of Taylor Coastal Utilities, Inc. and the Taylor County Airport Advisory Committee will be reviewed and a set of By-Laws for TCW&SD established that will address this issue.

- **Approval of Glenn Senter as an authorized signature at Citizen's Bank**
A motion was made by Travis Beach, seconded by Danny Everett, and approved unanimously to authorize Glenn Senter to sign on our Operating Checking and our Wastewater Construction Checking accounts.

- **Utility service to those refusing to connect**
Board will consider our disconnecting water service and requesting that Tri-County turn off power to all qualified customers who refuse to connect to sewer.

A motion to adjourn was made; a second was received and the meeting adjourned.

(The next meeting is scheduled for Wednesday, February 15, 2006 at 5:00.)

- Board Actions:**
1. Approve Minutes from December 21, 2005 and January 9, 2006.
 2. Agreement to review each individual case requesting GP connection and address per Board action
 3. Authorized an adjustment to Keaton Beach Motel for sewer charges due to water leaks
 4. Approve continuation of the \$100 re-connect fee for water and establishment of a \$200 re-connect fee for sewer with a \$25 per hour charge for turning power to unit off/on and purging the system as needed.
 5. Approve notification by mail to those with septic tanks constructed since July 2003 that they must connect within six (6) months and TCW&SD cannot finance.

- Action Items:**
1. Pursue lease of QPS building and all modifications needed.
 2. Establish a policy for delinquent Commissioners
 3. Establish policy for those qualified who refuse to connect to sewer

POLICY
TAYLOR COASTAL WATER & SEWER DISTRICT

Policy # 2006-04

Effective Date: January 18, 2006

TITLE: GRINDER PUMPS INSTALLED IN ERROR

PURPOSE:

To allow grinder pumps installed as a result of contractor error to customers wishing to pay for them.

SCOPE:

Individual homeowners and business entities

POLICY STATEMENT:

The District has discovered that grinder pumps were installed in error by the contractor. These properties did not qualify for a grant funded grinder pump under the current conditions.

Customers who had a grinder pump installed in error will be given the chance to purchase the installed equipment at the current cost. If the customer declines to purchase the equipment, it will be removed where feasible and the equipment reinstalled.

REQUIREMENTS:

One-time installation fee of \$4,876.00 must be submitted along with a completed utility easement and utility agreement. A short term payment plan may be available. An electrical service account must be installed and ready for service.

Grinder Pumps Installed in Error (Not water users on 3/20/2002)

- 1) Dee Haisten #311 Cedar Island Road
- 2) Cheryl Peloquin #230 Parker Road, Ezell Beach
Called 1/30/06. Wants the GP. Will pay in full by 7/31/06.
- 3) Harold Murphy #480 21537 Sandpiper Road
- 4) Barry Averitt #467 Ibis Lane, Cedar Island
Called 1/31/06. May or may not keep. Says no septic was on lot. GP truly installed?
- 5) Virginia Overstreet #465 Lot #68, Sandpiper, Cedar Island
- 6) Jimmy Seaborn #464 Lot #9, Sandpiper, Cedar Island
- 7) Ronnie Davis #463 Lot #54, Sandpiper, Cedar Island
- 8) William D. Stanley #460 Kingfisher Road
- 9) Chris Cooper #459 Lot #37, Sandpiper
- 10) David Jenkins #456 Kingfisher Road
Called 1/30/06. (770) 460-8252 Water user on 3/25/2002. May appeal to Board.
Requests John call.
- 11) Deborah Whitley #321 21445 S. Sandpiper Road
Letter rec'd 2/1/06. Does not understand "water user".
- 12) Jack Feeney #466 Lot #34, Cedar Island (On Punch list already for removal.)
Called 1/30/06. Does not want unless price reduced even more. (904) 568-8405
Requests John call. DOES NOT WANT per John 2/1/06.

GPS INSTALLED IN ERROR - PHASE I

UNDER GRANT...
 existing septic
 water user on 3/20/02
 181 platfadsingle family
 housing lots as of 7/1/03

