

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

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MINUTES OF REGULAR COMMISSION MEETING

February 23, 2010

1. The meeting was held at the District Building at 5:30 PM on Tuesday, February 23, 2010. Present were:  
COMMISSIONERS: Lee Bennett, Tommy Mauldin, Glenn Senter, Charles Carlton, Leland Carlton, Marcia Parker and Lynn Aibejeris  
TCW&SD STAFF: Jim Gooding, Diane Carlton and Shirley Shinholser
2. The meeting was opened with prayer and the Pledge of Allegiance. Chairman Bennett called the meeting to order and declared a quorum present.
3. Guests were welcomed and the floor opened for comments for non-agendaed items.  
Robert Sadousky approached the Board requesting an adjustment for sewer charges since he had inadvertently left an outside faucet open for freeze protection. Following a review of his account and current charges, **a motion was made by Glenn Senter to grant a credit adjustment of \$98.53 for sewer. A second was offered by Tommy Mauldin and the motion was unanimously approved.**
4. The Minutes of January 26, 2010 were presented. **Upon motion of Tommy Mauldin, with a second provided by Lynn Aibejeris, the Board unanimously approved the January Minutes.**
6. Phase II Update – Shirley Shinholser  
Bond Counsel, George Smith, has been told that closing instructions from USDA-RD could arrive any day. Upon receipt of the documents and release by RD, we will bid the Phase II project and begin construction as soon as possible. Our line-of-credit loan with Capital City Bank (interim financing for pre-construction costs prior to RD closing) matured February 16, 2010 and needs to be extended. **In light of unanticipated delays with USDA-RD funding, the District Board of Commissioners in consensus approved to extend the interim financing line-of-credit loan with Capital City Bank for up to one year.**
7. Staff and Committee Reports
  - a. Billing Supervisor's Reports – Diane Carlton  
Another request for a sewer adjustment has been received from Lewis Ray who is unable to attend today's meeting. Mr. Ray experienced a water loss due to mailbox relocation. After consideration of the Lewis account, **Glenn Senter made a motion that we grant a credit adjustment of \$27.27 for sewer. A second was obtained from Tommy Mauldin and the motion was unanimously approved.**  
Our January sales were up. Adjustments totaling a credit of \$220.81 included routine monthly adjustments and four (4) one-time adjustments for water loss due to freeze damage. Past due accounts are in good shape. Davis has been charged off with a lien filed; Fairpoint is making payments; and, attempts are being made to contact Willard. Turned off accounts include three (3) at Keaton Beach (Theobald, Hatcher, and Cooper) and one at Dekle Beach (Willard).  
**A motion to approve the Director's Reports for January 2010 was presented by Tommy Mauldin. A second was offered by Leland Carlton and the reports were approved unanimously.**
  - b. Office Manager's Reports – Shirley Shinholser  
The January Balance Sheet still reflects the CD at Premier; however, on February 16<sup>th</sup>, we obtained a CD at Citizen's State Bank in the amount of \$11,000.20 at 1.75%. Note that the Accounts Payable on the Balance Sheet still reflects the \$15,000 owed to The Haskell Company who acted as fiscal agent for Phase II funding. Approval of this expense by USDA-RD is pending. As of January 31, 2010, we have disbursed \$219,433.98 of our interim financing for Phase II pre-construction costs. Per our Profit & Loss Budget Performance, January income was only \$176 less than budget. Continued monitoring of expenses in all departments resulted in a budget savings of \$267 for the month creating a total budget savings of \$5,960 year-to-date. Net income for the month is \$415 over budget. Expenses include a repair bill for the copier, our 2009 2<sup>nd</sup> Groundwater Sampling at the Wastewater Treatment Plant, and a sludge haul. **Following a motion by Glenn Senter, with a second by Marcia Parker, the January 2010 Financial Reports were unanimously approved.**

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- c. Water Operational Issues – Jim Gooding  
Once again, our well water has tested positive for bacteria. These bacteria are naturally occurring and not known to cause illness. We will proceed with standard practice of well disinfection followed by additional lab analysis for bacteria.
- d. Wastewater Operational Issues  
Our annual inspection of the diesel tank is scheduled for March 2. No operational concerns at this time.

8. OLD BUSINESS

- a. Update on STAG funding (\$300,000) – Danny Collins  
Our approach to Taylor County Board of Commissioners on February 16<sup>th</sup> was productive. The County will send a letter to EPA requesting that the STAG funding be allocated to the District. Commissioner Senter suggests that Chairman Bennett talk to TCBC Chairman, Mark Wiggins, to expedite.
- b. Update on Capacity Analysis/Water Storage Tank  
The reports are being prepared and should be forthcoming.
- c. Adopt Policy #2010-01, Employee Wages-Annual Cost-of-Living Adjustment  
**Glenn Senter moved that the District adopt Policy #2010-01 providing for an annual review of wages and consideration of an increase. Tommy Mauldin provided a second and the motion passed unanimously.**
- d. Consider Employee wage increase for 2010  
*Commissioner Charles Carlton completed and filed Form 8B abstaining from voting on this item due to his spouse being an employee.*  
The cost of the proposed 3% increase and its effect on the current budget were considered. **Tommy Mauldin provided a motion that the District grant a 3% wage increase to all employees, retroactive to January 1, 2010. Leland Carlton provided a second for discussion. Following discussion of budgetary concerns in a declining economy, the motion was approved unanimously.**

9. NEW BUSINESS - none

10. CLOSING REMARKS – COMMISSIONERS/STAFF

The District's web site is currently down but we anticipate maintenance to be completed soon.

11. There being no further discussion, a motion was provided by Leland Carlton to adjourn the meeting. Glenn Senter provided a second and the meeting was adjourned at 6:17 pm.

**The next regularly scheduled meeting will be held on  
Tuesday, March 23, 2010 at 5:30 pm**

**Board Actions:**

- Approve credit adjustment of sewer charges in the amount of \$98.53 for Sadousky
- Approve Minutes of January 26, 2010
- Approve extension of line-of-credit loan with Capital City Bank for up to one year
- Approve credit adjustment of sewer charges in the amount of \$27.27 for Ray
- Approve Director's Reports for January 2010
- Approve Financial Reports for January 2010
- Adopt Policy #2010-01, Employee Wages-Annual Cost-of-Living Adjustment
- Approve 3% wage increase to all employees retroactive to January 1, 2010

**Action Items:**

- Pursue closing instructions with USDA-RD for Phase II funding
- Pursue Capacity Analysis and water storage tank recommendation from Florida Rural Water
- Perform lime rock repairs on Sandhill Road from Spoonbill to Wastewater Plant



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Shirley Shinholser, Recording Secretary