

TAYLOR COASTAL WATER & SEWER DISTRICT
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MINUTES OF REGULAR COMMISSION MEETING
January 27, 2009

1. The meeting was held at the District Building at 5:30 PM on January 27, 2009. Present were:
COMMISSIONERS: Glenn Senter, Tommy Mauldin, Charles Carlton, Leland Carlton, Marcia Parker, Lynn Aibejeris and Lee Bennett
TCWSD STAFF: Jim Gooding, David Morgan, Diane Carlton and Shirley Shinholser
Vice-Chairman Senter called the meeting to order and declared a quorum present.
A cordial welcome was extended to our new Commissioners, Leland Carlton and Marcia Parker.
2. The meeting was opened with prayer and the Pledge of Allegiance.
3. Election of Officers
Vice-Chairman Senter opened the floor for nominations.
Tommy Mauldin nominated Lee Bennett as Chairman. Charles Carlton made a motion that nominations cease. Lynn Aibejeris offered a second and **Lee Bennett was unanimously elected as Chairman.**
Lynn Aibejeris nominated Tommy Mauldin as Vice-Chairman. Charles Carlton made a motion that nominations cease. A second was obtained from Lee Bennett and **Tommy Mauldin was unanimously elected as Vice-Chairman.**
Shirley Shinholser was nominated and re-elected by unanimous vote as the District Secretary.
Chairman Bennett took his seat as moderator of the meeting.
4. Welcome guests and open floor for comments/concerns for non-agenda items
Danny Collins of Haskell expressed appreciation for the opportunity of working with the District to obtain Phase II funding and presented a bill for services rendered. He further advised the Board that, since Haskell is primarily a construction company, they will no longer contract assistance with grant funding due to it being so labor intensive and presenting a conflict when they are interested in bidding on a job. However, Haskell will be available for pro-bono assistance to the District.
5. The Minutes of December 15, 2008 were presented.
A motion was made by Glenn Senter and seconded by Tommy Mauldin to approve the Minutes as read. Minutes were adopted unanimously.
6. Phase II Update
John Horvath of Jones Edmunds submitted a Phase II status update for the period through January 25, 2009. The surveying is 95% complete with the electronic survey to be submitted to Jones Edmunds before January 30, 2009. During the next 30 days, Delta will complete CAD work for the Utility and Right-of-Way Survey and Jones Edmunds will begin preparation of plans and specifications. Fieldwork will be performed and field maps showing proposed grinder pump locations will be prepared for use at the public meetings. It is anticipated that the first public meeting can be scheduled for late February/early March.
A request for proposals for interim financing of our \$401,000 RD loan resulted in one proposal from Capital City Bank offering a fixed rate of 3.86% for 12 months. USDA-RD has approved the proposal. **A motion was made by Tommy Mauldin to accept the proposal from Capital City Bank and proceed with interim financing. The motion was seconded by Lynn Aibejeris and unanimously approved.**
7. Staff and Committee Reports
 - a. Billing Supervisor's Reports – Diane Carlton
December sales were up compared to last month in spite of losing six (6) customers. The past due accounts total \$3161.92 due to additional cut-offs because of non-payment. We purchased a new stamp with red ink to alert a customer when an account is past due and approaching the cut-off date. They are advised to pay in full before the 31st day past due or service will be disconnected and charges applied. A total of 46 bills were stamped this last billing. We also endeavor to call past due customers around the 10th of the month to encourage payment. If a cut-off cannot be avoided, we add disconnect fees, turn off accruing late fees and continue to bill these accounts as long as we have a valid address. We experienced a large adjustment for a miss-read/entry error on one account but transfer and connection fees offset the loss

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resulting in an overall gain of \$197.08. **A motion was made by Glenn Senter to accept the Billing Supervisor's reports as presented. A second was obtained from Tommy Mauldin and the motion was approved unanimously.**

In your packet is a copy of our current fee structure as well as a comparison spreadsheet of rates/fees from neighboring utilities for you to review prior to our February meeting.

There are nine (9) Phase II easements still outstanding. ***In a final effort to get these individuals connected under grant funding, the Board asked Glenn Senter to prepare a letter to be sent via Certified Mail advising them of the costs and consequences of their failure to comply.***

Recent conversations with local real estate attorneys have led us to inspect our Phase I easements for compliance. We have determined that some were not properly executed and will require a revised recording. In the future, when we establish a new account, we will require a copy of the deed so that proper ownership can be determined and documents relating to the account can be created correctly.