| NAME | CUST NO. | SERVICE ADDRESS | PHONE | ACTIVE SEPTIC | H/TT RM/DK | WATER USER | COMMENTS | BUY S/O | BUY GP | HAVE F/S/O | PAGE | AMOUNT PAID |
|--|----------|------------------------|-------|---------------|------------|------------|------------------------------------|---------|--------|------------|------|-------------|
| GRINDER PUMPS INSTALLED IN ERROR (Not water user on 3/20/02 and/or no ST) | | | | | | | | | | | | |
| WOODS, HOWIE | 479 | 20977 K.B. DRIVE | | YES | H | 4/18/03 | Removed by request; WW & ST remain | | | | | C06 |
| GAVRONSKI | 434 | LOT, MARINA RD./ 2 GPs | | YES | LOT | 6/2/97 | relocated | | | | | C07 |
| PELOQUIN, CHERYL | 230 | PARKER ROAD | | YES | H | 10/25/95 | PAYMENT PLAN | | | | | C02 pmts |
| DRIGGERS | | VACANT LOT, EZELL BCH | | NO | LOT | not | relocated | | | | | C01 |
| HAISTEN, DEE | 311 | CI ROAD | | NO | LOT | 5/20/99 | Removed by request | | | | | C19 |
| MURPHY, HAROLD | 480 | 21537 SANDPIPER | | YES | H | 5/1/03 | Using | | | | | C18 |
| LAWLER, WILL | 358 | CORMORANT ROAD | | YES | LOT | 10/28/97 | PAID | | | | | C18 4876 |
| NESHAT, SHAHENE | 485 | LOT #88, SANDPIPER | | YES | LOT | 7/1/02 | Removed by request | | | | | C18 |
| SEABORN, JIMMY | 484 | LOT #9, SANDPIPER | | YES | LOT | 6/24/02 | PAYMENT PLAN | | | | | C14 pmts |
| SULLIVAN, DANIEL | 483 | LOT #54, SANDPIPER | | YES | LOT | 8/20/02 | Removed by request | | | | | C14 |
| STANLEY, W.D. | 480 | KINGFISHER ROAD | | YES | LOT | 5/29/90 | PAYMENT PLAN | | | | | C15 pmts |
| COOPER, CHRIS | 459 | LOT #37, SANDPIPER | | YES | LOT | 6/1/02 | Removed by request | | | | | C15 |
| COOPER, CHRIS | 455 | LOT #38, SANDPIPER | | YES | LOT | 2/28/02 | Removed by request | | | | | C15 |
| JENKINS, DAVID | 458 | KINGFISHER ROAD | | ? | LOT | 3/25/02 | Removed by request | | | | | C16 |
| WHITLEY, DEBORAH | 321 | 21445 S. SANDPIPER RD. | | NO | H | 1/29/03 | PAID | | | | | C18 4876 |
| FEENEY, JACK | 466 | LOT #34, HERON ROAD | | NO | LOT | 8/4/02 | Removed by request | | | | | C17 |
| BASKIN, KELLY | 457 | LOT #86, SANDPIPER | | NO | LOT | 5/20/02 | PAID | | | | | C14 4876 |
| GUENTHNER, NORMA | | CI LOOP-NOT A CUSTOMER | | YES | LOT | not | Removed by request | | | | | C19 |
| JERNIGAN, WALLACE | 458 | LOT #67, SANDPIPER | | NO | LOT | 5/22/02 | PAID | | | | | C14 4876 |
| THARPE, DONNIE | 475 | LOT #8, HWY 381, CI | | NO | LOT | 4/7/03 | PAID | | | | | C17 4876 |
| FRANCES | | HWY 381, GP @ STORAGE | | NO | | not | Relocated; GP @ storage trailer | | | | | C10 |

TAYLOR COASTAL WATER & SEWER DISTRICT

18820 Beach Road

Perry, FL 32348

Phone: (850) 578-3043

Fax: (850) 578-3095

tcu1@gtcom.net

July 19, 2006

Certified Mail

David Jenkins
320 Old Greenville Road
Fayetteville, GA 30215

RE: Grinder Pump, Account #456

Dear Mr. Jenkins:

In our letter of January 24, 2006, we offered to you the opportunity to purchase the grinder pump installed upon your property located on Kingfisher Road for a reduced cost of \$4,876.00 payable in full to Taylor Coastal Water & Sewer District by July 31, 2006. As of the date of this letter, we have not received payment of any amount for the installation.

Because of the conditions attached to the Federal Grants for the Phase I project, you must pay for the installation if the grinder pump is to remain on your property. By County Ordinance and authority given to the District under State Statutes, all septic tanks within 200 feet of our system must be abandoned and any and all pollution sources must connect to our system. Therefore, a permit can no longer be obtained for a septic tank on your property and holding tanks are no longer allowed.

If your property is to be utilized and have a wastewater discharge, it must remain connected to our system. The Board once again encourages you to pay the contract price of \$4,876.00 that we previously offered for the entire installation rather than have it removed and pay an increased cost for the installation in the future. We regret that this may impose a financial burden upon you, but the District must abide by Federal, State, and County regulations, statutes, and restrictions. If you are unable to make the full payment of \$4,876.00 by the due date of July 31, 2006, please contact me before that date to see if we can work out a payment arrangement.

It is imperative that we hear from you immediately if you desire to keep the unit that was installed on your property. All units that have not been paid for by Grant monies or personal funds must be removed. If the grinder pump is removed, we may be required to disconnect your water to avoid waste discharge.

Thank you for responding in a timely manner.

