

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

REGULAR COMMISSION MEETING AGENDA
Thursday, October 20, 2022
6:00 p.m.

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

When the Chairperson opens the meeting for public comment, please follow these instructions:

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

1. Meeting called to order and a quorum established
2. Prayer and the Pledge of Allegiance to the Flag
3. Election of Officers for FY 2022-2023
 - a. Chairman
 - b. Vice Chairman
 - c. Board Secretary
4. Welcome guests and open floor for comments for non-agendaed items
5. Update on Water Improvements Project
6. Approval of Minutes from August 18, 2022.
7. Consent Items:
 - a. Director's Report – September 2022
 - b. Financial Report - September 2022
8. District Manager Items – Lynette Senter
9. New Business
 - a. Review and Approval of 2022-2023 Board Calendar and Holiday Schedule
 - b. Review of Rules & Regulations 2022-2023
 - c. Review of Rules of Procedure and Commissioners Code of Conduct 2022-2023
10. Old Business
 - a. Review of Mowing Bids Report
 - b. Water Audit and Water Loss Project
 - c. Large Loss/One Time Adjustment Policy Update
11. Closing Remarks Commissioners/Staff
12. Motion to Adjourn

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MINUTES OF REGULAR COMMISSION MEETING

September 15, 2022

1. The meeting was held at the District Building at 6:00 PM on September 15, 2022. Present were Commissioners Mike Hunter, Gayle Lundy, Michael Lynn, Jan Walker, Randy Hathcock, and Board Attorney J.D. Durant. TCWSD Staff present was Kristi Hathcock. Lynette Senter was absent.

The meeting was called to order at 6:00 p.m.

2. Vice Chairman Hathcock led us in prayer and the Pledge of Allegiance to the flag.
3. There were three guests: Glenn Senter, Willi Huxford and Roger Weste. There were no comments from the public for non-agendaed items.
4. **Proposals for Mowing** – Bids for mowing services were received from A & R Lee Services and Faulkner Lawn Care. The staff will prepare a spreadsheet of the bids for presentation at the next Board meeting for review, discussion, and possible acceptance.
5. **Proposals for Pest Control** – We did not receive any bids for Pest Control. Mr. Senter who was sitting in for Ms. Senter spoke with our current provider, Messick Pest Control who indicated that there was a misunderstanding regarding a proposal to Taylor County. Ms. Messick explained there would be no change in the pricing of our current services. Mr. Senter explained that if no bids were received and there was not any problem with the current services, the District kept the current vendor. **Vice Chairman Hathcock made a motion to keep using Messick Pest Control. Commissioner Lynn offered a second. Chairman Hunter asked for further discussion. By unanimous vote, the motion was approved.**
6. **Update on the Water Improvements Project** – Mr. Ricardo Jimenez of Dewberry was unable to call into the meeting due to a storm. Mr. Senter explained the State Revolving Fund had approved us for a 90% funding match for our Water Improvements Project. The District will be responsible for 10% of the nearly \$4 Million Dollar project. Mr. Senter explained that the Water Improvements Project includes a new well, new ground-based storage tank, and new pumping system as well as auto-read meters.
7. Approval of minutes from the August 18, 2022, Board Meeting. **Commissioner Walker made a motion to approve the Minutes for August 18, 2022. Vice Chairman Hathcock offered a second. Chairman Hunter asked for further discussion. By unanimous vote, the motion was approved.**
8. **Staff and Committee Reports**

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

Page 2 of 4

- a. **Directors Report August 2022 – Kristi Hathcock** – Chairman Hunter asked if everyone had reviewed the Director’s Report. The commissioners answered yes. Chairman Hunter asked if there were questions about the Director’s Report. The commissioners said no.
- b. **Water Audits – August 2022 - Kristi Hathcock** - Ms. Hathcock reported the water audit for August 2022 showed an estimated water loss of 35.82%. The field staff fixed a leak at the Marina Road flush valve. The next page included the Water Audits from January 2021 to August 2022. Chairman Hunter asked if there was a way for them to read these meters more often to see where is the largest lost coming from. Ms. Hathcock stated the field staff reads them once a month. Mr. Senter explained that the meters over one million gallons that Mr. Bennett will be replacing will help with finding the water loss. Vice Chairman Hathcock asked if we could read it daily or weekly, and Ms. Hathcock explained that we can. The commissioners discussed this and asked that we read the Neighborhood Meters once a week.
- c. **Financial Reports – August 2022 – Glenn Senter**– Mr. Senter reported the sales including new memberships for the month of August 2022 were \$65,708.70, \$4,827.38 above our budget income projection of \$60,881.32.
- d. **Other District Manager Items – Glenn Senter**
 - (1) **New Water Trainee** – We have hired Anna Edmonds as our new water trainee. Ms. Edmonds’ husband is a licensed Water & Wastewater Trainee, so she has some background knowledge of water and wastewater. She will be starting on October 3, 2022. Her references were excellent, and Mr. Bennett reported that her field interview went very well.
 - (2) **Hurricane Hermine Additional Reimbursement** – The State called Ms. Senter asking for more information from the Hurricane Hermine in 2016. Ms. Senter provided the information they needed, and the State issued more reimbursement in the amount of \$7,105.37.
 - (3) **Million Meter Project** – The new meters have been received and Mr. Bennett and Ms. Senter have started a schedule for their installation.
 - (4) **Lift Station at Boat Ramp** – The equipment has been ordered for the replacement of the electrical panels at the Boat Ramp Lift Station.
 - (5) **Blowers at Wastewater Treatment Plant** – The new blower was installed and is running properly.
 - (6) **Damage To Water Truck** –The damage to the water truck has been repaired and the invoices have been submitted to the insurance company for reimbursement.
 - (7) **Grinder Pump Inventory** – Last month, the Board asked for an inventory of grinder pumps at the Wastewater Treatment Plant. We have 10 Complete Customer Packages, 4 New 120-volt pumps, 10 Rebuilt 120-volt pumps, 2 New 240-volt

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

Page 3 of 4

pumps, and 7 Rebuilt 240-volt pumps. This meets the Board's request that we maintain an inventory of 10 customer packages at the wastewater plant.

- (8) **Meal Vouchers** – Ms. Senter prepared a suggested policy for meal vouchers for the Board to discuss. Vice Chairman Hathcock stated that he and Board Attorney, J. D. Durant had a discussion before the meeting started regarding this. Mr. Durant discussed his concerns with the board about the suggested policy and whether it will have a conflict with a Florida Statute that states compensation is fixed at \$5.00 a day with a per-diem of \$300.00 a year per person. **Vice Chairman Hathcock made a motion for the Board's attorney to investigate the suggested Meal Voucher Policy. Commissioner Lynn offered a second. Chairman Hunter asked for further discussion. By unanimous vote, the motion was approved.**

9. New Business

- a. **Discuss changes in One Time Adjustment Policy** – at the Board meeting in August, a request was made this item be added to the September Agenda. Ms. Senter prepared a suggested policy that included wording setting a limit of \$100.00 over the minimum monthly bill for which the customer could ask for a loss adjustment. The new wording also outlined that if the requested adjustment were between \$100.00 to \$1,000.00, the adjustment could be granted by the District Manager after a review of the account and circumstances. If there is any water loss over \$1,000.00 it would be brought to the Board for approval. The Board, Mr. Durant, and Mr. Senter discussed the Large Loss Adjustment policy. Chairman Hunter asked if we could table the discussion until the next meeting. Mr. Senter asked the commissioners to email their suggestions to Ms. Senter and the commissioners agreed.
- b. **Adoption of Annual Rate Increase** - Chairman Hunter stated that each year we do a rate increase and did anyone have any have any questions. Mr. Senter explained that the rate increase is lower than what was recommended by Florida Rural Water Association. Mr. Senter stated that the bill will increase a \$1.97 per customer. **Commissioner Lundy made a motion to accept the Annual Rate Increase. Commissioner Lynn offered a second. Chairman Hunter asked for further discussion. Vice Chairman Hathcock explained he understands that everything is going up, but he is not in favor of this rate increase. Commissioners Lundy, Walker, and Lynn voted aye; Vice Chairman Hathcock voted against.**
- c. **Adoption of Payroll Increase** – Ms. Senter prepared a payroll breakdown that included a 5% increase. The Auditor has suggested that we do a separate motion for payroll increases outside of the adoption of the annual budget. Commissioner Lundy asked about the salary for the new employee and Mr. Senter stated that she will get close to \$15.00 an hour. Ms. Hathcock explained that she has not started yet but she will be making approximately \$1,831.35 after taxes each month. The Board and Mr. Senter discussed the 5% payroll increase and that Mr. Bennett will be both the water and wastewater operator for the District. Vice Chairman Hathcock asked if Mr. Bennett fills in at the Big Bend Water Authority. Mr. Senter stated that Mr. Bennett occasionally fills in at the Big Bend

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

Page 4 of 4

Water Authority when they need help. Commissioner Walker asked how many hours a week does Mr. Smith work. Mr. Senter explained that the field staff are all part-time, but Mr. Bennett works around eight hours a day. Chairman Hunter asked if these items were in our Board package last month and Ms. Hathcock confirmed that they were. Chairman Hunter asked if the payroll increase was included in the 2022-2023 Budget and Mr. Senter confirmed that it was. Commissioner Walker explained that she understands we need these quality people to work this operation and it is important that we support our current employees. **Commissioner Lynn made a motion to approve the Payroll Increase of 5%. Commissioner Lundy offered a second. Chairman Hunter asked for further discussion. Commissioners Lundy, Walker, and Lynn voted aye; Vice Chairman Hathcock voted against.**

- d. **Adoption of 2022-2023 Budget** - Chairman Hunter asked if the Board has had time to look over the budget and asked if anyone had questions. **Commissioner Lynn made a motion to accept the 2022-2023 Budget. Commissioner Walker offered a second. Chairman Hunter asked for further discussion. By unanimous vote, the motion was approved.**

10. Old Business

- a. **Neighborhood Meter Project Update** – Discussed in item 6.
- b. **Water Loss Project** – Discuss in item 8.b.

11. **Closing Remarks Commissioners/Staff** – There were none.

12. **Motion to Adjourn**

Chairman Hunter requested a Motion to Adjourn. Vice Chairman Hathcock made a motion to adjourn the meeting. Commissioner Lundy offered a second. The meeting adjourned at 6:50 PM.

Board Actions:

1. Approval of the motion to keep using Messick Pest Control.
2. Approval of the minutes for August 18, 2022.
3. Approval of the motion for the Board's attorney to investigate the suggested Meal Voucher Policy.
4. Approval of the motion for the Annual Rate Increase.
5. Approval of the motion for the Payroll Increase of 5%.
6. Approval of the 2022-2023 Budget.

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

Directors Report

Taylor Coastal Water & Sewer Distr

Water Sold This Month

1,204,000 Gallons

	Amount (\$)	# Of Accounts
Total Water	19,915.60	566
Total Sewage	28,890.96	545
Total Grinder Pump Fee	8,095.00	543
Total LATE FEE	301.97	31
Total Adjustments	-1,075.44	27
Total Current Charges	56,128.09	566
Amount Past Due 1-30 Days	1,592.33	15
Amount Past Due 31-60 Days	480.26	2
Amount Past Due Over 60 Days	0.00	
Amount Of Overpayments/Prepayments	-46,445.14	166
Total Receivables	11,755.54	473

Total Receipts On Account	60,996.87	505
Net Change in Memberships	0.00	0
Amount of All Memberships	283,070.00	496
Amount of All Deposit 2	4,500.00	6
Turned Off Accounts (Amount Owed)	-1,003.64	136
Collection Accounts (Amount Owed)	-1,003.64	107
Number Of Unread (Turned On) Meters		
Average Usage For Active Meters	2,037	591
Average Water Charge For Active Meters	35.19	566

Usage Groups	Gallons	# Of Accounts	Usage Gallons	% Of Usage	% Of Sales
Over 50,000		1	56,000	4.65	1.59
40,001-50,000		0	0	0.00	0.00
30,001-40,000		0	0	0.00	0.00
20,001-30,000		4	102,000	8.47	2.16
10,001-20,000		13	179,000	14.87	3.96
8,001-10,000		11	102,000	8.47	2.58
6,001-8,000		15	113,000	9.39	3.19
4,001-6,000		32	168,000	13.95	5.98
2,001-4,000		73	246,000	20.43	12.23
1-2,000		178	238,000	19.77	28.50
Zero Usage		264	0	0.00	39.64
Total Meters		591	1,204,000	100.00	99.83

Directors Report

Taylor Coastal Water & Sewer Distr

Monthly Reconciliation

Ending Receivables (Last Month)		16,624.32
Sales this Month	+	57,203.53
Adjustments this Month		-1,075.44
Less Payments this Month	-	60,996.87
	=	<u>11,755.54</u>
Total Receivables		11,755.54
Ending Memberships (Last Month)		286,570.00
Changes this Month		0.00
	=	<u>286,570.00</u>
Total Memberships		287,570.00

PAST DUE LIST

Taylor Coastal Water & Sewer Distr

ACCT#	RT NAME	CURRENT	1-30	31-60	61+	LAST PAYMENT	TOTAL
431	5 BOWDEN, MELVIN	314.37	217.50	227.12		536.90 7/1/22	758.99
89	2 CATALANO, ALVIN	169.83	197.46	253.14		166.92 8/1/22	620.43
Total Receivables:		11,755.54		484.20	480.26		
Accounts Listed:		2	414.96		0.00		\$1,379.42

All Customers Age 2 Accounts

Taylor Coastal Water & Sewer Dist.

