

TAYLOR COASTAL WATER & SEWER DISTRICT
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MINUTES OF REGULAR COMMISSION MEETING
May 27, 2008

1. The meeting was held at the District Building at 5:30 PM on May 27, 2008. Present were:
COMMISSIONERS: Lonnie A. Houck, Glenn Senter (6:00), Jim Moody, Lynn Aibejeris, Charles Carlton and Lee Bennett
TCW&SD STAFF: John Gentry, Jim Gooding, David Morgan, and Diane Carlton
Chairman Houck called the meeting to order and declared a quorum present.
Newly appointed Commissioners Houck, Bennett, Aibejeris, and Carlton were recognized.
2. The meeting was opened with prayer and the Pledge of Allegiance.
3. Our guest, Danny Collins, was welcomed.
4. Minutes of our April 21, 2008 meeting were presented. **A motion was made by Lee Bennett and seconded by Jim Moody to approve the Minutes as read. Minutes were adopted unanimously.**
5. Discuss Grinder Pump electrical connection of Sessoms, Account #163
A grinder pump failure occurred at 20572 Keaton Beach Drive on January 27, 2008. A grease laden grinder pump was removed, the wet well cleaned and a new unit installed. The replacement pump would not activate so the panel in the control box was changed. The pump failed again on January 30, 2008. The electrician found that the customer's meter can is deteriorating and the grinder pump wiring was not properly secured. A temporary wiring connection was made on January 30, 2008 to allow use of the grinder pump until the meter can is replaced and the unit can be properly connected. Over the course of the past four months, we have sent several letters to Mr. Sessoms requesting that he have the meter can replaced and notify the District so that we can rectify the connection of the grinder pump but have received no response. The District has already expended in excess of \$1,025 for repair of the first unit which failed due to grease and/or electrical shorts and the electrician's invoices. Mr. Sessoms has been advised that failure to deal with the situation could result in loss of service and/or fees for repair/replacement of the grinder pump. ***Chairman Houck asked that he be allowed to speak personally with Mr. Sessoms before the Board takes further action in the June meeting.***
6. Staff and Committee Reports
 - Phase II Collection System/Funding Update – John Gentry/Danny Collins
(John) John Horvath of Jones Edmunds Engineering, Inc. is reviewing a survey quote from Delta Land Surveyors, Inc. regarding the Phase II coverage area. He is also submitting an updated Agreement to RD for their review. (Danny) Letters will be sent to various agencies to solicit comments and documentation regarding the Phase II project area. This will be support documentation for our environmental file. Per RD's policy, we will also be seeking a bank to process the Phase II RD loan funds.
 - Management Issues – John Gentry
We need to clarify and include in our Minutes the Chain of Command regarding employee hiring/firing and compensation. **A motion was made by Lee Bennett that we adopt a resolution stating that all employees are employed by the District; the General Manager is interviewed, hired/fired, and compensation determined by the Taylor Coastal Water & Sewer District Board of Commissioners; the General Manager is assigned the task of interviewing, hiring and firing employees in other positions and is also responsible for negotiating their compensation subject to approval by the District Board. The motion was seconded by Jim Moody and the resolution was adopted unanimously.**
 - Billing Supervisor's Report – Diane Carlton
April sales are slightly more than last month; however, the adjustments are excessive due to three (3) accounts totaling \$1191.18 that was charged off to bad debts. All charges for these accounts (Bayview Financial, Stephen Hall, and Hugh Poppell) will be collected when the properties sell and/or utilities are reconnected. We also have a high "one time adjustment" of \$622.48 for Speas due to an unknown line break. The customer was advised that he must install a personal cut-off valve and be sure that his water is turned off during his absence. The past due accounts are in good shape and there were no disconnects. We gained one new customer (Minahan in Cedar Island).

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An adjustment was made to the amount of water used for flushing the lines after the Director's report was generated and resulted in a corrected water loss of 1.15%.

- Office Manager's Report – Diane Carlton for Shirley Shinholser

The Balance Sheet for April 30, 2008 reflects the reimbursement of insurance proceeds to Savings, Contingency Reserve bringing the total to \$8,724.17. Per the April Profit & Loss, our total income of \$25,504.47 is less than the expenses of \$30,982.95; however, we were reimbursed for a grinder pump installation (expense) in the amount of \$6500 as shown in "other income". This results in a profit of \$1,021.52 for the month. As stated earlier, the insurance proceeds of \$14,473.48 as noted in Other Income were directed to Savings, Contingency. There were no exceptional expenses.

The Profit & Loss Budget Performance reveals that for the first seven (7) months of this fiscal year, our Net Income is only \$1,800.86 --- far less than our budgeted goal of \$13,472.55. Although we are meeting our current obligations, we have no extra to place in contingency or funded depreciation. FRS is still reviewing credits/adjustments so we do not yet know the true balance paid on our behalf by the County; therefore, no action for reimbursement has been taken.