Sincerely,

John K. Gentry, General Manager
TAYLOR COASTAL WATER & SEWER DISTRICT

Cc: Glenn Senter, Chairman

TAYLOR COASTAL WATER & SEWER DISTRICT

18820 BEACH ROAD
PERRY, FLORIDA 32348
Phone/Fax: (850) 578-3043
www.tcwsd.org

MINUTES OF REGULAR COMMISSION MEETING September 28, 2010

1. The meeting was held at the District Building at 5:30 PM on September 28, 2010. Present were:
COMMISSIONERS: Lee Bennett, Charles Carlton, Leland Carlton, Gennie Malone, Lynn Aibejeris and Glenn Senter. Commissioner Marcia Parker was absent.
TCW&SD STAFF: Jim Gooding, David Morgan, Diane Carlton and Shirley Shinholser
Chairman Bennett called the meeting to order and declared a quorum present.
2. The meeting was opened with prayer and the Pledge of Allegiance led by Commissioner Glenn Senter.
3. There were no guests present.
4. The Minutes of August 24, 2010 were presented. **A motion was made by Leland Carlton with a second by Lynn Aibejeris to approve the Minutes as read. Minutes were adopted unanimously.**
5. Phase II Update – Shirley Shinholser
Contractors mobilized on Tuesday, September 7th. BlueRok's office trailer has been set up at our Wastewater Plant. Crews are busy with prep work while awaiting piping, valves, wet wells and other materials which are being delivered daily. Installation of collection lines along Beach Road and wet wells at Dekle Beach began last week. Resident Observer, Keith Halbroom, is monitoring all work and provides a daily status report. Phase II is a smooth operation to date with good customer relations being maintained.
Geohagan (Dekle Beach), Collins (Dekle Beach) and T. Wilke Gibson, Jr. (J.L. Gibson Road) have not yet provided required easements/agreements for a grinder pump installation. Therefore, we may be three (3) short of the anticipated one-hundred (100) installations. **It was a consensus of the Board that every effort is made to pursue and obtain required documents from these individuals. Further research should also be conducted to see if any other lots having an existing, functional septic tank might be considered.**
Several years ago, individuals at Dekle Beach, as well as other areas, provided an upfront "membership fee" of \$250 to Taylor Coastal Utilities, Inc. for a future connection but have not obtained water service from the District since its inception. Due to increases in parts and labor, today's water connection fee is \$1,000.
Following discussion, the Board, in consensus, agreed that:
 - **If the lot has an installed water and/or sewer valve box, it is not an indication that the customer had active service. The account will be reviewed to determine past account history. If there was no active service, the customer shall be required to pay the current applicable connection fees for service, minus any service fees/deposits on record.**
 - **If the lot had an active account, the customer shall be required to pay the current re-connection fees plus any applicable transfer fees.**
6. Staff and Committee Reports
 - a. Billing Reports/Items – Diane Carlton
August sales of \$30,208 were up \$1,122 in comparison with August 2009 and down \$396 in comparison to July 2010. Our past dues are in excellent shape with no accounts over sixty (60) days and only one (1) account over thirty (30) days past due. There were no new service connections or disconnects for the month of August. Adjustments were routine yielding a gain of \$183 due to two (2) transfer fees and one disconnect fee. Total receivables are noted at \$18,310 which is up \$1,544 from the previous month of July mostly due to a decline in prepayments. It is expected that our year-end ((9/30/2010) will end on a positive note. **A motion was made by Glenn Senter to accept the Billing Supervisor's report as presented. A second was obtained from Leland Carlton and the motion was approved unanimously.**

TAYLOR COASTAL WATER & SEWER DISTRICT
MINUTES OF REGULAR COMMISSION MEETING

Page 2 of 3

b. Financial Reports/Office Manager Items – Shirley Shinholser

As indicated on the August Balance Sheet, our Operating Checking is escalated due to the August 31st transfer of RD funds from savings in preparation for the September 1 payment withdrawal. The Profit & Loss Budget Performance reveals YTD budget income loss in the amount of \$15,996; however, the YTD Total Expense was \$25,302 below budget resulting in YTD Net Ordinary Income of \$62,018 --- a gain of \$9,306 more than expected. It is anticipated that September 2010 will produce a balanced budget or a gain in Net Ordinary Income. In addition, we will end the year with three (3) grinder pump installations resulting in an asset increase of \$17,700. As noted in the Expense Breakdown, our service truck was serviced (mileage at 46,821); our wastewater chlorine metering pumps were repaired by Ketring; and, Ms. Guthrie reimbursed the District for the damage incurred to the duplex grinder pumps due to grease infiltration. **A motion was made by Glenn Senter to approve the Financial Reports. Lynn Aibejeris provided a second and the motion was approved unanimously.**

We contacted John Horvath about the painting of the Wastewater Treatment Plant. He's not sure RD will consider it as an upgrade versus maintenance but will try to have the cost covered under Phase II funding.

