

TAYLOR COASTAL WATER & SEWER DISTRICT
18820 BEACH ROAD
PERRY, FLORIDA 32348

PHONE: (850) 578-3043

FAX: (850) 578-3095

PRELIMINARY MINUTES Posted on line PRIOR TO APPROVAL

MINUTES OF REGULAR COMMISSION MEETING

February 27, 2007

1. The meeting was held at the District Building at 5:30 PM on February 27, 2007. Present were:
COMMISSIONERS: Glenn Senter, Travis Beach, Lynn Aibejeris, Lee Bennett, Lonnie A. Houck, Jim Moody
TCW&SD STAFF: John Gentry, Jim Gooding, David Morgan, Diane Carlton, and Shirley Shinholser.
Chairman Senter called the meeting to order and declared a quorum present.
2. The meeting was opened with prayer and the Pledge of Allegiance.
3. Taylor County Health Dept. was not present to give the fluoride presentation. They will be contacted to see if they plan to come in March.
4. Our guests were welcomed and given opportunity to speak.
Danny Collins of Haskell will be speaking later concerning Phase II funding.
Lynette Senter, Vice-President of the Taylor Coastal Communities Association (TCCA) voiced two (2) requests.
 - e) In appreciation for the use of the District Building for monthly meetings, TCCA wishes to landscape the front of our building. Plants will be donated and labor volunteered so there will be no cost to the District.
Travis Beach made a motion to authorize Jim Gooding to install irrigation as needed at an approximate cost of \$200 and allow TCCA to proceed. Lee Bennett, who mentioned that he had sprinkler heads to donate to the project, seconded the motion and it was approved unanimously.
Commissioners proceeded to donate \$10 each to TCCA to assist with the funding.
 - f) TCCA desires to place a banner advertising the monthly meeting at the top of our District sign on the morning of its meeting and remove it immediately after the meeting. The banner will be secured by detachable pipes and will not deface TCW&SD property. **A motion was made by Lee Bennett to permit the banner to be placed at the top of our sign each month. A second was received from Lonnie A. Houck and the motion was approved unanimously.**
5. The minutes of our meeting on January 22, 2007 were presented. **A motion was made by Lonnie A. Houck and seconded by Lynn Aibejeris to approve the minutes as read. Minutes were adopted unanimously.**
6. Staff and Committee Reports
 - Sewer Project Update – John Gentry
Our new O&M building is to be delivered tomorrow and plans are made for its erection in the upcoming weeks. We have requested that Rural Development apply the contingency funds that remain after the purchase of spare parts to the expense of the building, but we have not yet heard from them. Once the building is habitable, we will relinquish the leased trailer. The lease can be terminated at any time and the dismantling fee has already been paid.

DeYoung and Dickey Construction is now addressing punch list items concerning the eight (8) grinder pumps installations and the contract should be closing soon.

We have mailed rebates to those who qualified by abandoning a new, approved septic tank to purchase a grinder pump and we have sufficient construction funds remaining to address spare parts, the wastewater O&M building, and the upgrading of our water plant.
 - Financial Reports
Director's Report – Diane Carlton
Our sales indicate a decline due to large adjustments this month because of broken pipes. We've issued Toy a one-time forgiveness for the water loss and will have to address two other similar cases this week. We have received no new accounts but we have recorded two transfers and one reconnect. Our past dues are looking good. Shaeffer has moved leaving an outstanding debt that is accruing late fees. The realtor has been notified that the new owner will be required to pay the indebtedness in addition to the \$300 in reconnect fees before water and sewer can be provided. Metts has been contacted by phone and mail and will be turned off if not paid by March 20th.

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Financial Report – Shirley Shinholser

We diversified our Wastewater Construction into District construction funds and Grant construction funds in order to track reimbursements to the District that will be redirected for other construction costs after grant funding has been exhausted. We created a new account in Savings entitled Wastewater Service Fee, New Lots which will be used when and if developers provide the requested connection fees. We paid DeYoung and Dickey 90% of their billing for the eight (8) grinder pump installations creating a deficit in the contract account but we have contacted customers who owe a balance due on their installation and these monies will be put into the contract account to clear the deficit. The accounts receivable amount of \$2,701 is the balance on a grinder pump installation that is due to be paid in full by 7/27/07. As the Profit Loss indicates, we received 6,526.17 less in revenue than anticipated for the month. After considering the reimbursements due from grant funding for engineering services and sewer repair parts, we will show a profit of \$3,828.17. Our wages for Water Operator and Maintenance were elevated due to time spent addressing line breaks and grinder pump issues.

