

MINUTES OF REGULAR COMMISSION MEETING
September 22, 2009

1. The meeting was held at the District Building at 5:30 PM on September 22, 2009. Present were:
COMMISSIONERS: Tommy Mauldin, Leland Carlton, Marcia Parker, and Glenn Senter
TCW&SD STAFF: Jim Gooding, David Morgan, Diane Carlton and Shirley Shinholser
Vice-Chairman Mauldin called the meeting to order and declared a quorum present.
2. The meeting was opened with prayer and the Pledge of Allegiance.
3. There were no guests present.
4. The Minutes of August 25, 2009 were presented. **Following a motion by Glenn Senter and a second by Leland Carlton, the August Minutes were unanimously approved.**
5. Phase II Update
We received a letter from USDA-RD dated September 4, 2009 advising that the Phase II proposed bid documents have been reviewed and accepted with three (3) exceptions. Jones Edmunds and District personnel have prepared a response which will be sent to USDA-RD tomorrow. Upon final approval, advertisement for bids will be published and a date will be determined for resident observer interviews. To date, five (5) individuals have indicated an interest in the position.
6. Staff and Committee Reports
 - a. Billing Supervisor's Reports – Diane Carlton
A comparison of our August Director's Report to that of July indicates that our sales are about the same. We have two past due accounts within the 31-60 day category. These accounts were disconnected and liens filed. One of them, Rueff, has now paid the past due charges for a release of lien but has chosen to remain disconnected at this time. Non-potable adjustments and transfer/disconnect/reconnect fees, in addition to adjusted charges to two new accounts that experienced zero usage with less than two weeks service, result in a total adjustment credit of \$94.35. **A motion was made by Glenn Senter to accept the Billing Supervisor's report as presented. A second was obtained from Marcia Parker and the motion was approved unanimously.**
We currently have several past due accounts scheduled for disconnect and request guidance from the Board. Two accounts belonging to a business (Keaton Beach Hot Dog Stand) are to be disconnected in addition to several others. We have attempted to contact all parties. Some have responded with plans to make payment this week while others have not responded at all. **It was a consensus of the Board to contact Diane Meredith about the Hot Dog Stand and Cliff Burns about the Walker account prior to disconnect. Collection efforts should continue for the rest of this week and accounts should be disconnected on Monday, September 28th, if not brought current.**
 - b. Office Manager's Reports – Shirley Shinholser
The Balance Sheet of August 31, 2009 reflects the transfer of funds from Savings to Checking for the RD payment which was made on September 1, 2009. In addition to the accrued interest of \$44,613.72, the District made principle payments totaling \$12,760 on the two current RD loans. The Profit & Loss Budget Performance reveals a YTD shortfall of \$9,814 in Net Income. Although we governed our expenses and stayed within budget, our total income was less than budget resulting in decreased amounts for capital improvement and depreciation reserves. **Upon motion of Glenn Senter, with a second by Leland Carlton, and by unanimous vote, the Board approved the August 2009 Financial Reports.**
 - c. Water Operational Issues – Jim Gooding
Overall, the Water System is working well. We've completed and submitted our end-of-year inventory. Upon discovery that the tank at our Cedar Island Booster Station was losing air, we sought out and repaired one leak and ordered a new pressure relief valve. We will complete the repair when the part arrives and put the system back on line when need dictates.
Big Bend Water Authority in Steinhatchee has requested assistance and I am substituting as their licensed water operator for about eight weeks...6 hours/day, 5 days per week. The needs and requirements of Taylor Coastal Water & Sewer District will continue to be met.

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Commissioner Parker inquired about hair discoloration from iron and was advised that recent lab results reveal that our water has only .03 parts per billion of iron and is unlikely to be the source of the problem. The District also uses a phosphate material which sends iron to the bottom of the lines which are flushed monthly in sequence. However, the water can be tested at the residence for confirmation.

d. Wastewater Operational Issues

In addition to routine grinder pump maintenance, we've been testing our generator which failed to perform its weekly exercise. Since it will operate manually, we suspect a problem with the GenSet computer control. We've conferred with a service tech by phone and will perform additional tests before requesting a service call. We have completed about one-half of our parts inventory to date.

Vice-Chairman Mauldin commended our Water and Wastewater Operators for their cross-training efforts and stressed the importance of all departmental staff having a back-up should an emergency absence occur. It is understood that long-term absence will require a licensed Operator but it is beneficial to our small utility that someone be able to support the system on a short-term basis.

7. OLD BUSINESS

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

Congressman Boyd's staff is researching the delay in receiving acknowledgement that the grant recipient name has been corrected and will make every effort to get the problem resolved so that funds will be available.

b. Update on Capacity Analysis/Water Storage Tank

Florida Rural Water has not responded to our inquiries regarding the status of the Capacity Analysis nor provided input as to the recommended size/material of a new water storage tank. We will contact Southeast Rural Community Assistance Program (SERCAP) to see if they might be able to assist us with this project.

c. Update on Phase II 3-year Agreement

Attorney Howard has provided a revised Agreement for your consideration. **Glenn Senter provided a motion that the Phase II 3-year Agreement be accepted and implemented. A second was offered by Leland Carlton and the motion passed unanimously.**

8. NEW BUSINESS (None)

9. CLOSING REMARKS – COMMISSIONERS/STAFF

Commissioner Senter inquired about availability of sewer to Lots 3 & 4 on Highway 361 beyond Cedar Island Road. It is believed that sewer valve boxes are on site and that a 2" line extends from the Phase I clean-out to a grinder pump on lots 1 & 2.

10. There being no further business, a motion was received from Leland Carlton, second by Marcia Parker, and the meeting was adjourned at 6:15.

The next regularly scheduled meeting will be held on Tuesday, October 27, 2009 at 5:30.

Board Actions:

Approve Minutes of August 25, 2009

Approve Billing Supervisor's reports for August 2009

Approve contact of specific property owners and affected parties regarding scheduled disconnect of past due rentals

Approve Financial Reports for August 2009

Approve Phase II 3-year Agreement for implementation

Action Items:

Pursue correction to recipient name on STAG funding (\$300,000)

Pursue Capacity Analysis and water storage tank recommendation from Florida Rural Water and SERCAP



Shirley Shinholser

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Recording Secretary