Our Certificate of Deposit at Citizens State Bank matures on June 17. A quick review of current rates from several sources was made today and is enclosed in your packets. *After review and discussion, the Board in consensus requests that rates be reviewed again just prior to our meeting on June 24th when a course of action will be determined. Upon maturity on June 17th, the funds can be placed into Savings or Checking until direction is given. The rate review is to include Premier Bank of Tallahassee and Tree Capital Credit Union of Perry in addition to those already contacted.*

A motion was made by Lee Bennett to accept the financial reports as read. A second was received from Lynn Aibejeris and the motion passed unanimously.

- Water Operational Issues – Jim Gooding

We pumped over 200,000 gallons of water during the three-day Memorial week-end. The expansion of the Water Plant is proceeding. The basic plumbing is in and the electrician is coming within the next few days to discuss a plan of action. Our current funding should carry us through this phase but we will have to wait for available funds to install the trusses and metal roofing.

David and I are working on raising the WWTP storage units above ground level as well as scraping and painting the units for further protection.

I am inspecting the Lindsey Island project periodically as it progresses.

- Wastewater Operational Issues – David Morgan

A transfer switch in the generator control box at the WWTP failed. The Cummins technician was able to make the repair under warranty. It appears that a piece was bent preventing the unit from converting back to the power source. We kept the plant operating and experienced no problems.

We are continuing to maintain the lift stations to prevent sludge accumulation.

Our equipment at Hodges Park and the County boat ramp handled the Memorial Day traffic with no concerns.

7. OLD BUSINESS

- Update on Hot Dog Stand Plumbing Issues

We received no positive response from Quality Plus Services, Inc. (QPS); therefore, per Board action at our April meeting, we contacted DeYoung and Dickey to correctly connect the restaurant and the house plumbing to the grinder station and to abandon both existing septic tanks for a cost of \$2500. We discovered that the top of the house septic tank is made of timbers which sand had infiltrated leaving very little space for sewage. QPS was paid to abandon at least one of the septic tanks and run plumbing from both buildings to the grinder pump. Photos to document the work as well as other support materials will be submitted to our attorney for direction in pursuing reimbursement from QPS.

- Consider compensation to David Morgan, Wastewater Operator

After budget review and negotiation with David Morgan, we recommend that he receive a salary of \$12,855.00 per year (\$1071.25/month) for Wastewater Treatment and \$15.00 per hour for field work for the wastewater and/or water departments retroactive to May 1, 2008. Based upon the previous twelve months performance, this will result in approximately \$22,815 per year, an increase of 13% over last year. **A motion was made by Jim Moody to accept the recommended pay scale for David Morgan, Wastewater**

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Operator, retroactive to May 1, 2008 and subject to review in six (6) months. A second was obtained from Glenn Senter and the motion approved unanimously.

- **Update on Wastewater permit renewal and possible on-site sludge application**

John Horvath of Jones Edmunds and Associates, Inc. is inquiring with DEP to see if we qualify for a reduced permit application fee prior to the submittal on or before June 30, 2008. On site sludge application may be a concern due to the design of our plant. John Horvath is researching that possibility and will advise us of his findings. Our permit will be renewed as is with a future modification as desired.

- **Review Sawgrass Bay agreement for water provision and consider possible sewer connection**

A Water Service Agreement between Belcher/Sawgrass Bay and Taylor Coastal Utilities, Inc. was signed on July 5th, 2002 and became a liability to the District in 2003. Should Sawgrass Bay qualify for grant funding for wastewater in Phase II or a future phase since it is an existing subdivision in a flood zone? Should the developer be responsible for funding wastewater connection lines? ***The Board requested that John Gentry prepare a cost estimate for installation of collection lines to service Sawgrass Bay and report to the Board at the June meeting for further discussion.***

8. NEW BUSINESS

- **Appoint Budget/Rate Study Committee**

The following Commissioners/Staff volunteered to perform a rate study and address this year's budget as well as create a new budget for 2008-2009:

Lonnie A. Houck, Jr.; Lee Bennett; Glenn Senter; Shirley Shinholser; Jim Moody

A motion was made by Glenn Senter to accept the Committee as formed; a second was given by Jim Moody and the appointments were accepted unanimously.

9. There being no further business, Glenn Senter made a motion to adjourn; a second was received from Jim Moody and the meeting was adjourned.

**The next regularly scheduled meeting will be held on
Tuesday, June 24, 2008 at 5:30.**

Board Actions:

- Approve Minutes of April 21, 2008
- Adopt a resolution addressing employee status (hiring, firing, compensation)
- Approve April financial reports
- Accept recommended pay scale for David Morgan as Wastewater Operator, retroactive to May 1, 2008 and subject to review in six (6) months
- Approve Budget/Rate Study Committee

Action Items:

- Make a personal contact with Mr. Sessoms regarding the GP electrical connection
- Monitor CD rates for renewal after June meeting
- Prepare a cost estimate for provision of wastewater services to Sawgrass Bay



Shirley Shinholser
Recording Secretary