

TAYLOR COASTAL WATER & SEWER DISTRICT  
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**DRAFT**

MINUTES OF REGULAR COMMISSION MEETING  
January 23, 2008

1. The meeting was held at the District Building at 5:30 PM on January 23, 2008. Present were:  
COMMISSIONERS: Glenn Senter, Lonnie A. Houck, Tommy Mauldin, Lynn Aibejeris and Jim Moody  
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. Chairman Senter opened the floor for nominations of officers. Commissioner Mauldin nominated Lonnie A. Houck as Chairman. A second was obtained from Lynn Aibejeris. There being no further nominations, a vote was received and Commissioner Houck was unanimously elected as Chair. Chairman Houck then nominated Glenn Senter as Vice-Chair. Tommy Mauldin seconded the motion. There being no further nominations, a vote was received and Commissioner Senter was unanimously elected as Vice-Chair. Commissioner Senter nominated Shirley Shinholser as Secretary; a second was obtained from Tommy Mauldin; and, Shirley Shinholser was unanimously elected as Secretary.
4. The 2007 Audit was presented by Richard Powell of Powell & Jones CPA with a clean, unqualified opinion. Page 7 of the audit provided a snapshot picture of the year compared with the previous year of 2006. The District operated within its plan and showed an increase in cash profits. Grants were depleted during the year. The report indicates that there were no findings and the audit is as good as one can have. The District is following procedure by obtaining funding before taking action and there are no recommendations for improvement. **Vice-Chairman Senter made a motion to accept the 2007 Audit as presented. Commissioner Mauldin provided a second and the motion was unanimously approved. Chairman Houck commented that he would like for a copy to be provided to the County.**
5. Danny Collins of Haskell advised the Board that a request has been presented to Congressman Boyd for 2008 funding for Phase II. The EPA application for the 2006 STAG monies was resubmitted by Congressman Boyd's office and all required steps are being addressed so that funds can be easily obtained once construction begins.  
  
We are also applying for DEP grant funds to renew aging water meters at Dekle Beach. A meeting is scheduled with Stephen Tullos of the Taylor County Health Department to acquire a letter of support.
6. The Minutes of our December 17, 2007 meeting were presented. **A motion was made by Glenn Senter and seconded by Tommy Mauldin to approve the Minutes as read. Minutes were adopted unanimously.**
7. Staff and Committee Reports
  - Phase II Collection System/Funding Update – John Gentry  
Danny Collins covered our Funding issues. We will proceed with surveying and engineered drawings as soon as we obtain the balance of funds needed. We should be hearing from Rural Development any day regarding the grant/loan requested.
  - Management Issues – John Gentry  
The District office building, which we received from the Taylor County School Board, sits on forty-two (42) acres belonging to Suwannee River Water Management District (SRWMD). We own the property at our well site (Water Treatment Plant). We have recently been notified by SRWMD that a lease must be signed for the use of the forty-two acres as home to our District Office and as our well-head protection area. An application must be filed for an Environmental Resource Permit (ERP) prior to processing the lease. A water run-off for the parking area will be required. I've talked to a draftsman to begin the process for the ERP. The paperwork from SRWMD indicates that the lease is to be signed by Taylor County. As a Special District, we are our own government entity as well as a land owner. Should we sign the lease? **It was a consensus of the Board to contact Taylor County to see what they would prefer.**

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The grinder pump installation for Mr. Sutton at Ezell Beach has been completed after Mr. Sutton provided documents indicating ownership of property. We will thoroughly review all future installation requests in an attempt to avoid questionable actions.

***Commissioner Moody recommends that we hire a company to properly ground our Wastewater Treatment Facility to try to avoid such excessive damage from lightning.***

- Billing Supervisor's Report – Diane Carlton

Our December sales are down. We lost one account (Florida Realty Net). Of the four (4) past due accounts on the December report, two have been paid in full. Mr. DeVane has brought his account current. Hall and Poppell remain in the collection accounts. We have an adjustment of \$98.60 for non-potable water and a disconnect fee of \$100. We are attempting to collect connection fees at time of disconnect but are having a problem due to properties selling and sellers wanting the new owner to pay the charges.

