

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

REGULAR COMMISSION MEETING AGENDA
Thursday, November 17, 2022
6:00 p.m.

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

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

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

1. Meeting called to order and a quorum established
2. Prayer and the Pledge of Allegiance to the Flag
3. Welcome guests and open floor for comments for non-agendaed items
4. Update on Water Improvements Project
5. Approval of Minutes from October 20, 2022.
6. Consent Items:
 - a. Director's Report – October 2022
 - b. Financial Report - October 2022
7. District Manager Items – Lynette Senter
8. New Business
 - a. Lift Pump Replacement and Reconfiguration at Boat Ramp
9. Old Business
 - a. Approval of Review of Rules & Regulations 2022-2023
 - b. Approval of Rules of Procedure and Commissioners Code of Conduct 2022-2023
 - c. Discussion of Mowing Bids
 - d. Water Audit and Water Loss Project
10. Closing Remarks Commissioners/Staff
11. Motion to Adjourn

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MINUTES OF REGULAR COMMISSION MEETING

October 20, 2022

1. The meeting was held at the District Building at 6:00 PM on October 20, 2022. Present were Commissioners Gayle Lundy, Michael Lynn, Jan Walker, Randy Hathcock, and Board Attorney J.D. Durant. Chairman Mike Hunter was absent. TCWSD Staff present were Kristi Hathcock and Lynette Senter.

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. **Election of Officers for FY 2022-2023** – Vice Chairman Hathcock asked for any questions or comments from the Board. **Commissioner Lynn made a motion to keep the current officers for another term. Commissioner Lundy offered a second. Vice Chairman Hathcock asked for further discussion. By unanimous vote, the motion was approved.**
4. There were three guests: Glenn Senter, Willi Huxford and Roger Weste. There were no comments from the public for non-agendaed items.
5. **Update on the Water Improvements Project** – Mr. Ricardo Jimenez of Dewberry was unable to call into the meeting. Ms. Senter explained we finally got our package in writing from the State of Florida stating we got 80% funding. Our next steps will be planning the project and starting the bidding process. However, we have to wait for the State of Florida to grant the funding and hope that this will occur by the end of the year. Ms. Senter will update the Board throughout the month if any movement occurs. Vice Chairman Hathcock asked if we could ask the local newspaper to write an article about the put the award of funds and the project. Ms. Senter agreed to contact the newspaper. Mr. Huxford asked that any article include the work the previous board did towards the project and Ms. Senter explained that she would provide a history of the project to include everyone. Commissioner Lundy asked if we could talk about the first new project, Sweetwater Creek Campground and Ms. Senter said she would provide that information. Commissioner Walker asked if the grant money will be given to us upfront. Ms. Senter explained that it is a loan forgiveness program. SRF loans you the money and as the money is spent, the District will apply for reimbursement. Mr. Senter stated that this was an amazing grant because SRF usually only funds approximately 50% of a project's cost. Commissioner Lynn asked Ms. Senter why she thought we got 80% instead of 50%. Ms. Senter explained that she thought it was because we were detailed in what we presented to them, we downsized our project because of the cost, and that we are going to conserve water.
6. Approval of minutes from the September 15, 2022, Board Meeting. **Commissioner Lynn made a motion to approve the Minutes for September 15, 2022. Commissioner Walker offered a second. Vice Chairman Hathcock asked for further discussion. By unanimous vote, the motion was approved.**

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7. **Consent Items – Lynette Senter**

- a. After the discussion from the last Board meeting, the presentation of the Director's Report and Financial Report has been changed to a Consent Item. The Taylor County Board of Commissioners handles their financial items in this manner. Questions regarding the items are always welcome and then a motion, a second and a vote approves the reports. Commissioner Lynn asked if there was anything we needed to know from the reports. Ms. Senter explained that she prepared an overview of the out of ordinary expenses and would do so each month. The main items were \$10,750 for Ron's Electric to begin the work at the Marina Lift Station and \$10,138.37 for the previously approved new blower motor at the WWTP. **Vice Chairman Hathcock requested a Motion for the Consent Items. Commissioner Lundy made a motion to approve the Consent Items. Commissioner Lynn offered a second. Vice Chairman Hathcock asked for further discussion. By unanimous vote, the motion was approved.**

8. **Other District Manager Items – Lynette Senter**

- (1) **Lift Station at Boat Ramp** – We have had some problems at the lift station at the boat ramp. Earlier in the year the Board approved a rebuild of an older pump to be used as a backup. This allowed us to maintain service while the other two pumps were removed, and the backup was installed by Padgett Crane Service. Some metal may have sheared off one pump and affected the other pump putting them both out of commission, but we won't know for sure until after they have been looked at. Running with one pump is okay on a short-term basis because our flow is so low right now. Both pumps have been picked up by Smith Electric Motor service to check for repair and/or replacement. Vice Chairman Hathcock asked if we could get an email with any updates or do we have to wait until next meeting. Ms. Senter stated that she would email the Board with an update and recommendation.
- (2) **DEP Water Notification** – We got a notification from Florida DEP that our annual Disinfection Byproducts report was not in compliance. DEP explained that it was not an issue with Taylor Coastal but an issue with Eurofins Labs. Eurofins Labs has purchased Flowers Chemical Labs and are in the process of doing an equipment and process upgrade. Approximately eighteen other water plants were affected by this problem. DEP regulations require that we resample and notify our customers of the problem. After discussing the problem with Eurofins management, they have written a letter explaining that it was not Taylor Coastal Water and Sewer District's fault, but their lab issue. This letter will be mailed to our customers with the November billings. Eurofins agreed to cover the cost of the resampling and to pay for the extra postage required to send the letters. Commissioner Lynn asked when we are to retest. Ms. Senter explained that we have already retested and sent the results to Florida DEP.

9. **New Business**

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

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- a. **Review and Approval of the 2022-2023 Board Calendar and Holiday Schedule** – The Board Calendar and Holiday schedule contain no changes. The monthly meeting is scheduled for the third Thursday of each month at 6:00 PM. The office holidays follow Taylor County’s except for between Christmas and New Year’s. Commissioner Lundy asked if we could change the October Board meeting to a Wednesday night due to the Forest Festival. Commissioner Lynn stated we could approve this calendar and then and change it later to accommodate the festival fireworks next year. **Vice Chairman Hathcock requested a Motion for the approval of the 2022-2023 Board Calendar and Holiday Schedule. Commissioner Walker made a motion to approve the 2022-2023 Board Calendar and Holiday Schedule. Commissioner Lundy offered a second. Vice Chairman Hathcock asked for further discussion. By unanimous vote, the motion was approved.**
- b. **Review of 2022 – 2023 Rules and Regulations** – Ms. Senter presented this for review and asked the Board to let her know of any corrections or additions. The changes Ms. Senter made included updating the rates and changing the One Time Adjustment to Large Loss Adjustment. This will be presented for approval at the November 2022 meeting.
- c. **Rules of Procedure and Commissioners Code of Conduct** – Ms. Senter presented this for review and asked the Board to let her know of any changes. The changes included correcting a few spelling errors and dates. This will be presented for approval at the November 2022 meeting.

10. Old Business

- a. **Review of Mowing Bid Reports** – Ms. Senter prepared a spreadsheet of the two mowing bids that were received. She reviewed the quotes and discussed the differences. Faulkner Lawn Service quoted both a once a month at \$765.00 per cut and bi-monthly mowing at \$475.00 per cut. A&R Lee Services quoted a once a month mowing at \$515.00 per cut. A&R Lee Services quote included all of our booster stations and Faulkner Lawn Care included only one booster station. Weed control was quoted at market price from both vendors. Ms. Senter explained that neither vendor provided workers’ compensation insurance information as requested in the RFP. Vice Chairman Hathcock stated that neither one has workers’ compensation. Ms. Senter said she had called A&R Lee Services and they said as a “one-man operation” with no employees only self-employed contractors, they do not need workers’ compensation. The Board’s Attorney discussed that workers’ compensation is between the employer and his employees and that it doesn’t give us any protection. It is the District’s Liability Insurance which provides protection. The Board discussed alternatives and Commissioner Lynn mentioned the possibility of having A&R Lee sign an agreement that only he would be providing our services. Ms. Senter stated that she would contact both vendors to get additional information and put this on the agenda for November as mowing season is over.
- b. **Water Audit and Water Loss Project** – Our water Audit showed a 45% loss, our largest yet. We have been working as much as possible to try and figure out where this water loss is occurring. George Glover from Florida Rural Water spent a day with our staff and

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MINUTES OF REGULAR COMMISSION MEETING**

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provided a Ground Penetrating Radar system to use. A leak was located behind the Keaton Beach Bums store which has now been repaired. As the GPR system is hard to use in our area due to the high-water table, Mr. Glover suggested visiting the most remove or unused blow off sites. A large leak was found at a blow off-hydrant located near Dr. Morgan's property. This blow-off was installed over 20 years ago and is on a line does not have any service. As this hydrant is on an unused road and covered with undergrowth, Mr. Bennett discontinued the line and removed the blow off hydrant. Mr. Bennett anticipated that we could have been losing as much as 10,000 gallons per day. The field staff have continued to inspect every blow-off hydrant and compiled notes on the description of each and if any repairs are needed as well as photos for our records. No further leaks have been found at the blow off sites. One valve has been replaced and we have ordered two others for future work at a cost of \$450.00 each.

Ms. Senter has created books for each part of the water loss project to streamline the paperwork that is being generated. The Million Meter Project is going well and all the meters with usage over one million gallons have now been replaced at Dekle Beach. The field staff have now begun replacing meters at Keaton Beach.

Ms. Hathcock has input both the water and wastewater flows for the past two years and we have created a 20-page spreadsheet. Industry standard is approximately 30% of the water pumped should end up at the wastewater plant but as we have a lot of outdoor water use, we are going to ask Florida Rural water for some help in adjusting that number if necessary and will continue to work on this.

We have received parts to repair one of our leak detectors and have purchased another one for the field staff to use. This will allow two people to listen for leaks and work together. Ms. Edmonds, our new employee, is doing an excellent job and has jumped right in on the Water Loss Project. She has asked to take the golfcart to drive along each waterline in each neighborhood to check for leaks.

Florida Rural Water is just as confused as we are about the continued water loss. Mr. Bennett talked with them about his middle of the night visits that are showing no water going through several of the neighborhood meters. They asked us if we suspected any kind of tampering with our lines or blow-off hydrants, but it would be difficult for someone to turn on the valve and then turn them off without being seen. Vice Chairman Hathcock asked if we have readily accessible valves and Ms. Senter explained that we do have a couple in the system at Cedar Island and there is no way to lock them. Any readily accessible valves will be among the first replaced. Commissioner Lundy asked about placing something around meters to protect them from people driving over them and breaking them. Ms. Senter explained that Ron recommends putting PVC stakes around them but to call 811 before stakes are installed.

- c. **Large Loss/One Time Adjustment Policy Update** – Ms. Senter made a few changes to the policy. A customer would have to exceed \$500.00 over the minimum monthly bill before they could ask for an adjustment. This change would help customers with large losses. The District office could grant adjustments for amounts of \$500.00 to \$1,000.00

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

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and any adjustments over that amount would be brought to the Board. If a property changed hands or after a period of five years, this adjustment system would reset and adjustments for additional losses could be provided. **Commissioner Lynn made a motion to approve the Large Loss Adjustment Policy. Commissioner Lundy offered a second. Vice Chairman Hathcock asked for further discussion. By unanimous vote, the motion was approved.**

11. **Closing Remarks Commissioners/Staff** – Commissioner Walker asked if we could begin budget discussions earlier in the year, so the Board has a chance to review it in detail. Ms. Senter agreed to have a preliminary budget available for the May 2023 meeting.

12. **Motion to Adjourn**

Vice Chairman Hathcock requested a Motion to Adjourn. Commissioner Lundy made a motion to adjourn the meeting. Commissioner Walker offered a second. The meeting adjourned at 6:35 PM.

Board Actions:

1. Approval of the Motion for Elections of Officers FY 2022-2023.
2. Approval of the minutes for September 15, 2022.
3. Approval of the motion for the Consent Items.
4. Approval of the motion for 2022 – 2023 Board Calendar and Holiday Schedule.
5. Approval of the motion for the Large Loss/One Time Adjustment Policy.

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

Directors Report

Taylor Coastal Water & Sewer Distr.

