

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

PHONE: (850) 578-3043

FAX: (850) 578-3095

MINUTES OF REGULAR COMMISSION MEETING
April 24, 2007

DRAFT

1. The meeting was held at the District Building at 5:30 PM on April 24, 2007. Present were:
COMMISSIONERS: Glenn Senter, Travis Beach, Lynn Aibejeris, Lee Bennett, Lonnie A. Houck, Tommy Mauldin
TCW&SD STAFF: John Gentry, Jim Gooding, David Morgan, and Shirley Shinholser.
Chairman Senter 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 our February 27, 2007 and March 27, 2007 meetings were presented. **A motion was made by Travis Beach and seconded by Lee Bennett to approve the Minutes as read. Minutes were adopted unanimously.**
5. Staff and Committee Reports
 - Sewer Project Update – John Gentry
The foundation for our new O&M building was poured on Monday, April 23, so we should be able to terminate the lease on the trailer shortly. DeYoung and Dickey Construction completed the punch list concerning the eight (8) grinder pump installations and is planning to install an additional two (2) units in May. Our wastewater Discharge Monitoring Report looks good with all values being well in line with DEP standards. We are experiencing a few minor mechanical issues that are being addressed. The City of Perry had a change in their permit status and will not be able to accept our sludge as previously planned. DEP is assisting us in the location of other facilities in our area that might be permitted and interested. We may also consider renting a truck and placing the sludge on an individual's land. Either way, the material must be analyzed first and should be inert except for heavy metals which should be minimal for our area. We will weigh the economics once the alternatives and discharge frequency are determined.
 - Financial Reports
Director's Report – Shirley Shinholser for Diane Carlton
Our February report reveals high adjustments due to excessive loss at Giddens on Ponce De Leon and a line break at the Keaton Beach Marina. In comparison with February, the March report shows a decrease of \$70,000 gallons of water sold which indicates our customers are practicing water conservation. We re-connected two (2) water accounts and one (1) water and sewer account during March with a resulting income of \$500.00. Adjustments in March were minimal with only one transfer of account ownership. Of the seven (7) accounts on the March Past Due List, three (3) {Devane, Sheaffer, Poppell} have been turned off with late fees accruing; two (2) {Sadler, Metts} have been brought current; and, one (1) Buckhalter is subject to a turn off if not paid within 10 days. Pryor has submitted a partial payment.

Financial Report – Shirley Shinholser
The February 2007 report lists our Funded Depreciation account. Our auditor recommends that we plan to budget \$2500 per month for grinder pump replacement/repairs. Abnormal expenses for February included certification and testing of our wastewater backflow preventers and our first groundwater sampling report. Due to our being on an Accrual Basis, several high dollar invoices received and entered during March (payable in April) resulted in an ordinary income loss of \$7,145.42; however, the YTD Profit & Loss for the first six months of this year (October 2006 through March 2007) reveals an ordinary income profit just \$1,970.55 shy of our expectation per budget.

Since our last meeting, the office staff has updated, validated, and established the District file with Dun & Bradstreet for companies and grant agencies checking our credit report. We are also now a registered vendor with the State of Florida as required by DEP, and, per a notification from EPA, we also registered with the Central Contractor Registry (CCR) and identified our contacts for grant applications on behalf of the District. Our audit review for EOY 9/06 revealed no reportable findings with all past findings now resolved. We are planning to conduct the audit for fiscal year end September 2007 in early December 2007.

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We experienced our Workers Compensation insurance audit today and will receive a written report notifying us of any changes required in our coverage. In a joint effort with the County, we included re-entry passes and a letter from the Emergency Management Department in our April billing. The County staff provided the passes and pre-folded letters. No additional postage was required for this endeavor.

- Management Issues – John Gentry
None at this time.

- Water Operational Issues – Jim Gooding
We are still experiencing a problem with iron reducing bacteria in our source water. Florida Rural Water has assisted us with monthly contact time calculations as required by DEP. We have conducted a search for abandoned wells and septic tanks in the area but found none. If the problem persists, DEP may decide to perform tests to see if we are under “direct influence of surface water”. Should that be the case, they may require sand filtration at considerable cost. The depth of water in our wells is checked regularly with no evidence of a shortage to date. During the month, we’ve made some repairs to our generator at the Water Plant and re-screened, treated, and locked our booster stations.

- Wastewater Operational Issues – David Morgan
Our Wastewater operations are going well. Of the 6-7 damaged grinder pumps on hand, two (2) have been repaired and the others are being reviewed. We have approximately 20-25 new pumps on hand should we experience a problem. We are adding a vent and fan to the storage tanks to eliminate excessive heat.

- Phase II Funding – Glenn Senter
We have been approved for the \$207,215 pre-development loan from the State Revolving Loan Fund and Haskell is working diligently to secure additional funding. The technology for our Phase I system is several years old so we are investigating Membrane Technology for Phase II which will accommodate 200,000 gpd versus the 80,000 gpd we now have. This will enable us to better serve our growing community. The Membrane Technology will also produce “gray water” which can be used for landscapes, etc. With our variable flow, we may consider using the Phase I system for winter and the new Phase II membrane system for the summer. Various options and cost factors are being considered.

The “candy canes” are continuing to cause a stir due to wilting in the heat. Let’s investigate our options to address this problem and discuss them at our next meeting. (Do we stake them? Can we offer better balance with a different top? Are customers willing to bear the expense of installing a tee into their supply line and placing a vent pipe next to the house, thus eliminating the candy cane?)

6. OLD BUSINESS

- Discuss amendments to TCWSD Ordinance 2003-10
Since there are several articles that need attention and possible changes, a committee of three (Lynn Aibejeris, Glenn Senter, Shirley Shinholser) was appointed to review the ordinance and present a recommended document to the Board at the May meeting.

7. NEW BUSINESS

- Review employee wages
The Board requests that our Office Manager seek a comparable scale from other utilities providers to be reviewed and discussed at our next meeting. We have well-trained, dependable staff and desire to compensate them accordingly as best we can. We will also continue to consider employee benefits.

8. A motion was made, a second received, and the meeting was adjourned at 6:25 pm.

**(The next meeting is scheduled for Monday, May 21st, at 5:30
due to a TCBCC meeting on Tuesday the 22nd.)**

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Board Actions:

Approve Minutes of February 27, 2007 and March 27, 2007

Action Items:

Review TCWSD Ordinance 2003-10 and prepare a recommended document
Seek comparable employee wage scale for comparison and review.

Shirley Shinholser
Secretary