

# TAYLOR COASTAL WATER & SEWER DISTRICT

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## MINUTES OF REGULAR COMMISSION MEETING

April 27, 2010

1. The meeting was held at the District Building at 5:30 PM on April 27, 2010. Present were:  
COMMISSIONERS: Lee Bennett, Leland Carlton, Charles Carlton, Marcia Parker, Lynn Aibejeris, Tommy Mauldin and Glenn Senter  
TCW&SD STAFF: 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
  - Danny Collins of Haskell will comment later.
4. The Minutes of March 23, 2010 were presented. **A motion was made by Leland Carlton and seconded by Glenn Senter to approve the Minutes as read. Minutes were adopted unanimously.**
5. Phase II Update – Shirley Shinholser

Final updates were made to the contract documents in preparation for bidding, the bid advertised and bid documents distributed to plan rooms and potential bidders. There are thirty (30) companies on the Plan Holders List to date. A pre-bid meeting was held at the District office on April 13<sup>th</sup> at 2:00 to discuss the plans and consider contractor questions. Following the meeting, Jones Edmunds met with Taylor County regarding the Right-of-Way Use Permit and installation of the force main on Good Times Drive, Dekle Beach. The County reviewed proposed plans in April 2009 and is concerned about placement of a force main beneath the pavement. Other options are being reviewed and an addendum will be prepared. The bid opening has been rescheduled for Tuesday, May 11 at 2:00 to allow time for USDA-RD's engineer to review the addendum.

Regarding RD's closing documents, we have requested a letter of confirmation from EPA regarding availability of Phase II funding and contacted Attorney Trey Howard requesting a Final Title Opinion and corrected Forms RD 442-21 and 442-22.

Loan closing documents have been received from Attorney George Smith of Bryant Miller Olive who has also advised that the District may qualify for an interest rate reduction on the RD loan under the current government stimulus.

Danny Collins advised the Board that The Haskell Company (Haskell) will be submitting an official letter terminating the Basic Consulting Services Agreement of November 27, 2006 effective June 1, 2010. Haskell has submitted multiple invoices to the District for services rendered as Phase II Fiscal Agent. These invoices have been forwarded to Rural Development for processing, and, to date, all pay requests have been denied due to inadequate support documentation. Haskell reviewed the Phase II PER prior to contract and agreed to perform tasks and pursue funds for the District for the allocated \$15,000 Fiscal Agent funds noted in the PER. Changes within USDA-RD now require time sheet documentation. Haskell would have to "create" documents covering a span of 3-4 years and feels they would be inaccurate. Therefore, Haskell requests that the District disregard Invoice 01 submitted on February 18, 2010 and consider all financial obligations pertaining to the above referenced contract to be met by the District. No further invoices will be forthcoming. Haskell will gladly provide pro-bono work for the District on an "as-needed" basis. **In consensus, the Board accepted Haskell's termination of the Agreement of November 27, 2006.**

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6. Staff and Committee Reports

a. Billing Supervisor's Reports – Diane Carlton

Sales for March were up slightly with late fees and adjustments yielding a \$1,000 increase. We reconnected three (3) properties which recently sold. Past due accounts are in good shape. Customer prepayments increased. There was one disconnect at Keaton Beach due to the death of a property owner and the proposed sale of the property. **A motion was made by Tommy Mauldin to accept the Billing Supervisor's report as presented. A second was obtained from Charles Carlton and the motion was approved unanimously.**

b. Office Manager's Reports – Shirley Shinholser

The Balance Sheet for March 2010 is routine with nothing exceptional to note. The P&L Budget Performance for the first six (6) months of this fiscal year reveals a shortage of \$6800 in total income. Our expenses were curtailed resulting in a net income of \$3,551 for the six-month period. **A motion was made by Lynn Aibejeris to approve the Financial Reports. Charles Carlton provided a second and the motion was approved unanimously.**

c. Water Operational Issues –

John Gentry has prepared a letter of certification for our Contact Time (CT) calculations. Once the process is complete and approved by DEP, we will be able to significantly reduce the expense for repeat labs currently required for naturally occurring bacteria in our wells.

d. Wastewater Operational Issues – David Morgan

A back-flow preventer failed in the valve box at Hodges Park and we experienced one minor line cut by Media Cable Services, Inc. Repairs were made in a timely manner.

7. OLD BUSINESS

a. Update on STAG funding (\$300,000)

We've contacted Congressman Allen Boyd's staff and EPA's Bob Freeman to request an update but have not received a response to date.

b. Funding for future Wastewater expansion, AND

c. Funding for Water improvements

Legislature is working on a comprehensive bill. A special local options sales tax MAY be implemented to provide funds for Wastewater and Water improvements. The Build America Bond Program is an option with interest rates similar to the State Revolving Loan Fund and USDA-RD. Private bonds are also an option. AWWA is offering a distribution award for which we may qualify. ***Commissioner Senter will investigate options.***

d. Response to George Stamos inquiry

It is the opinion of the Board that, per the guidelines established by Federal and State funding agencies, the District reviews a request for wastewater connection for single family housing lots platted as of July 1, 2003 making every effort to avoid wetland impacts while considering availability of design flow capacity. The GP1010 simplex installation commonly used for residential lots has a tank capacity of 70 gallons and can accommodate the sewage flow of 700 gallons per day. The District does NOT police the type of residence that may be connected to the simplex unit provided it is not expected to exceed 700 gallons per day. With approval of funding agencies, existing businesses were connected to the wastewater collection system during Phase I after an intensive engineering study to determine their needs and requirements.

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8. NEW BUSINESS

- a. Taylor County Board of County Commissioners sent us a letter advising that there will be a public hearing on Monday, May 3, 2010 to consider transmittal of a Comprehensive Plan Future Land Use Map (FLUM) & Text Amendment for the Reserve at Sweetwater Estuary development. Attendance is not necessary, however would be welcomed.
- b. Per County Administrator, Jack Brown, the County purchases the rock required for road repairs. An inter-local agreement would be required and payment determined for the County to consider maintaining the road to the Wastewater Treatment Plant. ***The Board determined to make further inquiries into available paving materials.***

9. CLOSING REMARKS – COMMISSIONERS/STAFF

- Commissioner Parker mentioned that the proposed boat ramp parking area may possibly require a water connection.
- The Board and Staff expressed appreciation to Danny Collins and Haskell for all the work performed on behalf of the District.

10. There being no further business, the meeting was adjourned.

**The next regularly scheduled meeting will be held on  
Tuesday, May 25, 2010 at 5:30**

Board Actions:

Approve Minutes of March 23, 2010

Approve termination of Agreement of November 27, 2006 with The Haskell Company

Approve Billing Supervisor's reports for March 2010

Approve Financial Reports for March 2010

Action Items:

Pursue funding for Wastewater expansion and Water improvements

Pursue available paving materials for road to Wastewater Treatment Plant



Shirley Shinholser, Recording Secretary