1:52:07PM

Turned Off Accounts

Taylor Coastal Water & Sewer Distr

ACCT #	NAME	SERVICE ADDRESS	ROUTE	TURN-OFF DATE	MONTHS INACTIVE
32	JILES, RENEE	18968 GOOD TIMES DR	1	09/30/22	0

1 Accounts turned off since 09/01/2022

All Customers

Taylor Coastal Water & Sewer Dist.

CHANGING MEMBERSHIP

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

All Customers
Taylor Coastal Water & Sewer Dist.

ADJUSTMENTS

Friday, September 30, 2022

1:49:06PM

9/30/2022

Page 1 of 2

Taylor Coastal Water & Sewer

ACCT. #	NAME	CODE	AMOUNT	APPROVAL	DATE
201	AIBEJERIS (RV), LYNDA	1	(\$10.58)		9/21/22
	1 Total Adjustments	(\$10.58)	For Adjustment 1		
429	STORY, RUSSELL	2	\$103.42	KMH	9/22/22
	RETURNED PAYCLIX PAYMENT				
283	WALTON, BRADLEY C	2	\$93.82	LTS	9/26/22
	Check returned from Bank				
	2 Total Adjustments	\$197.24	For Adjustment 2		
429	STORY, RUSSELL	3	\$5.00	KMH	9/23/22
	RETURNED CHECK FEE				
283	WALTON, BRADLEY C	3	\$5.00	LTS	9/26/22
	RETURNED CHECK FEE				
	2 Total Adjustments	\$10.00	For Adjustment 3		
65	HART, BONITA	9	(\$9.59)	KMH	9/2/22
	SUPPOSED TO BE CREDITED TO ACCT NOT DEBITED				
	1 Total Adjustments	(\$9.59)	For Adjustment 9		
134	CREWS, VERA	12	(\$9.38)	KMH	9/27/22
	LATE FEE ADJ DUE TO CUSTOMER'S CHECK LOST IN MAIL				
65	HART, BONITA	12	\$9.59	KMH	9/2/22
	CUSTOMER CHECK LOST IN MAIL				
65	HART, BONITA	12	(\$9.59)	KMH	9/2/22
	CUSTOMER CHECK LOST IN MAIL				
321	LLAMAS, DANIEL	12	(\$11.30)	LTS	9/23/22
	Customer never late				
465	LLAMAS, SANDRA	12	(\$9.38)	LTS	9/23/22
	Customer did not receive bill				
699	LLAMAS, SANDRA	12	(\$9.38)	LTS	9/23/22
	Customer did not receive bill				
	6 Total Adjustments	(\$39.44)	For Adjustment 12		
350	BAUMGARDNER, TOM	13	(\$7.56)	KMH	9/21/22
	SM				
34	CARLTON, CHARLES D	13	(\$15.12)	KMH	9/21/22
	SM				
67	CARTER, MICHAEL/STEPH	13	(\$52.92)	KMH	9/21/22
	SM				
315	DAVIS, RUSS	13	(\$15.12)	KMH	9/21/22
	SM				
147	DORRIS, GARY & LISA	13	(\$75.60)	KMH	9/21/22
	SM				
178	HENDERSON, ROBBIE L.	13	(\$75.60)	KMH	9/21/22
	SM				
66	LILLIOTT, HUD AND LAUR	13	(\$15.12)	KMH	9/21/22
	SM				
150	MADISON, JASON & SAMA	13	(\$98.28)	KMH	9/21/22
	SM				
479	MILEY HOLDINGS 21007 LI	13	(\$22.68)	KMH	9/21/22
	SM				
318	MORRIS, JOHN	13	(\$105.84)	KMH	9/21/22
	SM				

Taylor Coastal Water & Sewer

ACCT.#	NAME	CODE	AMOUNT	APPROVAL	DATE
551	NALL, FELIX & PAT	13	(\$45.36)	KMH	9/21/22
SM					
181	SADOUSKY, ROBERT	13	(\$45.36)	KMH	9/21/22
SM					
300	SCHAMBEAU, GERALD	13	(\$68.04)	KMH	9/21/22
SM					
435	WHITE, D.L.	13	(\$7.56)	KMH	9/21/22
SM					
225	WILLIAMS JR, JAMES T	13	(\$68.04)	KMH	9/21/22
SM					
606	WOODS, HOWARD	13	(\$15.12)	KMH	9/21/22
SM					
	16 Total Adjustments		(\$733.32)	For Adjustment 13	
32	COOKSEY, CAROLYN	14	\$100.00	KMH	9/29/22
COOKSEY TO JILES					
	1 Total Adjustments		\$100.00	For Adjustment 14	
184	KEATON BEACH MARINA	17	(\$656.45)	KMH	9/27/22
DUE TO LEAKING TOILET!					
294	REICHARD, THOMAS & LO	17	(\$133.30)	KMH	9/6/22
ONE-TIME ADJUSTMENT DUE TO UNEXPLAINED WATER LOSS					
	2 Total Adjustments		(\$789.75)	For Adjustment 17	
32	COOKSEY, CAROLYN	19	\$200.00	KMH	9/29/22
DISCONNECT AT CUSTOMER'S REQUEST					
	1 Total Adjustments		\$200.00	For Adjustment 19	

- 1. (10.58) Adjustment for mis-read meter
- 2. 197.24 Debit account for returned check
- 3. 10.00 Returned check fee
- 9. (9.59) Data input error
- 12. (39.44) Late fee adjustment
- 13. (733.32) Second meter
- 14. 100.00 Transfer fee (chg of owner)
- 17. (789.75) One time adjustment request
- 19. 200.00 Disconnect fee

27 Accounts 32 Total Adjustments (\$1,075.44)

All Customers

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

TAYLOR COASTAL WATER & SEWER DISTRICT Profit & Loss Budget Performance

September 2022

		Sep 22	Budget	Oct '21 - Sep 22	YTD Budget	Annual Budget
	FUEL - WATER	168.61	150.00	2,149.40	1,800.00	1,800.00
	FREIGHT - WATER	12.00	25.00	185.99	300.00	300.00
	SAFETY EQUIPMENT - WATER	0.00	16.67	139.49	200.00	200.00
	ENGINEERING SERVICES - WATER	0.00	62.50	0.00	750.00	750.00
	ELECTRIC - WATER	461.81	458.33	4,752.74	5,500.00	5,500.00
	VEHICLE MAINTENANCE - WATER	0.00	83.33	526.82	1,000.00	1,000.00
	FORD F-150 PICKUP PAYMENTS	0.00	385.67	4,942.09	4,628.00	4,628.00
	Hurricane Hermine Expenses	0.00	0.00	0.00	0.00	0.00
	PROPERTY IMPROVEMENTS - WATER	0.00	0.00	0.00	0.00	0.00
	CHEMICALS, WATER	244.26	250.00	3,186.96	3,000.00	3,000.00
	LAB TESTING/SUPPLIES, WATER	135.00	333.33	2,199.84	4,000.00	4,000.00
	REPAIR/MAINTENANCE, WATER	6,234.71	1,000.00	14,865.68	12,000.00	12,000.00
	REPLACEMENT PARTS, WATER	103.96	583.33	17,328.92	7,000.00	7,000.00
	SUPPLIES/SMALL TOOLS, WATER	268.17	166.67	2,176.33	2,000.00	2,000.00
	SYSTEM/PLANT UPGRADES, WATER	0.00	250.00	149,792.64	3,000.00	3,000.00
	TANK MAINTENANCE, WATER	0.00	0.00	1,845.14	0.00	0.00
	Total WATER DEPARTMENT	13,648.06	4,652.27	214,985.20	55,827.50	55,827.50
	Total Expense	77,756.43	60,881.31	809,268.10	730,576.00	730,576.00
	Net Ordinary Income	-21,628.34	0.01	-32,212.59	0.00	0.00
	Other Income/Expense					
	Other Income					
	STATE REVOLVING FUND PROGRAM	0.00		165,750.00		
	State of Florida Public Assist (Reimbursement of Hurricane Hermine Expenses)	7,105.37		7,105.37		
	CAPITAL GRANT_USDA-RD GRANT REV	0.00	0.00	0.00	0.00	0.00
	INTEREST INCOME	444.68	0.00	964.50	0.00	0.00
	LABOR/PARTS, CUST REPAIR	0.00		5,797.03		
	MISCELLANEOUS INCOME	4,975.89		5,008.88		
	Total Other Income	12,525.94	0.00	184,625.78	0.00	0.00
	Net Other Income	12,525.94	0.00	184,625.78	0.00	0.00
	Net Income	-9,102.40	0.01	152,413.19	0.00	0.00

TAYLOR COASTAL WATER & SEWER DISTRICT Profit & Loss Budget Performance

September 2022

		Sep 22	Budget	Oct '21 - Sep 22	YTD Budget	Annual Budget
Ordinary Income/Expense						
Income						
	CUSTOMER GRINDER PUMP SALES	0.00	8,333.33	94,500.00	100,000.00	100,000.00
	ADJUSTMENTS, RVS BILLING	-1,075.44	0.00	-13,726.20	0.00	0.00
	GRINDER PUMP FEE	8,095.00	6,522.50	94,814.36	78,270.00	78,270.00
	LATE FEES, RVS	301.97	283.33	3,655.03	3,400.00	3,400.00
	SEWAGE SALES	28,890.96	26,184.58	345,699.48	314,215.00	314,215.00
	WATER CONNECTION FEE (RVS MEMBERSHIP)	0.00	1,333.33	13,350.00	16,000.00	16,000.00
	WATER SALES	19,915.60	18,224.25	238,762.84	218,691.00	218,691.00
	Total Income	56,128.09	60,881.32	777,055.51	730,576.00	730,576.00
	Gross Profit	56,128.09	60,881.32	777,055.51	730,576.00	730,576.00
Expense						
	WATER IMPROVEMENTS PROJECT	0.00	0.00	0.00	0.00	0.00
	DISTRICT OFFICE					
	TRAVEL/MILEAGE - DO	0.00	16.67	421.60	200.00	200.00
	EDUCATION/CONFERENCE - DO	0.00	0.00	35.00	0.00	0.00
	WC INS - DO	957.50	180.50	1,323.33	2,166.00	2,166.00
	MOWING - DO	60.00	101.00	340.00	1,212.00	1,212.00
	LICENSES & PERMITS - DO	0.00	0.00	0.00	0.00	0.00
	SALES TAX - DO	0.00	0.00	0.00	0.00	0.00
	PROPERTY INS - DO	1,065.00	65.75	1,065.00	789.00	789.00
	GENERAL LIABILITY INS - DO	2,562.00	156.83	2,562.00	1,882.00	1,882.00
	BONDS - DO	0.00	300.00	1,857.85	3,600.00	3,600.00
	INLAND MARINE INS - DO	100.00	8.33	100.00	100.00	100.00
	FINANCE CHG/LATE FEE - DO	0.00	0.00	191.46	0.00	0.00
	TELEPHONE/LANDLINE - DO	71.68	133.33	945.07	1,600.00	1,600.00
	LEGAL/PROFESSIONAL FEES - DO	0.00	1,250.00	26,049.90	15,000.00	15,000.00
	BANK CHG/SERVICE CHARGES - DO	251.19	66.67	1,812.28	800.00	800.00
	FREIGHT - DO	31.25	8.33	119.40	100.00	100.00
	SAFETY EQUIPMENT - DO	0.00	8.33	96.64	100.00	100.00
	POSTAGE	1,128.00	250.00	2,276.00	3,000.00	3,000.00
	DUES & SUBSCRIPTIONS	0.00	16.67	820.06	200.00	200.00
	ADVERTISING	515.00	162.50	3,299.24	1,950.00	1,950.00
	ACCOUNTING	0.00	750.00	8,876.00	9,000.00	9,000.00