Water Resource Technologies has advised that a wet well lid rated for vehicular traffic is available. They will prepare a quote on a simplex and a duplex unit should they ever be required.

c. Water Operations – Jim Gooding

Everything is going well with the Water Department. We are processing line locates as requested and have not yet experienced any construction line cuts. A recent service was performed on the generator used to operate the pump of our 6" well. We've been advised that the radiator will need to be replaced soon. Consideration should be given to obtaining a generator that will operate our 8" well and any future wells.

d. Wastewater Operations – David Morgan

The Wastewater Department has no concerns at this time.

7. OLD BUSINESS

a. Funding for future Water improvements and Wastewater Expansion – Glenn Senter

Shirley, Diane and I met with Cheryl King of SERCAP and Steven Dicks of USDA-RD on September 16th to review an application for a USDA-RD Pre-Development Grant which will pay 75% of the cost of a Preliminary Engineering Report (PER), not to exceed \$25,000. The estimated cost for a PER is \$30,000. The District must publish a Request for Proposals (RFP) and select an engineer to prepare a PER identifying possible options and probable costs of the water improvement project. USDA-RD has funds available for solar and wind power so we should definitely consider this option. When we obtain sufficient funding and proceed with the project, the pre-development funds will be applied to the total cost.

b. Update on Keaton Beach RV Park – Lee Bennett

We have corresponded with Mr. Sprayberry. He is preparing blueprints of his RV Park for DEP and will provide a copy to the District upon completion.

c. Update on 2009 Omnibus Legislation, STAG funding (\$300,000)

John Horvath is currently preparing an amended Phase II Preliminary Engineering Report identifying additional cost to include Sawgrass Bay; to complete collection lines in Sandpiper; and, to extend collection lines to Fish Creek. Upon review, we can better determine how much of the STAG to allocate to wastewater and/or water improvements and complete our application to EPA.

8. NEW BUSINESS

a. Wages for the new fiscal year

Effective October 1, Diane Carlton will assume the position of Office Manager working three (3) days per week (approximately 24 hours). Shirley Shinholser will serve as Assistant Office Manager working three (3) days per week (approximately 24 hours) during the months of October through December. Advertising for the new Assistant Office Manager will take place in October with interviews and hiring in November. The new hire will train under Shirley 16 to 24 hours per week (Board's prerogative) during the month of December and work

TAYLOR COASTAL WATER & SEWER DISTRICT
MINUTES OF REGULAR COMMISSION MEETING

Page 3 of 3

three (3) days per week thereafter. In our budget for fiscal year 2010-2011, we considered changing Shirley from "salaried" to hourly at \$17 per hour for October through December; increasing Diane's wages to \$14 per hour effective October 1 due to increased job responsibility; and, a training rate of \$10 per hour for the new hire during the month of December with an increase to be considered upon Shirley's departure. **Following Board discussion, a motion was made by Glenn Senter to increase Diane Carlton's hourly salary to \$14.00 per hour; a second was made by Gennie Malone. The motion carried by unanimous vote with Charles Carlton abstaining due to his relationship to Diane. A second motion was presented by Glenn Senter to change Shirley's status from "salaried" to "hourly" at a rate of \$17.00 per hour. The motion received a second from Lynn Aibejeris and the motion carried by unanimous vote.** Staff was advised by the Board to ensure that the advertising state the new hire must be bondable and that the position is for part-time work averaging 25 hours per week.

b. Edit/Approve Job Descriptions

Drafts of an Employment Application and job descriptions for Office Manager and Assistant Office Manager were provided for review. **It was the consensus of the Board to approve the job descriptions for Office Manager and Assistant Office Manager and the Employment Application as presented and to adopt all three (3) documents as valid District documents.**

9. CLOSING REMARKS – COMMISSIONERS/STAFF

- Commissioner Charles Carlton stated he would like to consider closing the office one day per week after Phase II Construction.
- Commissioner Glenn Senter reminded everyone to stop and speak with the Phase II Resident Observer, Keith Halbrook.
- Chairman Bennett expressed how pleased he is with the appearance of the construction areas, including the office site at the WWTP.

10. There being no further business or comments, upon motion by Charles Carlton and a second from Leland Carlton, the meeting was adjourned at 7:40 pm.

**The next regularly scheduled meeting will be held on
Tuesday, October 26, 2010 at 5:30**

Board Actions:

Approve Minutes of August 24, 2010

Approve payment of re-connect fee plus equipment upgrade costs, as needed, for undeveloped lots having an existing water valve box and water meter

Approve payment of current connection fee less deposit on record for undeveloped lots that do not have an existing water valve box and meter

Approve Billing reports for August 2010

Approve Financial Reports for August 2010

Approve hourly wage of \$14.00 for Diane Carlton effective October 1, 2010

Approve hourly wage of \$17.00 for Shirley Shinholser effective October 1, 2010

Approve/Adopt Employment Application and job descriptions for Office Manager and Assistant Office Manager

Action Items:

Pursue required documents from individuals currently considered for grant-funded Phase II grinder pumps

Research lots in the Phase II coverage area which have an existing, functional septic tank that might be considered for a Phase II installation if one becomes available

Obtain sewer schematic for Keaton Beach RV - Sprayberry

Determine project(s) for 2009 Omnibus Legislation, STAG funding (\$300,000) and prepare EPA application

Complete application with USDA-RD for Pre-Development Grant for Water Improvements PER



Shirley Shinholser, Recording Secretary

POLICY

TAYLOR COASTAL WATER & SEWER DISTRICT

Policy # 2010 - 02

Effective Date: October 1, 2010

TITLE: WATER MEMBERSHIP ADJUSTMENTS

PURPOSE:

To provide an adjustment to minimal fees paid to the District for water service to equal the \$1,000.00 current cost for installation.

