

Engelhard Sanitary District
 Regular Meeting
 January 14, 2016
 Engelhard Community Center
 4pm
 Agenda

<u>Item</u>	<u>Responsible Official</u>
Call to Order	Chairman
Agenda Approval	Chairman
Approval of 11/24/15 Minutes	Secretary / Clerk
Treasurer's Report	Treasurer / Finance Officer
Financial Reports	Chairman / Budget Officer
Re-Appointment of Clerk	Chairman
Election of 2016 Chairman	Clerk
Election of 2016 Vice-Chair	Chairman
Election of 2016 Secretary	Chairman
Election of 2016 Treasurer	Chairman
New Business (moved up due to potential closed session)	
Hotel Engelhard	Bob Hayes
Old Business	
Collections Status	
Rainstopper Covers	
Bryant Violation (Closed Session if necessary)	
USDA Grant / Loan Update	
Engineering Update	
Sprayfield - Animal Damage	
New Business	
Appointment of Attorney	David Gadd
Other Topics of Concern	
Adjournment	
Distributions	November & December Revenue & Expenses Budget Year to Date
Next Proposed Meeting Date	Thursday, February 25, 4PM Engelhard Community Center

MINUTES
Engelhard Sanitary District
Tuesday, November 24, 2015, 4:00 PM
Engelhard Community Center

Meeting called to order 4:09 PM

Present – Tony Spencer, Tommy Etheridge, Brandon Marshall, Charles Gibbs
Others Present – Viola Williams and David Gadd

No additions to the agenda

Approval of 10/22/15 minutes – Motion by Tommy Etheridge, second by Brandon Marshall

Treasurer's Report – Treasurer's report was provided for review

Financial Reports – Budget revisions were reviewed. Motion by Charles Gibbs to accept changes to budget, second by Brandon Marshall. Motion carried unanimously.

Old Business

- Collection Status – collection status was discussed
- Rainstopper Covers – no action has been taken.
- Proposed Settlement – Bryant Violation – A letter was drafted with a proposed settlement to customer, motioned by Charles Gibbs and second by Brandon Marshall. Motion carried unanimously.
- USDA Grant Loan Update – board was informed of all actions that have been taken in the process of getting the application submitted. Now awaiting approval on the preliminary report. Once approved, the application will be submitted. Tommy Etheridge motioned to move forward with submitting the application once it is complete, second by Brandon Marshall. Motion carried unanimously.
- USDA Loan – Bond Counsel – 7 proposals received. Board reviewed and discussed all proposals. Motion by Brandon Marshall, second by Charles Gibbs to offer the bond counsel agreement to Parker Poe as first option and Womble as alternative option. Motion carried unanimously.

New Business

- Sprayfield Animal Damage – 3 of the new spray heads have been damaged by the bears. District will seek bids for repairs at a maximum cost of \$1,500.

Other Topics of Concern

- 2015 Audit has been submitted.
- Hunting on District owner property – No hunting signs will be posted on landas liability protection for district. Any hunters that are interested in hunting on the land will have to sign a waiver of liability. A new policy for hunting will be drafted prior to next hunting season.

Motion and second to adjourn the meeting by Brandon Marshall and Tommy Etheridge.
Meeting adjourned at 5:04 PM.

Next proposed meeting to be held Tuesday, December 22, 2015 at 4:00 PM at the Engelhard Community Center.

Submitted By: _____
Secretary, Engelhard Sanitary District

Thank you for banking with Yadkin Bank. If you need assistance, please contact us at 855-ASK-YDKN (855-275-9356).