- Office Manager's Report – Shirley Shinholser

The Balance Sheet and Expense Breakdown for December 2007 were presented with no concerns. The Profit & Loss Budget Performance for the first quarter was offered indicating our gross profit for the quarter is less than budget and our quarterly expense is greater than anticipated due to the lightning damage of September 2007 and various lift station repair/maintenance issues. In summary, the first quarter indicates a loss of \$1,972.09. Insurance proceeds are forthcoming and will offset the loss although we will still be under our budgeted income. Budget shortfalls will most likely occur in the Wastewater division due to the unexpected problems with the two lift stations.

Our Wastewater permit must be renewed before July 3, 2008. Jones Edmunds is reviewing the preparation documents and will submit a proposal advising us of the costs involved.

Our insurance representative, Chancy-Stoutamire of Monticello, has advised us that Auto Owners will not be renewing property coverage in Florida. We are seeking a proposal from Preferred Government Insurance Trust (PGIT).

The terms of District Commissioners Aibejeris, Beach, Bennett and Houck expire May 3, 2008. Commissioners should notify the Secretary of their desire to be reappointed or replaced so the County can be given ample time to address the positions.

Our first submittal to the insurance company for lightning damage repairs was made on January 17, 2008. We are awaiting the billing for the flow meter replacement; the generator is being addressed this week; and, we are awaiting a proposal regarding the replacement of the concrete light pole as advised by Jones Edmunds and other consultants.

- Water Operational Issues – Jim Gooding

The Water Division is doing well. We received a good report regarding our DEP Compliance Inspection. We repaired a 4" line at Cedar Island and are continuing to address detail work on the new Wastewater O&M building.

***Commissioner Senter remarked that Lindsey Island is advancing with their proposed development and seeking estimates for the required new 6" water main. The District will need to approve the specifications and Jim must inspect the work. Once the plans are reviewed, perhaps John and Jim can prepare a proposal using local labor.***

- Wastewater Operational Issues – David Morgan

Now that the lightning damaged chlorine pumps have been replaced, our chlorine usage should decrease. We have addressed a defective sewer fitting and replaced a backflow preventor at Ezell Beach.

I will sit for the Wastewater Operator, Class C exam on February 22<sup>nd</sup>.

8. OLD BUSINESS

- 2008 COLA (2.3%) and Mileage reimbursement increase (.485 to .505 per mile)

**A motion was made by Jim Moody to approve both increases retroactive to January 1, 2008. A second was received from Tommy Mauldin and the motion was approved unanimously.**

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9. NEW BUSINESS

- FRS reemployment penalty – Gentry  
General Manager, John Gentry, advised the Board that he has received a letter requesting reimbursement of benefits received in error in the amount to \$1933.02. These benefits were received in error since he, as a retiree from a State FRS program, was employed by an FRS employer prior to the required twelve months waiting period. Mr. Gentry requests that the District reimburse half that amount. **A motion was made by Tommy Mauldin that the District reimburse Mr. Gentry for one-half of this loss in the amount of \$966.51. The motion was seconded by Lynn Aibejeris and unanimously approved.**

Non-agenda items:

- Wastewater Treatment Plant Blower Noise  
Methods to subdue the noise are being reviewed.
- The FEMA flood zone maps should be reviewed for our coverage area. It appears at first glance that none of the District's property is located in a flood zone.

10. Glenn Senter made a motion to adjourn; a second was received from Tommy Mauldin and the meeting was adjourned at 6:52 pm.

**(The next meeting is scheduled for Tuesday, February 26th, at 5:30.)**

Board Actions:

1. Nominate and elect the following officers for 2008:  
Lonnie A. Houck, Chairman  
Glenn E. Senter, Vice-Chairman  
Shirley Shinholser, Secretary
2. Approve the 2007 Audit as presented by Powell & Jones CPA
3. Approve the Minutes of December 17, 2007
4. Approve 2008 COLA increase of 2.3% and mileage reimbursement increase (.485 to .505)
5. Approve reimbursement to John Gentry for one-half of a required reimbursement to FRS due to unknowingly being hired as an FRS employee prior to a twelve-month waiting period

Action Items:

1. Provided a copy of the 2007 Audit to County personnel
2. Contact County regarding the proposed SRWMD lease of the forty-two acre well-head protection area/District office site
3. Inquire about proper grounding/lightning protection for our Wastewater site
4. Address expiring terms of Commissioners Aibejeris, Beach, Bennett and Houck
5. Consider supply of water to the proposed Lindsey Island development

Shirley Shinholser

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Recording Secretary