SCOPE:

All customers

POLICY STATEMENT:

Taylor Coastal Water & Sewer District has increased its water installation fee or "membership fee" from \$750.00 to \$1,000.00. Non-active accounts with deposits of less than \$1,000.00 will be required to pay the difference from the deposited amount to the \$1,000.00 current amount when the service is activated.

If the lot has an installed water and/or sewer valve box, it is not an indication that the customer had active service. The account will be reviewed to determine past account history. If there was no active service, the customer shall be required to pay the current applicable connection fees for service, minus any service fees/deposits on record.

If the lot had an active account, the customer shall be required to pay the current re-connection fees plus any applicable transfer fees.

EFFECTIVE DATE:

October 1, 2010 per discussion at the September 28, 2010 Commission meeting.



M. Diane Carlton, Board Secretary

| | NAME | Acct # | ONE-TIME ADJUST | GALLONS | AMOUNT | REASON FOR ADJUSTMENT |
|----|---------------------------|--------|--------------------|---------|------------|--|
| 1 | CPZA PROPERTIES LLC | 562 | 1/25/2006 | 48,000 | \$173.34 | Water Line Damage |
| 2 | HEDGECOCK INVESTMENTS | 261 | 2/9/2006 | 42,000 | \$260.39 | Water Leak |
| 3 | VOYLES, BARBARA & DANNY | 379 | 4/25/2006 | 7,000 | \$11.68 | Water Heater Burst |
| 4 | CREWS, MARILYN | 282 | 6/9/2006 | 20,000 | \$197.01 | Water Leak |
| 5 | MAULDIN, TOMMY | 314 | 6/27/2006 | 13,000 | \$29.08 | Water Line / Meter Damage |
| 6 | LYNN, MICHAEL | 556 | 8/30/2006 | 70,000 | \$204.00 | Leak in Irrigation System |
| 7 | WALKER, LORIS | 446 | 1/23/2007 | 219,000 | \$2,123.00 | Water Line / Meter Damage |
| 8 | HATHCOCK, RANDY & WENDY | 143 | 2/27/2007 | 55,000 | \$391.84 | Suspect Water Theft |
| 9 | KEATON BEACH MARINA LLC | 165 | 2/27/2007 | 170,000 | \$1,393.04 | Line Damage |
| 10 | MISSNME PROPERTIES LLC | 424 | 4/26/2007 | 19,000 | \$166.56 | Toilet Malfunction |
| 11 | FRONT PORCH PICTURES LLC | 90 | 5/30/2007 | 37,000 | \$205.85 | High Usage Disputed |
| 12 | LEWIS, RICK | 94 | 6/27/2007 | 54,000 | \$373.12 | Leak |
| 13 | STORY, RUSSELL | 429 | 10/12/2007 | 39,000 | \$107.20 | Undocumented High Usage |
| 14 | TURNER, TERRY | 176 | 11/27/2007 | 54,000 | \$387.01 | Leak |
| 15 | PARKER, WILLIAM DAVID | 273 | 11/27/2007 | 64,000 | \$486.16 | Leak - Timely in Discovery |
| 16 | WAGNER JR, WILFRED H. | 296 | 11/27/2007 | 54,000 | \$806.02 | Plumber didn't hook up Irrigation Correctly. |
| 17 | NALL, FELIX & PAT | 551 | 11/27/2007 | 56,000 | \$303.89 | Plumber didn't hook-up Irrigation Properly |
| 18 | MORGAN, DAVID | 503 | 1/23/2008 | 42,000 | \$78.82 | Freeze Damage |
| 19 | HOPKINS, FARLAND D. | 64 | 1/30/2008 | 12,000 | \$16.00 | Freeze Damage |
| 20 | WRIGHT, A. W. | 476 | 1/31/2008 | 23,000 | \$41.97 | Freeze Damage |
| 21 | SIMPSON, WILLIAM H. | 226 | 2/4/2008 | 24,000 | \$67.32 | Freeze Damage |
| 22 | KEATON BEACH PARTNERS LLC | 99 | 2/13/2008 | 26,000 | \$75.02 | Freeze Damage / Line Damage |
| 23 | HARPER, BRIAN | 128 | 2/21/2008 | 44,000 | \$238.06 | Undocumented High Usage |
| 24 | BEACH, TRAVIS | 177 | 4/17/2008 | 27,000 | \$138.01 | Line Damage |
| 25 | AMUNDSEN, PAULA | 169 | 4/23/2008 | 77,000 | \$622.48 | Water Line Burst |
| 26 | WENGER, LINDA A. | 187 | 6/4/2008 | 35,000 | \$197.43 | Leaking Toilet |
| 27 | HAMDAN, DR. FIRAS | 347 | 6/26/2008 | 70,000 | \$512.82 | Pipe Burst at Boat Shed |
| 28 | SADOUSKY, ROBERT | 181 | 6/30/2008 | 15,000 | \$57.73 | Water Hose Burst - 1-3 days |
| 29 | BRANNEN, JAMES | 60 | 9/23/2008 | 26,000 | \$61.12 | Undocumented High Usage |
| 30 | KEATON BEACH MARINA LLC | 167 | 2/2/2009 | 34,000 | \$1,125.24 | Undocumented High Usage |
| 31 | ADAMS, BILL/LINDA | 171 | 2/11/2009 | 17,000 | \$82.36 | Personal Cut-off Valve Leaking |
| 32 | FENDER, FOSTER "BO" | 217 | 2/24/2009 | 50,000 | \$371.57 | Broken Underground Pipe |
| 33 | HERNDON, GEORGIA R | 146 | 3/4/2009 | 14,000 | \$60.04 | Undocumented High Usage |
| 34 | GARNER, DONALD W. | 145 | 3/10/2009 | 12,000 | \$45.75 | Pipe Burst at Boat Shed |

