

TAYLOR COASTAL WATER & SEWER DISTRICT
18820 BEACH ROAD
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MINUTES OF REGULAR COMMISSION MEETING
February 24, 2009

1. The meeting was held at the District Building at 5:30 PM on February 24, 2009. Present were:
COMMISSIONERS: Lee Bennett, Glenn Senter, Tommy Mauldin, Charles Carlton, Marcia Parker and Lynn Aibejeris
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 for non-agendaed items
 - a. Jerry Cawthon of Dixie County Properties, LLC appeared to request a billing adjustment for the Marina complex (Account #165) due to excess usage of 220,300 gallons of water in December 2008 resulting in charges in the amount of \$2,450.32. Upon notification of excess usage, an inspection of the properties revealed three (3) defective toilets. Two were replaced and the other repaired. **A motion was made by Glenn Senter to adjust the charges from \$2450.32 to the previous six-month average billing and forgive the excess. Lynn Aibejeris offered a second and the motion was approved unanimously.**
 - b. Herb Davis appealed to the Board for a postponement of disconnect scheduled for the morning of February 25th. He has scheduled a trip to town on the 25th to pick up a check and will come by to pay his past due accounts upon receipt of funds. **Glenn Senter made a motion that we postpone disconnect and allow Mr. Davis to provide payment by Friday, February 27, 2009. Lynn Aibejeris offered a second and the motion passed unanimously.**
 - c. Danny Collins advised the Board that he has received word that Congressman Boyd was successful in securing \$300,000 for the District for continued improvements in water and wastewater. Clarification will be sought regarding allowed application of the funds. It will take several months to process the STAG monies, which will be administered through EPA.
4. The Minutes of January 27, 2009 and February 9, 2009 were presented. **A motion was made by Glenn Senter and seconded by Tommy Mauldin to approve the Minutes of January 27, 2009 and February 9, 2009 as read. Minutes were adopted unanimously.**
5. Phase II Update
We have discovered that approximately thirty (30) Corrective Easements need to be recorded for Phase II properties to acquire additional signatures of property owners. We are still pursuing seven (7) outstanding easements.
John Horvath of Jones Edmunds has advised that surveys are complete and preliminary drawings have been drafted. A site visit is planned for February 27 to visually inspect the Phase II coverage area and note any challenges. Representatives from Jones Edmunds will be walking the beaches, placing stakes at proposed grinder pump locations and adding additional information to the drawings the first two weeks of March. The first Public Meeting, tentatively scheduled for March 10, may be postponed to allow time for the drawings to be updated to include all the additional data. The need for a lift station has not yet been determined.
The District has established new Wastewater Accounts for Phase II funding transactions at Capital City Bank of Perry and sent our first submittal to USDA-RD for approval.
6. Staff and Committee Reports
 - a. Billing Supervisor's Reports – Diane Carlton
Our Total Current Charges for the month of January were down and our Past Due accounts have increased. Turned off accounts have also increased with some being placed in collection due to unpaid charges. Adjustments totaling \$492.64 include disconnect/reconnect fees, one transfer fee, and a one-time adjustment for Adams. **A motion was made by Lynn Aibejeris to accept the Billing Supervisor's**

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reports as presented. A second was obtained from Marcia Parker and the motion was approved unanimously.

There are an additional five (5) accounts scheduled for disconnect tomorrow morning. **A motion was presented by Glenn Senter that we extend payment deadline until Friday, February 27th, to allow additional time for payment before disconnect. Charles Carlton offered a second and the motion was approved unanimously.**

