

TAYLOR COASTAL WATER & SEWER DISTRICT
18820 BEACH ROAD
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MINUTES OF REGULAR COMMISSION MEETING
April 28, 2009

1. The meeting was held at the District Building at 5:30 PM on April 28, 2009. Present were:
COMMISSIONERS: Lee Bennett, Tommy Mauldin, Leland Carlton, Charles Carlton, Marcia Parker, Lynn Aibejeris, and Glenn Senter
TCW&SD STAFF: Jim Gooding, David Morgan, Diane Carlton and Shirley Shinholser
Chairman Bennett called the meeting to order and declared a quorum present.
2. The meeting was opened with prayer and the Pledge of Allegiance.
3. Guests were welcomed and the floor opened for comments/concerns for non-agendaed items
 - Herbert T. Boatright and his wife, Winifred of Dekle Beach ---
The Boatrights do not meet the guidelines for a grant-funded grinder pump since they do not have an existing, functioning septic tank. The septic tank on lot #12, 19011 Good Times Drive, was damaged during the storm of 1993 and the Health Dept. would not permit installation of another unit. Water service has been maintained since purchase of the lot which is currently used for RV parking but the Boatrights plan to build a screen room and dock if permitted. *The Board advised the Boatrights that they will consider their remarks when discussing Agenda Item 8a and notify them of the decision.*
 - Danny Collins of Haskell – will offer comments later.
4. The Minutes of March 24, 2009 were presented. **A motion was made by Lynn Aibejeris to accept the Minutes as presented. Glenn Senter offered a second for discussion of Item #8. Since he was absent at the last meeting, Commissioner Senter wanted to verify that procedure and costs were determined before filing of utility liens. Following acknowledgement that procedure and costs were determined prior to filing, the Minutes were approved as presented.**
5. Phase II Update
We held our second and final Public Meeting to review proposed locations of Phase II grinder pumps on Friday, April 24th. In addition to meeting with the two (2) customers who came to the meeting, the engineers were able to visit sites at Dekle Beach to review relocation requests as well as collection line placement. Jones Edmunds personnel will meet with the County engineers on Wednesday, April 29th to review the lay out of the force mains. Following County approval, the final plans will be prepared and submitted to the District and USDA-RD for approval. The permit applications are being completed and should be submitted in early May. We expect the bid phase to begin in July or August with notice to proceed in August or September. Since a lift station will not be required, the construction is anticipated to be completed in less than six (6) months.

We are continuing to submit pre-construction costs to USDA-RD for approval and reimbursement. Attorney Trey Howard is continuing to seek outstanding easements. He has advised that Mr. Gibson desires a platted description of the proposed easement, possibly requiring an additional survey. **The Board authorized pursuit of the easement with advisement to the Board should there be any excessive costs to the District.**
6. Staff and Committee Reports
 - a. Billing Supervisor's Reports – Diane Carlton
Our sales were down in March but our past dues are in better shape. Excluding those accounts on which we filed a utility lien, all accounts, including those to whom we granted an extended due date, have been brought current to date. We show a total adjustment credit of \$655.56 due primarily to the Board approved adjustment of disconnect/reconnect charges prior to lien filing. **A motion was made by Glenn Senter to accept the Billing Supervisor's report as presented. A second was obtained from Lynn Aibejeris and the motion was approved unanimously.**
Commissioner Parker raised a question regarding the service of three (3) RVs by one grinder pump and was advised that in May 2008, our former General Manager (a Professional Engineer) made a determination that one grinder pump will support up to four (4) RVs.

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b. Office Manager's Reports – Shirley Shinholser

Tri-County has been monitoring our energy consumption at the Water Plant since late December 2008 in an effort to assist us in energy conservation. Furthermore, we have been contacted by Dean Papapetrou of Fortibus (recommended by Danny Collins of Haskell) who would like to come to our site on Wednesday, May 6th to perform an Energy Efficiency Assessment of all our facilities at not cost to the District. Should his company be able to provide equipment enabling us to decrease energy consumption, a proposal will be prepared for Board review and approval. EPA currently has funds available for such "green" improvements.

