

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

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MINUTES OF REGULAR COMMISSION MEETING

March 24, 2009

1. The meeting was held at the District Building at 5:30 PM on March 24, 2009. Present were:  
COMMISSIONERS: Lee Bennett, Leland Carlton, Charles Carlton, Marcia Parker, 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  
Trey Howard was present but had no comments/concerns to address at this time.
4. The Minutes of February 24, 2009 were presented. **A motion was made by Charles Carlton and seconded by Lynn Aibejeris to approve the Minutes as read. Minutes were adopted unanimously.**
5. Phase II Update  
The Phase II Status Report provided by Jones Edmunds is for services through January 25, 2009. Since that time, fieldwork necessary for preparing field maps showing proposed grinder pump locations has been completed. The first Public Meeting to review these maps is scheduled for Friday, March 27 from 5:00 until 7:00. Although a news release relative to the meeting was provided to the local paper on Monday, March 16<sup>th</sup>, the announcement was not published. We have issued a second request urging that notification of the meeting be in tomorrow's paper. We included a note announcing the meeting in today's billing, posted the date on our web site and have notified some customers by phone.  
A Corrective Easement document has been created and will be processed for easements discovered to be incomplete or in error. We are still attempting to obtain Phase II easements from T. Wilkie Gibson, Sr. and Thomas Wilkie Gibson, II. An easement from Gibson, Sr. is critical for several connections in the Gibson Road area. Our real estate attorney, Trey Howard, can assist us in obtaining closure on this pre-construction task.  
Our Phase II bond hearing has been set for May 18, 2009 at 10 o'clock in the morning. The legal ad should be in this week's paper.  
USDA-RD of Lake City and Gainesville offices included John Horvath and Shirley in a Conference Call last Friday, March 20<sup>th</sup>, to discuss concerns relative to Interim Financing and payment of pre-construction costs. A plan of action was established so that we can begin paying our vendors for work performed.  
Danny Collins of Haskell, who was unable to attend tonight's meeting, called to say that US Fish and Wildlife should soon be processing the letter requested by EPA. We believe this is the last step required to secure availability of the \$750,000 State Appropriated Grant to be administered through EPA at time of construction.
6. Staff and Committee Reports
  - a. Billing Supervisor's Reports – Diane Carlton  
February sales were down in comparison with last month. They are also down in comparison with February 2008 since we have lost sixteen accounts over the last twelve months. However, our Past Due Accounts are in better shape. Liens have been prepared on those accounts turned off with an outstanding balance due. Although we have gained no new accounts this month, neither have we disconnected any additional accounts. The Adjustments Report indicates a loss due to incidents of excessive water loss (the greatest of which being Dixie Properties which was approved at our last meeting). **A motion was made by Leland Carlton to accept the Billing Supervisor's report. A second was obtained from Marcia Parker and the motion was approved unanimously.**  
As previously mentioned, we included billing inserts in the monthly mail-out. One advised Phase II customers of the upcoming Public Meeting and a second advised all customers that April is Water Conservation Month.  
We have received a phone call from Bruce Heartsfield who is two months past due and subject to disconnect. He is experiencing hardship due to lack of work and requests that the Board extend his payment deadline until April 15<sup>th</sup> when he expects to have funds available to clear his account. **A motion to extend**

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**payment deadline to April 15 was offered by Charles Carlton. Lynn Aibejeris provided a second and the motion was approved.**