TAYLOR COASTAL WATER & SEWER DISTRICT
Profit & Loss Budget Performance

September 2022

	Sep 22	Budget	Oct '21 - Sep 22	YTD Budget	Annual Budget
COMPUTER/SERVICE,SOFTWARE	227.92	333.33	5,741.13	4,000.00	4,000.00
ELECTRIC - DIST OFFICE	155.28	166.67	1,562.05	2,000.00	2,000.00
OFFICE SUPPLIES	45.98	250.00	4,231.54	3,000.00	3,000.00
LANDSCAPING & DESIGN	0.00	41.67	0.00	500.00	500.00
REPAIR/MAINTENANCE - DO	30.00	41.67	1,526.00	500.00	500.00
PROPERTY IMPROVEMENTS - DO	0.00	41.67	389.36	500.00	500.00
Total DISTRICT OFFICE	7,200.80	4,349.92	65,640.91	52,199.00	52,199.00
COBANK (CONSOLIDATION OF THREE USDA-RD LOANS)					
CO BANK - PRINCIPAL	3,045.39	0.00	15,399.35	0.00	0.00
CO BANK - INTEREST	4,446.89	0.00	20,171.85	0.00	0.00
Total COBANK (CONSOLIDATION OF THREE USDA-RD LOANS)	7,492.28	0.00	35,571.20	0.00	0.00
PRINCIPAL EXPENSE - RURAL DEV (Rural Development Principal)	0.00	2,063.92	0.00	24,767.00	24,767.00
UNCATEGORIZED EXPENSES (Expenses not categorized elsewhere)	0.00	9,268.83	30,500.00	111,226.00	111,226.00
CUSTOMER REPAIRS	0.00		-2,016.00		
INTEREST EXPENSE - RURAL DEV (USDA-RD)	0.00	4,523.25	58,766.98	54,279.00	54,279.00
PERSONNEL EXPENSE					
SALARY & WAGES - WATER TRAINEE	0.00	0.00	0.00	0.00	0.00
SALARY & WAGES - DIST MGR	0.00	0.00	0.00	0.00	0.00
SALARY & WAGES - ADMIN	0.00	0.00	0.00	0.00	0.00
SALARY & WAGES - WW TRAINEE	0.00	0.00	0.00	0.00	0.00
SALARY & WAGES - WW OPERATOR	0.00	0.00	0.00	0.00	0.00
SALARY & WAGES - WATER OPERATOR	0.00	0.00	0.00	0.00	0.00
WAGES - ADMINISTRATIVE	0.00	0.00	0.00	0.00	0.00
SALARIES & WAGES ADMIN	7,383.33	7,683.33	97,724.94	92,200.00	92,200.00
RETIREMENT CONTRIBUTION-FRS (FL Retirement Systems)					
RETIREMENT - WATER TRAINEE	0.00	0.00	0.00	0.00	0.00
RETIREMENT - DIST MGR	0.00	0.00	0.00	0.00	0.00
RETIREMENT - WW TRAINEE	0.00	0.00	0.00	0.00	0.00
RETIREMENT - WW OPERATOR	0.00	0.00	0.00	0.00	0.00
RETIREMENT - WATER OPERATOR	0.00	0.00	0.00	0.00	0.00
RETIREMENT - ADMIN	0.00	0.00	0.00	0.00	0.00
RETIREMENT CONTRIBUTION-FRS (FL Retirement Systems) - Other	1,883.84	1,788.08	23,110.63	21,457.00	21,457.00
Total RETIREMENT CONTRIBUTION-FRS (FL Retirement Systems)	1,883.84	1,788.08	23,110.63	21,457.00	21,457.00
SALARIES & WAGES-WTR & WW OP	8,433.97	8,840.75	110,055.22	106,089.00	106,089.00

TAYLOR COASTAL WATER & SEWER DISTRICT
Profit & Loss Budget Performance

September 2022

	Sep 22	Budget	Oct '21 - Sep 22	YTD Budget	Annual Budget
TAXES-PAYROLL					
PAYROLL TAXES - WATER TRAINEE	0.00	0.00	0.00	0.00	0.00
PAYROLL TAXES - DIST MGR	0.00	0.00	0.00	0.00	0.00
PAYROLL TAXES - ADMIN	0.00	0.00	0.00	0.00	0.00
PAYROLL TAXES - WW TRAINEE	0.00	0.00	0.00	0.00	0.00
PAYROLL TAXES - WW OPERATOR	0.00	0.00	0.00	0.00	0.00
PAYROLL TAXES - WATER OPERATOR	0.00	0.00	0.00	0.00	0.00
TAXES-PAYROLL - Other	1,210.02	1,264.25	15,895.19	15,171.00	15,171.00
Total TAXES-PAYROLL	1,210.02	1,264.25	15,895.19	15,171.00	15,171.00
PERSONNEL EXPENSE - Other	0.00		0.00		
Total PERSONNEL EXPENSE	18,911.16	19,576.41	246,785.98	234,917.00	234,917.00
WASTEWATER DEPARTMENT					
BONDS - WW	0.00	0.00	0.00	0.00	0.00
CUSTOMER REPAIRS - WW	0.00	0.00	0.00	0.00	0.00
UNIFORMS - WW	0.00	0.00	0.00	0.00	0.00
LEGAL/PROFESSIONAL FEES - WW	0.00	0.00	0.00	0.00	0.00
TRAVEL/MILEAGE - WW	0.00	16.67	0.00	200.00	200.00
EDUCATION/CONFERENCE - WW	0.00	12.50	151.00	150.00	150.00
WC INS - WW	0.00	180.58	365.83	2,167.00	2,167.00
MOWING - WW	560.00	101.00	3,500.00	1,212.00	1,212.00
SALES TAX - WW	0.00	0.00	11.44	0.00	0.00
PROPERTY INS - WW	1,066.00	65.75	1,066.00	789.00	789.00
POLLUTION INS - WW	0.00	75.00	666.00	900.00	900.00
GENERAL LIABILITY INS - WW	2,562.00	156.83	2,562.00	1,882.00	1,882.00
AUTO INS - WW	1,877.00	129.12	1,877.00	1,549.50	1,549.50
INLAND MARINE INS - WW	100.00	8.33	100.00	100.00	100.00
TRACTOR MAINTENANCE	0.00	105.83	5,157.25	1,270.00	1,270.00
TELEPHONE/LANDLINE - WW	66.07	133.33	701.47	1,600.00	1,600.00
CELL PHONE - WW	69.46	0.00	913.72	0.00	0.00
LICENSES & PERMITS - WW	45.00	166.67	270.00	2,000.00	2,000.00
FUEL - WW	271.97	183.33	3,423.57	2,200.00	2,200.00
FREIGHT - WW	39.00	25.00	407.15	300.00	300.00
SAFETY EQUIPMENT - WW	0.00	25.00	99.49	300.00	300.00
ENGINEERING SERVICES - WW	0.00	62.50	0.00	750.00	750.00

TAYLOR COASTAL WATER & SEWER DISTRICT Profit & Loss Budget Performance

September 2022					
	Sep 22	Budget	Oct '21 - Sep 22	YTD Budget	Annual Budget
ELECTRIC - WASTEWATER	1,669.22	1,416.67	16,766.15	17,000.00	17,000.00
VEHICLE MAINTENANCE - WW	0.00	166.67	4,350.77	2,000.00	2,000.00
PROPERTY IMPROVEMENTS - WW	0.00	0.00	0.00	0.00	0.00
NEW PUMP PURCHASE DISTRICT	0.00	4,965.00	30,126.93	59,580.00	59,580.00
GP INSTALLATION EXPENSES	0.00	2,500.00	1,050.87	30,000.00	30,000.00
GRINDER PUMP REPAIR ACCOUNT	0.00	750.00	0.00	9,000.00	9,000.00
EQUIPMENT PURCHASES	0.00	0.00	0.00	0.00	0.00
CHEMICALS, SEWER	382.17	250.00	2,062.86	3,000.00	3,000.00
GROUNDWATER MONITORING, WWTP	317.67	416.67	4,373.26	5,000.00	5,000.00
LAB TESTING/SUPPLIES, SEWER	285.52	250.00	3,172.72	3,000.00	3,000.00
REPAIR/MAINTENANCE, SEWER	0.00	2,916.67	36,938.83	35,000.00	35,000.00
REPLACEMENT PARTS, SEWER	37.03	666.67	10,511.25	8,000.00	8,000.00
SLUDGE HAULING	0.00	291.67	2,595.00	3,500.00	3,500.00
SUPPLIES/SMALL TOOLS, SEWER	227.65	166.67	2,731.55	2,000.00	2,000.00
SYSTEM/PLANT UPGRADES, SEWER	20,928.37	242.58	23,081.72	2,911.00	2,911.00
WASTEWATER DEPARTMENT - Other	0.00	0.00	0.00	0.00	0.00
Total WASTEWATER DEPARTMENT	30,504.13	16,446.71	159,033.83	197,360.50	197,360.50
WATER DEPARTMENT					
BONDS - WATER	0.00	0.00	0.00	0.00	0.00
CUSTOMER REPAIRS - WATER	0.00	0.00	0.00	0.00	0.00
UNIFORMS - WATER	0.00	0.00	0.00	0.00	0.00
LEGAL/PROFESSIONAL FEES - WATER	0.00	0.00	0.00	0.00	0.00
TRAVEL/MILEAGE - WATER	0.00	16.67	0.00	200.00	200.00
EDUCATION/CONFERENCE - WATER	0.00	12.50	380.00	150.00	150.00
WC INS - WATER	0.00	180.58	365.84	2,167.00	2,167.00
MOWING - WATER	280.00	101.00	1,605.00	1,212.00	1,212.00
SALES TAX - WATER	0.00	0.00	0.00	0.00	0.00
PROPERTY INS - WATER	1,065.00	65.75	1,065.00	789.00	789.00
GENERAL LIABILITY INS - WATER	2,562.00	156.83	2,562.00	1,882.00	1,882.00
AUTO INS - WATER	1,877.00	129.12	1,877.00	1,549.50	1,549.50
INLAND MARINE INS - WATER	100.00	8.33	100.00	100.00	100.00
TELEPHONE/LANDLINE - WATER	66.07	133.33	677.77	1,600.00	1,600.00
CELL PHONE - WATER	69.47	0.00	779.65	0.00	0.00
LICENSES & PERMITS - WATER	0.00	83.33	1,480.90	1,000.00	1,000.00

Notes for P&L Report September 2022:

1. Insurance premiums are paid in September 2022 for the period of October 2022 to September 2023. These expenses are adjusted by the auditors each year to balance the accounts.
2. Bank service charges included two returned payments. We have received reimbursement for both of these payments plus the service charges.
3. Advertising charges included the RFPs for mowing and pest control.
4. Fuel costs were higher for both water and wastewater.
5. Electricity costs were higher for the wastewater department which are attributed to the problems at the lift station at the boat ramp.
6. System Plant Upgrades for Wastewater include \$10,750 partial payment to Ron's Electric for the work beginning at the boat ramp lift station, and the \$10,138.37 previously approved new blower motor at the WWTP.
7. Repair/Maintenance for Water includes the parts, labor, shipping, and fuel cleaning for the fuel injector system at the Water Plant.
8. Miscellaneous income included \$7,105.37 from Hurricane Hermine, \$4,975.89 reimbursement for the repairs to the water truck, and \$444.68 Interest.