b. Office Manager's Reports – Shirley Shinholser

The December Balance Sheet reveals excess in Petty Cash due to a bulk water sale. The CD at Premier Bank matures February 8, 2009. We have accounts receivable in the amount of \$804.92 due to two customers failing to pay for water supply and grinder pump repair. They are billed monthly with accruing finance charges. The Profit & Loss Budget Performance for the first quarter of this fiscal year indicates we are in line with our budgeted income but, due to large first-of-year costs pushing expenses over budget, we experienced a \$4500 shortfall in our net income for the quarter. The December expense breakdown is attached for your review. **A motion was made by Glenn Senter to approve the Financial Reports. Lynn Aibejeris provided a second and the motion was approved unanimously.**

A proposed ordinance amending Ordinance No. 2007-05 had been provided for review/adoption. **Tommy Mauldin moved that the District adopt Ordinance No. 2009-01 amending Ordinance No. 2007-05 to provide and add to section 15 subparagraph (b), a provision for qualifying for sewer connection during Phase II construction; providing for severability; providing for an effective date of ten (10) days after passage. Lynn Aibejeris offered a second and the motion passed unanimously.**

c. Water Operational Issues – Jim Gooding

Tri-County Electric installed over-all surge protection at the District Office.

We've received an additional three (3) proposals for the new roof on our Water Treatment Plant. DeYoung & Dickey remains the lowest at \$8,500. A blowing rain on our existing complex will cause a wet floor but the equipment is protected. As funds become available, the entire area will be covered with a gable roof; a restroom will be installed, and, an office area and additional storage for replacement parts will be created. **Glenn Senter provided a motion that we withdraw \$8,500 from our maturing CD savings and hire DeYoung to put a gable roof on the Water Treatment Plant. A second was obtained from Marcia Parker and the motion approved unanimously.**

We have been performing required maintenance on the exterior of our water tanks and reviewing the existing contract with Utilities Services in our efforts to remain DEP compliant.

Four (4) meter sets have been replaced and additional barriers to squirrel intrusion have been installed at the District Office.

d. Wastewater Operational Issues – David Morgan

DEP's representative was here on January 16th for a Wastewater Compliance Inspection. He noted minor corrections that need to be made concerning our logbook entries and the calibration of our chlorine and pH standards. These items have been corrected and we have received a notice that we are in compliance.

The #2 pump from Lift Station #1 at Marina Road is being repaired. The technician plans to service the remaining three (3) pumps when he returns to install the repaired pump.

8. OLD BUSINESS

a. Consideration of CD funds for WTP roof – approved in 7 (c)

b. Funding for new well – Danny Collins of Haskell will assist the District in investigating available funding for a new well.

c. Fairpoint Charges to DeYoung & Dickey – Lee Bennett shared with the Board that he has spoken with Randy Newman of Fairpoint Communications and was told that, due to repetitive incidents, DeYoung & Dickey will not be granted any further allowances. The incident caused loss of service to multiple customers. This charge is the responsibility of the contractor and the District will in no way be held responsible.

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- d. Fee Structure Comparison/Review – The spreadsheet is provided as noted by the Billing Supervisor in 7(a) and will be discussed at our February meeting.
- e. Utility Easements – As noted in 7(a), a letter will be prepared and sent Certified Mail to those who have not supplied their easement for a Phase II connection. The letter will encourage them to submit the easement before a selected date to avoid losing their eligibility for grant/loan funding.

9. NEW BUSINESS

- a. Review current CD rates
Tommy Mauldin offered a motion that, after our CD matures on February 8, 2009 and we withdraw the \$8,500 needed for the WTP roof, we reinvest the remaining \$10,3339.49 plus any additional earnings in a 12 months CD with Premier Bank of Tallahassee at their advertised rate of 2.67/2.71. A second was received from Lynn Aibejeris and the motion passed unanimously.

10. CLOSING REMARKS – COMMISSIONERS/STAFF

Charles Carlton – It's great to see a full Board in attendance!

Glenn Senter – My thanks to all of you for allowing me to serve as Chairman/Vice-Chairman over the last few years. I look forward to working with the new officers.

- 11. There being no further business, Glenn Senter made a motion to adjourn; a second was received from Tommy Mauldin and the meeting was adjourned.

**The next regularly scheduled meeting will be held on
Tuesday, February 24, 2009 at 5:30.**

Board Actions:

Elect officers for the year 2009

Approve Minutes of December 15, 2008

Approve pursuit of Phase II interim financing in the amount of \$401,000 with Capital City Bank at 3.86% for 12 months

Approve Billing Supervisor's reports for December 2008

Approve Financial Reports for December 2008

Adopt Ordinance No. 2009-01 amending Ordinance No. 2007-05 to provide qualifying for Phase II sewer connections

Approve withdrawal of \$8,500 from CD savings to install new gable roof on Water Treatment Plant

Approve 12 months CD with Premier Bank of Tallahassee

Action Items:

Prepare Final Easement Request for Phase II to send via Certified Mail

Research availability of funds for new well

Review fee structure and rate comparison

Pursue accurately completed utility easements from all customers



Shirley Shinholser
Recording Secretary