

TAYLOR COASTAL WATER & SEWER DISTRICT

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MINUTES OF REGULAR COMMISSION MEETING

June 23, 2009

1. The meeting was held at the District Building at 5:30 PM on June 23, 2009.
Present were:
COMMISSIONERS: Lee Bennett, Charles Carlton, and Glenn Senter
TCW&SD STAFF: Jim Gooding, Diane Carlton and Shirley Shinholser
Chairman Bennett called the meeting to order and declared that no actions will be taken due to lack of quorum.
2. The meeting was opened with prayer and the Pledge of Allegiance.
3. Guests were welcomed and the floor opened for comments/concerns.
 - a. Richard Mitchell and Dean Papapetrou of Fortibus were present to discuss the recent energy assessment performed by their client, Advanced Energy Products, LLC (AEP) of Ocala. AEP proposes the installation of energy controllers (capacitors) on each motor to catch and store energy for start-up. The only maintenance required on the capacitors is the changing of a fuse. The life expectancy is 25 years with a 5-year manufacturers warranty. AEP proposes the installation of fourteen (14) capacitors at a total system cost of \$10, 971 (a higher cost than Fortibus anticipated). A deposit of \$6582.60 is required with balance due upon completion. With an anticipated energy savings of 10%, it would take 5-6 years to recoup the costs. Fortibus is aware that the District has limited resources and recommends that the District consider the project should grant funding become available.
 - b. Russell Belcher of Sawgrass Bay Estates advised the Board that he is interested in obtaining sewer service for Sawgrass Bay should grant funding become available. There are thirty-seven (37) lots in the subdivision with three (3) homes having active water service. Water service was provided in 2002 but the subdivision was not included in previous wastewater projects. A utility easement for collection lines will be provided.

The Board will consider these remarks as they pursue future grant funding and projects. Extension of wastewater service to Cedar Island East and the Fish Creek area will also be considered.
4. The Minutes of May 18, 2009 will be presented for approval at the July meeting.
5. Phase II Update
A conference call was held with DEP/Jones Edmunds on June 15th to discuss questions/concerns about the Phase II permit application. We have advised DEP of our procedure for pumping grinder pumps in an emergency situation. Weather-resistant labels indicating an emergency telephone number will be applied to all Phase I and Phase II grinder pump control boxes. DEP considers the Phase II project to be two (2) non-contiguous projects requiring separate applications, fees, and engineering drawings. We were not able to convince them otherwise so we will comply.

Jones Edmunds is awaiting a phone call from Ashbrook relative to desired plant upgrades. Once they respond, a site visit will be made to plat GP electrical info and desired modifications to the plant and lift stations so that plans can be submitted to RD in July. Interviews for the on-site observer are still planned for July but no date has been set.

Delta is to survey the Gibson parcel and create accurate water and wastewater easement descriptions and maps for recording purposes. Trey Howard will prepare the final easement for Mr. Gibson's signature.

6. Staff and Committee Reports

a. Billing Supervisor's Reports – Diane Carlton

The full report will be presented for approval at the June meeting. In summary, May sales were up slightly; we had no accounts 31-60 days past due; and adjustments included a reconnect at Ezell Beach and a one-time customer adjustment due to a broken pipe.

b. Office Manager's Reports – Shirley Shinholser

We show a net income of \$15,315.40 in May due to reduced expenses as well as receipt of reimbursements for Phase II costs paid in previous months. Approval of the reports will be considered at the June meeting.

On June 10, 2009, we participated in an informative webinar on Special District Basics presented by Jack Gaskins, Jr. of DCA. One item of interest in the power point presentation stated that if we are considered a component unit of the County, we can be audited through the County and possibly generate a savings on audit costs. I contacted the County and received a response from Lawanda Pemberton stating that we are not considered a component unit of the County.

Danny Collins called this afternoon to advise us that there are low interest loans available for our new water tank but grant funding is scarce at this time. Congress is expected to re-write the Clean Water Act. Once this is complete, DEP is planning to establish a new rule which may provide grant monies for water projects. At this time, the best USDA-RD might offer would be 40% grant/60% loan; however, a new State Director is taking office and may bring changes for water funding. We will continue to pursue tank description, cost, and availability.

c. Water Operational Issues – Jim Gooding

Lab analyses for required Primary/Secondary contaminants (about 70) were completed and all results were in compliance. However, we questioned the elevated results of lead and copper reported from our distribution entry points. At our request, Flowers Chemical Labs performed a repeat testing for lead and copper (at no cost) resulting in levels that are in close comparison with our 2006 results and our recent 2009 Lead and Copper Tap Sampling results.

We are continuing to utilize the services of Roger Morgan to assist us in performing some tasks in both the water and wastewater departments. We plan to install the windows in the WTP addition in early July.

The Operator recommends that the the District investigate reclassification of our water plant. Due to a permitted capacity of 345,000 gallons, we are considered a Class "C" plant requiring a Class "C" operator which will result in elevated annual fees. Over the last five years, our annual highest daily maximum was 217,000 gallons and our annual average daily maximum was 124,833 gallons or less. Reducing the permitted capacity would categorize the plant as a class "D" and offer greater availability of operators as well as reduced annual fees.

d. Wastewater Operational Issues

On Thursday, June 18th, we experienced a lightning hit to our chart recorder which affected our flow meter and chlorination. With a few alterations, we were able to reset the flow

and chlorination to appropriate levels. Representatives from Florida Rural Water will be coming by to inspect and adjust the settings as needed. We are checking to see if replacement of the chart recorder is mandatory since we have such a small plant. The phone connection on our office surge protection device was damaged but the phone and computer are okay.

We noted yesterday that the autodialer did not call to advise us of the weekly generator exercise. An inspection revealed that the autodialer was damaged by lightning as well. We changed the adapter cord and connected to another electrical outlet but the unit would not light up. Once the damages are assessed and replacement costs determined, we will contact our insurance company.

We have added a tractor with a mower deck and small blade to our "wish list" if grant funding is available. It can be used for sprayfield maintenance as well as minor repairs to the road and parking areas.

7. OLD BUSINESS

a. Workshop with Coy Donaldson of FRW

The workshop has been scheduled for Tuesday, July 28th, from 2:00 until 5:00. We will have a 30-minute recess before our monthly meeting begins at 5:30.

b. Review Uncertain Phase II connections

The provided information was discussed briefly but no decision could be made due to lack of quorum.

c. Allocation of Second STAG funding (\$300,000)

The Board will consider Russell Belcher's request for Sawgrass Bay and will continue to investigate additional possibilities for use of funds.

d. Review Energy Reduction Analysis

The Board will contemplate information shared tonight by Fortibus and discuss this item further at the July meeting.

8. NEW BUSINESS

a. Upgrade Office Computers – Glenn Senter

Our office computers are aged and obsolete. We should research price and availability of some new equipment and consider lap tops which can be relocated in the event of threatening conditions.

b. Telephone Savings

We have been able to generate a savings of \$950 per year by disconnecting two (2) dedicated fax lines (District Office and Water Treatment Plant (WTP), removing long distance coverage from the WTP, and changing our long distance service at the District Office and the Wastewater Plant from Fairpoint to Opex. We are still investigating the possible abandonment of a line at the Wastewater plant that is currently dedicated to the autodialer.

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

A handwritten signature in cursive script, reading "Shirley Shinholser".

Shirley Shinholser
Recording Secretary