

TAYLOR COASTAL WATER & SEWER DISTRICT
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MINUTES OF REGULAR COMMISSION MEETING
October 27, 2009

1. The meeting was held at the District Building at 5:30 PM on Tuesday, October 27, 2009. Present were:
COMMISSIONERS: Lee Bennett, Tommy Mauldin, Leland Carlton, Marcia Parker, Glenn Senter, Charles Carlton 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. There were no guests present.
4. The Minutes of September 22, 2009 were presented. **Following a motion by Leland Carlton and a second by Tommy Mauldin, the September Minutes were unanimously approved.**
5. Phase II Update
A letter from USDA-RD dated October 15, 2009 was received giving concurrence to the proposed bid documents. The official Agency letter to bid the project will be provided after all requirements have been met, including the receipt of closing instructions. An inquiry has been made to identify any outstanding requirements from the District or its attorneys so that we can promptly respond.
6. Staff and Committee Reports
 - a. Billing Supervisor's Reports – Diane Carlton
Sales declined in September resulting in decreased revenue. Past due accounts include repeat offenders, many of whom have made partial payments to avoid disconnect. We have been advised that one account, Davis #473, is going into foreclosure. September adjustments netted an income of \$1,264 due to receipt of collection account payments from Toy and Rueff. We had one owner transfer (Shipp to Watson at Cedar Island) and one disconnect (Baskin at Cedar Island). **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.**
 - b. Office Manager's Reports – Shirley Shinholser
The September 2009 Balance Sheet reflects the addition of a Phase II payment and debt reserve. Accounts payable includes a \$15,000 invoice from Phase II fiscal agent, The Haskell Company, and will be paid by loan/grant monies once we receive authorization from USDA-RD. Our end-of-year P&L Budget Performance reveals that annual sales were \$13,128 below budget. By governing our expenses, we were able to end the year with a net income that was \$8,315.83 under budget (subject to Audit in November 2009). The P&L by Class indicates that both water and sewer were self-supportive. The 2009 Net Income of \$54,371 was used to increase our debt reserves, our capital improvement reserves and our depreciation reserves (\pm \$28,204); decrease long-term liabilities (\pm \$15,160); and, finance upgrades to our Water Treatment Plant (\pm \$9,095). The Expense Breakdown for September 2009 notes no unusual expenses except for the recent replacement of our WWTP generator control. The end-of-year Petty Cash Report and a report indicating annual electrical service per site are included for your review. **Upon motion of Tommy Mauldin, with a second by Charles Carlton, and by unanimous vote, the Board approved the September 2009 Financial Reports.**
 - c. Water Operational Issues – Jim Gooding
Our water operations have been routine with no problems. I have not been able to perform standard meter clean-up and repair due to time spent in Steinhatchee as the substitute operator. However, this work will begin later this month.
 - d. Wastewater Operational Issues
Since our generator control replacement in late September, wastewater operations have remained uneventful.

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7. OLD BUSINESS
 - a. Update on STAG funding (\$300,000)
Congressman Boyd's staff is waiting for EPA to complete the installation of a new computer program designed to receive and implement required corrections.
 - b. Update on Capacity Analysis/Water Storage Tank
We've spoken with Florida Rural Water personnel who have advised us that information for the Capacity Analysis is being compiled and the report should be completed by the end of 2009. Input as to the recommended size/material of a new water storage tank should also be forthcoming.
 - c. Update on Phase II 3-year Agreement
To date, we have received two (2) completed agreements (Morgan at Dekle, Smith at Dark Island). We have not received a response from Geohagan, Biernacki or Collins.
8. NEW BUSINESS (None)
9. CLOSING REMARKS – COMMISSIONERS/STAFF
Commissioner Senter remarked that, since the economy has not made a remarkable recovery, Commissioners and Staff should continue to seek and to implement any cost savings possible for the new fiscal year.
10. There being no further business, a motion to adjourn was received from Tommy Mauldin, second by Lynn Aibejeris, and the meeting was adjourned at 5:50.

**The next regularly scheduled meeting will be held on Monday, November 16, 2009 at 5:30.
(Scheduled early due to Thanksgiving holidays)**

Board Actions:

- Approve Minutes of September 22, 2009
- Approve Billing Supervisor's reports for September 2009
- Approve Financial Reports for September 2009

Action Items:

- Pursue correction to recipient name on STAG funding (\$300,000)
- Pursue Capacity Analysis and water storage tank recommendation from Florida Rural Water



Shirley Shinholser
Recording Secretary