b. Office Manager's Reports – Shirley Shinholser

The January Balance Sheet is presented listing Assets and Liabilities. Recent account revisions will be reflected on the February reports. Due to reduced income and unanticipated Payroll Taxes, our net income for the month was \$3,924 short of budget contributing to a shortfall of \$8,523 for the first four months of the year. Since we are in the Reimbursement Program for Unemployment Compensation, we were required to reimburse the State for unemployment wages paid to Mr. Gentry for the last quarter of 2008. We are above budget on electrical services and will try to conserve energy as best we can to keep these costs at a minimum for the remainder of the year. Our vehicle maintenance is also above budget due to unanticipated tire replacements. Our Wastewater Operator has been repairing failed grinder pumps that have accumulated since 2005, so our cost for replacement parts is elevated. **A motion was made by Glenn Senter to approve the Financial Reports. Lynn Aibejeris provided a second and the motion was approved unanimously.**

c. Water Operational Issues – Jim Gooding

DeYoung & Dickey Construction has completed the roof of our Water Treatment Plant expansion. With the assistance of some part-time labor, primer has been applied to all new wood and block to offer protection until funds are available for completion. The windows, which were previously purchased and put into storage, will be installed when time is available. A door is yet to be purchased. Once the exterior painting is completed, we can relocate our sign.

The interior of our 10,000-gallon tank at the WTP was recently cleaned under contract with Utility Services, Inc. Minor rust was noted on the top interior and will be treated when the tank is renovated by the Contractor within the next two years.

d. Wastewater Operational Issues – David Morgan

ITT delivered our repaired pump for Lift Station #1 at Marina Road. When the other pump was pulled for service, we discovered it also is damaged, though not as severely. One of the pumps at Lift Station #2 on Grackle also needs repair. These two pumps will be repaired under 25% warranty. After the warranty period has expired, we can conduct an inquiry for cost savings. Both electrical panels were also serviced.

We have received our new Wastewater Permit, which requires monthly sampling versus the bi-weekly sampling of our previous permit. This will generate a savings in lab costs and travel expenses.

7. OLD BUSINESS

Discuss fee structure

Our existing fee structure appears to be in line with those utilities comparable to ours and seems to be working well except for the disconnect/reconnect fee. The disconnect fee was instituted to discourage seasonal cut-offs but we are using the same application for delinquent accounts, thus creating additional hardship on our customers. When an account is turned off for non-payment, a full \$300 disconnect/reconnect fee for water and sewer is applied (\$100 for water only). **In consensus, the Board agreed to divide the disconnect/reconnect fee accordingly:**

\$50 to disconnect water & sewer, payable when account is turned off

\$250 to reconnect water & sewer, payable before an account can be reconnected

\$25 to disconnect a water only account, payable when account is turned off

\$75 to reconnect a water only account, payable before an account can be reconnected

This change is to be retroactive on existing accounts with an outstanding balance and will apply to all future turn-offs.

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8. NEW BUSINESS

Policy Titled: Delinquent Account Disconnect

A motion was made by Lynn Aibejeris to adopt the Delinquent Account Disconnect Policy providing ample notice be given to those subject to be disconnected due to non-payment of a delinquent account; and, to maintain that the District is not severely encumbered due to an individuals inability to pay. Tommy Maudlin provided a second and the Policy was unanimously adopted.

9. CLOSING REMARKS – COMMISSIONERS/STAFF

Glenn Senter advised the Board that Carl Adams may request a water only connection for a vacant lot on the back side of Keaton Beach off Marina Road to be used for occasional visits by a self-contained RV.

10. There being no further business, Tommy Mauldin made a motion to adjourn; a second was received from Charles Carlton and the meeting was adjourned.

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

Board Actions:

Approve adjustment for Dixie County Properties, LLC due to faulty toilets
Approve postponement of disconnect for Mr. Davis
Approve Minutes of January 27, 2009 and February 9, 2009
Approve Billing Supervisor's reports for January 2009
Approve extension of payment deadline for disconnects scheduled for February 25, 2009
Approve Financial Reports for January 2009
Approve separation of disconnect and reconnect fee applications
Adopt Delinquent Account Disconnect Policy

Action Items:

Pursue outstanding and corrective easements for Phase II properties



Shirley Shinholser
Recording Secretary