| | NAME | Acct # | ONE-TIME ADJUST | GALLONS | AMOUNT | REASON FOR ADJUSTMENT |
|----|--------------------------|--------|--------------------|---------|------------|---|
| 35 | JANNEY, CARL & DIANE | 84 | 5/26/2009 | 61,000 | \$509.55 | Leaking Inside from Drain. "Hearing Water" |
| 36 | TURNER, TERRY | 140 | 6/12/2009 | 24,000 | \$125.77 | Water Loss / Theft |
| 37 | MEISSNER, KENNETH | 289 | 6/22/2009 | 35,000 | \$230.53 | Broken Pipe at Boat House |
| 38 | WEBB, RENEE | 130 | 12/29/2009 | 98,000 | \$881.69 | Leak on Customer Side found while Reading Meter |
| 39 | BLALOCK, GERELDA | 249 | 1/6/2010 | 38,000 | \$246.21 | Leak |
| 40 | DAVID K. HAYMAN | 158 | 1/27/2010 | 22,000 | \$118.81 | Freeze Damage |
| 41 | MIZELL, CHARLES | 109 | 2/3/2010 | 31,000 | \$194.65 | Pipe Burst |
| 42 | JONES, RICHARD H. | 156 | 4/21/2010 | 51,000 | \$392.64 | Ice Machine Leaking |
| 43 | WHITE, D.L. | 426 | 5/13/2010 | 30,000 | \$105.60 | Hose left on |
| 44 | ELLISON, DANNY | 414 | 9/20/2010 | 124,000 | \$1,229.75 | Faulty Toilet |
| 45 | HATCHER, BRAD | 27 | 9/21/2010 | 27,000 | \$66.23 | Faulty Toilet |
| 46 | LAVALLE, ALLIE JEAN | 16 | 5/24/2011 | 14,000 | \$110.42 | Line Break during Construction |
| 47 | McGRAW, EDWARD/KARREN | 473 | 5/25/2011 | 16,000 | \$531.36 | Split in his Hose |
| 48 | BEACH, MICHELLE | 112 | 5/26/2011 | 19,000 | \$157.72 | Undocumented High Usage |
| 49 | BILLINGS, JOHN & SHARI | 117 | 7/29/2011 | 59,000 | \$438.10 | Leak |
| 50 | SCHAMBEAU, GERALD | 300 | 10/5/2011 | 20,000 | \$102.75 | Leak |
| 51 | MILLER, AMELIA MAJORIE | 292 | 11/16/2011 | 72,000 | \$652.80 | Unknown Water loss - Per Board |
| 52 | GIBSON, T WILKIE | 566 | 12/12/2011 | 22,000 | \$399.22 | Faulty Washer Line |
| 53 | STEINHATCHEE INC | 415 | 1/11/2012 | 28,000 | \$117.59 | Leaking Toilet |
| 54 | JOHNSON, WILLIAM | 525 | 3/26/2012 | 57,000 | \$455.50 | Running Toilet |
| 55 | JANNEY, JOHNNIE | 97 | 5/18/2012 | 16,000 | \$78.81 | Damage Water Line |
| 56 | HILL, SIDNEY | 186 | 5/22/2012 | 52,000 | \$403.75 | Broken Water Line |
| 57 | BENNETT, DEE | 87 | 7/27/2012 | 22,000 | \$118.25 | Running Toilet |
| 58 | WOODFORD, ROBERT | 336 | 9/10/2012 | 19,000 | \$96.56 | Water Line Break - Canal Side - Capped |
| 59 | PARKMAN, DAVID | 110 | 10/4/2012 | 11,000 | \$27.20 | Leak |
| 60 | MOODY, J. LEWIS | 61 | 7/31/2013 | 16,000 | \$79.71 | Leak |
| 61 | BETHEA, JAMES & KIM | 148 | 8/23/2013 | 86,000 | \$651.43 | Broken Pipe Inside House |
| 62 | HATHCOCK, RANDY/WENDY | 461 | 10/30/2013 | 23,000 | \$131.43 | Leak |
| 63 | MORGAN, FRED | 57 | 12/1/2013 | 44,000 | \$392.85 | Leak |
| 64 | BLUECREEK BAPTIST CHURCH | 356 | 1/2/2014 | 19,000 | \$101.53 | Leak |
| 65 | SMITH, WAYNE & JENNIFER | 153 | 1/23/2014 | 122,000 | \$1,208.75 | Leak |
| 66 | LUNDY, HENRY GAYLE | 232 | 2/18/2014 | 10,000 | \$38.00 | Freeze Damage - Line Break |
| 67 | PAULK, SABRINA | 371 | 3/21/2014 | 266,000 | \$2,861.30 | Leak |
| 68 | COOPER, GARY | 277 | 6/11/2014 | 45,000 | \$321.60 | Leaky Toilet |

