

TAYLOR COASTAL WATER & SEWER DISTRICT
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MINUTES OF REGULAR COMMISSION MEETING
October 28, 2008

1. The meeting was held at the District Building at 5:30 PM on October 28, 2008. Present were:
COMMISSIONERS: Lonnie A. Houck, Jr., Glenn Senter, Lynn Aibejeris, and Lee Bennett
TCW&SD STAFF: Jim Gooding, David Morgan, 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. There were no guests present.
4. Minutes of the September 23, 2008 meeting were presented. **A motion was made by Lee Bennett and seconded by Lynn Aibejeris to approve the Minutes as read. Minutes were adopted unanimously.**
5. Staff and Committee Reports
 - a. Phase II Collection System/Funding Update
Since we have obtained State and Federal loan/grant funds for Phase II, the State Revolving Fund Loan Agreement, dated March 13, 2007, has been annulled.
The completed, signed Engineering Services Agreement with Jones Edmunds has been forwarded to USDA-RD for final approval. The surveying crew will be released upon receipt of the completed document.
John Horvath of Jones Edmunds is investigating the possibility of designing the piping from Dekle to send the wastewater flow directly to LS #1 on Marina Road versus installing a third lift station. We have not heard anything further from SRWMD regarding the impact a lift station may have if installed on or near our well-head protection area; nevertheless, it remains a major concern and will be considered in the placement of a lift station if one is required.
We have eleven (11) customers who have not yet provided an easement for their Phase II installation. **In consensus, the Board agreed to prepare and send a letter advising the customers that failure to comply could result in the loss of a grant-funded system; the District is willing to place the pump station in a customer's choice location provided it is feasible and adheres to all restrictions and the customer is willing to pay for any additional costs that may be incurred; and, we will make every effort to keep the customer informed of progress should they desire to be present at time of installation.**
 - b. Billing Supervisor's Report – Shirley Shinholser
We sold only 1,091,500 gallons of water in September compared to 2 million in August, indicating we have entered our lax season. We turned off two past due accounts (1 deceased/1 not responding) to prevent further accrued charges and gained one new customer. In addition to routine monthly adjustments, our total adjustments of \$137.15 include two (2) "one-time adjustments" for water loss and four (4) account transfer fees. We turned off two (2) accounts per customer request. **A motion was made by Glenn Senter to approve the Billing Supervisor's reports. A second was offered by Lee Bennett and the motion approved.**
 - c. Office Manager's Report – Shirley Shinholser
Our audit for fiscal year 10/2007 through 9/2008 was performed October 22, 23, 24 enabling us to present accurate end-of-year reports tonight. The Balance Sheet reflects all current EOY assets with liabilities & equity totaling \$4,937,613.82. After the auditor's adjustments of depreciation, GP assets, RD interest and retirement accrued, we show a loss for September 2008 in the amount of \$4499.76. This is largely due to our paying our General Manager twice in September --- once on September 1 for October wages and again on September 30 for final wages --- to keep all payments in the budgeted year. There were no other out-of-the-ordinary expenses. The P&L by Class for the Year, excluding depreciation, indicates a sewer loss of \$23,673.83 and a water gain of \$6,211.19 resulting in a total loss for the year of \$17,462.64 versus the anticipated, budgeted profit of \$23,095.80. The recent rate increase and the implemented expense reductions should prevent this loss next year.

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During the past year, we utilized the remaining monies from Phase I liquidated damages to complete our WWTP O&M shop/office complex and begin construction on our Water Treatment Plant expansion. In order to retain the construction checking account for use in Phase II, we transferred \$1500 from contingency funds to Wastewater Construction Checking, District. With interest earnings, we now have \$1508.40 of District funds in that account.

Our Petty Cash report for the year lists all disbursements with a current balance of \$50.00.

The P&L Previous Year Comparison clearly identifies the increased expenses leading to this year's loss. The Balance Sheet Previous Year Comparison reveals the decrease in reserve funds plus the addition of two (2) unanticipated liabilities. We met all our obligations, covered the unexpected expenses, and managed to retain cash reserves for emergencies. The steps taken to increase revenue and decrease expenses during 2008-2009 should result in a boost to our cash reserves.

