

TAYLOR COASTAL WATER & SEWER DISTRICT
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MINUTES OF REGULAR COMMISSION MEETING
March 25, 2008

1. The meeting was held at the District Building at 5:30 PM on March 25, 2008. Present were:
COMMISSIONERS: Lonnie A. Houck, Glenn Senter, Tommy Mauldin, and Lee Bennett
TCW&SD STAFF: John Gentry, Jim Gooding, David Morgan, Diane Carlton, and Shirley Shinholser
Chairman Houck called the meeting to order and declared a quorum present.
2. The meeting was opened with prayer and the Pledge of Allegiance.
3. Guests present included Danny Collins and Trey Howard who will offer comments later in the meeting.
4. Minutes of our February 26, 2007 meeting and Minutes from the Special Meeting/Public Hearing of March 10, 2008 were presented. **A motion was made by Lee Bennett and seconded by Tommy Mauldin to approve the Minutes of the two meetings as read. Minutes were adopted unanimously.**
5. Staff and Committee Reports
 - Phase II Collection System/Funding Update – John Gentry/Danny Collins
(John) We've been advised that our RD application packet has been sent from Lake City to Gainesville for final approval. We should be receiving notice of approval in April or May. All documents have been completed as requested. (Danny) We have received notice from EPA that our Categorical Exclusion has been denied; therefore, we must prepare and submit an Environmental Information Document. This information is part of the Phase I application so this issue should be resolved quickly and we'll be prepared to use the EPA funds once Phase II construction begins. Per the Phase I documents, Phase II was anticipated to be in operation by 2010 so our schedule is in good shape.
 - Management Issues – John Gentry
The County Attorney is currently reviewing the proposed lease agreement with SRWMD for the property on which the District Building sits. Normally, the lessee or the land owner applies for the ERP so we will await County action before pursuing further.
We are constructing a fenced area around the Wastewater Treatment Plant blowers with plans to install some sound blankets within the unit to diminish the noise.
We have advised Wilson Miller of required changes to their drawings for Lindsey Island water supply and signed off on the project. We expect the final plans to be submitted to DeYoung and Dickey soon for a proposal. By using the District's contractor, we should have more control over the construction.
A review of our existing water lines indicates that the logical take-off for water supply to Jabo/Adams Beach would be from Highway 361 at the Dekle Beach Road. With only six possible connections at a cost of \$12-\$14 per foot, the supply of water to that area at this time would be cost prohibitive.
The Administrative Assistant of Jack Brown approached our Office Manager about the reimbursement of the retirement paid on our behalf by the County. Our Office Manager requested that the District be provided an invoice or statement of all charges. Once this information is received, we can discuss possible action.
 - Billing Supervisor's Report – Diane Carlton
Our February sales are down \$2,387 from last month and our Past Due accounts are in good shape. Of the five accounts that show as greater than 30 days past due, two have been paid in full and the other three disconnected. We have made adjustments for freeze damage, entry errors, and non-potable water sales that total \$180.22 for the month.
 - Office Manager's Report – Shirley Shinholser
The Balance Sheet for February 2008 still indicates a deficit in Savings, Contingency Reserve since we have not yet received our insurance reimbursement for the lightning damage costs. The light and pole are being replaced this week so these fund balances should be restored in late March or early April. Our Profit & Loss report shows a total income of \$24,082.83 with a total expense of \$32,587.05. The loss of \$8,504.22

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includes the lightning damage costs of \$8,309.87 which are to be reimbursed in full resulting in a true net loss for the month of \$129.47. There were no exceptional expenses during the month of February.

A motion was made by Tommy Mauldin to approve the Financial Reports as read. A second was obtained from Lee Bennett and the motion approved unanimously.

- Water Operational Issues – Jim Gooding

A section of the supply pipe on our 8” well had deteriorated from ¼ inch thickness to 1/16 inch due to chlorine sanitation when sampling. A new section was built and installed and we relocated the valve in our efforts to minimize chlorine deterioration.

We are continuing to work on our water audit. Using the borrowed instrument from Florida Rural Water Association, we determined that we use about 27,000 gallons during our monthly line flushing. We are now preparing to test random meters for accuracy to account for other possible loss. After consideration of the flushing loss, our unaccounted water loss remains less than 10%.

The drawings for our Water Treatment Plant expansion have been received. The expansion will come off the front of the existing building and include a shed with a concrete floor on the East side. We will seek quotes from contractors to build in phases depending on availability of funds. The reserved \$14,000 may pay for the concrete foundation and perhaps some walls.