| | NAME | Acct # | ONE-TIME ADJUST | GALLONS | AMOUNT | REASON FOR ADJUSTMENT |
|-----|--------------------------|--------|--------------------|---------|------------|---|
| 69 | SLAUGHTER, BILL & CINDY | 113 | 6/25/2014 | 21,000 | \$112.18 | Unexplained Water Usage |
| 70 | RAULERSON , JIMMIE LEE | 22 | 7/29/2014 | 19,000 | \$99.40 | Unknown Water Loss - Suspect Hose left on |
| 71 | JOHNSON, J.K. | 44 | 9/22/2014 | 28,000 | \$134.00 | Leak |
| 72 | MURPHY, HAROLD/LINDA | 480 | 9/24/2014 | 16,000 | \$63.67 | Unknown Water Loss |
| 73 | WILLIS, MARC | 322 | 10/21/2014 | 57,000 | \$599.10 | Unknown Water Loss |
| 74 | SHAW, LOUIS | 58 | 11/21/2014 | 68,000 | \$757.77 | Unexplained Water Usage |
| 75 | FEAGLE, RICHARD & PAM | 208 | 12/30/2014 | 122,000 | \$588.71 | 7 Month Leak |
| 76 | STOKES, RICK & IRENE | 499 | 2/5/2015 | 13,000 | \$62.05 | Unknown Water Loss |
| 77 | SMITH, MICHAEL | 564 | 1/5/2015 | 11,000 | \$68.60 | Pipe Burst - Freeze Damage |
| 78 | TAYLOR COUNTY BCC | 182 | 3/25/2015 | 64,000 | \$631.90 | Line Break at Restrooms |
| 79 | BLUECREEK BAPTIST CHURCH | 355 | 6/4/2015 | 19,000 | \$147.65 | Unknown Water Loss |
| 80 | WETHERINGTON, VANNIE | 92 | 7/22/2015 | 15,000 | \$105.00 | Unknown Water Loss |
| 81 | BOSWELL, DANNY | 245 | 9/25/2015 | 18,000 | \$133.80 | Broken Water Line |
| 82 | DAVIS III, TOM | 76 | 10/7/2015 | 22,000 | \$172.85 | Undocumented High Usage |
| 83 | MINCHIN, JACQUELINE | 212 | 2/5/2016 | 20,000 | \$156.81 | Unexplained Water Usage - Possible Leak |
| 84 | WILKES, MICHELLE & BOBBY | 51 | 11/30/2016 | 34,000 | \$316.65 | Leak |
| 85 | DURSHIMER, FRANK | 125 | 2/22/2017 | 11,000 | \$71.96 | Leak |
| 86 | MURPHY, LUKE | 63 | 4/6/2017 | 8,000 | \$43.89 | Damaged Meter by Power Truck |
| 87 | CLARK, CHARLOTTE | 436 | 7/25/2017 | 14,000 | \$100.61 | Leaky Toilet |
| 88 | COLTRANE, REVIS | 313 | 8/24/2017 | 45,000 | \$448.37 | Broken Pipe |
| 89 | CATALANO, ALVIN | 89 | 11/27/2017 | 70,000 | \$737.94 | Hose Left Running per Ron |
| 90 | BENNETT, JOHN WILLIAM | 175 | 12/20/2017 | 15,000 | \$138.81 | Water Leak |
| 91 | CULLEN, GEORGE | 406 | 4/25/2018 | 6,000 | \$13.98 | Freeze Damage |
| 92 | DOUGLAS, R.E. | 106 | 7/6/2018 | 13,000 | \$93.31 | Unaccounted Water Loss |
| 93 | GRIFFIN, JEFFERY TODD | 353 | 8/29/2018 | 152,000 | \$2,085.47 | Unknown Cause of Water Loss |
| 94 | KICKLIGHTER, MIKE/NICOLE | 468 | 11/21/2018 | 60,000 | \$706.53 | Broken Water Line at Fence Line |
| 95 | RUSSELL, LINDA | 142 | 12/21/2018 | 23,000 | \$201.63 | Water Leak |
| 96 | FRANCIS, BOB | 244 | 12/21/2018 | 155,000 | \$2,173.33 | Very Large Water Leak |
| 97 | VIGNETTI, VIVIAN A | 604 | 1/3/2019 | 29,000 | \$279.77 | Broken Pipe |
| 98 | CARLTON, CHARLES D | 34 | 2/26/2019 | 30,000 | \$276.01 | Undocumented High Usage |
| 99 | RAULERSON, JIMMIE LEE | 342 | 5/31/2019 | 12,000 | \$168.66 | Unknown Water Loss |
| 100 | MILLER, LAMAR | 293 | 7/22/2019 | 60,000 | \$706.53 | Leak - Span of 2 Months |
| 101 | KELLEY, THOMAS | 108 | 11/5/2019 | 45,000 | \$470.82 | Plumbing Leak |
| 102 | SCALLOP TIME LLC | 179 | 7/21/2020 | 173,000 | \$2,451.25 | Water Leak |