Recent Transactions

BUSINESS COMMUNITY CHECKING, *6813

	Date	Number	Description	Amount	Balance
+	01/13		DEPOSIT In-process	18,169.62	84,402.90
+	01/13		STRIPE In-process	43.39	66,233.28
+	01/12		STRIPE	242.45	66,189.89
+	01/12		DEPOSIT	1,558.57	65,947.44
+	01/11		STRIPE	225.22	64,388.87
+	01/08		STRIPE	57.66	64,163.65
+	01/08		DEPOSIT	1,809.12	64,105.99
+	01/07		STRIPE	38.54	62,296.87
+	01/07		DEPOSIT	944.70	62,258.33
+	01/06		STRIPE	154.45	61,313.63
+	01/05		STRIPE	43.39	61,159.18
+	01/04		DEPOSIT	206.37	61,115.79
+	12/31	10113	ECP INCLEARING CHECK	-6.99	60,909.42
+	12/31		STRIPE	125.62	60,916.41
+	12/30	10116	ECP INCLEARING CHECK	-133.39	60,790.79
+	12/30		STRIPE	96.80	60,924.18
+	12/30		DEPOSIT	809.28	60,827.38
+	12/29	10114	ECP INCLEARING CHECK	-206.25	60,018.10
+	12/29	10117	ECP ON-US DEPOSIT CK	-74.68	60,224.35
+	12/28	10115	ECP INCLEARING CHECK	-5,686.07	60,299.03
+	12/28		STRIPE	96.80	65,985.10
+	12/28		DEPOSIT	1,296.69	65,888.30
+	12/23		DEPOSIT	1,263.18	64,591.61
+	12/18		STRIPE	44.06	63,328.43
+	12/17		DEPOSIT	1,989.91	63,284.37
+	12/16		STRIPE	86.78	61,294.46
+	12/16		DEPOSIT	1,499.35	61,207.68
+	12/16		DEPOSIT	200.00	59,708.33
+	12/15	10106	ECP INCLEARING CHECK	-165.00	59,508.33
+	12/15	10109	ECP ON-US DEPOSIT CK	-37.34	59,673.33
+	12/14	10104	ECP INCLEARING CHECK	-9,495.59	59,710.67
+	12/14	10112	ECP INCLEARING CHECK	-37.60	69,206.26
+	12/14	10105	ECP ON-US DEPOSIT CK	-3.94	69,243.86

12/31/15
 Reconciled
 CHECKING
 \$60,909.42
 SALES
 66,054.98

To add a personal note to a transaction or assign a transaction to a category, click View

ENGELHARD SANITARY DISTRICT
Profit & Loss Detail
November 2015

Type	Date	Num	Name	Memo	Amount
Income					
Expense					
Clerk Contract (includes expens					
Bill	11/01/2015	7	Viola S. Williams		1,800.00
Total Clerk Contract (includes expens					1,800.00
Collection Costs					
Bill	11/01/2015		RS Spencer, III	Locate Plus	59.95
Deposit	11/03/2015			Deposit	9.16
Deposit	11/06/2015			Deposit	25.62
Deposit	11/12/2015			Deposit	5.12
Deposit	11/13/2015			Deposit	1.61
Deposit	11/16/2015			Deposit	0.31
Deposit	11/18/2015			Deposit	1.61
Deposit	11/19/2015			Deposit	2.13
Deposit	11/20/2015			Deposit	8.39
Deposit	11/24/2015			Deposit	3.95
Deposit	11/25/2015			Deposit	3.78
Total Collection Costs					121.63
Electricity					
Bill	11/04/2015		Tideland EMC	1003459001 ...	270.96
Bill	11/04/2015		Tideland EMC	1003459003 ...	586.98
Bill	11/04/2015		Tideland EMC	1003459004 ...	33.59
Total Electricity					891.53
Labs & Testing					
Bill	11/24/2015	124098	Enviro-Tech		468.00
Bill	11/24/2015	124099	Enviro-Tech		78.00
Bill	11/26/2015		Etheridge Oil & Gas	Ice	3.94
Total Labs & Testing					549.94
Legal & Professional Fees					
Bill	11/20/2015		Hornthal, Riley, Elli...		0.00
Bill	11/20/2015	218329	Hornthal, Riley, Elli...	Bryant Matter	165.00
Total Legal & Professional Fees					165.00
Misc Supplies					
Bill	11/20/2015		Williford Auto Supply	1035	34.98
Bill	11/25/2015		Gibbs Store, LLC		6.55
Total Misc Supplies					41.53
Office Supplies					
Bill	11/29/2015		R. S. Spencer, Inc.		4.65
Bill	11/29/2015		R. S. Spencer, Inc.		41.25
Total Office Supplies					45.90
Operator Agreement					
Bill	11/25/2015	124132	Enviro-Tech		5,175.00
Total Operator Agreement					5,175.00
Postage / Freight					
Bill	11/29/2015		R. S. Spencer, Inc.		1.42
Bill	11/29/2015		R. S. Spencer, Inc.		1.49
Bill	11/29/2015		R. S. Spencer, Inc.		0.98
Total Postage / Freight					3.89
Repairs - Lines & Valves					
Bill	11/18/2015	124082	Enviro-Tech	Capt Suds 10...	430.00
Bill	11/18/2015	124088	Enviro-Tech	110 Lazy Ln ...	90.00
Total Repairs - Lines & Valves					520.00