TAYLOR COASTAL WATER & SEWER DISTRICT
EXPENSE BREAKDOWN
 September 2022

Date	Num	Name	Memo	Amount
DISTRICT OFFICE				
WC INS - DO				
09/12/2022	0059110...	AUTO OWNERS	Semi-Annual Premium	957.50
Total WC INS - DO				957.50
MOWING - DO				
09/30/2022	382276	FAULKNER LAWN & MAINTENANCE	District Office 09/12/2022	30.00
09/30/2022	382276	FAULKNER LAWN & MAINTENANCE	District Office 09/27/2022	30.00
Total MOWING - DO				60.00
PROPERTY INS - DO				
09/22/2022	PKFL06...	STOUTAMIRE-PAVLIK & ASSOCIATES	10/01/22 to 10/01/23	1,065.00
Total PROPERTY INS - DO				1,065.00
GENERAL LIABILITY INS - DO				
09/22/2022	PKFL06...	STOUTAMIRE-PAVLIK & ASSOCIATES	10/01/22 to 10/01/23	2,562.00
Total GENERAL LIABILITY INS - DO				2,562.00
INLAND MARINE INS - DO				
09/22/2022	PKFL06...	STOUTAMIRE-PAVLIK & ASSOCIATES	10/01/22 to 10/01/23	100.00
Total INLAND MARINE INS - DO				100.00
TELEPHONE/LANDLINE - DO				
09/01/2022	SEP 2022	CONSOLIDATED COMMUNICATIONS	578-3043 DISTRICT OFFICE	71.68
Total TELEPHONE/LANDLINE - DO				71.68
BANK CHG/SERVICE CHARGES - DO				
09/02/2022	EFT	PAY CLIX	MONTHLY PROCESSING FEE	24.95
09/20/2022	EFT	PAY CLIX	RETURNED ACH PAYMENT	93.82
09/22/2022	EFT	PAY CLIX	RETURNED ACH PAYMENT	103.42
09/25/2022			Service Charge	29.00
Total BANK CHG/SERVICE CHARGES - DO				251.19
FREIGHT - DO				
09/22/2022	180599	RVS SOFTWARE	SHIPPING	29.15
09/23/2022	SENDER	POSTMASTER	SHIPPING	2.10
Total FREIGHT - DO				31.25
POSTAGE				
09/23/2022	SENDER	POSTMASTER	POSTCARD STAMPS 12 Rolls	528.00
09/23/2022	SENDER	POSTMASTER	FOREVER STAMPS 10 Rolls	600.00
Total POSTAGE				1,128.00
ADVERTISING				
09/14/2022	19354	PERRY NEWSPAPERS, INC	MOWING RFP LEGAL AD, ...	257.50
09/22/2022	019355	PERRY NEWSPAPERS, INC	PEST CONTROL RFP LEGAL AD, ...	257.50
Total ADVERTISING				515.00
COMPUTER/SERVICE, SOFTWARE				
09/01/2022	SEP 2022	CONSOLIDATED COMMUNICATIONS	578-3043 INTERNET SERVICE	59.95
09/22/2022	180599	RVS SOFTWARE	BILLING POSTCARDS (3,000)	167.97
Total COMPUTER/SERVICE, SOFTWARE				227.92
ELECTRIC - DIST OFFICE				
09/23/2022	112918	TRI-COUNTY ELECTRIC, INC.	District Office	155.28
Total ELECTRIC - DIST OFFICE				155.28
OFFICE SUPPLIES				
09/30/2022	SENDER	Amazon.com	BLUE PRINTER PAPER	22.99
09/30/2022	SENDER	Amazon.com	PINK PRINTER PAPER	22.99

TAYLOR COASTAL WATER & SEWER DISTRICT
EXPENSE BREAKDOWN
September 2022

Date	Num	Name	Memo	Amount
Total OFFICE SUPPLIES				45.98
REPAIR/MAINTENANCE - DO				
09/15/2022	939806	MESSICK PEST CONTROL	Monthly Pest Control	30.00
Total REPAIR/MAINTENANCE - DO				30.00
Total DISTRICT OFFICE				7,200.80
COBANK (CONSOLIDATION OF THREE USDA-RD LOANS)				
CO BANK - PRINCIPAL				
09/20/2022	EFT	CO BANK	CO BANK LOAN PRINCIPAL	3,045.39
Total CO BANK - PRINCIPAL				3,045.39
CO BANK - INTEREST				
09/20/2022	EFT	CO BANK	CO BANK LOAN INTEREST	4,446.89
Total CO BANK - INTEREST				4,446.89
Total COBANK (CONSOLIDATION OF THREE USDA-RD LOANS)				7,492.28
FREIGHT				
09/13/2022	24397	FITCH SERVICES, INC.	SHIPPING	27.00
Total FREIGHT				27.00
PERSONNEL EXPENSE				
SALARIES & WAGES ADMIN				
09/01/2022	7043	HATHCOCK, KRISTI M		2,500.00
09/01/2022	7044	SENER, LYNETTE T		4,883.33
Total SALARIES & WAGES ADMIN				7,383.33
RETIREMENT CONTRIBUTION-FRS (FL Retirement Systems)				
09/01/2022	7042	BENNETT, RONALD A	VOID:	0.00
09/01/2022	7043	HATHCOCK, KRISTI M		297.75
09/01/2022	7044	SENER, LYNETTE T		581.60
09/01/2022	7045	SMITH, ISHMAEL J		250.11
09/01/2022	7050	BENNETT, RONALD A		754.38
Total RETIREMENT CONTRIBUTION-FRS (FL Retirement Systems)				1,883.84
SALARIES & WAGES-WTR & WW OP				
09/01/2022	7042	BENNETT, RONALD A	VOID:	0.00
09/01/2022	7045	SMITH, ISHMAEL J		2,100.00
09/01/2022	7050	BENNETT, RONALD A		6,333.97
Total SALARIES & WAGES-WTR & WW OP				8,433.97
TAXES-PAYROLL				
09/01/2022	7042	BENNETT, RONALD A	VOID:	0.00
09/01/2022	7042	BENNETT, RONALD A	VOID:	0.00
09/01/2022	7043	HATHCOCK, KRISTI M		155.00
09/01/2022	7043	HATHCOCK, KRISTI M		36.25
09/01/2022	7044	SENER, LYNETTE T		302.77
09/01/2022	7044	SENER, LYNETTE T		70.80
09/01/2022	7045	SMITH, ISHMAEL J		130.20
09/01/2022	7045	SMITH, ISHMAEL J		30.45
09/01/2022	7050	BENNETT, RONALD A		392.70
09/01/2022	7050	BENNETT, RONALD A		91.85
Total TAXES-PAYROLL				1,210.02
Total PERSONNEL EXPENSE				18,911.16
WASTEWATER DEPARTMENT				
MOWING - WW				
09/30/2022	382276	FAULKNER LAWN & MAINTENANCE	Sewer Plant 09/12/2022	280.00
09/30/2022	382276	FAULKNER LAWN & MAINTENANCE	Sewer Plant 09/27/2022	280.00

TAYLOR COASTAL WATER & SEWER DISTRICT
EXPENSE BREAKDOWN
September 2022

Date	Num	Name	Memo	Amount
Total MOWING - WW				560.00
PROPERTY INS - WW				
09/22/2022	PKFL06...	STOUTAMIRE-PAVLIK & ASS...	10/01/22 to 10/01/23	1,066.00
Total PROPERTY INS - WW				1,066.00
GENERAL LIABILITY INS - WW				
09/22/2022	PKFL06...	STOUTAMIRE-PAVLIK & ASS...	10/01/22 to 10/01/23	2,562.00
Total GENERAL LIABILITY INS - WW				2,562.00
AUTO INS - WW				
09/22/2022	PKFL06...	STOUTAMIRE-PAVLIK & ASS...	10/01/22 to 10/01/23	1,877.00
Total AUTO INS - WW				1,877.00
INLAND MARINE INS - WW				
09/22/2022	PKFL06...	STOUTAMIRE-PAVLIK & ASS...	10/01/22 to 10/01/23	100.00
Total INLAND MARINE INS - WW				100.00
TELEPHONE/LANDLINE - WW				
09/01/2022	SEP 2022	CONSOLIDATED COMMUNIC...	578-2474 WWTP GENERA...	66.07
Total TELEPHONE/LANDLINE - WW				66.07
CELL PHONE - WW				
09/09/2022	9915378...	VERIZON WIRELESS	IPad for Field Work	18.03
09/09/2022	9915378...	VERIZON WIRELESS	David Morgan 843-7613	51.43
Total CELL PHONE - WW				69.46
LICENSES & PERMITS - WW				
09/29/2022	SENER	FLORIDA DEPARTMENT OF ...	FDEP STORAGE TANK RE...	45.00
Total LICENSES & PERMITS - WW				45.00
FUEL - WW				
09/06/2022	BENNETT	WALTER B'S	0.817 GAL @ \$3.679/GAL	3.01
09/06/2022	BENNETT	WALTER B'S	22.56 GAL @ \$3.679/GAL	83.00
09/06/2022	BENNETT	WALTER B'S	1.254 GAL @ \$3.679/GAL	4.58
09/13/2022	BENNETT	KEATON BEACH BUMS	5.002 GAL @ \$4.869/GAL	24.35
09/20/2022	BENNETT	WALTER B'S	25.078 GAL @ \$3.549/GAL	89.00
09/26/2022	SMITH	KEATON BEACH BUMS	19.168 GAL @ \$3.549/GAL	68.03
Total FUEL - WW				271.97
FREIGHT - WW				
09/08/2022	6283905	HAWKINS, INC	Freight	12.00
Total FREIGHT - WW				12.00
ELECTRIC - WASTEWATER				
09/23/2022	112918	TRI-COUNTY ELECTRIC, INC.	Lift Station #2 Grackle	125.26
09/23/2022	112918	TRI-COUNTY ELECTRIC, INC.	WWTP	1,216.23
09/23/2022	112918	TRI-COUNTY ELECTRIC, INC.	Lift Station #1 Boat Ramp	177.10
09/23/2022	112918	TRI-COUNTY ELECTRIC, INC.	Storage Trains	30.77
09/23/2022	112918	TRI-COUNTY ELECTRIC, INC.	WW O&M	119.86
Total ELECTRIC - WASTEWATER				1,669.22
CHEMICALS, SEWER				
09/08/2022	6283905	HAWKINS, INC	140 gallons Ultra-Chlor @ \$...	382.17
Total CHEMICALS, SEWER				382.17
GROUNDWATER MONITORING, WWTP				
09/22/2022	20450-0...	JONES EDMUNDS & ASSOCI...	Groundwater Monitoring Ser...	317.67
Total GROUNDWATER MONITORING, WWTP				317.67
LAB TESTING/SUPPLIES, SEWER				

