

TOWN OF PENNEY FARMS
FINANCE COMMITTEE MEETING

MINUTES of August 15, 2022 at 10:00am

Present: Chairman P. Sabin; Town Manager, David Cooper (TM); B. Brower; T. Ryder; R. Hollowell; and Gail Larson *All present for the record.*

Additional Audience: None

Start Time: 9:58AM

-TC Cooper reminded the committee members of the TRIM process and provided them with a copy of the required forms (attached) that were confirmed by the auditor, after the last Finance Meeting discussion.

-G. Larson asked what the DEP loan mentioned in the budget workshop was for.

-TM Cooper explained this was a loan the previous Town Manager took out to complete the sewer being changed over, from the Penney Retirement Community (PRC) to the Town and allowing the Clay County Utility Authority (CCUA) to take over the handling of the sewer. He stated the Town Manager at the time did not have enough money to finish the project and this loan is the result.

-G. Larson also asked about how the loan may be forgiven, which was also mentioned at the budget workshop.

-TM Cooper stated that all the efforts the Town is making to maintain the system and following all of the suggestions made by the Florida Rural Water Association (FRWA), such as, increasing rates regularly with the CPI Index on a revenue plan; adding the Diamond Maps program; and making every effort to maintain the system. He also stated there is no guarantee that this will happen, but the Town is working diligently towards that goal. He also reminded the committee the Town has received the best Small Public Water System in 2020, for the State of Florida.

Motion to approve the Finance Committee meeting minutes dated July 18, 2022 by T. Ryder; second by B. Brower. Motion approved without dissent.

TM Cooper reviewed the following Fund Accounts:

July 2022 FINANCIALS ALL FUNDS SHOULD BE AT **83%**

GENERAL FUND

Income: *Nothing unusual in the General Fund Income.*

Expenses: *There were two (2) payrolls this month*

1 *Line Item 5133100 (Professional Services) - \$912.68 was paid to Cintas for the fire extinguisher inspections and repairs for the Town Hall, Maintenance Bldg. and Water Tower Building.*

2 *Line Item 5134901 (Legal Ads) – A total of \$372.76 was paid out for legal ads for the CDBG Grant.*

3 *Line Item 5196200 (Capital Outlay – Unrestricted) - \$1,500.00 was paid out for the removal of part of a dangerous tree on Haymon & Booker Avenue.*

4 Line Item 5414600 (Public Works – Repair & Maintenance) - \$956.10 was spent on mower supplies; pulley; starter rope; and repair door on new service truck.

5 Line Item 5415200 (Public Works – Operating Supplies) - \$1,083.94 was spent on grass seed, weed killer, marker paint, propane for gas generator for Town Hall and annual billing assessment for Sunshine 811 – for locates.

TOTAL INCOME: \$ 34,703.33 109.6%
TOTAL EXPENSES: \$ 32,062.14 76.3%

POSITIVE BALANCE: \$ 2,641.19

Motion to approve the General Fund Report by G. Larson; second by T. Ryder. Motion approved without dissent.

TM Cooper reviewed the bank account balances with the committee.

Please see the separate sheet for all of the Town’s bank balances

WATER UTILITY FUND

Income:

1 Line Item 3433011 (New Account Fee) – There were two (2) new water accounts added this month, totaling \$60.00 in new account fees.

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- *Water Revenue* 84.98%

- *Solid Waste Revenue* 76.3% (Total \$1,649.53= \$ 1,002.80 is for Garbage service items / \$607.22 is for Solid Waste Franchise Fees)

- *Misc Revenue* 62.61% (Total of \$59.26 is for the following interest earned on all three bank accounts Located in this fund)

- *Transfers* 22.40% - Contingency Reserves (WU)
- *Transfers* 35.6% - Contingency Reserves (WW/Sewer)

Expenses:

****Again, there were two (2) payrolls this month****

1 Line Item 5335200 (Operating – Meters & Components) – A total of \$166.32 was paid for 2 meter boxes and the security monitoring at the water tower.

2 Line Item 5335600 (Contingency Equip & Repairs) - \$1,748.00 was paid out for pipe for the Little Dairy Road repair.

TOTAL INCOME: \$ 11,233.62 78.21% (Overall)
TOTAL EXPENSES: \$ 7,956.73 61.31%
POSITIVE BALANCE: \$ 3,276.89

Motion to approve the Water Utility Fund Report by D. Hollowell; second by B. Brower. Motion approved without dissent.

WASTEWATER/SEWER FUND

Income: *Nothing unusual.*

- *Wastewater Revenue 91.0%*
- *Misc Revenue 86.6% (Total of \$22.07 was the interest earned on the two (2) bank accounts located in this fund.)*
- *Interfund transfers 35.6%*

Expenses: *****Again, there were two (2) payrolls this month*****

1 *Line Item 5354200 (Freight & Postage) - \$240.00 was paid to the Postmaster for 6 – rolls of postcard stamps.*

2 *Line Item 5354900 (Other charges – CCUA) – The amount of \$6,345.39 was paid to the Clay County Utility Authority (CCUA) for sewer charges. (This bill was for 28 days).*

TOTAL INCOME: \$18,555.92 113.2% (Overall)
TOTAL EXPENSES: \$12,705.83 67.8%
POSITIVE BALANCE: \$5,850.09

Motion to approve the Wastewater/Sewer Fund Report by T. Ryder; second by D. Hollowell. Motion approved without dissent.

CCUA Increase

-TC Cooper stated the committee needs to be aware that CCUA is having their board meeting in September, to discuss the new fiscal year's proposed increase for wastewater service. She reminded the committee that if there is an increase, it will be passed through to the residents, per the Town's Water Ordinance. She stated there are usually two increases per year, one in the spring, which is the CPI Index increase for both water and

sewer; and then one in October of each year, the CCUA for sewer charges only. She further stated the CCUA increase is not a revenue, it is just expended to CCUA, for the cost of handling the sewer. She stated the Town usually tries to give the residents at least a 30 day notice, so they can prepare for the increase.

-TC Cooper stated this increase happens at the same time the budget is being considered, and can be a point of contention.

Hunters Ridge Subdivision Update

-TC Cooper stated the Planning & Zoning Commission will be recommending to the Town Council to move forward with the Concept Review for the Hunters Ridge Subdivision with ten (10) conditions. She stated the conditions will have to be met in order for the final plat to be approved.

-TM Cooper stated the Town welcomes the project and hopes the developer follows through with what he needs to do.

Joe Wiggins property purchase

-TM Cooper stated Contractor Joe Wiggins has purchased the property across from the water tower and is thinking about building four new homes there. He stated there are no updates to report yet.

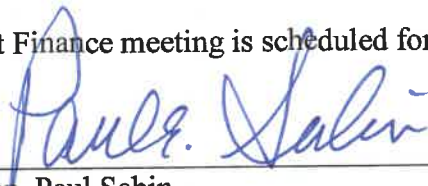
Reinhold/Jax-Palatka Update

-TM Cooper stated that there is no new updates on this project and it will take some time to complete the surveying.

There being no further questions or concerns, a motion for the meeting to adjourn by T. Ryder; second by D. Hollowell. Motion carried without dissent.

Adjourned Time: 10:25am

The next Finance meeting is scheduled for September 19, 2022 at 10:00am.



Chairman, Paul Sabin