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Accrual Basis

ENGELHARD SANITARY DISTRICT
Profit & Loss Detail
November 2015

Type	Date	Num	Name	Memo	Amount
Repairs - Tanks & Pumps					
Bill	11/18/2015	124080	Enviro-Tech	165 Cooper L...	375.00
Bill	11/18/2015	124081	Enviro-Tech	181 Cooper L...	375.00
Bill	11/18/2015	124083	Enviro-Tech	34757 US 2...	90.00
Bill	11/18/2015	124084	Enviro-Tech	1747 Swamp...	120.00
Bill	11/18/2015	124085	Enviro-Tech	166 Cooper ...	156.00
Bill	11/18/2015	124086	Enviro-Tech	34605 US 26...	156.00
Total Repairs - Tanks & Pumps					1,272.00
Sales Tax					
Bill	11/20/2015		Williford Auto Supply	1035	2.36
Bill	11/25/2015		Gibbs Store, LLC		0.44
Bill	11/29/2015		R. S. Spencer, Inc.		0.32
Total Sales Tax					3.12
Telephone					
Bill	11/24/2015	124098	Enviro-Tech		58.08
Total Telephone					58.08
Travel					
Bill	11/29/2015		R. S. Spencer, Inc.		81.65
Total Travel					81.65
Total Expense					10,729.27
Net Income					-10,729.27

ENGELHARD SANITARY DISTRICT
Profit & Loss Detail
December 2015

Type	Date	Num	Name	Memo	Amount
Income					
Expense					
Clerk Contract (includes expens					
Bill	12/02/2015	8	Viola S. Williams		1,800.00
Total Clerk Contract (includes expens					1,800.00
Collection Costs					
Bill	12/02/2015		RS Spencer, III		59.95
Deposit	12/03/2015			Deposit	6.11
Deposit	12/08/2015			Deposit	3.20
Deposit	12/09/2015			Deposit	4.99
Deposit	12/16/2015			Deposit	3.22
Deposit	12/18/2015			Deposit	1.62
Deposit	12/28/2015			Deposit	3.20
Deposit	12/29/2015			Deposit	4.38
Deposit	12/30/2015			Deposit	3.20
Bill	12/31/2015		RS Spencer, III	LocatePlus	59.95
Deposit	12/31/2015			Deposit	1.61
Total Collection Costs					151.43
Drainage District Fees					
Bill	12/09/2015	310	Mattamuskeet Asso...		1,408.10
Total Drainage District Fees					1,408.10
Electricity					
Bill	12/04/2015	1003...	Tideland EMC	Pumps	49.38
Bill	12/04/2015	1003...	Tideland EMC	Plant	69.26
Bill	12/04/2015	1003...	Tideland EMC	Meter	14.75
Total Electricity					133.39
Labs & Testing					
Bill	12/28/2015	124225	Enviro-Tech		951.60
Bill	12/28/2015	124226	Enviro-Tech		78.00
Bill	12/29/2015		Etheridge Oil & Gas	527	1.97
Total Labs & Testing					1,031.57
Legal & Professional Fees					
Bill	12/18/2015	218826	Hornthal, Riley, Elli...		206.25
Total Legal & Professional Fees					206.25
Misc Expense					
Check	12/10/2015	10112	Washington Daily N...	300012464 L...	37.60
Total Misc Expense					37.60
Misc Supplies					
Bill	12/19/2015		Williford Auto Supply		69.96
Bill	12/25/2015		Gibbs Store, LLC	196	25.14
Bill	12/25/2015		Gibbs Store, LLC	196	19.02
Bill	12/25/2015		Gibbs Store, LLC	196	36.10
Bill	12/30/2015		R. S. Spencer, Inc.	2110	10.32
Total Misc Supplies					160.54
Office Supplies					
Bill	12/30/2015		R. S. Spencer, Inc.	2110	0.49
Total Office Supplies					0.49
Operator Agreement					
Bill	12/25/2015	124255	Enviro-Tech		5,175.00
Total Operator Agreement					5,175.00
Postage / Freight					
Bill	12/07/2015		Pumps, Parts & Ser...		56.53
Bill	12/30/2015		R. S. Spencer, Inc.	2110	1.42
Bill	12/30/2015		R. S. Spencer, Inc.	2110	2.45
Bill	12/30/2015		R. S. Spencer, Inc.	2110	0.98
Bill	12/30/2015		R. S. Spencer, Inc.	2110	2.45
Total Postage / Freight					63.83