TAYLOR COASTAL WATER & SEWER DISTRICT EXPENSE BREAKDOWN

10/13/22

Accrual Basis

September 2022

Date	Num	Name	Memo	Amount
09/01/2022	6740000...	EUROFINS ENVIRONMENT T...	TOTAL COLIFORM AND E-...	30.00
09/08/2022	SENER	Amazon.com	HACH DPD FREE CHLORI...	32.76
09/22/2022	6740001...	EUROFINS ENVIRONMENT T...	CBOD TSS	45.00
09/22/2022	6740001...	EUROFINS ENVIRONMENT T...	CBOD TSS FCOL-QT	75.00
09/22/2022	6740001...	EUROFINS ENVIRONMENT T...	N02/N03 WW	45.00
09/22/2022	6740001...	EUROFINS ENVIRONMENT T...	PICKUP FEE/VEHICLE SU...	25.00
09/22/2022		Amazon.com	HACH DPD FREE CHLORI...	32.76
Total LAB TESTING/SUPPLIES, SEWER				285.52
REPLACEMENT PARTS, SEWER				
09/08/2022	40-2027	BRAD DENT		-230.72
09/13/2022	093435	PERRY AUTO SUPPLY, INC.	IND BELT (4) FOR WW BL...	93.76
09/13/2022	24397	FITCH SERVICES, INC.	ROLLERS FOR CHLORINE ...	164.00
09/15/2022	2209574...	STEINHATCHEE ACE HARD...	MARINE WHITE SEALANT ...	9.99
Total REPLACEMENT PARTS, SEWER				37.03
SUPPLIES/SMALL TOOLS, SEWER				
09/06/2022	5640044...	ARAMARK	Uniform Rental - Sewer	9.30
09/06/2022	5640044...	ARAMARK	Soil Locker Rental - Sewer	1.50
09/06/2022	5640044...	ARAMARK	Easy Care Warrantly - Sewer	3.12
09/06/2022	5640044...	ARAMARK	Service Charge - Sewer	5.00
09/06/2022	5640000...	ARAMARK	Name Emblem Smith	16.50
09/06/2022	5640000...	ARAMARK	Prep Charge Smith	16.50
09/06/2022	5640000...	ARAMARK	Name Emblem Morgan	44.00
09/06/2022	5640000...	ARAMARK	Name Emblem Morgan	16.50
09/06/2022	5640000...	ARAMARK	Prep Charge Morgan	16.50
09/06/2022	5640000...	ARAMARK	Non Standard Size Morgan	41.25
09/12/2022	5640047...	ARAMARK	Uniform Rental - Sewer	9.30
09/12/2022	5640047...	ARAMARK	Soil Locker Rental - Sewer	1.50
09/12/2022	5640047...	ARAMARK	Easy Care Warrantly - Sewer	3.12
09/12/2022	5640047...	ARAMARK	Service Charge - Sewer	5.00
09/15/2022	2209574...	STEINHATCHEE ACE HARD...	NUTS (2)	0.72
09/19/2022	5640049...	ARAMARK	Uniform Rental - Sewer	9.30
09/19/2022	5640049...	ARAMARK	Soil Locker Rental - Sewer	1.50
09/19/2022	5640049...	ARAMARK	Easy Care Warrantly - Sewer	3.12
09/19/2022	5640049...	ARAMARK	Service Charge - Sewer	5.00
09/19/2022	5640052...	ARAMARK	Uniform Rental - Sewer	9.30
09/19/2022	5640052...	ARAMARK	Soil Locker Rental - Sewer	1.50
09/19/2022	5640052...	ARAMARK	Easy Care Warrantly - Sewer	3.12
09/19/2022	5640052...	ARAMARK	Service Charge - Sewer	5.00
Total SUPPLIES/SMALL TOOLS, SEWER				227.65
SYSTEM/PLANT UPGRADES, SEWER				
09/22/2022	9-10-22 ...	RON'S ELECTRICAL SERVICE	50% PAYMENT FOR WW L...	10,750.00
09/22/2022	40013873	TAW	New Blower Motor for WWT...	10,178.37
Total SYSTEM/PLANT UPGRADES, SEWER				20,928.37
Total WASTEWATER DEPARTMENT				30,477.13
WATER DEPARTMENT				
MOWING - WATER				
09/30/2022	382276	FAULKNER LAWN & MAINTEN...	Water Plant 09/12/2022	95.00
09/30/2022	382276	FAULKNER LAWN & MAINTEN...	Booster Station 09/12/2022	45.00
09/30/2022	382276	FAULKNER LAWN & MAINTEN...	Water Plant 09/27/2022	95.00
09/30/2022	382276	FAULKNER LAWN & MAINTEN...	Booster Station 09/27/2022	45.00
Total MOWING - WATER				280.00
PROPERTY INS - WATER				
09/22/2022	PKFL06...	STOUTAMIRE-PAVLIK & ASS...	10/01/22 to 10/01/23	1,065.00
Total PROPERTY INS - WATER				1,065.00
GENERAL LIABILITY INS - WATER				
09/22/2022	PKFL06...	STOUTAMIRE-PAVLIK & ASS...	10/01/22 to 10/01/23	2,562.00

TAYLOR COASTAL WATER & SEWER DISTRICT
EXPENSE BREAKDOWN
September 2022

Date	Num	Name	Memo	Amount
Total GENERAL LIABILITY INS - WATER				2,562.00
AUTO INS - WATER				
09/22/2022	PKFL06...	STOUTAMIRE-PAVLIK & ASS...	10/01/22 to 10/01/23	1,877.00
Total AUTO INS - WATER				1,877.00
INLAND MARINE INS - WATER				
09/22/2022	PKFL06...	STOUTAMIRE-PAVLIK & ASS...	10/01/22 to 10/01/23	100.00
Total INLAND MARINE INS - WATER				100.00
TELEPHONE/LANDLINE - WATER				
09/01/2022	SEP 2022	CONSOLIDATED COMMUNIC...	578-2080 WTP GENERATOR	66.07
Total TELEPHONE/LANDLINE - WATER				66.07
CELL PHONE - WATER				
09/09/2022	9915378...	VERIZON WIRELESS	iPad for Field Work	18.04
09/09/2022	9915378...	VERIZON WIRELESS	Ron Bennett 843-7621	51.43
Total CELL PHONE - WATER				69.47
FUEL - WATER				
09/16/2022	BENNETT	WALTER B'S	18.060 GAL @ \$3.599/GAL	65.00
09/26/2022	BENNETT	WALTER B'S	15.719 GAL @ \$3.499/GAL	55.00
09/26/2022	BENNETT	WALTER B'S	10.004 GAL @ \$4.859	48.61
Total FUEL - WATER				168.61
FREIGHT - WATER				
09/08/2022	6283906	HAWKINS, INC	Delivery Charge	12.00
Total FREIGHT - WATER				12.00
ELECTRIC - WATER				
09/23/2022	112918	TRI-COUNTY ELECTRIC, INC.	well	431.04
09/23/2022	112918	TRI-COUNTY ELECTRIC, INC.	pumping station	30.77
Total ELECTRIC - WATER				461.81
CHEMICALS, WATER				
09/08/2022	6283906	HAWKINS, INC	65 gallons Ultra-Chlor @ \$2....	177.44
09/08/2022	SENER	Amazon.com	HACH DPD TOTAL CHLORI...	33.41
09/22/2022		Amazon.com	HACH DPD TOTAL CHLORI...	33.41
Total CHEMICALS, WATER				244.26
LAB TESTING/SUPPLIES, WATER				
09/16/2022	6740001...	EUROFINS ENVIRONMENT T...	TOTAL COLIFORM AND E-...	120.00
09/22/2022	6740001...	EUROFINS ENVIRONMENT T...	PICKUP FEE/VEHICLE SU...	15.00
Total LAB TESTING/SUPPLIES, WATER				135.00
REPAIR/MAINTENANCE, WATER				
09/09/2022	02WE80...	RING POWER CORPORATION	Replace Injection Pump and...	2,211.00
09/09/2022	02WE80...	RING POWER CORPORATION	Replace Injection Pump and...	2,125.29
09/09/2022	02WE80...	RING POWER CORPORATION	Shipping, Expediting Handlin...	533.96
09/09/2022	02WE80...	RING POWER CORPORATION	Clean and Reinstall Fuel Ha...	1,156.00
09/09/2022	02WE80...	RING POWER CORPORATION	Travel Charges	208.46
Total REPAIR/MAINTENANCE, WATER				6,234.71
REPLACEMENT PARTS, WATER				
09/27/2022	094671	PERRY AUTO SUPPLY, INC.	FUEL FILTERS FOR GENE...	103.96
Total REPLACEMENT PARTS, WATER				103.96
SUPPLIES/SMALL TOOLS, WATER				
09/06/2022	5640044...	ARAMARK	Uniform Rental - Water	9.30
09/06/2022	5640044...	ARAMARK	Soil Locker Rental - Water	1.50
09/06/2022	5640044...	ARAMARK	Easy Care Warranty - Water	3.12

10:19 AM

10/13/22

Accrual Basis

TAYLOR COASTAL WATER & SEWER DISTRICT
EXPENSE BREAKDOWN
September 2022

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
09/06/2022	5640044...	ARAMARK	Service Charge - Water	5.00
09/06/2022	5640000...	ARAMARK	Prep Charge Ron Bennett	16.50
09/06/2022	5640000...	ARAMARK	Prep Charge Ishmael Smith	16.50
09/06/2022	5640000...	ARAMARK	Prep Charge Ron Bennett	3.00
09/06/2022	5640000...	ARAMARK	Special Size Charge Bennett	7.50
09/06/2022	5640000...	ARAMARK	Name Emblem Bennett	44.00
09/06/2022	5640000...	ARAMARK	Name Emblem Bennett	16.50
09/06/2022	5640000...	ARAMARK	Prep Charge Bennett	16.50
09/06/2022	5640000...	ARAMARK	Name Emblem Smith	44.00
09/12/2022	5640047...	ARAMARK	Uniform Rental - Water	9.30
09/12/2022	5640047...	ARAMARK	Soil Locker Rental - Water	1.50
09/12/2022	5640047...	ARAMARK	Easy Care Warranty - Water	3.12
09/12/2022	5640047...	ARAMARK	Service Charge - Water	5.00
09/19/2022	5640049...	ARAMARK	Uniform Rental - Water	9.30
09/19/2022	5640049...	ARAMARK	Soil Locker Rental - Water	1.50
09/19/2022	5640049...	ARAMARK	Easy Care Warranty - Water	3.12
09/19/2022	5640049...	ARAMARK	Service Charge - Water	5.00
09/19/2022	5640052...	ARAMARK	Uniform Rental - Water	9.30
09/19/2022	5640052...	ARAMARK	Soil Locker Rental - Water	1.50
09/19/2022	5640052...	ARAMARK	Easy Care Warranty - Water	3.12
09/19/2022	5640052...	ARAMARK	Service Charge - Water	5.00
09/25/2022	BENNETT	TRACTOR SUPPLY	WATER BOOTS	27.99
Total SUPPLIES/SMALL TOOLS, WATER				268.17
Total WATER DEPARTMENT				13,648.06
TOTAL				77,756.43

10:19 AM

TAYLOR COASTAL WATER & SEWER DISTRICT

10/13/22

Balance Sheet

Accrual Basis

As of September 30, 2022

	Sep 30, 22
ASSETS	
Current Assets	
Checking/Savings	
SAVINGS CCBG	
DEBT RESERVE CO BANK	4,800.00
DEBT RESERVE, USDA-RD-PHASE II	27,060.00
PAYMENTS, USDA-RD - PHASE II	25,129.60
DEBT RESERVE RD 92-01, CONST.	68,233.00
PAYMENTS, USDA-RD 92-01, CONST.	30,322.50
DEBT RESERVE USDA-RD 91-03, TCU	26,245.00
PAYMENTS, USDA-RD 91-03, TCU	22,465.92
WATER SERVICE FEE, NEW LOTS	38,000.00
DEPRECIATION RESERVE-Major R&R (Major Repair/Replacement)	185,590.84
CONTINGENCY RESERVE	540,951.91
CAPITAL IMPROVEMENTS, MINOR	71,806.92
GRINDER PUMP REPAIR FEE	172,921.21
SAVINGS CCBG - Other	3,697.65
Total SAVINGS CCBG	1,217,224.55
CAPITAL CITY BANK OP CHKNG (New Bank Account due to Citizens being acquired by Credit Union)	486,134.27
SAVINGS, TCW&SD RESERVE ACCOUNT (BUSINESS SAVINGS)	10,864.95
Total Checking/Savings	1,714,223.77
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	29,047.88
Total Other Current Assets	126,145.17
Total Current Assets	1,841,580.01
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	387,616.61
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	4,253,126.91
Other Assets	
UNRESTRICTED NET ASSET	155,117.53
Total Other Assets	155,117.53
TOTAL ASSETS	6,249,824.45
LIABILITIES & EQUITY	

10:19 AM

TAYLOR COASTAL WATER & SEWER DISTRICT

10/13/22

Balance Sheet

Accrual Basis

As of September 30, 2022

	<u>Sep 30, 22</u>
Liabilities	
Current Liabilities	
Accounts Payable	
ACCOUNTS PAYABLE (990 line 60)	3,261.29
Total Accounts Payable	3,261.29
Credit Cards	
CARDMEMBER SERVICE (Capital City Bank Visa)	2,513.01
Total Credit Cards	2,513.01
Other Current Liabilities	
NET PENSION LIABILITY	141,815.00
Accrued Wages	12,000.50
ACCRUED INTEREST-RD	86,549.41
CUSTOMER OVERPAYMENTS	27,186.91
PAYROLL LIABILITIES	7,704.89
RETIREMENT PAYABLE	694.01
Total Other Current Liabilities	275,950.72
Total Current Liabilities	281,725.02
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	1,386,030.16
Equity	
RETAINED EARNINGS	2,743,213.13
Unrestrict (retained earnings) (990 line 21 & 67)	1,968,195.97
Net Income	152,385.19
Total Equity	4,863,794.29
TOTAL LIABILITIES & EQUITY	6,249,824.45