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

d. Water Operational Issues – Jim Gooding

We completed our Copper & Lead Sampling, covering a broad spectrum of area residents who are known to have copper pipes. Our lab report indicated no reportable findings.

As mentioned earlier, we must make every effort to protect our well-head area and retain the quality water we now provide. The Florida Statutes require a 500 ft. buffer zone from any well; however, DEP's Source Water Assessment Protection Program (SWAPP) requests a 1000 ft. buffer.

I will sit for the Class C Water Operator's exam in December.

e. Wastewater Operational Issues – David Morgan

A representative from Cummins came to meet with us regarding care and maintenance of the Wastewater generator. He inspected our diesel fuel and advised us that it is safe to use. Since our generator is programmed to exercise weekly, it is not necessary to sell any diesel.

6. OLD BUSINESS

a. Premier Bank

Although Premier Bank is an aggressive bank and may be of benefit to us in various ways, the District prefers to maintain its local banking at this time. We have instituted additional means to ensure that we make deposits in a timely manner without incurring costs to the District. We will send a letter to Citizen's State Bank suggesting that they consider remote deposit in an effort to keep local business.

b. Fender at Ezell Beach

Although Mr. Fender had verbally promised to abandon the septic tank on his lot at Ezell Beach, he failed to follow through within the specified 30-day limitation. Therefore, his water was disconnected and a \$100 reconnect fee assessed. Although District staff followed procedure, Mr. Fender, a long-time water customer, is offended and feels he has been treated unfairly. Perhaps with the changes in District staff, there may have been some miscommunications with Mr. Fender. We have recently learned that the Health Department has notified Mr. Fender that he is in violation and will be fined if the septic tank is not abandoned within a specified time. **A motion was made by Glenn Senter that the District send a letter to Mr. Fender advising him that we will turn his water back on when proof of the septic tank abandonment is received and will waive the \$100 reconnect fee. A second for discussion was presented by Lee Bennett. Following additional discussion, the motion passed with Commissioners Senter and Bennett issuing a "Yea"; Commissioner Houck "Nay"; and, Commissioner Aibejeris abstaining.** Commissioner Senter is to prepare and send a letter to Mr. Fender.

c. Diesel fuel at WWTP

Due to the advisement of Cummins, we will not proceed with the sale of diesel.

7. NEW BUSINESS

a. Review "one time adjustment policy" for possible revision

The "one time adjustment policy" was handed down to the District by TCU, Inc. but never adopted as a policy of the District. We are well aware that our community occasionally experiences water loss due to unexpected events and desire to help our customers as well as care for District finances. **A motion was made by Glenn Senter that the District adopt a one-time adjustment policy offering each customer a one-time forgiveness for extreme water loss/expense. Should the customer experience an additional**

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occurrence with water loss/expense greater than \$100, the Board can review the case for consideration of additional forgiveness. A second was obtained from Lee Bennett and the motion approved.

b. County request for Water/Sewer Availability Estimate

At the request of County staff, we have submitted a statement of water and sewer permitted capacity, flow rates, and known reserve capacity.

c. Identity Theft Prevention Program

A motion was made by Lynn Aibejeris to approve and adopt the Identity Theft Prevention Program as prepared. Lee Bennett offered a second and the motion was approved.

d. Web site host – Blue host vs. AWSFE.com – Glenn Senter

For your information, the District web site is currently under a 3-year contract with Bluehost at approximately \$7 per month with one year remaining. The site can be managed by AWSFE.com at a fraction of the cost once the current contract expires. We will discuss this item later as the date approaches.

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

**The next regularly scheduled meeting will be held on
Tuesday, November 18, 2008 at 5:30.**

Board Actions:

- Approve Minutes of October 28, 2008
- Approve sending letter to customers failing to supply a Phase II easement advising them of consequences
- Approve billing reports
- Approve financial reports
- Approve sending letter to Mr. Fender waiving \$100 reconnect fee
- Adopt "One-Time Adjustment" Policy with directives for additional occurrences
- Approve and adopt Identity Theft Prevention Program

Action Items:

- Pursue remote deposit with Citizen's State Bank



Shirley Shinholser
Recording Secretary