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 Accrual Basis

ENGELHARD SANITARY DISTRICT
Profit & Loss Detail
December 2015

Type	Date	Num	Name	Memo	Amount
Repairs - Tanks & Pumps					
Check	12/04/2015	10111	Stotesberry, Jerry	Cheryl Stout ...	80.00
Bill	12/07/2015		Pumps, Parts & Ser...	Barnes STEP...	5,270.00
Bill	12/31/2015		Pumps, Parts & Ser...	Barnes STEP...	5,270.00
Total Repairs - Tanks & Pumps					10,620.00
Sales Tax					
Bill	12/07/2015		Pumps, Parts & Ser...		359.54
Bill	12/19/2015		Williford Auto Supply		4.72
Bill	12/25/2015		Gibbs Store, LLC	196	1.70
Bill	12/25/2015		Gibbs Store, LLC	196	1.28
Bill	12/25/2015		Gibbs Store, LLC	196	9.43
Bill	12/30/2015		R. S. Spencer, Inc.	2110	0.04
Bill	12/30/2015		R. S. Spencer, Inc.	2110	0.70
Bill	12/31/2015		Pumps, Parts & Ser...		355.73
Total Sales Tax					733.14
Telephone					
Bill	12/28/2015	124225	Enviro-Tech		41.90
Total Telephone					41.90
Total Expense					21,563.24
Net Income					-21,563.24

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Accrual Basis

ENGELHARD SANITARY DISTRICT Profit & Loss Budget vs. Actual July through December 2015

	Jul - Dec 15	Budget	% of Budget
Income			
Applic Fees/Deposits (Non-Ref)	600.00	1,000.00	60.0%
Billable Repairs	143.85	500.00	28.8%
FundsTransfer (From Savings)	0.00	0.00	0.0%
Interest Income	1,267.59	12,000.00	10.6%
Misc Income	100.00	500.00	20.0%
Old Debt Recovery	0.00	10,000.00	0.0%
Rental Income	18,169.62	36,000.00	50.5%
Sales Tax Refunds	1,503.37	1,500.00	100.2%
Sewer Collections	100,860.34	200,000.00	50.4%
Total Income	122,644.77	261,500.00	46.9%
Expense			
Bad Debts	20,322.76	30,000.00	67.7%
Bank Service Charges	0.00	50.00	0.0%
Clerk Contract (includes expens	10,800.00	22,000.00	49.1%
Collection Costs	976.30	3,000.00	32.5%
Drainage District Fees	2,816.20	6,000.00	46.9%
Electricity	1,750.21	6,000.00	29.2%
Engineering Fees	0.00	0.00	0.0%
Funds Transfer (To Savings)	0.00	41,900.00	0.0%
Insurance	2,355.00	2,400.00	98.1%
Interest Expense	0.00	0.00	0.0%
Labs & Testing	6,419.71	14,000.00	45.9%
Legal & Professional Fees	3,502.48	6,000.00	58.4%
Licenses and Permits	1,310.00	2,500.00	52.4%
Materials (Billable)	0.00	0.00	0.0%
Materials (Non-Billable)	0.00	0.00	0.0%
Misc Expense	84.60	500.00	16.9%
Misc Supplies	383.76	750.00	51.2%
Office Supplies	165.63	750.00	22.1%
Operator Agreement	31,050.00	62,400.00	49.8%
Postage / Freight	281.49	750.00	37.5%
Repairs - Billable	1,290.00	0.00	100.0%
Repairs - Central System	14,270.57	25,000.00	57.1%
Repairs - Lines & Valves	1,357.81	5,000.00	27.2%
Repairs - Tanks & Pumps	20,670.64	30,000.00	68.9%
Sales Tax	1,143.27	1,400.00	81.7%
Telephone	274.02	600.00	45.7%
Travel	254.15	500.00	50.8%
Total Expense	121,478.60	261,500.00	46.5%
Net Income	1,166.17	0.00	100.0%