TAYLOR COASTAL WATER & SEWER DISTRICT
Profit & Loss
September 2022

	Sep 22
Ordinary Income/Expense	
Income	
ADJUSTMENTS, RVS BILLING	-1,075.44
GRINDER PUMP FEE	8,095.00
LATE FEES, RVS	301.97
SEWAGE SALES	28,890.96
WATER CONNECTION FEE (RVS MEMBERSHIP)	0.00
WATER SALES	19,915.60
Total Income	56,128.09
Gross Profit	56,128.09
Expense	
DISTRICT OFFICE	
WC INS - DO	957.50
MOWING - DO	60.00
PROPERTY INS - DO	1,065.00
GENERAL LIABILITY INS - DO	2,562.00
INLAND MARINE INS - DO	100.00
TELEPHONE/LANDLINE - DO	71.68
BANK CHG/SERVICE CHARGES - DO	251.19
FREIGHT - DO	31.25
POSTAGE	1,128.00
ADVERTISING	515.00
COMPUTER/SERVICE, SOFTWARE	227.92
ELECTRIC - DIST OFFICE	155.28
OFFICE SUPPLIES	45.98
REPAIR/MAINTENANCE - DO	30.00
Total DISTRICT OFFICE	7,200.80
COBANK (CONSOLIDATION OF THREE USDA-RD LOANS)	
CO BANK - PRINCIPAL	3,045.39
CO BANK - INTEREST	4,446.89
Total COBANK (CONSOLIDATION OF THREE USDA-RD LOANS)	7,492.28
FREIGHT	27.00
PERSONNEL EXPENSE	
SALARIES & WAGES ADMIN	7,383.33
RETIREMENT CONTRIBUTION-FRS (FL Retirement Systems)	1,883.84
SALARIES & WAGES-WTR & WW OP	8,433.97
TAXES-PAYROLL	1,210.02
Total PERSONNEL EXPENSE	18,911.16
WASTEWATER DEPARTMENT	
MOWING - WW	560.00
PROPERTY INS - WW	1,066.00
GENERAL LIABILITY INS - WW	2,562.00
AUTO INS - WW	1,877.00
INLAND MARINE INS - WW	100.00
TELEPHONE/LANDLINE - WW	66.07
CELL PHONE - WW	69.46
LICENSES & PERMITS - WW	45.00
FUEL - WW	271.97
FREIGHT - WW	12.00
ELECTRIC - WASTEWATER	1,669.22
CHEMICALS, SEWER	382.17
GROUNDWATER MONITORING, WWTP	317.67
LAB TESTING/SUPPLIES, SEWER	285.52
REPLACEMENT PARTS, SEWER	37.03
SUPPLIES/SMALL TOOLS, SEWER	227.65
SYSTEM/PLANT UPGRADES, SEWER	20,928.37
Total WASTEWATER DEPARTMENT	30,477.13

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TAYLOR COASTAL WATER & SEWER DISTRICT

10/13/22

Profit & Loss

Accrual Basis

September 2022

	<u>Sep 22</u>
WATER DEPARTMENT	
MOWING - WATER	280.00
PROPERTY INS - WATER	1,065.00
GENERAL LIABILITY INS - WATER	2,562.00
AUTO INS - WATER	1,877.00
INLAND MARINE INS - WATER	100.00
TELEPHONE/LANDLINE - WATER	66.07
CELL PHONE - WATER	69.47
FUEL - WATER	168.61
FREIGHT - WATER	12.00
ELECTRIC - WATER	461.81
CHEMICALS, WATER	244.26
LAB TESTING/SUPPLIES, WATER	135.00
REPAIR/MAINTENANCE, WATER	6,234.71
REPLACEMENT PARTS, WATER	103.96
SUPPLIES/SMALL TOOLS, WATER	268.17
	<hr/>
Total WATER DEPARTMENT	13,648.06
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Total Expense	77,756.43
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Net Ordinary Income	-21,628.34
Other Income/Expense	
Other Income	
State of Florida Public Assist (Reimbursement of Hurricane Hermine Expenses)	7,105.37
INTEREST INCOME	444.68
MISCELLANEOUS INCOME	4,975.89
	<hr/>
Total Other Income	12,525.94
	<hr/>
Net Other Income	12,525.94
	<hr/>
Net Income	-9,102.40
	<hr/> <hr/>

Taylor Coastal Water & Sewer District 2023 Board Meeting Calendar

Proposed Board Meeting dates:

3th Thursday of each month at 6:00 pm (unless otherwise noted)

January 19, 2023	July 20, 2023
February 16, 2023	August 17, 2023
March 16, 2023	September 21, 2023
April 20, 2023	October 19, 2023
May 18, 2023	November 16, 2023
June 15, 2023	December 14, 2023



****All Board meetings are held at the District Administration Building
located at 18820 Beach Road.***

The District Office will be closed for the following recognized holidays:

<u>Holiday</u>	<u>Date Observed</u>
New Years Day	January 1
Martin Luther King, Jr. Day	January 16
President's Day	February 20
Good Friday	April 7
Memorial Day	May 29
Independence Day	July 3 & 4
Labor Day	September 4
Veterans Day	November 10
Thanksgiving Holidays	November 22, 23, & 24
Christmas Holidays	December 22 to 31

**TAYLOR COASTAL
WATER AND SEWER DISTRICT**

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

FISCAL YEAR 2022-2023

Adopted _____, 2022

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

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

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

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

TABLE OF CONTENTS

SECTION I - PUBLIC PARTICIPATION IN DISTRICT GOVERNMENT	4
SECTION II - PREPARATION OF AGENDA; ORDER OF BUSINESS	10
SECTION III -GENERAL PROVISIONS	14
COMMISSIONERS CODE OF CONDUCT	17

SECTION I - PUBLIC PARTICIPATION IN DISTRICT GOVERNMENT

- 1. Board Meetings Open to the Public.** All meetings of the Taylor Coastal Water and Sewer District shall be open to the public in accordance with the Florida Government in the Sunshine Law, Section 286.011, F.S.
 - a. Because of the need to comply with seating capacity requirements of the fire code, there may be occasions when entrance by the public to the District Office or other meeting rooms shall be limited. At the sole discretion of the District, when an unusually large crowd is anticipated, the District may consider holding the meeting in an alternate location.
 - b. Regular, as well as Special meetings of the District will be conducted in a District owned or controlled building. All meetings will be held in a building that is open to the public when practical.
 - c. For public-safety purposes, no signs or placards mounted on sticks, posts, poles, or similar structures will be allowed in District meeting rooms.
 - d. All persons with disabilities shall be provided the assistance that is necessary to enable them to effectively participate in District meetings.

- 2. Appearance before the District.** Persons desiring to address the District on a matter pending before it, or which needs the attention of the Board may do so upon being recognized by the Chair. To ensure that everyone has a fair opportunity to participate, these procedures will be followed:
 - a. After being recognized, the person shall step up to the speaker's rostrum and give her/his name and home address; unless further time is granted by the Chair, limit the comments to three minutes; address all remarks to the District as a body, and not a member thereof; and make comments and present documents to the Chair and to the Secretary.
 - b. Speakers shall make comments concise and to the point and present any data or evidence they wish the District to consider. No person may speak more than once on the same subject unless granted permission by the Chair.
 - c. The District may discuss the matter, assign it to a committee, or refer it to the District Office Staff and/or District Attorney for review and comment.

- d. No person other than a member of the Board, and the person having the floor, may be permitted to enter any discussion, either directly or through a member of the Board, without permission of the Chair. No question may be asked except through the Chair.
 - e. A person may not interfere with, or interrupt, the orderly procedure of the Board. The speaker must be properly recognized by the Chair.
 - f. If the Chair declares an individual out-of-order, they will be requested to relinquish the speaker's rostrum. If the person does not do so, they are subject to removal.
 - g. Prior to the beginning of a meeting or public hearing, the Chair may require that all persons who wish to be heard sign in with the Secretary, give their name and home address, the agenda item and whether they wish to speak as a proponent, opponent, or otherwise. If a sign-in sheet is required, any person who does not sign in may be permitted to speak after all those who signed in have done so.
 - h. The Chair, subject to concurrence by the majority of the Board, is authorized to establish speaker time limits and otherwise control presentations to avoid repetition.
 - i. Employees of the District may address the District on matters of public concern. Employee comments that address an active grievance/arbitration, employee appeal matter or a personnel dispute will not be entertained as a part of Citizen Comments. Employees will be advised of the appropriate forum and process for presenting or discussing such matters.
3. **Public Comments and Inquiries for Non Agendaed Items.** The District shall not take final action on public comment items presented at the same meeting unless it waives its Rules of Procedure. When inquiries and comments are brought before the District, other than for items already on an agenda, the Chair may first determine whether the issue is legislative or administrative in nature and then:
- a. If legislative, and the complaint is about the letter or intent of legislative acts or suggestions for changes to such acts, and if the District finds consideration of such suggestions advisable, the District may refer the matter to a committee, to

the District Attorney and/or the District Office Staff for review and recommendation or may take other actions it deems appropriate.

- b. If administrative, and the complaint is regarding the performance of administrative staff, administrative interpretation of legislative policy, or administrative policy within the authority of the District Manager; the Chair shall then refer the complaint directly to the District Manager for their review, if said complaint has not been so reviewed. The Board may direct that the District Manager report to the Board when their review is completed.
- c. The Chair may also assign to a Commissioner, issues that require additional examination. If so assigned, the Commissioner shall provide a report to the District when the examination is complete.

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

- a. From time-to-time, regular meetings may be adjusted and or cancelled by the Board or District Manager to accommodate special circumstances. Prior notice of such change shall be provided to the public as soon as possible. The District will provide as much advance notice of a change in a regularly scheduled meeting as is feasible. The notice of a cancelled meeting shall be posted at the District Office and posted on the District's website.

5. **District Meetings - Special (Requires a Minimum of 48 Hours' Notice).** The Chair or the District Manager may call a special meeting.

- b. The call for a special meeting shall be in writing and shall contain time, place, and business to be conducted. The notice of a special meeting shall be posted at the District Office and posted on the District's website. The time and place of the special meeting will be added to the meetings list. Special meetings may be held upon no less than forty-eight (48) hours public notice.
- c. Each Board Member shall be given forty-eight (48) hours prior notice of the special meeting. Such notice shall be provided by any reasonable means, including telephone, email or facsimile transmission to the person's residence, place of employment, or other location, which ever site is most likely to ensure the person's receipt of the notice.

- d. Forty- eight (48) hours prior notice of the special meeting shall be provided to the business office of each local media organization that has on file a written request for notice of special meetings. Such notice shall be provided by any reasonable means, including telephone, email, or facsimile transmission.
 - e. An agenda outlining the business to be conducted will be available prior to the meeting. No business other than items listed on the agenda shall be conducted. Public comment shall be allowed on items on the agenda.
 - f. If there is no longer a need for a special meeting, the person(s) who called the meeting is/are authorized to cancel the meeting.
6. **District Meetings - Emergency.** The Board Chair or the District Manager may call, orally or in writing, an emergency meeting. An Emergency Meeting is a time sensitive meeting of such a nature that a 24-hour notice would be detrimental to the action to be addressed at the meeting.
- a. The call for an emergency meeting shall contain the time, place, and business to be conducted. Emergency meetings may be held, when practicable, upon the most reasonable notice allowable under the circumstances.
 - b. Each Board Member and the District shall be given the most reasonable notice allowable under the circumstances. Such notice shall be provided by any reasonable means, including telephone, email, or facsimile transmission to the person's residence, place of employment, or other location, whichever site is most likely to ensure the person's receipt of the notice.
 - c. An agenda outlining the business to be conducted will be available prior to the meeting. No business shall be conducted other than items listed on the agenda. Public comment shall be allowed on items on the agenda.
 - d. If there is no longer a need for an emergency meeting, the person(s) who called the meeting is/are authorized to cancel the meeting.

7. **Board Workshops**

The Chair or District Manager may schedule workshops to gain new information, request clarification and ingeneral improve communication between elected officials, and the

public. Advance notice of these meetings shall be given in the same manner as special meetings. Minutes of these meetings shall be made by District staff.