Water Sold This Month

1,028,000 Gallons

	Amount (\$)	# Of Accounts
Total Water	19,932.75	565
Total Sewage	28,747.59	544
Total Grinder Pump Fee	8,080.00	542
Total LATE FEE	219.37	22
Total Adjustments	-855.99	26
Total Current Charges	56,123.72	565
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Amount Past Due 1-30 Days	1,723.03	13
Amount Past Due 31-60 Days	222.67	2
Amount Past Due Over 60 Days	227.12	1
Amount Of Overpayments/Prepayments	-44,240.94	146
Total Receivables	14,055.60	492

Total Receipts On Account	53,823.66	482
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	1,736	592
Average Water Charge For Active Meters	35.28	565

Usage Groups	Gallons	# Of Accounts	Usage Gallons	% Of Usage	% Of Sales
Over 50,000		0	0	0.00	0.00
40,001-50,000		0	0	0.00	0.00
30,001-40,000		0	0	0.00	0.00
20,001-30,000		3	67,000	6.52	1.41
10,001-20,000		15	214,000	20.82	4.79
8,001-10,000		4	38,000	3.70	0.98
6,001-8,000		14	103,000	10.02	3.02
4,001-6,000		30	163,000	15.86	5.80
2,001-4,000		68	231,000	22.47	11.52
1-2,000		165	212,000	20.62	27.35
Zero Usage		293	0	0.00	45.13
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Total Meters		592	1,028,000	100.00	100.00

Directors Report

Taylor Coastal Water & Sewer Distr.

Monthly Reconciliation

Ending Receivables (Last Month)		11,755.54
Sales this Month	+	56,979.71
Adjustments this Month		-855.99
Less Payments this Month	-	<u>53,823.66</u>
	=	14,055.60
Total Receivables		14,055.60
Ending Memberships (Last Month)		286,570.00
Changes this Month		<u>0.00</u>
	=	286,570.00
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	196.26	314.37	217.50	227.12	536.90 7/1/22	955.25
23	1 STOKES, ERIC	116.94	125.58	5.17		130.00 9/26/22	247.69
Total Receivables:		14,055.60	313.20	222.67			
Accounts Listed:		2	439.95		227.12		\$1,202.94

All Customers Age 2 Accounts

Taylor Coastal Water & Sewer Dist.

3:46:26PM

Turned Off Accounts

ACCT #	NAME	SERVICE ADDRESS	ROUTE	TURN-OFF DATE	MONTHS INACTIVE
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Accounts turned off since 10/01/2022

All Customers

Taylor Coastal Water & Sewer Dist.

CHANGES IN 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		New Deposit
0	Accounts using code for	Deposit Increase		Membership Increase	0	Accounts using code for		Increase Deposit
0	Accounts using code for	Apply to Balance		Apply to Balance	0	Accounts using code for		Apply to Balance
0	Accounts using code for	Refund		Refund	0	Accounts using code for		Refund
0	Accounts using code for	Other		Other	0	Accounts using code for		Other
0	Accounts using code for	Transfer		Transfer	0	Accounts using code for		Transfer
		Net Change:				Deposit 2 Net Change:		
			0.00					0.00

All Customers
Taylor Coastal Water & Sewer Dist.

ADJUSTMENTS

Monday, October 31, 2022

3:38:50PM

10/31/2022

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Taylor Coastal Water & Sewer

ACCT. #	NAME	CODE	AMOUNT	APPROVAL	DATE
134	CREWS, VERA	9	(\$93.82)	KMH	10/3/22
	CHECK ENTERED INTO ACCT 137 BY MISTAKE				
137	TEDDER, JOHN & CHRISTA	9	\$93.82	KMH	10/3/22
	CHECK ENTERED INTO WRONG ACCT				
	2 Total Adjustments	\$0.00	For Adjustment 9		
231	STANTON, TIMOTHY & EL	10	(\$69.23)	KMH	10/6/22
	LEAK AT BACKFLOW PREVENTER				
	1 Total Adjustments	(\$69.23)	For Adjustment 10		
8	CLIFTON, PAULA	12	(\$9.38)	LTS	10/25/22
	Customer Check lost in mail 30 days				
646	LINN, JAMES	12	(\$9.38)	KMH	10/26/22
	Late Fee Adjustment				
	2 Total Adjustments	(\$18.76)	For Adjustment 12		
561	AIBEJERIS, LYNN	13	(\$7.75)	KMH	10/21/22
	SM				
350	BAUMGARDNER, TOM	13	(\$38.75)	KMH	10/21/22
	SM				
34	CARLTON, CHARLES D	13	(\$15.50)	KMH	10/21/22
	SM				
67	CARTER, MICHAEL/STEPH	13	(\$23.25)	KMH	10/21/22
	SM				
315	DAVIS, RUSS	13	(\$31.00)	KMH	10/21/22
	SM				
147	DORRIS, GARY & LISA	13	(\$15.50)	KMH	10/21/22
	SM				
178	HENDERSON, ROBBIE L.	13	(\$93.00)	KMH	10/21/22
	SM				
618	HIGH, J.D. and LESLIE	13	(\$7.75)	KMH	10/21/22
	SM				
186	HILL, SIDNEY	13	(\$7.75)	KMH	10/21/22
	SM				
66	LILLIOTT, HUD AND LAUR	13	(\$23.25)	KMH	10/21/22
	SM				
150	MADISON, JASON & SAMA	13	(\$77.50)	KMH	10/21/22
	SM				
668	MINIX, JOHN & BECKY	13	(\$7.75)	KMH	10/21/22
	SM				
318	MORRIS, JOHN	13	(\$116.25)	KMH	10/21/22
	SM				
551	NALL, FELIX & PAT	13	(\$162.75)	KMH	10/21/22
	SM				
181	SADOUSKY, ROBERT	13	(\$7.75)	KMH	10/21/22
	SM				
300	SCHAMBEAU, GERALD	13	(\$31.00)	KMH	10/21/22
	SM				
296	WAGNER JR, WILFRED H.	13	(\$7.75)	KMH	10/21/22
	SM				
435	WHITE, D.L.	13	(\$7.75)	KMH	10/21/22

Taylor Coastal Water & Sewer

ACCT. #	NAME	CODE	AMOUNT	APPROVAL	DATE
SM					
225	WILLIAMS JR, JAMES T	13	(\$69.75)	KMH	10/21/22
SM					
606	WOODS, HOWARD	13	(\$116.25)	KMH	10/21/22
SM					
	20 Total Adjustments	(868.00)	For Adjustment 13		
675	ARCHER, TAWNEE & CHRIS	14	\$100.00	KMH	10/3/22
ARCHER TO PULIDO					
	1 Total Adjustments	\$100.00	For Adjustment 14		

- 10. (69.23) Other adjustment
- 12. (18.76) Late fee adjustment
- 13. (868.00) Second meter
- 14. 100.00 Transfer fee (chg of owner)

26 Accounts 26 Total Adjustments (\$855.99)

All Customers

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

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

					Oct 22	Budget	Oct 22	YTD Budget	Annual Budget
Ordinary Income/Expense									
Income									
				CUSTOMER GRINDER PUMP SALES	0.00	10,079.17	0.00	10,079.17	120,950.04
				ADJUSTMENTS, RVS BILLING	-855.99	0.00	-855.99	0.00	0.00
				GRINDER PUMP FEE	8,080.00	8,042.81	8,080.00	8,042.81	96,513.06
				LATE FEES, RVS	219.37	316.08	219.37	316.08	3,793.07
				SEWAGE SALES	28,747.59	28,901.40	28,747.59	28,901.40	346,816.58
				WATER CONNECTION FEE (RVS MEMBERSHIP)	0.00	1,349.54	0.00	1,349.54	16,194.92
				WATER SALES	19,932.75	20,119.83	19,932.75	20,119.83	241,438.18
				Total Income	56,123.72	68,808.83	56,123.72	68,808.83	825,705.85
				Gross Profit	56,123.72	68,808.83	56,123.72	68,808.83	825,705.85
Expense									
				WATER IMPROVEMENTS PROJECT	0.00	7,192.65	0.00	7,192.65	86,311.80
				DISTRICT OFFICE					
				TRAVEL/MILEAGE - DO	26.88	42.18	26.88	42.18	500.04
				EDUCATION/CONFERENCE - DO	0.00	4.00	0.00	4.00	48.00
				WC INS - DO	0.00	50.00	0.00	50.00	600.00
				MOWING - DO	0.00	75.00	0.00	75.00	900.00
				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	0.00	75.00	0.00	75.00	900.00
				GENERAL LIABILITY INS - DO	0.00	175.00	0.00	175.00	2,100.00
1				BONDS - DO	263.00	55.00	263.00	55.00	660.00
				INLAND MARINE INS - DO	0.00	8.00	0.00	8.00	96.00
				FINANCE CHG/LATE FEE - DO	0.00	10.00	0.00	10.00	120.00
				TELEPHONE/LANDLINE - DO	70.57	87.50	70.57	87.50	1,050.00
				LEGAL/PROFESSIONAL FEES - DO	770.00	2,000.00	770.00	2,000.00	24,000.00
				BANK CHG/SERVICE CHARGES - DO	24.95	150.00	24.95	150.00	1,800.00
				FREIGHT - DO	0.00	12.00	0.00	12.00	144.00
				SAFETY EQUIPMENT - DO	0.00	12.50	0.00	12.50	150.00

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

					Oct 22	Budget	Oct 22	YTD Budget	Annual Budget
POSTAGE					0.00	141.67	0.00	141.67	1,700.04
DUES & SUBSCRIPTIONS					0.00	58.33	0.00	58.33	699.96
ADVERTISING					0.00	356.12	0.00	356.12	4,273.44
ACCOUNTING					0.00	800.00	0.00	800.00	9,600.00
2	COMPUTER/SERVICE,SOFTWARE				1,174.92	583.33	1,174.92	583.33	6,999.96
ELECTRIC - DIST OFFICE					129.04	165.00	129.04	165.00	1,980.00
OFFICE SUPPLIES					333.47	375.00	333.47	375.00	4,500.00
LANDSCAPING & DESIGN					0.00	40.00	0.00	40.00	480.00
REPAIR/MAINTENANCE - DO					30.00	116.67	30.00	116.67	1,400.04
PROPERTY IMPROVEMENTS - DO					0.00	50.00	0.00	50.00	600.00
Total DISTRICT OFFICE					2,822.83	5,442.30	2,822.83	5,442.30	65,301.48
COBANK (CONSOLIDATION OF THREE USDA-RD LOANS)									
CO BANK - PRINCIPAL					3,199.72	3,199.72	3,199.72	3,199.72	38,464.86
CO BANK - INTEREST					4,291.86	4,291.86	4,291.86	4,291.86	51,440.11
Total COBANK (CONSOLIDATION OF THREE USDA-RD LOANS)					7,491.58	7,491.58	7,491.58	7,491.58	89,904.97
CUSTOMER REPAIRS					0.00		0.00		0.00
INTEREST EXPENSE - RURAL DEV (USDA-RD)					0.00	0.00	0.00	0.00	0.00
PERSONNEL EXPENSE									
SALARY & WAGES - WATER TRAINEE					0.00	2,100.00	0.00	0.00	25,200.00
SALARY & WAGES - DIST MGR					4,883.33	5,112.50	4,883.33	4,883.33	61,350.00
SALARY & WAGES - ADMIN					2,500.00	2,925.00	2,500.00	2,500.00	35,100.00
SALARY & WAGES - WW TRAINEE					2,100.00	2,190.00	2,100.00	2,100.00	26,280.00
SALARY & WAGES - WW OPERATOR					1,946.70	1,946.70	1,946.70	1,946.70	23,360.40
SALARY & WAGES - WATER OPERATOR					4,387.27	4,387.27	4,387.27	4,087.87	51,447.24
RETIREMENT CONTRIBUTION-FRS (FL Retirement Systems)									
RETIREMENT - WATER TRAINEE					0.00	250.11	0.00	250.11	3,001.32
RETIREMENT - DIST MGR					581.60	608.90	581.60	608.90	7,306.80
RETIREMENT - WW TRAINEE					250.11	260.83	250.11	260.83	3,129.96
RETIREMENT - WW OPERATOR					231.85	231.85	231.85	231.85	2,782.20
RETIREMENT - WATER OPERATOR					522.52	522.52	522.52	522.52	6,270.24

