

TAYLOR COASTAL WATER & SEWER DISTRICT
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MINUTES OF REGULAR COMMISSION MEETING
August 25, 2009

1. The meeting was held at the District Building at 5:30 PM on August 25, 2009. Present were:
COMMISSIONERS: Lee Bennett, Tommy Mauldin, Leland Carlton, Marcia Parker, Lynn Aibejeris, 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. There were no guests present.
4. The Minutes of July 28, 2009 were presented. **A motion was made by Leland Carlton to accept the Minutes of July 28, 2009. Tommy Mauldin offered a second and the Minutes were approved.**
5. Phase II Update
Proposed bid documents and design drawings were submitted to USDA-RD late July and must be approved before we can enter the bid phase and contract negotiation. No interview date has been determined for Phase II on-site resident observer.
6. Staff and Committee Reports
 - a. Billing Supervisor's Reports – Diane Carlton
Our July sales increased over June by \$903 and two dormant accounts were reconnected. Our past due accounts are in the 1-30 day category and are generally paid in full with late fee income. Total Receivables were less due to an increase in customer overpayments. Routine monthly adjustments resulted in a loss of \$201.75. There were three (3) account transfers and one (1) water disconnect in July. **A motion was made by Glenn Senter to accept the Billing Supervisor's report as presented. A second was obtained from Lynn Aibejeris and the motion was approved unanimously.**
 - b. Office Manager's Reports – Shirley Shinholser
July shows an income of \$1,012 over budget with total expenses \$5,167 less than budget. This coupled with Phase II expense reimbursements result in a YTD budget deficit of \$6,882. We anticipate that the net income of August and September will reduce this deficit by the end of our fiscal year on September 30, 2009. **A motion was made by Tommy Mauldin to approve the Financial Reports. Marcia Parker provided a second and the motion was approved unanimously.**
 - c. Water Operational Issues – Jim Gooding
Our water audit for July 22 through August 22 indicates an unaccounted water loss of 4% which is well within the 10% margin. Known losses include a 29,000-gallon loss when a glued joint on a relocated meter failed and a 5,000-gallon loss when a contractor scraped a line during a telephone line installation.
 - d. Wastewater Operational Issues
The Wastewater Department experienced routine activity this month with no concerns at this time.
7. OLD BUSINESS
 - a. WWTP Phone Lines
We contacted Fairpoint Communications, and, at their suggestion, further discussed the possible abandonment of the dedicated line for the Wastewater autodialer with Jones Edmunds. It is the opinion of both parties that we retain the dedicated line for the autodialer. **In consensus, the Board agreed not to pursue abandonment of a Wastewater phone line at this time.**
 - b. Allocation of STAG funding (\$300,000)
We have not yet received acknowledgement from EPA that the grant recipient name has been corrected; therefore, no action is required at this time.

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- c. Capacity Analysis/Water Storage Tank
Florida Rural Water has not yet completed the Capacity Analysis nor provided their recommendation of size/material of a new water storage tank.
8. NEW BUSINESS
 - a. Approve Form RD442-2/Final Budget
Following a review of Form RD 442-2 and the 2009-2010 Final Budget, a motion was offered by Lynn Aibejeris to approve both documents. A second was presented by Tommy Mauldin and the motion was approved unanimously.
 - b. Review/Amend/Approve 3-year agreement
A drafted 3-year service agreement for potential Phase II wastewater customers was discussed with suggestions that additional wording be added to include:
legal description of the property; signature(s) notarization; clarification that the agreement is irrevocable even if the property changes ownership; and, recording in the County Clerk's Office. The staff will consult with the attorney and revise the agreement.
 - c. Discuss Tri-County Annual Meeting
Tri-County will hold its annual meeting on September 19, 2009. **In general consensus, the Board determined that any Commissioner or Staff member who is able to attend the meeting may pick up the Voter Authorization Form from the Office Manager and vote on behalf of the District.**
9. CLOSING REMARKS – COMMISSIONERS/STAFF
None
10. There being no further business, a motion was received from Glenn Senter, second by Leland Carlton, and the meeting was adjourned at 6:05.

The next regularly scheduled meeting will be held on Tuesday, September 22, 2009 at 5:30.

Board Actions:

Approve Minutes of July 28, 2009
Approve Billing Supervisor's reports for July 2009
Approve Financial Reports for July 2009
Agree not to pursue abandonment of WWTP phone line at this time
Approve Form RD 442-2 and 2009-2010 Final Budgets
Authorize Commissioner/Staff person to represent District at annual meeting of Tri-County Electric

Action Items:

Pursue correction by EPA to recipient name on STAG funding (\$300,000)
Pursue Capacity Analysis and water storage tank recommendation from Florida Rural Water
Consult with attorney and revise Phase II 3-year service agreement



Shirley Shinholser
Recording Secretary