8. Public Hearings; Time; Location

- a. Public hearings shall be held as part of the regularly scheduled District meetings and will be so agendaed by the District Manager and are normally scheduled to begin at 6:00 p.m.
- b. The matters under consideration shall be heard at the designated time, or as soon thereafter as practicable. Public hearings may be continued from a prior meeting.
- c. Prior to the beginning of any meeting or public hearing, the Chair may require that all persons that wish to be heard sign in with the Secretary, give their name and home address, the agenda item, and whether they wish to speak as a proponent, opponent, or otherwise. If a sign-in sheet is required, any person who does not sign in may be permitted to speak after all those who signed in have done so. The Chair, subject to concurrence of a majority of the District, is authorized to establish speaker time limits and otherwise control presentations to avoid repetition.

9. Public Hearing; Procedures

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

- e. The Chair inquires of the Commissioners as to whether they are ready for the question, calls for the vote and after the vote restates the vote.
- 10. Public Records; Inspection; Duplication.** Pursuant to Chapter 119, F.S., all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, email messages, or other material, regardless of physical form or characteristics, made or received pursuant to law or in connection with the transaction of official business by any agency, are public records. A public record (including information stored in computers) is open to public inspection and duplication, unless exempted by law. The District Manager is the official records Custodian of public records for the District.
- a. If the purpose of a document prepared in connection with the official business of the agency is to perpetuate, communicate or formalize knowledge, then it is a public record regardless of whether it is in final form, or the ultimate product of an agency.
 - b. Requests for copies of public information (including the Chair's mail) shall be fulfilled pursuant to the Board's policy specifically addressing the handling of public records requests.
 - c. Any and every media conference officially sponsored by District will be open to all media representatives and to the public. Press conferences will be conducted in a location that is publicly accessible.
- 11. District Mail; Circulation; Public Review and Duplication.** All mail addressed to the Chair and the Commissioners which is received pursuant to law or in connection with the transaction of official District business, is a public record. The public may review and duplicate these records as allowed by law.
- a. Each Commissioner may be provided a copy of the Chair's mail. The originals with attachments will remain in the Chair's mail file. Items of considerable length (such as petitions) will not be copied; instead, a memorandum will be distributed which announces the availability and location of the item in the office. Publications and lengthy agenda materials for other boards on which Commissioners serve will not be copied; only the agenda will be circulated.
 - b. Each Commissioner will receive the original of items addressed to her/him. Mail with the words like "Personal," "Confidential" or "For the Addressee Only", shall be delivered unopened to the addressee.

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

SECTION II - PREPARATION OF AGENDA; ORDER OF BUSINESS

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

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

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

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

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

- d. Bids/Public Hearings (If Agendaed)
 - e. **Consent Items**
 - f. District Manager Items
 - g. New Business
 - h. Old Business
 - i. Closing Remarks Commissioners/Staff
 - j. Motion to Adjourn.
- k. Any items not listed on the printed agenda, for which a Commissioner will request District action, should be in writing, and should be provided to the Board and the District Manager not later than the beginning of the meeting. The exceptions are items of an emergency nature or those that do not require a written explanation.
4. **Quorum.** A quorum for the transaction of business by the District consists of three (3) Commissioners plus the Chairman. Once a quorum has been established, a majority of Commissioners present at the meeting shall be required to carry a motion.
5. **Office Staff/Board Secretary - Minutes.** The Board Secretary or their designee shall make correct minutes of the proceedings of each regular, special, or emergency District meeting and District Workshops. The Office Staff supplies copies of the draft minutes to each Commissioner for their reading. The draft minutes are reviewed by the Board at the next Board meeting.
- a. The District Office Staff places the draft minutes on the agenda for approval by the District. Such minutes are then confirmed at the regular District meeting without a reading in open meeting unless some error is shown. In such event, an appropriate correction is made. The draft minutes then become the approved minutes.
6. **Rules of Order and Debate.** Every District member desiring to speak should address the Commission Chair and, upon recognition by the Chair, the speaker shall confine their comments to the question under debate.
- a. The maker of a motion shall be entitled to the floor first for debate.
 - b. A member once recognized shall not be interrupted when speaking unless to call said member to order. The member should then cease speaking until the question of order is determined, without debate, by the Chair. If in order, said member will be at liberty to proceed.

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

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

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

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

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

SECTION III - GENERAL PROVISIONS

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

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

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

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

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

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

- b. Recognize all Commissioners who seek the floor under correct procedure. All questions and comments are to be directed through the Chair and restated by them, and they declare all votes.
- c. Preserve order and call to order any member of the Board who violates any of these procedures; and, when presiding, decide questions of order, subject to a majority vote on a motion to appeal.
- d. Expedite business in every way compatible with the rights of members.
- e. Remain objective while enjoying the same rights in debate as any other member; but the impartiality required of the Chair in an assembly precludes exercising these rights while presiding. The Chair shall have nothing to say on the merits of pending questions until the Commissioners and citizens have fully debated the question. On certain occasions which should be extremely rare the Chair may believe that a crucial factor relating to such a question has been overlooked and that his/her obligation as a member to call attention to the point outweighs the duty to preside at that time. If the Chair wishes to place a motion, the gavel must be relinquished.
- f. Based upon these Rules of Procedure, the gavel will be relinquished in the following order:
 - 1) Vice Chair.
 - 2) Other Commissioners based upon seniority.
 - 3) Board Secretary.
- g. The presiding officer who relinquished the chair should not return to it until the pending main question has been disposed of, since they have expressed partisanship as far as that matter is concerned.
- h. Declare the meeting adjourned when the District so votes, or at any time in the event of an emergency affecting the safety of those present.
- i. When time constraints dictate, the Chair is authorized to approve authorizations to advertise for public hearings.

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

 - k. **For time-sensitive matters only, send letters to the District's State and Federal Legislative Delegations and other government officials in support of District or community-based organization initiatives, such as legislative changes and grant requests, provided the District Commissioners have taken a position in support of the initiative in its legislative agenda or by some other action expressed its position on the issue presented.**
4. **Suspension and Construction of Rules.** Temporary suspension of these procedures shall permit the Commission to take some action that would otherwise be prevented by a procedural rule already adopted. These Rules of Procedure may be amended or temporarily suspended at any Commission meeting with an affirmative vote of a majority of the Commission. These rules are for the efficient and orderly conduct of Commission business only; no violation of such rules shall invalidate any action of the District when approved by a majority vote required by law.

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

COMMISSIONERS CODE OF CONDUCT

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

1. Commissioners shall be recognized by the Chair before speaking, commenting, or asking a question.
2. Commissioners shall not interrupt or interfere with any person who has the floor.
3. Commissioners shall always be respectful of other Commissioners, staff, and members of the public. This shall include the tone, volume, and context of what is being stated.
4. Commissioners shall not engage in unprofessional debate with another Commissioners, staff, or member of the public.
5. Commissioners shall not display negative facial expressions or any other unprofessional behavior such as negative sounds.
6. Commissioners shall not threaten another Commissioner, staff member or member of the public.
7. A Commissioner that is called out-of-order shall refrain from debate or continuing to speak until recognized by the Chair to speak.
8. A Commissioner that is declared out-of-order and does not comply with the Commissioner Code of Conduct is subject to a verbal warning from the Chair and if the behavior continues, is subject to removal from the meeting.
9. Commissioners shall not conduct business on behalf of the District without permission of the Board.
10. Commissioners shall not interfere with day-to-day operations of the District.
11. Commissioners shall not directly make requests to Employees other than the District Manager.
12. Commissioners shall refrain from communicating with other Commissioners regarding District business via phone, text, or email. Commissioners may ask the District Manager to send informational communication if necessary.
13. Commissioners shall follow the Florida Sunshine Law as defined in Title XIX, Chapter 286.

RULES AND REGULATIONS

TAYLOR COASTAL WATER& SEWER DISTRICT

Adopted _____, 2022

1. CLASSIFICATIONS OF SERVICES:
 - A. WATER: The Taylor Coastal Water & Sewer District shall provide a supply line at the base rate of **\$33.44** for the first three thousand gallons of water. Any water installation request within the Coastal High Hazard area (Zones A and V) will be required to hook up to the District's sewerage system.
 - B. SEWER: The Taylor Coastal Water & Sewer District shall provide sewer service at a base rate of **\$47.36** for the first three thousand gallons. A **\$15.00** per grinder pump per month fee will be assessed for Grinder Pump Maintenance.

2. REQUEST FOR SERVICES - WATER ONLY CUSTOMERS:
 - A. Residential water only accounts are allowed on a case-by-case basis. No habitable structure such as a shed, RV or dwelling may be located on the property. No effluent discharge is permitted. Electrical service is allowed per County regulations. The following types of use are allowed:
 1. Fish cleaning stations
 2. Boat and vehicle washing
 3. Landscape watering and gardening
 4. Fire protection
 5. Food preparation
 - B. Commercial water only accounts are allowed on a case-by-case basis. No habitable structure such as a shed, RV or dwelling may be located on the property. No effluent discharge is permitted. Electrical service is allowed per County regulations. The following types of use are allowed:
 1. Established subdivisions for landscaping watering at entrances
 2. Multi-family housing for landscape watering on property
 3. Ice Machines operating with no effluent discharge.
 4. Food Trucks that do not provide sanitary facilities for their customers.
 - C. A property owner may request water only service for an existing residential or commercial lot by completing a Water Only Service Request form for review by the District Board. Once the review is complete, a payment of \$1,000.00 is required. This connection fee is for a designated lot or parcel only and is not

refundable or transferrable. Water use is allowed between adjoining parcels with common ownership.

- D. The District may reject any request for service not available under the standard rate or which involves excessive service cost, or which may affect the supply of service to other customers or for other good and sufficient reason.
- E. The District may reject a request for service when the applicant is delinquent in payment of bills incurred at any location. Further, when there is a delinquent account against the lot or parcel, the District shall not be required to provide service to anyone (including the new owner) at the lot until the account has been paid in full.
- F. For violation of any provisions of these rules and regulations for service, the District may at the end of a 10-day written notice to the last known address for the customer, discontinue service. The 10-day period shall begin with the postmarked date of the letter. When water only service is discontinued, a twenty-five-dollar (\$25.00) charge will be applied to the customer's account. When water-only service is reconnected, the customer shall pay a charge of seventy-five dollars (\$75.00) to the District.
- G. The owner(s) of the property shall be responsible for all bills incurred by the lot or parcel where service is provided.

3. **REQUEST FOR SERVICES - WATER & SEWER CUSTOMERS:**

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

- D. The District may reject a request for service when the applicant is delinquent in payment of bills incurred at any location. Further, when there is a delinquent account against the lot or parcel, the District shall not be required to provide service to anyone (including the new owner) at the lot until the account has been paid in full.
- E. For violation of any provisions of these rules and regulations for service, the District may at the end of a 10-day written notice to the last known address for the customer, discontinue service. The 10-day period shall begin with the postmarked date of the letter. When water and sewer service is discontinued, a two-hundred-dollar (\$200.00) charge will be applied to the customer's account. When water and sewer service is reconnected, the customer shall pay a charge of three hundred dollars (\$300.00) to the District.
- F. The owner(s) of the property shall be responsible for all bills incurred by the lot or parcel where service is provided. A separate connection fee is required for each water meter/grinder pump installed.

4. REQUEST FOR SERVICES - SECOND WATER METER

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

5. CHARGES AND BILLING - WATER ONLY CUSTOMERS

- A. The minimum charge, as provided in the rate schedule, shall be made for the installed meter. Each meter shall be billed on a separate billing sheet, and each billing sheet shall cover one account. Each meter shall have a separate account number as indicated on the customer billing.
- B. Water service furnished for a lot or parcel shall be used on that lot only and is not refundable or transferrable. Water use is allowed between adjoining parcels with common ownership.

- C. A current rate schedule (Attachment A) is attached and is subject to change.
- D. A current fee schedule (Attachment B) is attached and is subject to change.