We have approached County Commissioner Houck about County maintenance of Sandhill Road from Spoonbill to the Wastewater Treatment Plant. We have provided additional information to Jack Brown who has contacted County Attorney Conrad Bishop to review our request. When John Horvath meets with the County Engineers Wednesday, he will provide them with design drawings and inspection reports of the road as created in Phase I construction.

You will note on our March Balance Sheet that we have activated the loan funds for Phase II pre-construction costs. We are awaiting USDA-RD approval of the charges submitted by Haskell for services as Fiscal Agent. All but one requested reimbursement to the District for Phase II cost outlay through March 2009 has now been approved and funds will be transferred into our Operating Account in early May. The current liability on the loan is \$96,697.50. Also on the Balance Sheet you will note that the current accrued interest to USDA-RD is \$25,668.17. Although our decreased income during this first six months of our fiscal year has limited contributions to our Contingency Reserves, we have been able set aside funds for this anticipated expense.

The P&L Budget Performance reveals that we experienced a shortfall of \$10,000 in our YTD total income. Due to unexpected repairs resulting in elevated expenses as well, we show a profit of only \$8,916 versus the budget amount of \$31,158 – a loss of \$22,243 for the first half of this fiscal year. March expenses include \$1581 in Worker's Compensation Insurance premium and \$1215 for annual Tank Maintenance on our 10,000 gallon vessel.

A P&L by Class for the period of October 2008 through March 2009 reveals that, in spite of \$10,370 for wastewater repairs, our Wastewater Department shows a loss of only \$ 358. As expected, the Water Department shows a profit of \$9,273.80.

We have been notified that Unemployment Compensation recently paid on behalf of Mr. Gentry has been refunded in full. We should receive a check in July or August.

A motion was made by Tommy Mauldin to approve the Financial Reports. Charles Carlton provided a second and the motion was approved unanimously.

c. Water Operational Issues – Jim Gooding

We have cleaned the grounds of the Water Treatment Plant, using the excess building sand to create a berm at the rear of the property.

A tree stand discovered on the well-head protection area behind the Water Treatment Plant has been removed from the tree and tagged by FWC notifying the owner that he/she has five (5) days to remove the stand or it will be confiscated. FWS will follow up next week.

Funding for a ground storage tank, to increase chlorine retention time, is still being sought. David Still of Suwannee River Water Management has advised us that they have no funds available but will assist the District in any way possible. Florida Department of Environmental Protection (FDEP), who will be receiving stimulus funds for grants and low interest loans for water improvements, has provided a letter acknowledging our current need of 35,00 – 70,000 gallons of additional storage. Sterling Carroll, a Professional Engineer with Florida Rural Water (FRWA), is using all supplied data to prepare a Capacity Analysis to assist us in obtaining funds. Pictures of our Water Treatment Plant were taken today as part of this package. FRWA will recommend tank size and construction material and provide a projected cost (including delivery and set-up). We can then submit our request for funding.

(Danny Collins) To obtain funding, we must show a need. The current requirement for chlorine contact time calculations will greatly aid in showing us the need. Although FDEP may receive stimulus funds, it is best to request available funds from the annual budget since there are fewer strings attached. If we provide a good argument, the District should have no difficulty in obtaining funding for the new storage tank.

d. Wastewater Operational Issues – David Morgan

The Wastewater Department experienced routine activity this month with no concerns at this time.

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e. Budget Consciousness/Mowing Services – Chairman Bennett

The District has a budget and, as Chairman, I try to justify every check signed. I implore all the staff to monitor expenses and request input from the Board for any non-routine expense even if it “fits” into the allocated budget amount for your department. One or more members of the Board may be able to volunteer assistance and avoid an expense to the District. Every dollar saved will help us produce a profit.

Historically, David Morgan has been mowing the grounds of our Water Treatment Plant, the District Administration Building and the Cedar Island Booster Station. David has advised us that he no longer has the time to perform this task, so we have obtained quotes from other vendors to provide these

services. The quotes range from \$85 per month to \$225 per month to provide two (2) cuts per month at the Water Treatment Plant/District Building and one (1) cut per month at the Booster Station. *Commissioner Lynn Aibejeris completed Form 8B and excused herself from the voting due to her son's submittal of a quote.* **Upon motion of Glenn Senter with a second by Tommy Mauldin, the Board approved the hiring of A & A Lawn Firm, Inc. to provide two (2) cuts per month at the Water Treatment Plant/District Building and one (1) cut per month at the Booster Station during the months of April through September at a cost of \$85 per month with the option to request additional cuts with additional pay per cut if needed.**

