

TAYLOR COASTAL WATER & SEWER DISTRICT

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MINUTES OF REGULAR COMMISSION MEETING

July 28, 2009

1. The meeting was held at the District Building at 5:30 PM on July 28, 2009.
Present were:
COMMISSIONERS: Lee Bennett, Tommy Mauldin, Marcia Parker, Leland Carlton, Lynn Aibejeris, Charles Carlton, 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.
 - a. Danny Collins was present to observe. He had nothing to report at this time.
 - b. George & Judy Stamos shared their appreciation to our Wastewater Operator for his immediate response when they experienced grinder pump concerns.
 - c. Bill Gunter was present to observe.
4. The Minutes of May 18, 2009 and June 23, 2009 were presented. **A motion was made by Glenn Senter to accept the May Minutes as presented. A second was presented by Charles Carlton and the Minutes were approved unanimously. A motion was offered by Marcia Parker to approve the June Minutes as presented. A second was presented by Glenn Senter with a request that the WWTP phone lines [Item 8 (b)] be further discussed under tonight's Agenda Item 6 (d). The Minutes were approved unanimously.**
5. Phase II Update
Preparation of bid documents, including plans and specifications, are near completion and should be submitted to USDA-RD and the District by the end of July. A response to FDEP's request for additional information has been offered and we expect the Domestic Wastewater Collection/Transmissions System permit to be issued soon. The interview for a resident observer will be scheduled for August.
6. Staff and Committee Reports
 - a. Billing Supervisor's Reports – Diane Carlton
June sales were slightly less than May sales. However, we've had no past dues (31-60 days) for the past two months. June adjustments include four (4) one-time adjustments for water loss which are offset by connection fees resulting in a total adjustment loss of \$128.89. **Tommy Mauldin made a motion to approve the May and June Director's Reports. Leland Carlton provided a second and the reports were approved unanimously.**
 - b. Office Manager's Reports – Shirley Shinholser
Since we are presenting quarterly reports this evening, we will not discuss the May reports in detail unless there are questions or concerns. Our June 30th Balance Sheet indicates that we have sufficient funds in Savings to cover accrued interest with USDA-RD which is due and payable

on September 1, 2009. We have also been able to increase our debt reserve, capital improvement savings and contingency reserves. To date, we have invested \$197,276 in our Phase II Construction in Progress and have withdrawn \$135,253 from our Line of Credit funds. The Profit & Loss Budget Performance shows that, although our June income was \$109 above budget, our YTD loss in income is \$14,698. Our YTD expenses are also over budget by \$4,663 which, with the addition of other income, bring us to a YTD loss of \$13,903. We expect an increase in revenue during the last quarter to reduce this loss. The Expense Breakdown shows the final payment made on the two fax lines which are now abandoned and the cost of the new WWTP Autodialer purchased to replace the one damaged by lightening. The P&L by Class reveals a net income of \$13,247.17 for sewer and \$19,586.78 for water. This income was placed into savings for budgeted reserves. A report of YTD Petty Cash receipts and disbursements is provided. **Glenn Senter provided a motion that the May and June financial reports be approved. Upon receipt of a second by Charles Carlton, the financial reports were approved.**

c. Water Operations – Jim Gooding

Water operations are in good shape. Our Water Operator, Jim Gooding, has passed his Class “C” Water Operators exam.

d. Wastewater Operations – David Morgan

The lightning strike of June 18th took out our Chart Recorder. Inquiries revealed that it is not required unless our flow is greater than 1 mil per day, therefore, we have disconnected the unit allowing the flow meter and chlorine pumps to operate properly. The strike entered the generator room through the phone line damaging the autodialer which has now been replaced and is successfully calling to report power outages, etc. The damaged unit is being inspected to see if it can be repaired. Costs included the charges of an electrician to investigate the damage (\$115) and the new autodialer (\$360). No insurance claim was filed due to a \$5,000 deductible. (NOTE: A new chart recorder is estimated to cost \$1,000 plus installation charges.)

Following additional discussion on the phone lines of the WWTP, **the Board, in general consensus, decided to contact Fairpoint Communications to see if we can eliminate one of the two lines at the plant thus generating a potential savings of \$500 per year.**

7. OLD BUSINESS

a. Identify any additional grant-funded Phase II connections

There are nine (9) existing water customers in the Phase II coverage area that were not included in the original list of grant-funded installations. The Phase II project is designed for one hundred (100) connections and to date has 96 units mapped. The District has been advised that they can include four (4) additional units under grant funding. Those being considered are:

Dekle Beach

1. Rawls #42 – Current user; never had a ST; lot used for boat storage
2. Collins #450 – Current user; home destroyed in 1993; uses lot for RV; water 6/06; ST on site agreed to 36-months continued usage
3. Hendry #40 – Water turned off since 1996
4. Hollomon #23 – Water turned off since 8/04
5. Morgan #199 – Water turned off 3/07; used DB Community ST prior to storm; vacant lot currently for sale; agreed to 36-months continued usage
6. Harvey #432 – Water turned off 1/08; vacant lot; not interested in a grinder pump at this time
7. Morgan #57 – Water turned off 1/08; ST on site; agreed to 36-months continued usage

Dark Island

8. Smith Thomson #209 – Current user; ST lost in 1993; agreed to 36-months continued usage

Gibson Road

9. Biernacki #513 – Current user; ST destroyed in 1993; using above ground holding tank for RV; agreed to 36-months continued usage

(There are numerous others who paid a connection fee years ago but never activated water.)

After careful consideration by the Board, a motion was made by Glenn Senter to accept Collins #450, Morgan #57, Smith Thompson #209 and Biernacki #513 into the grant-funded Phase II wastewater project provided they sign an agreement committing to 36-months of continued usage. A second was obtained from Tommy Mauldin and the motion was approved.

Mr. Stamos asked if other lots having a septic tank were required to have a grinder pump and, if so, at what cost. The Board advised Mr. Stamos that he can obtain water for his lot for self-contained RV usage, but should he build a home or desire wastewater discharge for an RV, he must purchase a grinder pump and connect to the wastewater collection system. Any existing septic tank must be abandoned. Grinder pump installations currently costing as much as \$6500 could possibly be done for less by the on-site contractor at the closing of the Phase II construction.

- b. Discuss allocation of second STAG funding (\$300,000)
- c. Determine action on Energy Reduction Analysis
- d. Discuss upgrade of office computers
- e. Discuss Water storage tank
- f. Discuss possible Water Plant re-classification
- g. Review lightning event of June 18, 2009

8. NEW BUSINESS

- a. Upgrade Office Computers – Glenn Senter conditions.

- b. Telephone Savings

9. CLOSING REMARKS – COMMISSIONERS/STAFF

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

**The next regularly scheduled meeting will be held on Tuesday, July 28, 2009 at 5:30.
(Training will be held from 2:00 until 5:00)**

Board Actions:

None

Action Items:

Consider action on Energy Reduction Analysis
Consider application of \$300,000 STAG monies
Pursue water storage tank description, price and availability
Inquire about a reduction of permitted capacity of WTP
Address lightening event of June 18th
Research price and availability of new office computer systems



Shirley Shinholser
Recording Secretary