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

	Oct 22	Budget	Oct 22	YTD Budget	Annual Budget
RETIREMENT - ADMIN	297.75	348.37	297.75	348.37	4,180.44
Total RETIREMENT CONTRIBUTION-FRS (FL Retirement Systems)	1,883.83	2,222.58	1,883.83	2,222.58	26,670.96
TAXES-PAYROLL					
PAYROLL TAXES - WATER TRAINEE	0.00	335.63	0.00	335.63	4,027.56
PAYROLL TAXES - DIST MGR	373.57	391.10	373.57	391.10	4,693.20
PAYROLL TAXES - ADMIN	191.25	223.76	191.25	223.76	2,685.12
PAYROLL TAXES - WW TRAINEE	160.65	160.65	160.65	160.65	1,927.80
PAYROLL TAXES - WW OPERATOR	148.93	148.93	148.93	148.93	1,787.16
PAYROLL TAXES - WATER OPERATOR	335.63	335.63	335.63	335.63	4,027.56
Total TAXES-PAYROLL	1,210.03	1,595.70	1,210.03	1,595.70	19,148.40
Total PERSONNEL EXPENSE	18,911.16	22,479.75	18,911.16	19,336.18	268,557.00
WASTEWATER DEPARTMENT					
BONDS - WW	0.00	55.00	0.00	55.00	660.00
CUSTOMER REPAIRS - WW	0.00	25.00	0.00	25.00	300.00
UNIFORMS - WW	94.60	150.00	94.60	150.00	1,800.00
LEGAL/PROFESSIONAL FEES - WW	0.00	165.00	0.00	165.00	1,980.00
TRAVEL/MILEAGE - WW	0.00	5.00	0.00	5.00	60.00
EDUCATION/CONFERENCE - WW	0.00	15.00	0.00	15.00	180.00
WC INS - WW	0.00	50.00	0.00	50.00	600.00
MOWING - WW	0.00	200.00	0.00	200.00	2,400.00
SALES TAX - WW	0.00	1.00	0.00	1.00	12.00
PROPERTY INS - WW	0.00	75.00	0.00	75.00	900.00
POLLUTION INS - WW	0.00	75.00	0.00	75.00	900.00
GENERAL LIABILITY INS - WW	0.00	175.00	0.00	175.00	2,100.00
AUTO INS - WW	0.00	130.00	0.00	130.00	1,560.00
INLAND MARINE INS - WW	0.00	8.00	0.00	8.00	96.00
TRACTOR MAINTENANCE	0.00	450.00	0.00	450.00	5,400.00
TELEPHONE/LANDLINE - WW	64.96	87.50	64.96	87.50	1,050.00
CELL PHONE - WW	69.42	65.00	69.42	65.00	780.00
LICENSES & PERMITS - WW	175.00	150.00	175.00	150.00	1,800.00

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

	Oct 22	Budget	Oct 22	YTD Budget	Annual Budget
FUEL - WW	250.91	333.34	250.91	333.34	4,000.08
FREIGHT - WW	115.59	30.00	115.59	30.00	360.00
SAFETY EQUIPMENT - WW	0.00	25.00	0.00	25.00	300.00
ENGINEERING SERVICES - WW	0.00	350.00	0.00	350.00	4,200.00
ELECTRIC - WASTEWATER	1,836.11	1,416.67	1,836.11	1,416.67	17,000.04
VEHICLE MAINTENANCE - WW	0.00	325.00	0.00	325.00	3,900.00
PROPERTY IMPROVEMENTS - WW	0.00	200.00	0.00	200.00	2,400.00
NEW PUMP PURCHASE DISTRICT	0.00	3,000.00	0.00	3,000.00	36,000.00
GP INSTALLATION EXPENSES	0.00	500.00	0.00	500.00	6,000.00
GRINDER PUMP REPAIR ACCOUNT	0.00	200.00	0.00	200.00	2,400.00
EQUIPMENT PURCHASES	0.00	500.00	0.00	500.00	6,000.00
CHEMICALS, SEWER	300.00	250.00	300.00	250.00	3,000.00
GROUNDWATER MONITORING, WWTP	160.66	458.33	160.66	458.33	5,499.96
LAB TESTING/SUPPLIES, SEWER	190.00	291.67	190.00	291.67	3,500.04
REPAIR/MAINTENANCE, SEWER	139.75	4,166.67	139.75	4,166.67	50,000.04
REPLACEMENT PARTS, SEWER	3,340.67	1,166.67	3,340.67	1,166.67	14,000.04
SLUDGE HAULING	0.00	290.00	0.00	290.00	3,480.00
SUPPLIES/SMALL TOOLS, SEWER	203.00	183.34	203.00	183.34	2,200.08
SYSTEM/PLANT UPGRADES, SEWER	0.00	2,500.00	0.00	2,500.00	30,000.00
WASTEWATER DEPARTMENT - Other	0.00	0.00	0.00	0.00	0.00
Total WASTEWATER DEPARTMENT	6,940.67	18,068.19	6,940.67	18,068.19	216,818.28
WATER DEPARTMENT					
BONDS - WATER	0.00	55.00	0.00	55.00	660.00
CUSTOMER REPAIRS - WATER	0.00	25.00	0.00	25.00	300.00
UNIFORMS - WATER	101.60	150.00	101.60	150.00	1,800.00
LEGAL/PROFESSIONAL FEES - WATER	0.00	165.00	0.00	165.00	1,980.00
TRAVEL/MILEAGE - WATER	0.00	5.00	0.00	5.00	60.00
EDUCATION/CONFERENCE - WATER	0.00	37.50	0.00	37.50	450.00
WC INS - WATER	0.00	50.00	0.00	50.00	600.00
MOWING - WATER	0.00	100.00	0.00	100.00	1,200.00

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

	Oct 22	Budget	Oct 22	YTD Budget	Annual Budget
SALES TAX - WATER	0.00	1.00	0.00	1.00	12.00
PROPERTY INS - WATER	0.00	75.00	0.00	75.00	900.00
GENERAL LIABILITY INS - WATER	0.00	160.00	0.00	160.00	1,920.00
AUTO INS - WATER	0.00	130.00	0.00	130.00	1,560.00
INLAND MARINE INS - WATER	0.00	8.00	0.00	8.00	96.00
TELEPHONE/LANDLINE - WATER	64.96	87.50	64.96	87.50	1,050.00
CELL PHONE - WATER	69.43	65.00	69.43	65.00	780.00
LICENSES & PERMITS - WATER	0.00	125.00	0.00	125.00	1,500.00
FUEL - WATER	129.70	208.34	129.70	208.34	2,500.08
FREIGHT - WATER	116.02	25.00	116.02	25.00	300.00
SAFETY EQUIPMENT - WATER	0.00	25.00	0.00	25.00	300.00
ENGINEERING SERVICES - WATER	0.00	50.00	0.00	50.00	600.00
ELECTRIC - WATER	552.73	400.00	552.73	400.00	4,800.00
VEHICLE MAINTENANCE - WATER	0.00	75.00	0.00	75.00	900.00
FORD F-150 PICKUP PAYMENTS	0.00	0.00	0.00	0.00	0.00
PROPERTY IMPROVEMENTS - WATER	0.00	42.00	0.00	42.00	504.00
CHEMICALS, WATER	195.00	275.00	195.00	275.00	3,300.00
LAB TESTING/SUPPLIES, WATER	135.00	200.00	135.00	200.00	2,400.00
4 REPAIR/MAINTENANCE, WATER	9,320.39	900.00	9,320.39	900.00	10,800.00
REPLACEMENT PARTS, WATER	1,206.92	1,083.34	1,206.92	1,083.34	13,000.08
SUPPLIES/SMALL TOOLS, WATER	269.32	170.00	269.32	170.00	2,040.00
SYSTEM/PLANT UPGRADES, WATER	909.90	3,333.34	909.90	3,333.34	40,000.08
TANK MAINTENANCE, WATER	0.00	208.34	0.00	208.34	2,500.08
Total WATER DEPARTMENT	13,070.97	8,234.36	13,070.97	8,234.36	98,812.32
Total Expense	49,237.21	68,908.83	49,237.21	65,765.26	825,705.85
Net Ordinary Income	6,886.51	-100.00	6,886.51	3,043.57	0.00
Other Income/Expense					
Other Income					
CAPITAL GRANT_USDA-RD GRANT REV	0.00	0.00	0.00	0.00	0.00
INTEREST INCOME	0.00	0.00	0.00	0.00	0.00

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

	Oct 22	Budget	Oct 22	YTD Budget	Annual Budget
LABOR/PARTS, CUST REPAIR	825.56		825.56		0.00
MISCELLANEOUS INCOME	0.00		0.00		0.00
Total Other Income	825.56	0.00	825.56	0.00	0.00
Net Other Income	825.56	0.00	825.56	0.00	0.00
Net Income	7,712.07	-100.00	7,712.07	3,043.57	0.00

NOTES FOR PROFIT & LOSS BUDGET PERFORMANCE

OCTOBER 2022:

1. Includes our annual Public Employee Dishonesty Bond renewal.
2. Includes our annual Quickbooks software renewal and the purchase of a new printer for the billing desk.
3. Re-stocking of frequently used parts. We order in bulk to save on freight and future price increases.
4. Includes our annual tank contracts \$5,055.18, additional water meters for our meter replacement program \$2,389.44, and the purchase of a new leak detector and repair parts for our older leak detector \$1,692.54.

TAYLOR COASTAL WATER & SEWER DISTRICT
EXPENSE BREAKDOWN
October 2022

Date	Num	Name	Memo	Amount
DISTRICT OFFICE				
TRAVEL/MILEAGE - DO				
10/03/20	MILE...	Kristi Hathcock	Mileage for Check Si...	26.88
Total TRAVEL/MILEAGE - DO				26.88
BONDS - DO				
10/11/20	OCB-...	STOUTAMIRE-PAVLI...	Public Employee Cri...	263.00
Total BONDS - DO				263.00
TELEPHONE/LANDLINE - DO				
10/01/20	OCT ...	CONSOLIDATED CO...	578-3043 DISTRICT ...	70.57
Total TELEPHONE/LANDLINE - DO				70.57
LEGAL/PROFESSIONAL FEES - DO				
10/31/20	2105	BOYD & DURANT PL	10/19/2022 Researc...	275.00
10/31/20	2105	BOYD & DURANT PL	10/20/2022 Travel to...	330.00
10/31/20	2105	BOYD & DURANT PL	10/20/2022 Attend B...	165.00
Total LEGAL/PROFESSIONAL FEES - DO				770.00
BANK CHG/SERVICE CHARGES - DO				
10/03/20	EFT	PAY CLIX	MONTHLY PROCES...	24.95
Total BANK CHG/SERVICE CHARGES - DO				24.95
COMPUTER/SERVICE, SOFTWARE				
10/01/20	OCT ...	CONSOLIDATED CO...	578-3043 INTERNE...	59.95
10/01/20	SENT...	INTUIT	QB ANNUAL PAYR...	650.00
10/06/20	SENT...	STAPLES	PRINTER FOR BILLI...	399.99
10/06/20	SENT...	STAPLES	TWO YEAR WARR...	49.99
10/14/20	SENT...	ADOBE	ADOBE SOFTWAR...	14.99
Total COMPUTER/SERVICE, SOFTWARE				1,174.92
ELECTRIC - DIST OFFICE				
10/25/20	113357	TRI-COUNTY ELECT...	District Office	129.04
Total ELECTRIC - DIST OFFICE				129.04
OFFICE SUPPLIES				
10/06/20	SENT...	STAPLES	HAND SANITIZER	5.59
10/06/20	SENT...	STAPLES	PAPER - 10 REAMS	60.58
10/06/20	SENT...	STAPLES	FILE FOLDERS	28.49
10/06/20	SENT...	STAPLES	NOTEBOOK FOR M...	16.79
10/15/20	SENT...	Amazon.com	AMAZON PRIME	14.99
10/17/20	SENT...	Amazon.com	AMAZON PRIME	139.00
10/20/20	SENT...	Amazon.com	FILE FOLDERS - W...	29.50
10/20/20	SENT...	Amazon.com	FILE FOLDERS - BL...	33.17
10/21/20	BENN...	WAL MART	BOTTLED WATER	5.36
Total OFFICE SUPPLIES				333.47
REPAIR/MAINTENANCE - DO				
10/20/20	5434	MESSICK PEST CON...	Monthly Pest Control	30.00
Total REPAIR/MAINTENANCE - DO				30.00
Total DISTRICT OFFICE				2,822.83
COBANK (CONSOLIDATION OF THREE USDA-RD LOANS)				
CO BANK - PRINCIPAL				
10/20/20	EFT	CO BANK	CO BANK LOAN PR...	3,199.72
Total CO BANK - PRINCIPAL				3,199.72
CO BANK - INTEREST				
10/20/20	EFT	CO BANK	CO BANK LOAN INT...	4,291.86

