

TAYLOR COASTAL WATER & SEWER DISTRICT  
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MINUTES OF REGULAR COMMISSION MEETING  
May 18, 2005

1. The meeting was held at the District Building at 5:00 PM on May 18, 2005. Present were:  
COMMISSIONERS: Floyd Ford, Sandra Hatcher, Glen Senter, Lonnie Houck, Jim Moody, Travis Beach and Danny Everett. TCW&SD STAFF: John Gentry, Sandra Bolton, Jim Gooding, David Morgan, and Shirley Shinholser. Chairman Ford declared that a quorum was present.
2. Chairman Ford welcomed our guests and opened the floor for questions/comments. There were none. Guests present for this meeting were: Richard Powell, CPA; George Stamos; Lynn Aibejeris; Selma Guthrie; and D.J. White.
3. The minutes of our meeting on April 20, 2005 were presented. Motion to approve the minutes was made by Travis Beach and seconded by Sandra Hatcher. Minutes were adopted unanimously.
4. Proposals for financial services were opened and reviewed. We received (4) proposals: James D.A. Holley & Co., P.A. in Tallahassee; Powell and Jones in Lake City; Waters & Company in Perry/Tampa; and James V. Blume, Jr., in Perry. Commissioners Glenn Senter and Jim Moody along with Shirley Shinholser will further review the proposals and bring a recommendation to the Board at the June meeting.

5. Staff and Committee Reports

- Sewer Project Update – John Gentry  
We have not yet received a current monthly status report from QPS, however, we are aware that Grinder Pumps are being installed on Marina Road. We've experienced some delay in our submittals to EPA due to their request for a revised Form 424 that will correspond to our latest Budget Information provided by JEA in November 2004 but that issue is being worked and should be resolved soon. Partial Pay Estimate #7 to QPS in the amount of \$ 190,615.83 depleted our DEP funds (\$124,500 balance of \$750,000 grant) and the excess amount of \$66,115.83 was paid from our interim loan with USDA. We also paid JEA invoice #21285 for March 2005 in the amount of \$11,728.18 from our USDA loan funds as well as Tri-County Electric Invoices #5050 and #5051 (\$38,116.00) for electrical service to our treatment plant and lift stations #1 and #2 leaving a balance of \$149,875.11 in our Construction account to date. The spreadsheet and Cash Account Register for our Construction account gives a detailed account of these transactions.

Mr. Ford informed the Board of a delay in the construction and shipment of our treatment plant due to some miscommunication between QPS and the manufacturer. The issue is now resolved and the plant should arrive soon. There have been some questions about the variation in the above ground height of the installed grinder pumps. This will be addressed further in the next construction meeting. We will also find out then if there is to be a schedule revision.

- Financial Reports – Sandra Bolton/Shirley Shinholser  
Sandra Bolton reviewed the Directors Report dated 4/27/2005 (total receivables \$10,344.35) and advised the Board that all previous late charges have been collected. There is one late account that will be processed for payment this next month.

Shirley Shinholser reviewed the Balance Sheet noting that the printed date on the Balance Sheet is May 31 in order to incorporate the CPA adjustments dated May 1, 2005 that were keyed in by the CPA on their visits May 5 and May 12. The bulk of the adjustments have now been made combining TCU with TCW&SD. We are still working to clean up some default accounts so that an accurate Income/Budget report can be prepared. We have received our sales tax exemption certificate and the Florida Unemployment Tax number is en route. Our new name and address have been filed with IRS. Accounts Payable is current. We prepared an agreement with Patrick Padgett for the partial payment of his water membership advising him that any late payments or failure to include the \$100/month membership fee will result in an immediate water turn-off.

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(Mr. Gentry encouraged the Board to severely restrict the financing of membership fees as the billing cannot be done with our present system. Mr. Beach replied that this option will only be offered in severe hardship cases.) Board was reminded to complete their financial disclosure forms and mail them to the Commission on Ethics to arrive no later than June 30, 2005.