| | NAME | Acct # | ONE-TIME ADJUST | GALLONS | AMOUNT | REASON FOR ADJUSTMENT |
|-----|------------------------|--------|--------------------|-----------|-------------|---------------------------------------|
| 103 | WILLIAMS JR, JAMES T | 225 | 9/4/2020 | 48,000 | \$502.26 | Customer Request - Unknown Water Loss |
| 104 | CANNINGTON, HENRY | 380 | 9/23/2020 | 54,000 | \$613.89 | Water Line Break |
| 105 | CURL, CONNY | 114 | 4/29/2021 | 81,000 | \$572.52 | Running Toilet |
| 106 | FLEMING, DENVER | 194 | 10/21/2021 | 13,000 | \$100.97 | Customer Request - Unknown Water Loss |
| 107 | BETHEA, CLAYTON/SANDRA | 357 | 10/21/2021 | 69,000 | \$601.23 | Leak |
| 108 | PRIDGEN, LISA ANN | 466 | 11/22/2021 | 218,000 | \$3,325.85 | Water Theft |
| 109 | MARCHANT, KIM | 363 | 1/3/2022 | 12,000 | \$90.39 | Unexplained Water Loss |
| | TOTAL | | | 5,131,000 | \$46,115.11 | |

15 years - approx \$ 3,074.34 per year

Subject: Re: TCWSD Question

From: richard powellandjonescpa.com <richard@powellandjonescpa.com>

Date: 2/4/2022, 10:19 AM

To: Lynette Senter <tcwsd@fairpoint.net>

Lynette,

If you have the cash write a check charged to legal settlement and deposit to customer's account in RVS.

Then just

treat it like other prepayments.

Richard

From: Lynette Senter <tcwsd@fairpoint.net>

Sent: Thursday, February 3, 2022 3:35 PM

To: richard powellandjonescpa.com <richard@powellandjonescpa.com>

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

Subject: TCWSD Question

Good Afternoon Richard,

The District had a customer start the process for bringing a claim against us for failure to provide hookups into our system that they were entitled to. This was the also some of the basis for the previous board's removal. The new Board has elected to honor the claim and pay the expenses incurred by the customer, which total approximately \$25,000. We notified our insurance company and they stated that we did have coverage for this type of claim. However, the customer made an offer to the Board to have the \$25,000 paid to them by way of bill credits each month, rather than a lump sum. The Board agreed to this request to avoid a claim on our insurance.

How do I account for this? We have customers who pay ahead and their monies are entered into the billing system (RVS) and then deposited into the District's checking account (allocated to RVS - SYSTEM ACCOUNT). The amount they have paid ahead shows on their bill each month, along with their monthly bill deduction. Will we need to do some type of deposit/transfer using the Customer's account number, and move the \$25,000 into the RVS - SYSTEM ACCOUNT coded to the appropriate customer account number? If so, do you have a suggestion where should I move this money from? The Board did not give me any direction regarding this, so I wanted to get some advice from you, and discuss it with them at the next meeting. We do have a generous amount in our checking account at this time and I wondered if we should use the money from there, or do we need to pull this from the reserves? Any help you can give me is much appreciated. I will be out on Friday, but back on Monday.

Thank you,

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.