TAYLOR COASTAL WATER & SEWER DISTRICT
EXPENSE BREAKDOWN
October 2022

Date	Num	Name	Memo	Amount
Total CO BANK - INTEREST				4,291.86
Total COBANK (CONSOLIDATION OF THREE USDA-RD LOANS)				7,491.58
PERSONNEL EXPENSE				
SALARIES & WAGES ADMIN				
10/03/20	7079	HATHCOCK, KRISTI M		2,500.00
10/03/20	7080	SENER, LYNETTE T		4,883.33
Total SALARIES & WAGES ADMIN				7,383.33
RETIREMENT CONTRIBUTION-FRS (FL Retirement Systems)				
10/03/20	7078	BENNETT, RONALD A		754.38
10/03/20	7079	HATHCOCK, KRISTI M		297.75
10/03/20	7080	SENER, LYNETTE T		581.60
10/03/20	7081	SMITH, ISHMAEL J		250.11
Total RETIREMENT CONTRIBUTION-FRS (FL Retirement Systems)				1,883.84
SALARIES & WAGES-WTR & WW OP				
10/03/20	7078	BENNETT, RONALD A		6,333.97
10/03/20	7081	SMITH, ISHMAEL J		2,100.00
Total SALARIES & WAGES-WTR & WW OP				8,433.97
TAXES-PAYROLL				
10/03/20	7078	BENNETT, RONALD A		392.71
10/03/20	7078	BENNETT, RONALD A		91.84
10/03/20	7079	HATHCOCK, KRISTI M		155.00
10/03/20	7079	HATHCOCK, KRISTI M		36.25
10/03/20	7080	SENER, LYNETTE T		302.76
10/03/20	7080	SENER, LYNETTE T		70.81
10/03/20	7081	SMITH, ISHMAEL J		130.20
10/03/20	7081	SMITH, ISHMAEL J		30.45
Total TAXES-PAYROLL				1,210.02
Total PERSONNEL EXPENSE				18,911.16
WASTEWATER DEPARTMENT				
UNIFORMS - WW				
10/03/20	56400...	ARAMARK	Uniform Rental - Se...	9.30
10/03/20	56400...	ARAMARK	Soil Locker Rental - ...	1.50
10/03/20	56400...	ARAMARK	Easy Care Warrantly...	3.12
10/03/20	56400...	ARAMARK	Service Charge - Se...	5.00
10/10/20	56400...	ARAMARK	Uniform Rental - Se...	9.30
10/10/20	56400...	ARAMARK	Soil Locker Rental - ...	1.50
10/10/20	56400...	ARAMARK	Easy Care Warrantly...	3.12
10/10/20	56400...	ARAMARK	Service Charge - Se...	5.00
10/17/20	56400...	ARAMARK	Uniform Rental - Se...	9.30
10/17/20	56400...	ARAMARK	Soil Locker Rental - ...	1.50
10/17/20	56400...	ARAMARK	Easy Care Warrantly...	3.12
10/17/20	56400...	ARAMARK	Service Charge - Se...	5.00
10/24/20	56400...	ARAMARK	Uniform Rental - Se...	9.30
10/24/20	56400...	ARAMARK	Soil Locker Rental - ...	1.50
10/24/20	56400...	ARAMARK	Easy Care Warrantly...	3.12
10/24/20	56400...	ARAMARK	Service Charge - Se...	5.00
10/31/20	56400...	ARAMARK	Uniform Rental - Se...	9.30
10/31/20	56400...	ARAMARK	Soil Locker Rental - ...	1.50
10/31/20	56400...	ARAMARK	Easy Care Warrantly...	3.12
10/31/20	56400...	ARAMARK	Service Charge - Se...	5.00
Total UNIFORMS - WW				94.60
TELEPHONE/LANDLINE - WW				
10/01/20	OCT ...	CONSOLIDATED CO...	578-2474 WWTP G...	64.96
Total TELEPHONE/LANDLINE - WW				64.96
CELL PHONE - WW				
10/09/20	99177...	VERIZON WIRELESS	IPad for Field Work	18.03

TAYLOR COASTAL WATER & SEWER DISTRICT
EXPENSE BREAKDOWN
October 2022

Date	Num	Name	Memo	Amount
10/09/20	99177...	VERIZON WIRELESS	David Morgan 843-7...	51.39
Total CELL PHONE - WW				69.42
LICENSES & PERMITS - WW				
10/03/20	86506	FI Department of Econ...	Special District Annu...	175.00
Total LICENSES & PERMITS - WW				175.00
FUEL - WW				
10/03/20	MOR...	KEATON BEACH BUMS	19.1688 GAL @ \$3.5...	73.00
10/05/20	BENN...	KEATON BEACH BUMS	6.178 GAL @ \$4.799...	29.65
10/17/20	MOR...	KEATON BEACH BUMS	22.203 GAL @ \$3.29...	73.25
10/28/20	MOR...	KEATON BEACH BUMS	22.738 GAL @ \$3.29...	75.01
Total FUEL - WW				250.91
FREIGHT - WW				
10/04/20	63046...	HAWKINS, INC	Freight	12.00
10/20/20	69663	WASCON INC	FREIGHT	32.35
10/27/20	69720	WASCON INC	FREIGHT	71.24
Total FREIGHT - WW				115.59
ELECTRIC - WASTEWATER				
10/25/20	113357	TRI-COUNTY ELECT...	Lift Station #2 Grackle	148.72
10/25/20	113357	TRI-COUNTY ELECT...	WWTP	1,407.36
10/25/20	113357	TRI-COUNTY ELECT...	Lift Station #1 Boat ...	179.03
10/25/20	113357	TRI-COUNTY ELECT...	Storgage Trains	30.77
10/25/20	113357	TRI-COUNTY ELECT...	WW O&M	70.23
Total ELECTRIC - WASTEWATER				1,836.11
CHEMICALS, SEWER				
10/04/20	63046...	HAWKINS, INC	100 gallons Ultra-Chl...	300.00
Total CHEMICALS, SEWER				300.00
GROUNDWATER MONITORING, WWTP				
10/11/20	02504...	JONES EDMUNDS & ...	Groundwater Monitor...	160.66
Total GROUNDWATER MONITORING, WWTP				160.66
LAB TESTING/SUPPLIES, SEWER				
10/25/20	67400...	EUROFINS ENVIRON...	CBOD TSS	45.00
10/25/20	67400...	EUROFINS ENVIRON...	CBOD TSS FCOL-QT	75.00
10/25/20	67400...	EUROFINS ENVIRON...	N02/N03 WW	45.00
10/25/20	67400...	EUROFINS ENVIRON...	PICKUP FEE/VEHIC...	25.00
Total LAB TESTING/SUPPLIES, SEWER				190.00
REPAIR/MAINTENANCE, SEWER				
10/03/20	213826	LANIER MUNICIPAL S...	1-1/4" 304 SS 45 (6)	63.78
10/24/20	096850	PERRY AUTO SUPPL...	BELTS FOR WWTP ...	29.99
10/25/20	SENT...	Amazon.com	POOL SKIMMER NE...	15.99
10/25/20	SENT...	Amazon.com	POLE FOR POOL N...	29.99
Total REPAIR/MAINTENANCE, SEWER				139.75
REPLACEMENT PARTS, SEWER				
10/03/20	213824	LANIER MUNICIPAL S...	1-1/2" x 1-1/4 BRAS...	8.50
10/03/20	213826	LANIER MUNICIPAL S...	1-1/4" X 05" STAINL...	54.42
10/03/20	213826	LANIER MUNICIPAL S...	1-1/4" X 06" STAINL...	64.44
10/03/20	213828	LANIER MUNICIPAL S...	300 FEET 3/4" X 100...	126.00
10/20/20	69663	WASCON INC	FLEX CONNECTOR...	764.40
10/20/20	69663	WASCON INC	3123 CABLE CONN...	84.96
10/24/20	096850	PERRY AUTO SUPPL...	BELTS FOR WWTP ...	149.95
10/27/20	69720	WASCON INC	NB0184PO1 LATER...	2,088.00
Total REPLACEMENT PARTS, SEWER				3,340.67
SUPPLIES/SMALL TOOLS, SEWER				

TAYLOR COASTAL WATER & SEWER DISTRICT
EXPENSE BREAKDOWN
October 2022

Date	Num	Name	Memo	Amount
10/03/20	213828	LANIER MUNICIPAL S...	KRYLON WB GREE...	57.12
10/14/20	096197	PERRY AUTO SUPPL...	BELTS FOR WWTP ...	37.98
10/20/20	SENT...	Amazon.com	HANDWASH TANK ...	69.99
10/21/20	250562	RAGAN'S ACE HARD...	FASTENERS (8)	22.32
10/21/20	250562	RAGAN'S ACE HARD...	FASTENERS (8)	6.00
10/21/20	250562	RAGAN'S ACE HARD...	V BELT 1/2" X 54"	9.59
Total SUPPLIES/SMALL TOOLS, SEWER				203.00
Total WASTEWATER DEPARTMENT				6,940.67
WATER DEPARTMENT				
UNIFORMS - WATER				
10/03/20	56400...	ARAMARK	Uniform Rental - Water	9.30
10/03/20	56400...	ARAMARK	Soil Locker Rental - ...	1.50
10/03/20	56400...	ARAMARK	Easy Care Warranty ...	3.12
10/03/20	56400...	ARAMARK	Service Charge - Wa...	5.00
10/10/20	56400...	ARAMARK	Uniform Rental - Water	9.30
10/10/20	56400...	ARAMARK	Soil Locker Rental - ...	1.50
10/10/20	56400...	ARAMARK	Easy Care Warranty ...	3.12
10/10/20	56400...	ARAMARK	Service Charge - Wa...	5.00
10/17/20	56400...	ARAMARK	Uniform Rental - Water	9.30
10/17/20	56400...	ARAMARK	Soil Locker Rental - ...	1.50
10/17/20	56400...	ARAMARK	Easy Care Warranty ...	3.12
10/17/20	56400...	ARAMARK	Service Charge - Wa...	5.00
10/24/20	56400...	ARAMARK	Uniform Rental - Water	9.30
10/24/20	56400...	ARAMARK	Soil Locker Rental - ...	1.50
10/24/20	56400...	ARAMARK	Easy Care Warranty ...	3.12
10/24/20	56400...	ARAMARK	Service Charge - Wa...	5.00
10/31/20	56400...	ARAMARK	Uniform Rental - Water	9.30
10/31/20	56400...	ARAMARK	Soil Locker Rental - ...	1.50
10/31/20	56400...	ARAMARK	Easy Care Warranty ...	3.12
10/31/20	56400...	ARAMARK	Service Charge - Wa...	5.00
10/31/20	56400...	ARAMARK	Name Plate	4.00
10/31/20	56400...	ARAMARK	Emblem Charge	1.50
10/31/20	56400...	ARAMARK	Prep Charge	1.50
Total UNIFORMS - WATER				101.60
TELEPHONE/LANDLINE - WATER				
10/01/20	OCT ...	CONSOLIDATED CO...	578-2080 WTP GEN...	64.96
Total TELEPHONE/LANDLINE - WATER				64.96
CELL PHONE - WATER				
10/09/20	99177...	VERIZON WIRELESS	iPad for Field Work	18.04
10/09/20	99177...	VERIZON WIRELESS	Ron Bennett 843-7621	51.39
Total CELL PHONE - WATER				69.43
FUEL - WATER				
10/03/20	BENN...	WALTER B'S	13.814 GAL @ \$3.14...	43.50
10/12/20	BENN...	KEATON BEACH BUMS	9.292 GAL @ \$3.229...	30.00
10/24/20	BENN...	KEATON BEACH BUMS	17.035 GAL @ \$3.29...	56.20
Total FUEL - WATER				129.70
FREIGHT - WATER				
10/04/20	63046...	HAWKINS, INC	Delivery Charge	12.00
10/04/20	SENT...	PORTER PRODUCTS	SHIPPING	39.00
10/04/20	SENT...	PORTER PRODUCTS	SHIPPING	43.89
10/11/20	139254	USA Blue Book	FREIGHT	21.13
Total FREIGHT - WATER				116.02
ELECTRIC - WATER				
10/25/20	113357	TRI-COUNTY ELECT...	well	521.96
10/25/20	113357	TRI-COUNTY ELECT...	pumping station	30.77
Total ELECTRIC - WATER				552.73

TAYLOR COASTAL WATER & SEWER DISTRICT
EXPENSE BREAKDOWN
October 2022

Date	Num	Name	Memo	Amount
CHEMICALS, WATER				
10/04/20	63046...	HAWKINS, INC	65 gallons Ultra-Chlo...	195.00
Total CHEMICALS, WATER				195.00
LAB TESTING/SUPPLIES, WATER				
10/21/20	67400...	EUROFINS ENVIRON...	TOTAL COLIFORM ...	120.00
10/25/20	67400...	EUROFINS ENVIRON...	PICKUP FEE/VEHIC...	15.00
Total LAB TESTING/SUPPLIES, WATER				135.00
REPAIR/MAINTENANCE, WATER				
10/01/20	567587	UTILITY SERVICE CO...	5,000 GST CEDAR I...	2,527.59
10/01/20	567588	UTILITY SERVICE CO...	5,000 Pressure Vess...	2,527.59
10/04/20	SENT...	PORTER PRODUCTS	HYDROPHONIC CY...	475.40
10/04/20	SENT...	PORTER PRODUCTS	PROBE ROD FOR X...	29.75
10/04/20	SENT...	PORTER PRODUCTS	PROBE ROD FOR X...	59.50
10/04/20	SENT...	PORTER PRODUCTS	XLT-100 LEAK DET...	1,045.00
10/18/20	214086	LANIER MUNICIPAL S...	ROME CI METER B...	2,389.44
10/18/20	214085	LANIER MUNICIPAL S...	1" F 1100 G NL MIP ...	278.12
10/27/20	40-2029	Paula Amundsen	Shop Supplies - Water	-12.00
Total REPAIR/MAINTENANCE, WATER				9,320.39
REPLACEMENT PARTS, WATER				
10/03/20	213825	LANIER MUNICIPAL S...	1" MIP X PJ CTS CO...	353.40
10/18/20	214086	LANIER MUNICIPAL S...	2' 118-20 PVC EXPA...	116.12
10/18/20	214086	LANIER MUNICIPAL S...	1-1/4" IPS X MIP PH...	152.40
10/24/20	20948...	EMPIRE PIPE & SUP...	1 INCH DR USG BB ...	585.00
Total REPLACEMENT PARTS, WATER				1,206.92
SUPPLIES/SMALL TOOLS, WATER				
10/03/20	213828	LANIER MUNICIPAL S...	KRYLON WB BLUE ...	114.24
10/03/20	BENN...	TRACTOR SUPPLY	WATER BOOTS	27.99
10/06/20	SENT...	STAPLES	HAND SANITIZER	5.59
10/06/20	SENT...	STAPLES	STORAGE CLIPBO...	14.19
10/20/20	SENT...	Amazon.com	HANDWASH TANK ...	69.99
10/21/20	BENN...	WAL MART	BOTTLED WATER	5.36
10/21/20	250562	RAGAN'S ACE HARD...	ENAMEL SPRAY PA...	31.96
Total SUPPLIES/SMALL TOOLS, WATER				269.32
SYSTEM/PLANT UPGRADES, WATER				
10/11/20	139254	USA Blue Book	BELOW GRADE PV...	909.90
Total SYSTEM/PLANT UPGRADES, WATER				909.90
Total WATER DEPARTMENT				13,070.97
TOTAL				49,237.21

