

TAYLOR COASTAL WATER & SEWER DISTRICT
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MINUTES OF REGULAR COMMISSION MEETING
December 17, 2007

1. The meeting was held at the District Building at 5:30 PM on December 17, 2007. Present were:
COMMISSIONERS: Glenn Senter, Lonnie A. Houck, Tommy Mauldin and Lynn Aibejeris
TCW&SD STAFF: John Gentry, Jim Gooding, David Morgan, Diane Carlton, 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 November 26, 2007 were presented. **A motion was made by Tommy Mauldin and seconded by Lynn Aibejeris to approve the Minutes as read. Minutes were adopted unanimously.**
5. Staff and Committee Reports
 - Phase II Collection System/Funding Update & Operational Issues – John Gentry
In our efforts to complete Rural Development's punch list, we have secured George A. Smith, Jr. of Bryant Miller Olive in Tallahassee as our Bond Attorney for the anticipated USDA-RD grant/loan. We are still waiting on Attorney Bill Blue to supply a requested attachment to the Legal Agreement and Will Kendrick's office to supply a letter explaining why we did not receive the anticipated \$1,000,000 from the State that's listed in the PER. Rural Development is continuing to work on the loan application and we hope to hear some good news soon.
Sewer maintenance has been at the forefront this month as we have addressed problems with both lift stations. The pump starters failed on Lift Station #2 and we had to divert the flow so that the individual grinder pumps pushed the sewage directly to the plant. Repairs have been made and we are now on line again. We are preparing a Quick-Reference Maintenance Manual complete with forms to address and document routine cleaning and service of all sewage equipment including the lift stations and the larger customer grinder stations.
It is the opinion of Jones Edmunds that we should replace the concrete light pole which took the direct hit of the lightning strike on September 20th. They are contacting Lisa Purnell at Accord Industries (manufacturer of the poles) to get a second opinion regarding replacement. This cost will be included with our insurance claim.
 - Operational & Management Issues – John Gentry
Mr. Sutton, owner of Lot 19 at Ezell Beach, presented a request and deposit for a grinder pump installation. When our contractor began the installation last week, we immediately received a phone call from a neighbor advising us that the grinder pump is in the County right-of-way. Investigation revealed that Mr. Sutton has little upland property. Locating the unit on his property would entail placing the unit right at his seawall which is only a few feet from the 60 foot County right-of-way. We called Andy McLeod of County Public Works who advised us that he will investigate the situation. The road is not in the center of the right-of-way so determination of boundaries can be difficult. It appears that Mr. Sutton may need to apply for and receive a right-of-way use permit before the installation can be completed. The District may also be required to obtain a use permit to service the unit. If Mr. Sutton does not obtain the permit or changes his mind about purchasing the grinder station, we will need to determine how the contractor will be paid for labor involved. *It was a consensus of the Board to investigate further and discuss options at the January 2008 meeting.* Future requests for a grinder pump installation will be personally reviewed by the General Manger before installation begins.
Per Board action in October 2005, the employees are to receive an annual cost-of-living adjustment each January for wages earned in December. This year's increase is 2.3 percent. Also, the Internal Revenue Service increased the standard mileage rate from .485 to .505 beginning January 1, 2008. In light of our budget shortfall and our new involvement in the Florida Retirement system, the Board may wish to think about the implementation of these increases. *In consensus, the Board requested that we table this discussion for the January meeting and note that, if we decide to implement one or both increases, it/they may be retroactive.*

TAYLOR COASTAL WATER & SEWER DISTRICT
MINUTES OF REGULAR COMMISSION MEETING

Page 2 of 3

- Billing Supervisor's Report – Diane Carlton

Our sales have increased slightly. We have turned off three accounts (Burns, Hall, Bayview Financial) per customer requests. Our past dues are in good shape. Adjustments are relatively high due to the authorized adjustments for Nall (irrigation error) and Parker (broken pipe). Ikey DeVane is on our past due list again and is scheduled for turn-off if not paid by December 21, 2007. *It was the consensus of the Board that we postpone the turn-off until after the January meeting allowing time for a review of Mr. DeVane's situation and further attempts to secure payment.*

- Office Manager's Report – Shirley Shinholser

We are pleased to report that we experienced a successful audit last week and all end-of year adjustments are noted in the November balance sheet. We now show fixed assets of Wastewater System, Phase I (\$4,582,089.30) and WWTP O&M Shop/Office Building (\$71,647.13) versus Construction in Progress per grant. Our Wastewater inventory has been included with the Water inventory increasing the current asset to \$44,795.15. We are continuing to use our Contingency funds for lightning damage costs and plan to replenish those funds in the near future when our insurance claim is complete. We have used approximately \$10,000 of our Phase I Construction Extension Funds for additional Wastewater costs. The balance is to be used for the planned upgrade of our Water Treatment Plant. Our November income was less than budget and the expenses were greater than those budgeted due to the lightning repairs. We experienced a Net Ordinary Income of \$1455 versus the anticipated \$1725. An itemized expense list is included for your review. **A motion was received from Tommy Mauldin to accept the Financial Report as read; a second was obtained from Lynn Aibejeris and the motion approved.**

- Water Operational Issues – Jim Gooding

Our Water Department is doing fine. We are scheduled for our annual DEP Compliance Inspection on Wednesday, December 19th, and expect everything to go well.

- Wastewater Operational Issues – David Morgan

As mentioned earlier, problems with the Lift Stations have been addressed. We are continuing to address the sludge/grease build up in the lift stations and quad units.

DEP has notified me that I have been approved to sit for the exam in February. Troy Hamberger of Florida Rural Water is continuing to come weekly to help me prepare.

6. OLD BUSINESS

- Authorized Signatures, Citizen's State Bank

A motion was made by Tommy Mauldin that we add Lonnie A. Houck as an authorized signer for all bank accounts. A second was obtained from Lynn Aibejeris and the motion approved.

7. NEW BUSINESS

- 2008 Board Meeting Calendar

The proposed 2008 Calendar was presented for review. **A motion was received from Lynn Aibejeris that we adopt the 2008 Board Meeting Calendar as presented. A second was received from Lonnie A. Houck and the motion approved.**

- No plans have been made as yet for a reception/open house at our new Wastewater O& M building. It was suggested that we wait until March 2008 when Daylight Saving Time begins.

- Commissioners were reminded that Board Officers will be nominated/elected at the January meeting.

8. A motion to adjourn was made by Lonnie A. Houck; a second was received from Tommy Mauldin and the meeting was adjourned at 6:20 pm.

(The next meeting is scheduled for Wednesday, January 23rd, at 5:30.)

TAYLOR COASTAL WATER & SEWER DISTRICT
MINUTES OF REGULAR COMMISSION MEETING
Page 3 of 3

Board Actions:

1. Approve Minutes of the meeting on November 26, 2007
2. Approve Financial Report for November 2007
3. Approve addition of Lonnie A. Houck as authorized signer for bank accounts
4. Adopt 2008 Board meeting Calendar

Action Items:

1. Investigate dilemma with Sutton grinder pump installation at Ezell Beach
2. Consider implementation of 2008 cost-of-living adjustment for employees and increase in standard mileage rate
3. Review Mr. DeVane's financial situation and offer suggestions for reconciliation

Shirley Shinholser
Recording Secretary