6. CHARGES AND BILLING - WATER & SEWER CUSTOMERS

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

7. CHARGES AND BILLING - SECOND METER CUSTOMERS

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

8. DISTRICT'S RESPONSIBILITY AND LIABILITY

- A. The District shall install its water meter on public right of way as close as feasible to the location desired by the customer. The District's service line shall run immediately adjacent and parallel to the lot or parcel being served.
- B. The District shall install its grinder pump on the customer's property, obtaining a proper easement granting access. The grinder pump is to be placed no more than ten (10) feet from the front property line and no closer than ten (10) from either side property line. If the lot is a non-conforming property, installation cannot be performed on the lot without an engineer approved placement plan.
- C. The District is not responsible for the customer's piping or other apparatus used in

the dwelling or business. All plumbing and equipment to be served by the District's meters shall be capable of sustaining pressures up to 80 psi.

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

9. CUSTOMER'S RESPONSIBILITY

- A. The customer shall install and maintain, at his own expense, a service line, and a cut-off valve on the customer's side of the water meter. Under no circumstances, shall the customer use the District's meter valve to control the water supply to the dwelling or business. Each customer's service line will contain a check valve to prevent back flow into the District's water distribution.
- B. The customer's piping and apparatus shall be installed and maintained at the customer's expense in a safe and efficient manner and in accordance with the National Plumbing Code, the State Board of Health, and the District's Rules and Regulations.
- C. The customer shall take the necessary precautions to ensure that the District's meter, grinder pump and lines are protected from damage by vehicles or equipment that may be operating on or around the customer's lot.
- D. In event of loss or damage to the District's property or any accident or injury to persons or property caused or resulting from the negligence or wrongful act of the customer, his agents or employees, the customer shall pay the cost of repairs or replacement to the District and the customer shall assume the liability otherwise resulting. If the damage is due to excessive grease accumulation in the pump, the customer will be issued a warning letter at the first offense. If grease disposal continues to cause problems, the customer will be charged a \$250.00 service fee and will be required to pay the cost of repairs or replacement to the District.
- E. The amount of such loss or damage or the cost of repairs shall be billed to

the customer and, if not paid, the District may discontinue service.

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

10. CHANGE OF OWNERSHIP

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

11. METER READING, BILLING AND COLLECTION

- A. Meters will be read monthly, and each customer will be billed by the 1st of the month following the reading. The District reserves the right to vary the date and/or length of period covered temporarily or permanently if necessary or desirable.
- B. Each bill will be figured in accordance with the District's published rate schedulein effect at the time of reading and will be based on the amount consumed for the period that the meter reading covers.
- C. Charge for water and sewer service commences when the meter and grinder pumpare installed and connected to the customer's line, whether the services are

used or not.

- D. Readings from different meters will not be combined for billing. There will be one bill for each meter the District has in service. Bills are due when rendered and are delinquent after the 20th of each month. A penalty of ten percent (10%) will be added to a delinquent bill.
- E. Failure to receive a bill or notice shall not prevent said bill from becoming delinquent nor relieve the customer from payment.
- F. It is the customer's responsibility to provide the District office staff with the most current contact information.

12. **SUSPENSION OF SERVICE:**

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

13. **COMPLAINTS - ADJUSTMENTS.**

- A. If a customer believes his bill to be in error, he should contact the District office in person, in writing or by telephone before the bill becomes delinquent.
- B. Such claim made after the bill has become delinquent shall not be effective in preventing discontinuance of service, as heretofore provided. The customer may pay such bill under protest and said payment shall not prejudice the customer's claim.
- C. A meter will be tested at the request of the customer or Office Staff. If the meter in question is found to register beyond one percent (1 %) of the correct

volume, the current bill will be adjusted.

D. If the seal of a meter is broken by other than the District's representative or if the meter fails to register correctly or is stopped for any cause, the customer shall pay an amount estimated from the record of the customer's previous bills or other appropriate data.

E. One Time Adjustments/Large Loss Adjustments may be applied subject to a review by the Office Staff and/or the District Board. Changes in property ownership will clear any previous one-time adjustments.

14. ABRIDGEMENT OR MODIFICATION OF RULES

A. No promise, agreement, or representative of any employee of the District shall be binding upon the District except as it shall have been agreed upon in writing, signed and accepted by the acknowledged officer of the District.

B. No modification of rates or any of the rules and regulations shall be made by any agent of the District.

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

A. Service requiring the upgrade of existing lines or new service lines shall be considered by the District on a case-by-case basis. The District reserves the right to deny new service if the additional needs exceed the capability of the existing infrastructure, places an undue demand on the capacity of the existing system, jeopardizes the District's capability to meet its current peak and average demands for existing customers, or violates any existing loan conditions.

B. The party requesting the new service shall be responsible for ALL cost associated with the permitting, engineering, design, and construction of the infrastructure and/or increase in capacity required to meet the party's requirements. The party requesting the new service will obtain the required permits.

C. Upon approval of the project by the Board, the party requesting the new service shall deposit with the District a good faith fee often percent (10%) of the estimated project costs. This fee is non-refundable.

D. All drawings, specifications, and materials to be used in construction are to be approved by the District, their engineers, and DEP.

E. The District reserves to right to inspect and approve all construction.

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

16. CONNECTION EXEMPTION

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

17. ADOPTION OF RULES:

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

Adopted _____, 2022

APPENDIX A
FEE SCHEDULE

DRAFT

APPENDIX B
RATE SCHEDULE

DRAFT

TAYLOR COASTAL WATER & SEWER DISTRICT			
MOWING BIDS RECEIVED 09/2022			
COMPANY	A&R LEE SERVICES LLC	FAULKNER MOWING - Once a Month	FAULKNER MOWING - Bi Monthly
DISTRICT BUILDING	\$40.00 Per Cut	\$65.00 Per Cut	\$35.00 Per Cut
WATER TREATMENT PLANT	\$100.00 Per Cut	\$150.00 Per Cut	\$100.00 Per Cut
BOOSTER STATIONS	\$75.00 Per Cut (Includes all 3)	\$100.00 Per Cut (1 Only)	\$50.00 Per Cut (1 Only)
WASTEWATER TREATMENT PLANT	\$300.00 Per Cut	\$450.00 Per Cut	\$290.00 Per Cut
WEED CONTROL	Market Price at Time of Spraying	Market Price at Time of Spraying	Market Price at Time of Spraying
TOTAL	\$515.00 Per Cut	\$765.00 Per Cut	\$475.00 Per Cut @ Two Cuts per Month
ADDITIONAL SERVICES	\$600.00 Sprayfield Mowing Per Cut		
TAYLOR COUNTY BUSINESS LICENSE	Yes	Not Provided	Not Provided
STATE TAX CERTIFICATION	Yes	Not Provided	Not Provided
INSURANCE - LIABILITY	Yes	On File	On File
INSURANCE - WORKERS' COMPENSATION	Not needed - no	Not Provided	Not Provided

WATER AUDIT
Taylor Coastal Water and Sewer District

MONTH: **September 2022**

Current Master Meter Reading	298,719,000	9/20/22
Previous Master Meter Reading	296,470,000	8/19/22
Total Gallons Pumped	2,249,000	2,249,000

UNMETERED WATER **GALLONS**

#1	Booster Station	
	a. Tank Drain	
	b. Air-Charge adjustments (200gpm)	
	c. Chlorine adjustment -- storage	2,000
#2	Line flushing (summary)	
	a. North	
	b. South	11,000
	c. Flush Hydrant Test	
#3	Broken Lines	
	a. Small leak on mainline at Dekle BCH BLV	200
	b.	
#4	Water Treatment Plant	
	a. Clear 10K tank	5,000
	b.	
	Total Known unmetered water	18,200

Gallons Pumped minus Known Unmetered water 2,230,800

Total Water Sold (Per Directors Report) 1,204,000

Estimated Water Loss, gallons 1,026,800

Gallons pumped minus known unmetered water & water sold.

Estimated Water Loss (%) 45.66%

Equals loss (gallons) divided by pumped (gallons)

desire ≤ 10%

WEEKLY MASTER METER READINGS

DATE READ	9/19/2022	9/30/2022	DIFF	10/05/22	DIFF	10/12/22	DIFF	10/19/22	DIFF	10/26/22	DIFF
DEKLE MM	1,601,406	1,659,273	57,867	1,680,168	20,895	1,721,983	41,815				
MARINA MM	3,172,497	3,248,477	75,980	3,280,511	32,034	3,334,097	53,586				
KB DR MM	2,268,373	2,308,089	39,716	2,350,152	42,063	2,412,687	62,535				
CEDAR IS MM	4,040,188	4,249,141	208,953	4,323,526	74,385	4,457,753	134,227				
TOTALS			382,516		169,377		292,163				

NEIGHBORHOOD METER PROJECT

DATE READ	DEKLE MM	DEKLE MM USE	DEKLE SOLD	DIFFERENCE	
3/17/2022	222,682		109,000	113,682	
4/18/2022	421,280	198,598	163,000	35,598	22%
5/18/2022	643,746	222,466	194,000	28,466	15%
6/17/2022	895,860	252,114	265,000	(12,886)	-5%
7/18/2022	1,184,885	289,025	219,000	70,025	32%
8/18/2022	1,410,549	225,664	177,000	48,664	27%
9/19/2022	1,601,406	190,857	141,000	49,857	35%

NEIGHBORHOOD METER PROJECT

DATE READ	MARINA MM	MARINA MM USE	MARINA SOLD	DIFFERENCE	
3/17/2022	566,113		187,000	379,113	
4/18/2022	886,426	320,313	282,000	38,313	14%
5/18/2022	1,455,973	569,547	502,000	67,547	13%
6/17/2022	1,864,651	408,678	388,000	20,678	5%
7/18/2022	2,367,093	502,442	417,000	85,442	20%
8/18/2022	2,950,960	583,867	474,000	109,867	23%
9/19/2022	3,172,497	221,537	185,000	36,537	20%

NEIGHBORHOOD METER PROJECT

DATE READ	KB DR MM	KB DR MM USE	KB DR SOLD	DIFFERENCE	
3/17/2022	218,976		193,000	25,976	
4/18/2022	518,807	299,831	276,000	23,831	9%
5/18/2022	823,260	304,453	285,000	19,453	7%
6/17/2022	1,137,186	313,926	332,000	(18,074)	-5%
7/18/2022	1,619,006	481,820	454,000	27,820	6%
8/18/2022	1,918,684	299,678	256,000	43,678	17%
9/19/2022	2,238,373	319,689	293,000	26,689	9%

NEIGHBORHOOD METER PROJECT

DATE READ	CEDAR IS MM	CEDAR IS MM USE	CI SOLD	DIFFERENCE		TOTAL GALLONS DIFFERENCE
3/17/2022	622,709		309,000	313,709		
4/18/2022	1,112,903	490,194	339,000	151,194	45%	248,936
5/18/2022	1,661,314	548,411	449,000	99,411	22%	214,877
6/17/2022	2,225,651	564,337	610,000	(45,663)	-7%	(55,945)
7/18/2022	2,988,120	762,469	575,000	187,469	33%	370,756
8/18/2022	3,560,754	572,634	477,000	95,634	20%	297,843
9/19/2022	4,040,188	479,434	373,000	106,434	29%	219,517

POLICY

TAYLOR COASTAL WATER & SEWER DISTRICT

Policy # 2022 - 01

Effective Date: November 1, 2022

TITLE: LARGE LOSS ADJUSTMENT POLICY

PURPOSE:

To assist customers who experience extreme water loss due to unexpected events while at the same time protecting District income.

SCOPE:

Any customer who approaches the District requesting a reduction of charges due to excessive water loss, where the water charges exceed \$500.00 over the minimum monthly bill. The customer must demonstrate that the cause of the water loss has been determined and repaired or eliminated when possible.

POLICY STATEMENT:

The District hereby adopts a Large Loss Adjustment Policy offering each customer adjustments for extreme water loss/expense. Adjustments totaling \$500.00 to \$1,000.00 will be granted by the District Manager after a review of the account and circumstances. Water and/or sewer charges will be adjusted based upon the customer's audit history. Adjustments greater than \$1,000.00 will be brought to the Board for approval.

Should the customer experience an additional occurrence of extreme water loss, all requests for additional adjustments will be brought to the Board.

After five years or upon change of ownership, each account will be re-set to make available future adjustments.

REQUIREMENTS:

A customer desiring a Large Loss Adjustment must contact office staff to discuss the request and begin the adjustment process.

Lynette Senter, Board Secretary