TAYLOR COASTAL WATER & SEWER DISTRICT

Balance Sheet

As of October 31, 2022

	Oct 31, 22
ASSETS	
Current Assets	
Checking/Savings	
SAVINGS CCBG	
DEBT RESERVE CO BANK	5,600.00
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)	187,437.84
CONTINGENCY RESERVE	542,051.91
CAPITAL IMPROVEMENTS, MINOR	72,228.92
GRINDER PUMP REPAIR FEE	170,088.97
SAVINGS CCBG - Other	3,697.65
Total SAVINGS CCBG	1,218,561.31
CAPITAL CITY BANK OP CHKNG (New Bank Account due to Citizens being acquired by Credit ...	444,637.18
SAVINGS, TCW&SD RESERVE ACCOUNT (BUSINESS SAVINGS)	10,864.95
Total Checking/Savings	1,674,063.44
Accounts Receivable	
ACCOUNTS RECEIVABLE (990 line 47a)	837.56
Total Accounts Receivable	837.56
Other Current Assets	
PREPAID EXPENSES	12,284.00
INVENTORY	114,355.26
RVS - SYSTEM INCOME	62,726.55
Total Other Current Assets	189,365.81
Total Current Assets	1,864,266.81
Fixed Assets	
DISTRICT PURCH GRINDER PUMPS	77,146.20
2017 FORD F-150 PICKUP	23,518.22
IMPROVEMENTS	22,243.79
ACCUMULATED DEPRECIATION	-4,659,536.46
BUILDINGS	9,281.23
CUSTOMER PURCHASED GPs	372,575.76
EQUIPMENT	130,494.35
EXPANSION, 95.68 Acres,WWTP (From Foley Lands & Timber through Suwannee River Water M...	111,587.90
FIRE HYDRANTS from TCBC	10,700.00
LAND	167,749.00
OFFICE EQUIPMENT	8,508.04
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; substa...	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	3,994,580.02
Other Assets	
UNRESTRICTED NET ASSET	155,117.53
Total Other Assets	155,117.53
TOTAL ASSETS	6,013,964.36
LIABILITIES & EQUITY	

TAYLOR COASTAL WATER & SEWER DISTRICT

11/10/22

Balance Sheet

Accrual Basis

As of October 31, 2022

	<u>Oct 31, 22</u>
Liabilities	
Current Liabilities	
Accounts Payable	
ACCOUNTS PAYABLE (990 line 60)	7,958.58
Total Accounts Payable	7,958.58
Credit Cards	
CARDMEMBER SERVICE (Capital City Bank Visa)	2,025.61
Total Credit Cards	2,025.61
Other Current Liabilities	
NET PENSION LIABILITY	71,737.91
Accrued Wages	13,844.64
ACCRUED INTEREST-RD	31,972.72
CUSTOMER OVERPAYMENTS	24,982.41
PAYROLL LIABILITIES	6,366.31
RETIREMENT PAYABLE	1,379.88
Total Other Current Liabilities	150,283.87
Total Current Liabilities	160,268.06
Long Term Liabilities	
N/P CITIZENS STATE BANK	4,837.46
DEFERRED OUTFLOWS	-67,983.20
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)	308,864.60
N/P, RD 2005B BONDS, Const. 92-01 (USDA-RD Loan #92-01)	524,000.00
N/P, RD 2011A BONDS, PH II WW	354,895.00
Total Long Term Liabilities	1,140,613.86
Total Liabilities	1,300,881.92
Equity	
RETAINED EARNINGS	2,709,159.32
Unrestrict (retained earnings) (990 line 21 & 67)	1,996,211.05
Net Income	7,712.07
Total Equity	4,713,082.44
TOTAL LIABILITIES & EQUITY	6,013,964.36

TAYLOR COASTAL WATER & SEWER DISTRICT

11/10/22

Profit & Loss

Accrual Basis

October 2022

	Oct 22
Ordinary Income/Expense	
Income	
ADJUSTMENTS, RVS BILLING	-855.99
GRINDER PUMP FEE	8,080.00
LATE FEES, RVS	219.37
SEWAGE SALES	28,747.59
WATER CONNECTION FEE (RVS MEMBERSHIP)	0.00
WATER SALES	19,932.75
Total Income	56,123.72
Gross Profit	56,123.72
Expense	
DISTRICT OFFICE	
TRAVEL/MILEAGE - DO	26.88
BONDS - DO	263.00
TELEPHONE/LANDLINE - DO	70.57
LEGAL/PROFESSIONAL FEES - DO	770.00
BANK CHG/SERVICE CHARGES - DO	24.95
COMPUTER/SERVICE, SOFTWARE	1,174.92
ELECTRIC - DIST OFFICE	129.04
OFFICE SUPPLIES	333.47
REPAIR/MAINTENANCE - DO	30.00
Total DISTRICT OFFICE	2,822.83
COBANK (CONSOLIDATION OF THREE USDA-RD LOANS)	
CO BANK - PRINCIPAL	3,199.72
CO BANK - INTEREST	4,291.86
Total COBANK (CONSOLIDATION OF THREE USDA-RD LO...	7,491.58
PERSONNEL EXPENSE	
SALARIES & WAGES ADMIN	7,383.33
RETIREMENT CONTRIBUTION-FRS (FL Retirement Syste...	1,883.84
SALARIES & WAGES-WTR & WW OP	8,433.97
TAXES-PAYROLL	1,210.02
Total PERSONNEL EXPENSE	18,911.16
WASTEWATER DEPARTMENT	
UNIFORMS - WW	94.60
TELEPHONE/LANDLINE - WW	64.96
CELL PHONE - WW	69.42
LICENSES & PERMITS - WW	175.00
FUEL - WW	250.91
FREIGHT - WW	115.59
ELECTRIC - WASTEWATER	1,836.11
CHEMICALS, SEWER	300.00
GROUNDWATER MONITORING, WWTP	160.66
LAB TESTING/SUPPLIES, SEWER	190.00
REPAIR/MAINTENANCE, SEWER	139.75
REPLACEMENT PARTS, SEWER	3,340.67
SUPPLIES/SMALL TOOLS, SEWER	203.00
Total WASTEWATER DEPARTMENT	6,940.67
WATER DEPARTMENT	
UNIFORMS - WATER	101.60
TELEPHONE/LANDLINE - WATER	64.96
CELL PHONE - WATER	69.43
FUEL - WATER	129.70
FREIGHT - WATER	116.02
ELECTRIC - WATER	552.73
CHEMICALS, WATER	195.00
LAB TESTING/SUPPLIES, WATER	135.00
REPAIR/MAINTENANCE, WATER	9,320.39

9:20 AM

11/10/22

Accrual Basis

TAYLOR COASTAL WATER & SEWER DISTRICT

Profit & Loss

October 2022

	<u>Oct 22</u>
REPLACEMENT PARTS, WATER	1,206.92
SUPPLIES/SMALL TOOLS, WATER	269.32
SYSTEM/PLANT UPGRADES, WATER	<u>909.90</u>
Total WATER DEPARTMENT	<u>13,070.97</u>
Total Expense	<u>49,237.21</u>
Net Ordinary Income	6,886.51
Other Income/Expense	
Other Income	
LABOR/PARTS, CUST REPAIR	<u>825.56</u>
Total Other Income	<u>825.56</u>
Net Other Income	<u>825.56</u>
Net Income	<u><u>7,712.07</u></u>

SMITH ELECTRIC MOTOR SERVICE INC.
 320 CAMPBELL STREET
 THOMASVILLE, GA 31792

QUOTATION

Quote Number: 13663
 Quote Date: Nov 3, 2022
 Page: 1

Voice: 229-228-0670
 Fax: 229-228-6199

Quoted To:
CASH SALE - MOTOR DIVISION THOMASVILLE, GA 31792

Customer ID	Good Thru	Payment Terms	Sales Rep
CASH-M	12/3/22	C.O.D.	POHLMAN, M.

Quantity	Item	Description	Unit Price	Amount
1.00		3152.181.0420214- NEW FLYGT PUMP,	30,625.00	30,625.00
1.00	9Q	HP 20, RPM 1750, 460V SHIPPING WILL BE ADDED SEMS JOB M1 18755 26-28 WEEKS OUT		
			Subtotal	30,625.00
			Sales Tax	
			TOTAL	30,625.00



**Xylem Water Solutions USA Inc. /
Flygt Products**
455 Harvest Time Dr., Sanford, FL 32771
Phone: 407-880-2900 • Fax: 407-880-2962

Date: November 9, 2022

To: Taylor Coastal
Attention: Ron Bennett

Engineer:
Municipality: Taylor Coastal

Subject: Pump replacement 3152.181-1480013 / 3152-181-4340 454
3152.181-0420214 / 3152.181-0213 454

Quote Number: # 2022-APO-2274

We are pleased to offer the following equipment:

(2) 3153.185-0230 FLYGT Model NP-3153.185 4" volute Submersible pump, 230 Volt / 3 phase / 60 Hz 20 HP 1750 RPM motor, 462 impeller, 1 x50 Ft. length of SUBCAB 4G16+S(2x0,5) submersible cable, **FLS DISABLED**

Price: \$ \$ 43,900.00 - Two Pumps \$21,950.00 Each

PER PUMP AND DOES NOT INCLUDE INSTALATION

Exclusions: WE DO NOT SUPPLY, PIPING, VALVES, GUIDE BARS, PRESSURE GAUGES, DISCONNECTS, JUNCTION BOXES, KELLUMS GRIPS, SURGE PROTECTION EQUIPMENT, SPARE PARTS, LABOR OR ANY OTHER ITEM NOT SPECIFICALLY LISTED ABOVE.

PLEASE MAKE PURCHASE ORDERS OUT TO: XYLEM WATER SOLUTIONS USA, INC.

Validity: THIS QUOTE IS VALID FOR THIRTY (30) DAYS UNLESS LONGER TIME AGREED TO IN WRITING.

Taxes: State, local, and other applicable taxes are not included in this quotation.

Freight Terms: DAP; Jobsite - Full Freight Allowed (per Incoterms 2010)

Shortages: Xylem will not be responsible for apparent shipment shortages or damages incurred in shipment that are not reported within two weeks from delivery to jobsite. Damages should be noted on the receiving slip and the truck driver advised of the damages. Please contact our office as soon as possible to report damages or shortages so that replacement items can be shipped and the appropriate claims made.

Payment Terms: 100% NET 45 DAYS AFTER SHIPMENT DATE.
(Note: Partial billing will be made on partial shipments)

Xylem's payment shall not be dependent upon Purchaser being paid by any third party unless Owner denies payment due to reasons solely attributable to items related to the equipment being provided by FLYGT.

Schedule: Please consult your local Flygt branch for submittals and fabrication lead-times.

Back Charges: Buyer shall not make purchases nor shall Buyer incur any labor that would result in a back charge to Seller without prior written consent of an authorized employee of seller.





**Xylem Water Solutions USA Inc. /
Flygt Products**
455 Harvest Time Dr., Sanford, FL 32771
Phone: 407-880-2900 • Fax: 407-880-2962

Terms & Conditions: *This order is subject to the Standard Terms and Conditions of Sale – Xylem Americas effective on the date the order is accepted which terms are available at <http://www.xylem.com/en-us/Pages/terms-conditions-of-sale.aspx> and incorporated herein by reference and made part of the agreement between the parties.*

We thank you for your interest in our equipment and look forward to being of service to you in the near future.

IN THE ABSENCE OF A FORMAL ISSUED PURCHASE ORDER, A SIGNED COPY OF THIS PROPOSAL IS ACCEPTABLE AS A BINDING CONTRACT.