We contacted the City of Perry to compare procedure for hardship cases. They use a written agreement for a payment extension so that all parties are aware of the extended deadline. They also charge a fee of 7% of the outstanding balance. We have prepared an agreement for District use but chose not to include any penalties or additional fees. **In consensus, the Board agreed that it would be beneficial to use the written agreement as presented to keep all parties informed of expectations.**

b. Office Manager's Reports – Shirley Shinholser

The February Balance Sheet reflects the new accounts established with Capital City Bank for payment of Phase II construction. You will note that our Depreciation Reserve is diminished due to the transfer of funds required for repairs made on the Lift Station pumps. A reduced income for February and elevated repair expenses resulted in a deficit of \$5,345 for the month. Year-to-date, we are \$19,144 below budget. The Expense Breakdown highlights the sewer repairs. **A motion was made by Lynn Aibejeris to approve the Financial Reports. Charles Carlton provided a second and the motion was approved unanimously.**

c. Water Operational Issues – Jim Gooding

Utility Services, Inc. cleaned our 10,000-gallon tank at the Water Treatment Plant under contract last month. During March, we cleaned both tanks at our Booster Station and asked John Gentry, a Florida licensed Professional Engineer, to perform an inspection as required by DEP. Mr. Gentry reported some concerns about the interior surface so we asked Tim McDaniel of Utility Services, Inc. to offer a second opinion. Per Mr. McDaniel, the structure and surface of both tanks is satisfactory until the scheduled renovation by his company in 2012. The District will do some minor painting on the exterior prior to that date.

Block walls and new wood have been painted with primer at the Water Treatment Plant. Windows and doors will be installed next.

The District is required to conduct major water sampling in 2009 and has collected the greater portion of these samples during March. These samples will be analyzed by Flowers Chemical Laboratories, Inc. We continue to have top quality water requiring disinfectant only.

d. Wastewater Operational Issues – David Morgan

We have experienced no more problems at our Lift Stations. The failed grinder pumps accumulating since 2005 are being repaired and placed back into service or into our inventory.

7. OLD BUSINESS – None

8. NEW BUSINESS

a. Uncollected Funds on Repossessed Properties

The District recently became aware that property formerly owned by Stephen Hall (20915 Marina Road) went into foreclosure and was recently purchased by Dustin Beach. The new owner paid a reconnect fee of \$250 for water and sewer but refused to pay the outstanding past due balance of Mr. Hall. Since a lien had not yet been filed on the property, we contacted the mortgage company requesting payment of the charges. We received an email from Property Debt Research, LLC requesting that we waive the \$238.13 owed by Mr. Hall and abandon proceedings to lien the property since they understood per conversation with Danny Griner that the property was declared unsafe and inhabitable. When contacted by the District, Danny Griner says there was a "miscommunication". He never advised the District not to reconnect utilities. **In consensus, the Board decided to make a second attempt to collect the funds from the mortgage company, Aurora Loan Services, LLC. If denied, the Board will discuss further action.**

**A motion was made by Lynn Aibejeris that the District file utility liens for unpaid charges and a disconnect fee on all existing and future disconnected delinquent accounts. Leland Carlton provided a second and the motion was approved unanimously.**

b. Delinquent Rental Accounts

The District currently holds the owner of a property responsible if a renter or lessee departs with an unpaid balance. In an effort to avoid disconnect, the owner receives a duplicate billing when accounts are delinquent. **In consensus, the Board agreed that a legal document should be prepared for owners to sign accepting responsibility of payment if a renter/lessee departs without paying.**

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9. CLOSING REMARKS – COMMISSIONERS/STAFF - None
10. There being no further business, the meeting was adjourned at 6:20 pm.

**The next regularly scheduled meeting will be held on  
Tuesday, April 28, 2009 at 5:30.**

Board Actions:

- Approve Minutes of February 24, 2009
- Approve Billing Supervisor's reports for February 2009
- Approve extension of payment deadline for Bruce Heartsfield
- Approve use of written agreement for payment extensions
- Approve Financial Reports for February 2009
- Approve filing of utility liens on all existing and future disconnected delinquent accounts

Action Items:

- Make a second attempt to collect the delinquent charges for the Stephen Hall property on Marina Road
- Prepare a legal document for Property Owners to sign accepting responsibility for delinquent charges of a renter/lessee



Shirley Shinholser  
Recording Secretary