7. OLD BUSINESS

a. Delinquent charges on Stephen Hall

We have not yet received a response from our second letter to Aurora Loan Services regarding the outstanding balance of \$238.13 for water and sewer services provided to Mr. Stephen Hall prior to his sudden departure and subsequent foreclosure. **In consensus, the Board advised the staff to keep a file open regarding the outstanding amount and await reconciliation.**

b. Rental Account Agreement

In consensus, the Board adopted the proposed Rental Account Agreement and advised the staff to implement usage immediately to all existing and future rental accounts.

8. NEW BUSINESS

a. Uncertain Connections – Phase II

The Board reviewed a list of seventeen (17) customers in the Phase II coverage area who fail to meet one or more guidelines for grant funding and assigned each account to one of the following categories:

A – Allow connection under grant funding due to extenuating circumstances

(Have water service; ST damaged or lost in Storm of 1993; home or regular RV use)

Dekle Beach: LaValle #16; Murrah #38; Boatright #534; Geohagan #528 with the provision that water be reconnected and water/sewer services remain active and payable for not less than 36 months

Gibson Road: T. Wilkie Gibson, Sr./Horton #566 provided an easement is received

Dark Island: Blake #377

B – Advise customer that ST must be abandoned and GP purchased no later than a given date (TBD)

(Have water service with ST; sporadic RV use)

Dekle Beach: Collins #450

Gibson Road: Biernacki #513 provided an active ST is on site (if no ST, may connect when desired)

C – Advise customer that ST must be abandoned and GP purchased prior to water reconnect

(Water disconnected; ST on site)

Dekle Beach: Morgan #57; Hollomon #23

D – Advise customer that they may purchase a GP and connect to the sewer system when desired

Dekle Beach: Rawls #42 (No known ST on site. Used for boat storage)

Harvey #432; Morgan #199; Hendry #40 (Water disconnected. No known ST on site)

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Ragans #522 (*No water connection or ST on this lot*)

Dark Island: Smith, Thompson, Shaw #209 (*No known ST on site*)

Customers may approach the Board for further consideration if they disagree with Board determination.

b. Workshop with Florida Rural Water (FRW)

The Board determined that a Policy & Management Strategies Workshop, available through FRW at no cost to the District, would be beneficial to Commissioners and Staff. Due to busy schedules, it is preferred that the workshop be held during the hours of 2:00 to 5:00 on the afternoon of a regularly scheduled Board meeting which begins at 5:30. **A motion was made by Glenn Senter that we contact Coy Donaldson of FRW to research available dates. A second was offered by Charles Carlton and the motion passed unanimously.**

9. CLOSING REMARKS – COMMISSIONERS/STAFF

Danny Collins – We have received and forwarded to EPA the requested comment letter from US Fish and Wildlife for the \$750,000 State and Tribal Assistance Grant (STAG) obtained through Congressman Boyd. Those funds are now available for Phase II construction costs. In addition, a request by Congressman Boyd for an additional STAG appropriation in the amount of \$300,000 will be available soon. *The Board was advised by Chairman Bennett to consider usage of this money for additional Phase II construction and/or other anticipated wastewater costs for further discussion at May's meeting.*

10. **There being no further business, a motion was received from Lynn Aibejeris with a second from Tommy Mauldin and the meeting was adjourned at 7:30.**

**The next regularly scheduled meeting will be held on
Monday, May 18, 2009 at 5:30.**

Board Actions:

Approve Minutes of March 24, 2009

Authorize pursuit of specific easement from T. Wilkie Gibson, Sr.

Approve Billing Supervisor's reports for March 2009

Approve Financial Reports for March 2009

Approve hiring of A & A Lawn Firm, Inc. for specified mowing services

Approve open file on Stephen Hall outstanding balance

Adopt Rental Account Agreement

Assign Phase II Uncertain Connections to a specific category

Approve pursuit of Policy & Management Strategies Workshop with Florida Rural Water Association

Action Items:

Consider usage of second STAG allocation



Shirley Shinholser
Recording Secretary