Xylem Water Solutions USA, Inc.

Company Name: TAYLOR COASTAL WATER & SEWER DISTRICT

Address: 18820 BEACH RD

PERRY, FL 32348

Accepted By: Lynette Senter

Print Name: LYNETTE SENTER

Date: NOVEMBER 9, 2022



Bob Simcox

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 employees	Not Provided	Not Provided

October 26, 2022

I Spoke with Lisa Faulkner about Workers' Compensation insurance. She stated that she was not required to have it by the State of Florida because she did not have more than three employees. She stated that if she was awarded the contract, she would purchase the insurance if we required it. Ms. Faulkner explained that we were the only customers that had this requirement.

I spoke with A&R Lee Mowing and they explained that they had self-employed contractors working for them and the State of Florida did not require them to carry Workers' Compensation unless they had more than three employees. He was agreeable to doing the District's work on his own.

*Shelley Senter,
District Manager*

Subject: Re: Mowing Bid Information
From: April Lee <arleeservices@yahoo.com>
Date: 10/28/2022, 10:34 AM
To: Lynette Senter <tcwsd@fairpoint.net>

Good Morning,

I have attached our exception, a letter from our CPA, coverage Requirements and Our contractor Agreement. We will plan on being at the next meeting. If you need anything else please let me know.

Thank You,
April Lee'
850-728-7917

On Wednesday, October 26, 2022 at 10:53:12 AM EDT, Lynette Senter <tcwsd@fairpoint.net> wrote:

Good Morning Mr. & Mrs. Lee,

At our meeting on October 20, 2022 we reviewed the bids for mowing services. My recommendation was for your company but the Board had a question about Workers' Compensation insurance. If you can provide an exemption certificate and possibly sign an agreement with the Board that you will be the only person working on the District's properties, I believe this would take care of their concerns. You mentioned that you may have self-employed contractors instead of employees and if you can provide that information, I believe it would be helpful. Lastly, our Board Meeting is on November 17, 2022 at 6:00 P.M. If you can attend the meeting, I feel that this will allow any questions the Board might have to be directly answered by you.

Thank you,

Lynette Senter

--

Lynette Taylor Senter, District Manager

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

— Attachments: —

1193_001.pdf

977 KB

NOTICE OF ELECTION TO BE EXEMPT

If this application contains incomplete or inaccurate information, it may cause a delay in the issuance of your exemption. An officer electing an exemption under Chapter 440, Florida Statutes, is not entitled to benefits under this chapter.

Section 1:

APPLICANT INFORMATION

First & Last Name: RODNEY B LEE
State Driver's License Number: L000722713820
State ID Number: 10/22/1971
State: FL
Date of Birth:
Social Security Number (last four digits): 5291
Email Address: FIRERBLEE@YAHOO.COM

Section 2:

NON-CONSTRUCTION INDUSTRY APPLICANT (NO FEE REQUIRED)

Member of a Limited Liability Company

Section 3:

This section should be completed with information specific to your corporation or to the limited liability company in which you are a member. The name of the corporation or limited liability company listed on this application **MUST** match the name of the corporation or limited liability company as registered with the Florida Division of Corporations.

Name of Corporation or LLC: A & R LEE SERVICES LLC **FEIN:** 881028217
Business Name (DBA): **Phone:** 8508341645
Applicant's Address of Record: 3535 HENRY LEE ROAD
City: PERRY **State:** FL **Zip:** 32348 **County:** TAYLOR
Scope 1: 09102 Park NOC-All Employees & Drivers **Scope 2:** **Scope 3:** **Scope 4:**

Section 4:

The corporation of which you are an officer or limited liability company of which you are a member must be registered and in ACTIVE status with the Florida Division of Corporations. Applicants applying as an officer of a corporation must be listed as an officer of the Corporation with the Florida Division of Corporations. List the document number on file with the Florida Division of Corporations.

L22000079570

Section 5:

Pursuant to Chapter 489, F.S. (contractor licensing law), list certified or registered licenses related to the scope of business or trade listed in Section 3 held by the applicant, or the certified or registered license numbers held by the qualifier for the corporation or limited liability company listed on this application. The business name listed on the license **MUST** match the name of the corporation or limited liability company as registered with the Florida Division of Corporations and on this Notice of Election to be Exempt.

Section 6:

If you have submitted an electronic payment for this application, the transaction confirmation number is listed in the following space:

Confirmation Number:

Application Number: E01529158

Section 7: N/A

Are you affiliated with any corporation or limited liability company other than the corporation or limited liability company to which this application applies?

Section 8: CONSTRUCTION INDUSTRY AND NON-CONSTRUCTION INDUSTRY LLC MEMBERS ONLY

To be eligible for a construction industry exemption or a non-construction limited liability company exemption, an applicant must have the required ownership of the corporation or limited liability company.

I am a member who owns at least ten percent(10%) of the limited liability company listed on this application.

Section 9:

I certify that any employees of the corporation or members of the limited liability company listed in Section 3 are covered by workers' compensation insurance. Please identify the workers' compensation insurance carrier that covers any non-exempt employees.

Carrier Name: My business does not have any non-exempt employees; or, my business is not required to obtain workers' compensation.

Section 10:**FRAUD NOTICE**

- A. Any person who, knowingly and with intent to injure, defraud, or deceive the department or any employer or employee, insurance company or any other person, files a Notice of Election to be Exempt containing any false or misleading information is guilty of a felony of the third degree.
- B. Attestation of applicant – By providing my name below, I attest that I have read, understand and acknowledge the foregoing notice.
- C. Acknowledge that this Notice of Election to be Exempt does not exceed limits for corporate officers, including any affiliated corporations as provided in Section 440.02, Florida Statutes.

First Name: RODNEY

Last Name: LEE

Note: The Division has 30 days to review your application to determine if it meets the eligibility requirements for the issuance of an exemption. The Division will either issue a Certificate of Election to be Exempt or notify you that your application is incomplete. The Division reviews and processes exemption applications in the order they are received.

Exemption information is reflected on the Proof of Coverage database the day following the issuance of the exemption. Visit the Division's website at <http://www.myfloridacfo.com/division/wc> to print your certificate.

Workers' Compensation

From: Christie Battles (cbattles@premiercpa.org)

To: april.lee19@yahoo.com

Date: Thursday, October 27, 2022 at 11:21 AM EDT

Hi April,

Here are the documents we discussed.

The only individual other than you and RB (who are owners) is Mr. Henry Lee (who will be completing the work as an **independent contractor**). The services will not be considered to be in the construction industry as the only machinery used will be a lawn mower and weed eaters. The document attached outlines the requirements for workers' compensation in Florida. **If you add employees in the future, you will need to add workers' compensation.**

The independent contractor agreement is also attached which clearly states he is an independent contractor (not an employee) as he sets his own hours, has control over how he performs the work, pays his own expenses, among other things. He signed Taylor County's waiver of workers' compensation as directed in the executed contract with Taylor County in lieu of workers' compensation. In that document, he releases Taylor County of liability. In the other waiver that he signed, he releases A&R Lee Services, LLC of liability.

Please let me know if you need anything else on this matter.

Thank you!

Christie

--



Coverage Requirements.pdf

121.3kB



Independent Contractor Service Agreement.docx

27.2kB

Coverage Requirements

Employers conducting work in the State of Florida are required to provide workers' compensation insurance for their employees. Specific employer coverage requirements are based on the type of industry, number of employees and entity organization. To determine coverage requirements for a specific employer, the following information is provided by the Bureau of Compliance.

Need assistance? Call (850) 413-1609, [Email](#) or [Visit Us](#)

Construction Industry - One (1) or more employees, including the owner of the business who are corporate officers or Limited Liability Company (LLC) members. For a list of the trades considered to be in the construction industry see [69L-6.021 Florida Administrative Code](#).

Non-Construction Industry - Four (4) or more employees, including business owners who are corporate officers or Limited Liability Company (LLC) members.

Please note: Non-construction industry Sole Proprietors or partners in a Partnership are not employees unless they want to be included on the business' Workers' Compensation Insurance policy and file a form [DWC 251](#) with the Division of Workers' Compensation.

- [Educational Information](#)

Agricultural Industry - Six (6) regular employees and/or twelve (12) seasonal workers who work more than 30 days during a season but no more than a total of 45 days in a calendar year.

Out of State Employers must notify their insurance carrier that they are working in Florida. If there is no insurance, the out of state employer is required to obtain a Florida Workers' Compensation Insurance policy with a Florida [approved insurance carrier](#) which meets the requirements of Florida law and the Florida Insurance Code. This means that "Florida" must be specifically listed in Section 3A of the policy (on the Information Page).

An Extraterritorial Reciprocity clause in [the home state's](#) statute allows some out of state Employers to work in Florida temporarily using their home state's Workers' Compensation insurance policy.

Contractors are required to make certain that all sub-contractors have the required Workers' Compensation Insurance **before** they begin work on a project. To see the documentation that is required from a sub-contractor, see [69L-6.032 Florida Administrative Code](#).

If the sub-contractor does not have Workers' Compensation Insurance for its employees, those workers become the employees of the contractor. If an injury occurs, the contractor is responsible for paying the benefits for the work related injury, illness or fatality.

Exemptions are available to business owners who opt out of the insurance coverage protections for themselves and who meet the requirements for an [exemption](#).

Databases:

**A & R LEE SERVICES, LLC
INDEPENDENT CONTRACTOR AGREEMENT**

THIS AGREEMENT (the "Agreement") is being made on 6/15/2022, by and between A & R LEE SERVICES, LLC, located at 3535 Henry Lee Rd, Perry, Florida 32348 in the County of Taylor (the "CLIENT"), and _____, located at _____, (the "CONTRACTOR"). The full name, address, email address and phone number of both parties appear at the end of this document.

By their respective signatures at the bottom of this document both parties hereby acknowledge that they have read and understood all the terms contained herein and that they have the authority to bind themselves and their respective companies to the terms contained in this Agreement.

WORK TO BE PERFORMED. CONTRACTOR hereby agrees to work for CLIENT as an independent contractor, providing the services described below starting on or about 06/20/2022 and for an indefinite period thereafter, until CONTRACTOR's services are no longer needed by CLIENT. The CLIENT shall have the right to terminate CONTRACTOR's services at any time it deems appropriate provided CLIENT complies with the relevant notice provisions of this Agreement. The CONTRACTOR agrees to devote the necessary amount of time, energy and attention required to satisfactorily complete, conclude or achieve the following duties and responsibilities ("Description of Services"):

SCOPE OF WORK. CONTRACTOR's required services as stated herein, as well as any future assignments provided by CLIENT, shall be determined on a case-by-case basis only. CLIENT shall be under no legal obligation to guarantee CONTRACTOR any minimum number of assignments or any minimum number of hours of work. All work performed by CONTRACTOR for CLIENT shall be governed exclusively by the covenants contained in this Agreement. The CONTRACTOR shall perform any and all responsibilities and duties that may be associated within the Description of Services set for above, including, but not limited to, work which may already be in progress. The CONTRACTOR shall retain sole and absolute discretion in the manner and means for the carrying out of his/her activities and responsibilities contained in this Agreement, and shall have full discretion within the Scope of Work, but shall not engage in any activity which is not expressly set forth by this Agreement without first obtaining prior written authorization from CLIENT.

INDEPENDENT CONTRACTOR. CONTRACTOR and CLIENT specifically agree that the CONTRACTOR is performing the services described in this Agreement as an **independent contractor** and shall not be deemed an employee, partner, agent, or joint venturer of CLIENT under any circumstances. Nothing in this Agreement shall be construed as creating an employer-employee relationship. The CONTRACTOR shall not have the authority to bind the CLIENT in any manner, unless specifically authorized to do so in writing. The CONTRACTOR shall have no claim against CLIENT hereunder or otherwise for vacation pay, sick leave, retirement benefits,

social security, worker's compensation, health or disability benefits, unemployment insurance benefits, or employee benefits of any kind. CONTRACTOR further agrees to be responsible for all of his/her own federal and state taxes, withholdings, and acknowledges that CLIENT will not make any FICA payments on CONTRACTOR's behalf. CONTRACTOR shall pay all taxes incurred while performing services under this Agreement, including all applicable income taxes and, if CONTRACTOR is not a corporation, self-employment (Social Security) taxes. The CONTRACTOR further acknowledges and recognized that s/he shall complete and return to the CLIENT an IRS Form 1099 and related tax statements. The CONTRACTOR herein pledges and agrees to indemnify the CLIENT for any damages or expenses, including any related attorney's fees and legal expenses, incurred by the CLIENT as a result of CONTRACTOR's failure to make such required payments. Upon demand, CONTRACTOR shall provide CLIENT with proof that such payments have been made.