- Management Issues – John Gentry  
There are no new issues at this time. Jim Gooding is preparing reports on the numerous line cuts by QPS (approximately \$15,000 expense) so that we can submit an invoice against our contingency fund with Rural Development.
- Operational Issues – Jim Gooding  
QPS is incurring fewer line cuts as they install pipe on Cedar Island where there is an upgraded water system. Several field observations of non-compliance to our policy of “one house/one meter” were noted while reading meters in April. Mr. Gentry will send a letter to each of these (Davis; Sherrer; Buchannan; Falany). Travis Beach made a motion that the Board table until next month the concern regarding the Aibejeris house having a water line attached from the RV meter without a direct backflow protection. The motion was seconded by Glenn Senter and approved. Lynn Aibejeris (a guest present) stated that she plans to address the situation next month.
- Phase II Funding – Floyd Ford  
We are not getting any funds from the State of Florida this year. DEP had no input into the distribution. We’ve been advised that approximately \$800,000 is available in the budget in Washington and should know in August/September if we are considered. Rural Development has advised us that they cannot accept a revised PER from JEA for our predevelopment grant. A new Preliminary Engineering Report and Environmental Assessment Report are required. This results in an increase of JEA’s invoice from \$15,000 to \$18,700. Therefore, our 25% portion required by RD is now \$4,675 versus the \$3750 we approved last month. A motion was made by Travis Beach to commit to pay the \$4,675 from monies available at due date. The motion was seconded by Jim Moody; and approved unanimously.

6. Old Business

- Report from Budget Committee – Glenn Senter  
The Budget is near completion and will be ready for review/adoption at the June meeting. Copies will be provided to the Office Manager for distribution prior to the June meeting. We can clearly see the need of assessing impact fees for new customers in addition to the membership fee of \$1,000. A proposal will be attached to the budget.
- Update Taylor County contact on installation of Fire Hydrants – John Gentry  
We are still attempting to contact Kenneth Dudley and obtain further information/action.
- Update of proposed District O&M Building – John Gentry  
The EPA \$25,000 allocation for this building was removed from our revised budget of November 2004 by John Horvath. We are checking to see if RD will consider the building as construction expense and re-allocate funds. We are also investigating the possibility of purchasing the construction trailer from Quality “Plus” Services, Inc. for use as an Office/Lab. Quality “Plus” also has one closed storage area with a roof that could be used to store pumps, etc. We will attempt to obtain a firm price from QPS before the next meeting.
- Request for proposals of firms to provide legal services  
Since we have received only one response to our ad requesting proposals for legal services, the Board opted to obtain a list of prospects and mail out RFPs in an effort to obtain some competitive bids. All submittals will be reviewed at our June 2005 meeting.
- Status of TCW&SD sign – Glenn Senter  
Our new sign is ready for installation. Ordinances must be reviewed and a permit obtained prior to installation.

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7. New Business

- Advertisement for hiring of Office Manager  
An ad will be placed in the local paper for the next two weeks with a closing date of June 30 for applications to be received. John Gentry, Sandra Bolton, Sandra Hatcher and Lonnie Houck will review all submissions and present a recommendation for hiring to the Board at the July meeting.
- Approval of revised bond resolution  
After reviewing the revised bond resolution, a motion was made by Travis Beach and seconded by Glenn Senter to approve. Motion was approved unanimously.
- New tower and well  
Travis Beach advised the Board of SRWMD funds that may be available for a new well and water tower. Mr. Don Everett will be glad to present and promote a submittal if we will provide the information. A motion was made by Travis Beach, seconded by Lonnie Houck, and unanimously approved that we proceed with this application in a timely manner. John Gentry will provide a copy of the Feasibility Study prepared in May 2004 and Glenn Senter will prepare a cover letter. A package will be mailed to Jerry Scarborough, Executive Director of SRWMD and a second package will be given to Mr. Don Everett to hand carry to the next SRWMD Board meeting.
- Re-test for David Morgan  
A motion was made by Travis Beach and seconded by Glenn Senter that TCW&SD pay the \$100 fee for David's re-test. Motion was approved unanimously.

The next meeting is scheduled for Wednesday, June 15<sup>th</sup>, at 5 o'clock.

8. Motion to adjourn was made by Glenn Senter; second by Travis Beach. Meeting adjourned.

Board Actions:

1. Approved mail-out RFP on legal support services.
2. Approved revised payment of \$4,675 (25% of Pre-planning grant from RD)
3. Approved revised bond resolution
4. Approved \$100 payment for David Morgan's re-test

Action Items:

1. Continue discussions with Taylor County on funding fire hydrants.
2. Pursue quote from QPS for construction trailer
3. Submit to SRWMD for funds for tower and well

John K. Gentry, P.E.  
General Manager