Due to recent approaches from surveyors desiring line locates for mapping (no digging), we request that the Board consider adopting the drafted policy requesting reimbursement from the surveyor of costs incurred for employee time and equipment use. The policy further states that the surveyor must provide a written request for the line locates five (5) days prior to target date versus walking in and asking it be done within a day or two to meet his time line. **A motion was made by Lee Bennett to adopt the policy as drafted. A second was received from Lynn Aibejeris and the motion was approved unanimously.**

Our financial audit for fiscal year 10/1/05 through 9/30/06 is scheduled to begin on March 14th with Powell & Jones CPA firm in Lake City.

A copy of the TCW&SD Ordinance 2003-10 as amended by Rural Community Assistance Program (RCAP) was presented to the Commissioners for review over the next month to determine if any of the amendments are desired.

- Management Issues – John Gentry

- Water Operational Issues – Jim Gooding

We are still experiencing a problem with iron reducing bacteria (not life-threatening) in our wells. The wells have been disinfected twice and will be tested again on Wednesday. If the problem persists, DEP may decide to perform tests to see if we are under “direct influence of surface water”. Should that be the case, new equipment for treating the water and additional lab tests will be required at considerable cost. When a positive report for iron reducing bacteria has occurred in the past, it has cleared on its own within six (6) weeks. This particular incident has continued for two (2) months now. Our chlorine contact time is sixteen (16) times that of minimum requirements so our downstream water is testing negative for bacteria.

(Glenn Senter) We have received an Email from FSAWWA Water Use Efficiency Division asking us to join Governor Crist and his Cabinet in declaring April 2007 as Water Conservation Month by issuing a proclamation of support. In order to help raise awareness of the value of conserving water, we can prepare posters for public locations in our beach communities, insert notes in our billing, display a banner, etc. **A motion was made by Lonnie A. Houck, seconded by Lee Bennett, and unanimously approved to sign the proclamation in support of April 2007 as Water Conservation Month and make every effort to encourage our community to participate in water conservation.**

- Wastewater Operational Issues – David Morgan

One grinder pump was replaced this week-end. A bolt was missing from the electrical union and water infiltration created a short. The customer had not been present to use the grinder pump very much until recently. A stock pump was installed and this unit is marked for repair.

- Phase II Funding – Danny Collins

Haskell updated the application with the projections for new service included. DEP requested some minor changes in the legal opinion and resolution. These are normal, routine questions from the analyst. Mr. Blue has addressed these changes and we have the revised documents tonight for signing. The preliminary application is submitted and we should be hearing something within a week or two.

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7. OLD BUSINESS - None

8. NEW BUSINESS

- Discuss letter of August 11, 2006 to SRWMD – Lee Bennett

About a month ago, I received a copy of this letter and was asked to make some inquiries. Why was the letter generated? Why was Magnolia Bay named? Is it common for John Gentry to address these issues? Did the Board approve this letter?

Chairman Senter and John Gentry assured Commissioner Bennett that the letter was written as a joint effort. Although the District did not receive official requests/information from Magnolia Bay or any other developers, news releases about Magnolia Bay and information gleaned from County meetings alerted the District to possible dangers of excessive construction by any large development. The Board's concern for our existing customers precipitated the letter. Perception is 90% of communication. Since the developer did not provide actual numbers to the District first hand, we felt we had no choice but to react based upon the published information. As a result of this letter, SRWMD plans to provide funding to the District in 2008 due to a sense of urgency with pending developments. Salt water intrusion is a common problem and one we want to avoid. The proposed Magnolia Bay development, as advertised, triggered our defense and we just recently heard of a proposed Foley development. As a utilities provider, we must stay on top of these issues. Our workshop with the County on February 22nd was a success in that it opened the lines of communication and cleared some misconceptions. The District is not against development. Regardless of our personal opinions, we are here to service our community and our customers. We are here to process wastewater and provide adequate, quality water to our customers; thus, we are to play a part in the conservation of our natural resources and address concerns that may impact our customers. As developers present their proposals and establish a congruent flow of communication, we will endeavor to work with them to service their needs in a cost efficient means, to adhere to our standards of quality, and to avoid endangerment to our existing service. In short, if any developer is permitted and will pay the required funds, the District will provide water and sewer. However, we must be notified in early stages to allow time for planning and it is imperative that we be kept informed. We cannot generate accurate cost estimates without a feasibility study identifying the need.

9. A motion to adjourn was presented by Lynn Aibejeris, seconded by Lee Bennett, and the meeting was adjourned.

(The next meeting is scheduled for Tuesday, March 27th at 5:30)

Board Actions:

1. Approve installation and payment of needed irrigation at the District Building and further landscaping around the building which will be donated by Taylor Coastal Communities Association (TCCA)
2. Approve temporary monthly placement of banner on top of our sign to announce TCCA meetings
3. Approve Minutes of January 22, 2007
4. Adopt policy requiring reimbursement by surveyors for line locates requested for mapping purposes
5. Issue a Proclamation of support for April 2007 as Water Conservation Month

Action Items:

1. Review TCWSD Ordinance 2003-10 as amended by RCAP to consider adoption

Shirley Shinholser
Secretary