EQUIPMENT & MEANS OF SERVICE. CONTRACTOR is responsible for providing all of his/her own equipment with which to complete the services contemplated by this Agreement. The CLIENT may, in its sole discretion, provide certain equipment if deemed necessary for a particular assignment or task without thereby creating a duty on CLIENT's part to do so again in the future. CONTRACTOR has the sole right to control and direct the means, manner, and method by which the services required herein will be performed. CONTRACTOR shall select the routes taken, days he/she is available to work, and manner in which the work is to be performed. CONTRACTOR shall always perform the work him/herself and does not have the right to refer any given assignment to an employee or subcontractor without prior written approval from CLIENT. The CONTRACTOR shall not receive any training from CLIENT in the professional skills necessary to perform the services required by this Agreement. Any directions or advice provided to the CONTRACTOR regarding the Description of Services shall be considered a suggestion only and not an instruction.

COMPENSATION. In consideration for the services to be performed by the CONTRACTOR, CLIENT hereby agrees to pay CONTRACTOR as follows:

Compensation Amount: _____
Compensation Schedule: _____
Compensation Method: _____

EXPENSES. CONTRACTOR shall be responsible for all expenses incurred while performing services under this Agreement. This includes but is not limited to, automobile, truck, and other travel expenses; vehicle maintenance and repair costs; vehicle and other license fees and permits; insurance premiums; road, fuel, and other taxes; fines; radio, pager, or cell phone expenses; meals; and all salary, expenses, and other compensation paid to employees or contract personnel the CONTRACTOR hires to assist on the work contemplated by this Agreement.

CONTRACTOR'S REPRESENTATIONS AND WARRANTIES. The CONTRACTOR hereby represents that s/he has complied with all Federal, State and local laws regarding business permits, licenses, reporting requirements, tax withholding requirements, and other legal requirements of any kind that may be required to carry out the services contemplated by this Agreement and shall provide proof of same upon request by the CLIENT. The CONTRACTOR also represents and warrants

that his/her relationship with the CLIENT will not cause or require that s/he breach any obligation or confidence related to any confidential, trade secret and/or proprietary information of any other person, company or entity. Furthermore, the CONTRACTOR acknowledges that s/he has not brought and will not bring or use in the performance of his or her duties for the CLIENT any proprietary or confidential information, whether or not in writing, of a former contracted company or other entity without that entity's written permission or authorization. The breach of this condition shall result in automatic termination of the relationship as of the time of the occurring breach.

DEFINITION OF "PROPRIETARY INFORMATION." For the purpose of this Agreement, "*Proprietary Information*" shall include, but is not limited to, any information, observation, data, written materials, records, documents, drawings, photographs, layouts, computer programs, software, multi-media, social media, firmware, inventions, discoveries, improvements, developments, tools, machines, apparatus, appliances, designs, work products, logo, system, promotional ideas and material, customer lists, customer files, needs, practices, pricing information, process, test, concept, formulas, method, marketing information, technique, trade secrets, products and/or research related to the actual or anticipated research development, products, organization, marketing, advertising, business or finances of the CLIENT, its affiliates, subsidiaries or other related entities. The CONTRACTOR herein acknowledges that the CLIENT has made, or may make, available to the CONTRACTOR its Proprietary Information including, without limitation, trade secrets, inventions, patents and copyrighted materials. The CONTRACTOR acknowledges that this information has economic value, actual or potential value, that is not generally known to the public or to others who could obtain economic value from its disclosure or use, and that this information is subject to a reasonable effort by the CLIENT to maintain its secrecy and confidentiality. The CONTRACTOR shall comply with any reasonable rules established from time to time by the CLIENT for the protection of the confidentiality of any Proprietary Information.

OWNERSHIP OF SOCIAL MEDIA. The CLIENT shall have sole ownership over any social media contacts acquired throughout the CONTRACTOR's term of service, including, but not limited to: "followers" or "friends" which may be or have been acquired through such accounts as email addresses, blogs, Twitter, Facebook, YouTube or any other social media network that has been used or created on behalf of the CLIENT.

RETURN OF PROPRIETARY INFORMATION. Any and all documents, records and books which may be related to the Description of Services as set forth in this Agreement, or any other Proprietary Information shared with CONTRACTOR, shall be maintained by the CONTRACTOR at his/her principal place of business and be open to inspection by the CLIENT during regular working business hours. The documents, records and books which the CLIENT shall have the right to inspect and receive copies of include, but are not limited to, any and all contract documents, any change or purchase orders, and any other items related to the work which has been authorized by the CLIENT on an existing or a potential project related to the services contemplated by this Agreement. Upon termination of this Agreement, or upon the request of CLIENT, the CONTRACTOR shall promptly and immediately deliver to CLIENT any and all property in its possession or under its care and control, including but not limited to, documents, records, or books, or any other Proprietary Information such as customer names and lists, trade secrets and intellectual property, or items such as computers, equipment, pass keys, tools, plans, recordings,

software, and all related records or accounting/financial information. CONTRACTOR acknowledges that any breach or threatened breach of this Section of the Agreement will result in irreparable harm to CLIENT for which monetary damages could be an inadequate remedy. Therefore, CLIENT shall be entitled to equitable relief, including an injunction, in the event of such breach or threatened breach by CONTRACTOR as outlined in this Agreement. Such equitable relief shall be in addition to CLIENT's rights and remedies otherwise available at law.

CONFIDENTIALITY CLAUSE. Except as otherwise essential to the CONTRACTOR's obligations in accordance with this Agreement, the CONTRACTOR shall not make any disclosure or divulge any aspect of this Agreement, including the terms and conditions hereof, or any of the Proprietary Information contemplated herein, except as considered essential to the CONTRACTOR's obligations in accordance to his/her relationship with the CLIENT. The CONTRACTOR shall not make any duplication or other copy of any Proprietary Information without prior written authorization from the CLIENT. The CONTRACTOR also shall not remove any Proprietary Information, property or documents, without obtaining prior consent or authorization from CLIENT. The CONTRACTOR shall have the affirmative duty to notify each person to whom any disclosure is made that such disclosure was made in confidence and shall be kept in confidence by that individual, and that said individual shall be legally bound by the provisions of this Agreement to the same extent as the CONTRACTOR. Moreover, the CONTRACTOR agrees not to reveal any of this information to anyone, nor to use this information to the detriment of CLIENT in any way. Failure on CONTRACTOR's part to comply with this Section shall constitute a breach of this Agreement and entitle CLIENT to all remedies under the law as well as those specifically outlined in this Agreement.

COPYRIGHT & REPRODUCTION RIGHTS. All of CONTRACTOR's work under this Agreement shall be deemed "work for hire" and as such, the copyrights of the same shall belong to CLIENT. The CONTRACTOR hereby agrees not to sell, barter or share Proprietary Information obtained or developed during the performance of the services contemplated by this Agreement to any person, company, group, advertising agency, or otherwise, unless CONTRACTOR has CLIENT's express written permission. Any use that exceeds this limited scope, or does not comply with these conditions, shall be strictly prohibited and be deemed a violation of this Agreement entitling CLIENT to pursue all legal remedies and subjecting CONTRACTOR to all penalties allowed under the law.

DEFINITION OF "WORK FOR HIRE." The CONTRACTOR herein acknowledges and agrees that all work of authorship performed for the CLIENT under this Agreement shall be subject to the CLIENT's direction and control and that such work constitutes 'Work for Hire' as such term is defined in *17 U.S.C. § 201 & 202 - Ownership of Copyright & Material*. To that end, the CLIENT shall be considered the 'Author of Program' pursuant to the relevant U.S. Copyright laws. Any and all 'works for hire' shall be the sole and exclusive property of the CLIENT. Furthermore, consistent with the CONTRACTOR's recognition of the CLIENT's sole and complete ownership rights in said materials, the CONTRACTOR agrees not to make use of any Proprietary Information, or any part thereof, for the benefit of any party other than the CLIENT. The CONTRACTOR acknowledges that this Agreement does not apply to any invention, creation, idea or design for which no equipment, supplies, facility or trade secret information of the CLIENT was used and that was entirely on the CONTRACTOR's own time **and** (i) does not relate to the CLIENT's business or to the actual or anticipated research or development work of the CLIENT; or (ii) does

not result from any work performed by the CONTRACTOR for the CLIENT. The burden of proof shall rest with the CONTRACTOR with regards to the exceptions contained within this section.

PATENT APPLICATIONS. Excluded from this Agreement are any inventions and/or improvements which are related to the CLIENT's business that were made by the CONTRACTOR prior to commencement of this Agreement as follows: (i) as embodied in the United States Letters Patent or any application for a United States Letters Patent that was filed prior to commencement of this Agreement; or (ii) one in the possession of a former company who has already applied and who now owns the invention; or (iii) as set forth in any attachment hereto. Except as otherwise noted on the back of the signature page hereof, there are no inventions heretofore made or conceived by the CONTRACTOR that s/he deems to be excluded from the scope of this Agreement and CONTRACTOR hereby releases the CLIENT from any and all claims by the CONTRACTOR by reason of any use by CLIENT of any invention heretofore made or conceived by the CONTRACTOR.

EXCLUSIVITY, MARKETING AND ADVERTISING. CONTRACTOR understands that while working on an assignment provided by CLIENT he/she represents CLIENT and not any other business, including his/her own business. While on assignment for CLIENT, CONTRACTOR shall not advertise his/her own business, shall not solicit work for him/herself, and shall only distribute CLIENT's business cards, name, and marketing materials. While not on one of CLIENT's assignments, CONTRACTOR may pursue other work for him/herself as long as it does not directly compete with CLIENT as described in this Agreement.

COVENANT NOT TO COMPETE. At no time during the term of this Agreement, and for a period of 24 months after the termination of this Agreement, shall CONTRACTOR engage in any business activity which directly competes with CLIENT nor work for any company which directly competes with CLIENT. For the purpose of this paragraph, competitive activity shall include but not be limited to, forming and/or making plans to form a business entity that may be seen as being competitive with any business of the CLIENT. This, however, in no way prevents the CONTRACTOR from seeking or obtaining employment or any other form of business relationship with a competitor after termination of this Agreement, so long as such competitor was in existence prior to the termination of the relationship with the CLIENT. In addition, during and after the CONTRACTOR's service period with the CLIENT in the State of Florida, and for a period of 24 months following termination of this Agreement, the CONTRACTOR shall not seek or gain employment with any newly formed business (business formed after termination of this Agreement) that is in competition with the CLIENT, its subsidiaries or affiliates within Taylor County or within a 50 Miles mile radius of the CLIENT and its aforementioned business location.

CLIENT'S RIGHT TO SUSPEND OR ALTER WORK. The CLIENT reserves the right to inspect, stop and/or alter the work of the CONTRACTOR at any time to assure its conformity with this Agreement and the CLIENT's needs. At any time, the CLIENT may, without cause, direct the CONTRACTOR, by way of providing Two days prior written notice, to suspend, delay or interrupt work or services pursuant to this Agreement, in whole or in part, for such periods of time as the CLIENT in its sole discretion may see fit or necessary. Any such suspension shall be effected by the delivery of a written notice to the CONTRACTOR of said suspension specifying the extent to which the performance of the work or services under this Agreement is suspended, and the date upon which the suspension becomes effective. The suspension of work and/or services shall be

treated as an excusable delay. Moreover, if at any time the CLIENT believes that the CONTRACTOR may not be adequately performing its obligations under this Agreement or may be likely to fail to complete their work/services on time as required, then the CLIENT may request from the CONTRACTOR provide written assurances of performance and a written plan to correct observed deficiencies in performance. Any failure to provide such written assurances constitutes grounds to declare a default under this Agreement.

TERMINATION. Either party may terminate this Agreement in whole or in part, whenever they shall determine that termination is in their best interest. Termination shall be effected by providing seven days written notice of termination specifying the extent to which performance of the work and/or services under this Agreement is terminated, and the date upon which such termination shall become effective. The CONTRACTOR shall then be entitled to recover any costs expended up to that point, but no other loss, damage, expense or liability may be claimed, requested or recovered except as provided in this Agreement. In no event shall the CLIENT be liable for any costs incurred by or on behalf of the CONTRACTOR after the effective date of the notice of termination. The termination pursuant to the provisions contained within this paragraph shall not be construed as a waiver of any right or remedy otherwise available to the CLIENT. In addition, if the CONTRACTOR is convicted of any crime or offense, fails or refuses to comply with the written policies or reasonable directive of CLIENT, is guilty of serious misconduct in connection with performance hereunder, or materially breaches any provisions of this Agreement, the CLIENT may terminate the engagement of the CONTRACTOR immediately and without prior written notice.

EXECUTION. During and throughout the duration of this Agreement, and upon the request of and without any compensation other than that which is herein contained, the CONTRACTOR shall execute any documents and take action which the CLIENT may deem necessary or appropriate to ensure the implementation of all the provisions of this Agreement, including without limitation, assisting the CLIENT in obtaining and/or maintaining any patents, copyrights or similar rights to any Proprietary Information assigned and allocated to the CLIENT. The CONTRACTOR further agrees that the obligations and undertakings herein stated within this section shall continue beyond termination of this Agreement. Should the CONTRACTOR be called upon for any such assistance after termination, then the CONTRACTOR shall be entitled to fair and reasonable payment in addition to reimbursement of any expenses which may have been incurred at the request of the CLIENT. The CONTRACTOR nevertheless agrees to execute and deliver any agreements and documents prepared by the CLIENT and to do all other lawful acts required to establish, document and protect such rights.