Damage received to our water and wastewater systems due to the tornado of March 7 was minimal. A few customers had some broken pipes and we quickly turned off the water supply to minimize loss. One grinder pump lid had to be replaced and one sewer valve box was damaged by heavy equipment during clean-up. ***Per consensus of the Board, any customer adjustments due to the tornado will not be considered as “one-time” adjustments.***

- Wastewater Operational Issues – David Morgan

I have received notification that I passed the Class “C” Wastewater exam. I have to submit the completed paperwork and a \$100 fee to obtain my license. **A motion was made by Glenn Senter that the District pays the \$100 fee for David Morgan’s Class “C” Wastewater license; a second was obtained from Tommy Mauldin and the motion approved unanimously.** Our contract with Doyle Frierson of Gulf Coast Utility Services LLC will expire May 31, 2008, at which time David Morgan will become our Wastewater Operator. The hours may increase only slightly since David is already performing the required tasks as part of his training hours. ***The General Manager and Office Manager will review David’s hourly rate and recommend an increase accordingly.***

We have scheduled our second sludge hauling for this Thursday with an anticipated expense of \$630. Since our permit is up for renewal, we have asked Jones Edmunds, who is preparing our permit application, to consider a modification that will allow us to dispose of the sludge on site. Once the permit is obtained, we will pursue a plan of action which may include a contracted person to pump and apply; another monitoring well; some agricultural equipment, etc.

We are seeking a vendor to perform the repair on the Barnes pump that may have a leaking seal.

6. OLD BUSINESS

- Discuss disconnect/reconnect fee for homeowners forced to disconnect due to the tornado of 3/7/08

The District set the fees to discourage intermediate cut-offs due to temporary residents. An act of God is a different matter. Insurance deductibles are high. **Lee Bennett made a motion that we waive the fees for persons requiring disconnect due to tornado damage. The motion was seconded by Tommy Mauldin and unanimously approved.** These units will be reconnected at no charge at such time as they choose. Possible disconnects include, but are not limited to, Jones, Beck, Moorman, and Kunes.

- Hot Dog Stand Plumbing Issues

The customer is attempting to obtain an itemized estimate from the plumber before deciding to proceed so they can determine how much may be reimbursed and how much will be out-of-pocket. The District will also try to obtain some pictures of the findings to submit with our reimbursement request to QPS.

7. NEW BUSINESS

- **Discuss Water Supply to Cedar Island East – Trey Howard**

Cedar Island East developers are willing to pay the required \$2,000 for each newly created lot plus the costs of installing required water lines and stub outs for the entire Cedar Island East subdivision. However, the coverage area includes numerous parcels that do not belong to the developer. Is it possible to

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recoup any of these costs in the future as owners purchase a meter and connect to water? **After much discussion, Commissioner Bennett remarked that the District cannot assist a developer on funding based upon future forecasts. The Board asked Mr. Howard to provide a plat indicating developer owned lots and**

out-parcels. Further study will be given, possible scenarios will be considered and the matter discussed at the next meeting on April 21, 2008. The District will make further inquiries regarding wastewater connections for the development, most of which is located in the coastal high hazard zone. It might not be feasible to connect to the force main running down Grackle Grade. The cost of connecting to the District's wastewater system is comparable to installing a performance based septic system. Those existing customers now operating on a septic system could be grandfathered in until a change of ownership mandates the installation of a grinder pump. We understand that the developer is required to build a 21 ft. road in a 40 ft. right-of-way and consideration must be made now regarding placement of water and sewer lines.

- **Meeting scheduled for August 26, 2008 (Election Day)**

After due consideration, a motion was made by Lee Bennett to change the meeting date from Tuesday, August 26th to Monday, August 25th. A second was obtained from Glenn Senter and the motion passed unanimously.

- **“Earth Day” Celebration, April 22, 2008**

We have been notified by Steven Dicks of USDA-RD in Lake City that RD would like to celebrate Earth Day at Keaton Beach and feature the positive impact our new wastewater system has had on the environment. The event is scheduled for Tuesday, April 22, at 11:00 am. They expect to have 10-12 delegates present, including State Director, Ron Whitfield. State and County officials, schools, and local environmental groups are invited to attend.

8. There being no further business, Glenn Senter made a motion to adjourn; a second was received from Lee Bennett and the meeting was adjourned at 7:10 pm.

**The next regularly scheduled meeting will be held on
Monday, April 21, 2008 at 5:30.**

Board Actions:

- Approve Minutes of February 26, 2008 and Special Meeting/Public Hearing Minutes of March 10, 2008
- Approve February financial reports
- Resolve that adjustments for water loss due to tornado damage NOT be considered as a “one-time” adjustment
- Approve waiver of disconnect/reconnect fees for customers with tornado damage on March 7, 2008
- Approve continuation of discussion regarding Cedar Island East
- Approve change of meeting date from Tuesday, August 26, 2008 to Monday, August 25, 2008 due to elections

Action Items:

- Review David Morgan's hourly rate and recommend increase due to being hired as District's Wastewater Operator
- Pursue closure on Hot Dog Stand plumbing
- Investigate possible wastewater connections at Cedar Island East



Shirley Shinholser
Recording Secretary