INJUNCTIVE RELIEF. CONTRACTOR hereby acknowledges (i) the unique nature of the protections and provisions established and contained within this Agreement; (ii) that the CLIENT will suffer irreparable harm if CONTRACTOR were to breach any of said protections or provisions or his/her obligations under this Agreement; and (iii) that monetary damages may be inadequate to compensate the CLIENT for such a breach. Therefore, if CONTRACTOR were to breach any of the provisions of this Agreement, then CLIENT shall be entitled to injunctive relief, in addition to any other remedies at law or equity, to enforce such provisions.

LIABILITY. CONTRACTOR warrants and acknowledges that he/she shall be liable for any loss or any other financial liability suffered by CLIENT due to CONTRACTOR's failure to perform an assignment as contemplated by this Agreement. Other than a documented medical emergency or an "Act of Nature" beyond CONTRACTOR's control, CONTRACTOR shall be solely responsible for any loss caused by CONTRACTOR's failure to perform. In addition, CLIENT shall not be liable for any loss or damage to CONTRACTOR's equipment under the terms of this Agreement. CONTRACTOR's equipment shall be CONTRACTOR's sole and exclusive responsibility.

INDEMNIFICATION. The CONTRACTOR shall defend, indemnify, hold harmless, and insure the CLIENT from any and all potential damages, expenses or liabilities which may result from or arise out of any negligence or misconduct on part of the CONTRACTOR, or from any breach or default of this Agreement which may be caused or occasioned by the acts of the CONTRACTOR. The CONTRACTOR shall also insure that all of its employees and affiliates take all actions necessary to comply with all the terms and conditions established and set forth in this Agreement.

NOTICES. Any and all notices, which may be required hereunder by any party to the other party, shall be executed by either personal delivery in writing, or by mail, registered or certified, postage pre-paid with a return receipt requested. Mailed notices must be addressed to the parties at the addresses contained in this Agreement. However, each party may change their address, thus requiring written notice of such change of address in accordance with this section. Any hand delivered notice shall be deemed communicated as of actual receipt; mailed notices shall be deemed communicated after five (5) days of mailing. The CONTRACTOR herein agrees to keep the CLIENT informed of any change of business and/or mailing addresses, as well as telephone, facsimile, email or any other relevant means of contact and communication.

CONTINUING EFFECTS. The CONTRACTOR's obligations with regards to all trade secrets and confidential information contained in this Agreement, shall continue to be in effect beyond the scope of the relationship as aforementioned, and said obligations shall continue to be binding upon not only the CONTRACTOR, but also the spouse, affiliates, assigns, heirs, executors, administrators and/or other legal representatives as well.

CHOICE OF LAW. This Agreement is to be construed pursuant to the current laws of the State of Florida without giving effect to any conflict of laws principle. Jurisdiction and venue for any claim arising out of this Agreement shall be made in the State of Florida, in the County of Taylor.

MEDIATION, LITIGATION & ARBITRATION. If a dispute arises out of or relates to this Agreement, or the alleged breach thereof, and if the dispute is not settled through negotiation, the parties agree first to try in good faith to settle the dispute through mediation. The mediation process shall be administered by the Florida Mediation Services, or another administrator mutually agreed between the parties, and shall be a condition precedent to resorting to arbitration, litigation, or some other dispute resolution procedure. If the mediation process is unsuccessful, either party shall have the option of seeking either arbitration or filing a legal action in a court of competent jurisdiction. If the aggrieved party seeks arbitration, then the dispute shall be submitted to binding arbitration by the American Arbitration Association in accordance with the Association's commercial rules then in effect. The arbitration shall be conducted in the state of Florida and shall be binding on both parties. Judgment upon the award rendered by the arbitrator may be entered in any court having jurisdiction to do so. Costs of arbitration, including attorney fees, will be allocated by the arbitrator.

If, alternatively, the aggrieved party seeks to file an action in court, then the action must be brought a court of competent jurisdiction in the State of Florida.

LEGAL FEES. Should any party initiate litigation, arbitration, mediation or any other legal proceeding ("Proceeding") against another party to enforce, interpret or otherwise seek to obtain legal or judicial relief in connection with this Agreement, the prevailing party in said proceeding shall be entitled to recover from the unsuccessful party any and all legal fees, cost, expenses, attorney's fees and any other cost or expense and fees arising from (i) such proceeding, whether or not such proceeding progresses to judgment, and (ii) any post-judgment or post-award proceeding, including without limitation, one to enforce any judgment or award resulting from any such Proceeding. Any such judgment or award shall contain a specific provision for the recovery of all such attorney's fees, costs, and expenses, as well as specific provisions for the recovery of all such subsequently incurred costs, expenses and actual attorney's fees.

ENTIRE UNDERSTANDING. This document and any schedules attached hereto constitute the entire understanding and agreement of the parties, and any and all prior agreements, understandings, and representations are hereby terminated and canceled in their entirety and carry no further force or effect. This Agreement shall be considered a separate and an independent document of which it shall supersede any and all other Agreements, either oral or written, between the parties hereto, except for any separately signed Confidentiality, Trade Secret, Non-Compete or Non-Disclosure Agreements to the extent that these terms are not in conflict with those set forth herein.

HEADINGS. The headings of the sections of this Agreement are inserted for convenience only and shall not be deemed to constitute part of this Agreement or to affect the construction thereof.

SEVERABILITY. If any part of this Agreement is determined to be void, invalid, inoperative or unenforceable by a court of competent jurisdiction or by any other legally constituted body having jurisdiction to make such determination, such decision shall not affect any other provisions hereof and the remainder of this Agreement shall be effective as though such void, invalid, inoperative or unenforceable provision had not been contained herein.

MODIFICATIONS OR AMENDMENTS. No amendment, change or modification of this Agreement shall be valid unless in writing and signed by both parties hereto with the same degree of formality as this Agreement.

COUNTERPARTS. This Agreement, at the discretion of the parties herein, may be executed in counterparts, each of which shall be deemed an original and all of which together shall constitute a single integrated document.

WAIVER. If either party fails to enforce any provision contained within this Agreement, it shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Agreement.

DRAFTING AMBIGUITIES. All parties to this Agreement have reviewed and had the opportunity to revise this Agreement, and have had the opportunity to have legal counsel review and or revise this Agreement. The rule of construction that ambiguities are to be resolved against the drafting

party shall not be employed in the interpretation of this Agreement or of any amendments or exhibits herein.

COPIES. Both the CONTRACTOR and the CLIENT hereby acknowledges that they have received a signed copy of this Agreement.

IN WITNESS WHEREOF the undersigned have executed this Agreement as of the day and year first written above. The parties hereto agree that facsimile signatures shall be as effective as if originals.

RB LEE
A & R LEE SERVICES, LLC
EMAIL ADDRESS
PHONE NUMBER

DATE

CONTRACTOR NAME
PHYSICAL ADDRESS
EMAIL ADDRESS
PHONE NUMBER

DATE

WATER AUDIT
Taylor Coastal Water and Sewer District

MONTH: October 2022

Current Master Meter Reading	300,604,000	10/19/22	
Previous Master Meter Reading	298,719,000	9/20/22	
Total Gallons Pumped	1,885,000		1,885,000

UNMETERED WATER GALLONS

#1	Booster Station		
	a.	Tank Drain	2,000
	b.	Air-Charge adjustments (200gpm)	
	c.	Chlorine adjustment -- storage	10,000
#2	Line flushing (summary)		
	a.	North	
	b.	South	11,000
	c.	Flush Hydrant Test	
#3	Broken Lines		
	a.	Flush Valve @ Ezell	290,000
	b.	Flush Valve @ Marina	130,000
	c.	Flush Valve @ Egret	11,000
	d.	Palmetto RD - Leak in Service Line	7,500
	e.	20630 Marina RD-Leak on outside of met	14,400
	f.	21020 Keaton BCH DR-Leak on mainline	5,000
	g.	Mexico RD - Leak in Service Line	8,000
#4	Water Treatment Plant		
	a.	Clear 10K tank	2,000
	b.		

Total Known unmetered water 490,900 490,900

Gallons Pumped minus Known Unmetered water 1,394,100

Total Water Sold (Per Directors Report) 1,028,000

Estimated Water Loss, gallons 366,100

Gallons pumped minus known unmetered water & water sold.

Estimated Water Loss (%) 19.42%

Equals loss (gallons) divided by pumped (gallons)

desire ≤ 10%

WATER AUDIT
Taylor Coastal Water and Sewer District

	JAN 2022	FEB 2022	MAR 2022	APR 2022
Total Gallons Pumped	1,205,000	1,182,000	1,316,000	1,679,000
Total Unmetered Water	10,500	17,600	130,500	149,075
	1,194,500	1,164,400	1,185,500	1,529,925
Total Gallons Sold	921,000	901,000	976,000	1,259,000
Water Loss - Gallons	273,500	263,400	209,500	270,925
Water Loss - Percentage	22.70%	22.28%	15.92%	16.14%

	MAY 2022	JUN 2022	JUL 2022	AUG 2022
Total Gallons Pumped	2,358,000	2,525,000	2,730,000	2,475,000
Total Unmetered Water	34,000	52,500	18,700	22,500
	2,324,000	2,472,500	2,711,300	2,452,500
Total Gallons Sold	1,676,000	1,846,000	1,956,000	1,566,000
Water Loss - Gallons	648,000	626,500	755,300	886,500
Water Loss - Percentage	27.48%	24.81%	27.67%	35.82%

	SEP 2022	OCT 2022	NOV 2022	DEC 2022
Total Gallons Pumped	2,249,000	1,885,000		
Total Unmetered Water	18,200	490,900		
	2,230,800	1,394,100	-	-
Total Gallons Sold	1,204,000	1,028,000		
Water Loss - Gallons	1,026,800	366,100	-	-
Water Loss - Percentage	45.66%	19.42%	#DIV/0!	#DIV/0!

	JAN 2021	FEB 2021	MAR 2021	APR 2021
Total Gallons Pumped		1,069,000	1,238,000	1,600,000
Total Unmetered Water		10,000	79,500	72,700
		1,059,000	1,158,500	1,527,300
Total Gallons Sold		846,000	920,000	1,348,000
Water Loss - Gallons		213,000	238,500	179,300
Water Loss - Percentage		19.93%	19.26%	11.21%

	MAY 2021	JUN 2021	JUL 2021	AUG 2021
Total Gallons Pumped	1,311,000	2,336,000	2,069,000	1,630,000
Total Unmetered Water	161,000	28,600	51,200	3,000
	1,150,000	2,307,400	2,017,800	1,627,000
Total Gallons Sold	1,088,000	1,926,000	2,013,000	1,436,000
Water Loss - Gallons	62,000	381,400	4,800	191,000
Water Loss - Percentage	4.73%	16.33%	0.23%	11.72%

	SEP 2021	OCT 2021	NOV 2021	DEC 2021
Total Gallons Pumped	1,397,000	1,295,000	1,305,000	1,379,000
Total Unmetered Water	58,200	22,000	63,500	57,300
	1,338,800	1,273,000	1,241,500	1,321,700
Total Gallons Sold	1,109,000	1,048,000	1,060,000	1,005,000
Water Loss - Gallons	229,800	225,000	181,500	316,700
Water Loss - Percentage	16.45%	17.37%	13.91%	22.97%

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%
10/18/2022	1,751,088	149,682	111,000	38,682	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%
10/18/2022	3,377,275	204,778	171,000	33,778	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%
10/18/2022	2,457,855	219,482	195,000	24,482	13%

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
10/18/2022	4,567,088	526,900	379,000	147,900	39%	244,842

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	1,751,088	29,105	1,789,012	37,924
MARINA MM	3,172,497	3,248,477	75,980	3,280,511	32,034	3,334,097	53,586	3,377,275	43,178	3,428,240	50,965
KB DR MM	2,268,373	2,308,089	39,716	2,350,152	42,063	2,412,687	62,535	2,457,855	45,168	2,513,999	56,144
CEDAR IS MM	4,040,188	4,249,141	208,953	4,323,526	74,385	4,457,753	134,227	4,567,088	109,335	4,668,790	101,702
TOTALS			382,516		169,377		292,163		226,786		246,735

WEEKLY MASTER METER READINGS

11/2/2022	DIFF	11/9/2022	DIFF	11/16/2022	DIFF	11/23/2022	DIFF	11/30/2022	DIFF
1,823,180	34,168	1,859,958	36,778		#####		0		0
3,469,515	41,275	3,520,269	50,754		#####		0		0
2,557,363	43,364	2,605,248	47,885		#####		0		0
4,770,030	101,240	4,868,798	98,768		#####		0		0
	220,047		234,185		#####		0		0