

# TAYLOR COASTAL WATER & SEWER DISTRICT

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## POLICY & MANAGEMENT STRATEGIES WORKSHOP

Presented by Coy Donaldson of Florida Rural Water Association

July 28, 2009

The workshop was held at the District Building from 2:00 pm until 5:00 pm on July 28, 2009.

Present were:

COMMISSIONERS: Lee Bennett, Tommy Mauldin, Marcia Parker, Leland Carlton, Charles Carlton and Glenn Senter

STAFF: Jim Gooding, David Morgan, Diane Carlton and Shirley Shinholser

The training session was opened with prayer and the Pledge of Allegiance prior to Mr. Donaldson's presentation. Topics discussed included Duties & Responsibilities, Asset Management, Policies & Procedures and Government in the Sunshine.

## MINUTES OF REGULAR COMMISSION MEETING

July 28, 2009

1. The meeting was held at the District Building at 5:30 PM on July 28, 2009.

Present were:

COMMISSIONERS: Lee Bennett, Tommy Mauldin, Marcia Parker, Leland Carlton, Lynn Aibejeris, Charles Carlton, and Glenn Senter

TCW&SD STAFF: Jim Gooding, David Morgan, Diane Carlton and Shirley Shinholser

Chairman Bennett called the meeting to order and declared a quorum present.

2. Guests were welcomed and the floor opened for comments.

- a. Danny Collins was present to observe. He had nothing to report at this time.

- b. George & Judy Stamos shared their appreciation to our Wastewater Operator for his immediate response when they experienced grinder pump concerns.

- c. Bill Gunter was present to observe.

3. The Minutes from May 18, 2009 and June 23, 2009 were presented. **A motion was made by Glenn Senter to accept the May Minutes as presented. A second was presented by Charles Carlton and the Minutes were approved unanimously. A motion was offered by Marcia Parker to approve the June Minutes as presented. A second was presented by Glenn Senter with a request that the WWTP phone lines [Item 8 (b)] be further discussed under tonight's Agenda Item 6 (d). The Minutes were approved unanimously.**

4. Phase II Update

Preparation of bid documents, including plans and specifications, are near completion and should be submitted to USDA-RD and the District by the end of July. A response to FDEP's request for additional information has been offered and we expect the Domestic Wastewater Collection/Transmissions System permit to be issued soon. The interview for a resident observer will be scheduled for August.

5. Staff and Committee Reports

a. Billing Supervisor's Reports – Diane Carlton

June sales were slightly less than May sales. However, we've had no past dues (31-60 days) for the past two months. June adjustments include four (4) one-time adjustments for water loss which are offset by connection fees resulting in a total adjustment loss of \$128.89. **Tommy Mauldin made a motion to approve the May and June Director's Reports. Leland Carlton provided a second and the reports were approved unanimously.**

b. Office Manager's Reports – Shirley Shinholser

Our quarterly reports this evening include information from May 2009; therefore, we will not discuss the May reports in detail unless there are specific questions. Our June 30<sup>th</sup> Balance Sheet indicates that we have sufficient funds in Savings to cover accrued interest with USDA-RD which is due and payable on September 1, 2009. We have also been able to add to our debt reserve, capital improvement savings and contingency reserves. To date, we have invested \$197,276 in our Phase II Construction in Progress and have withdrawn \$135,253 from our Line of Credit funds. The Profit & Loss Budget Performance shows that, although our June income was \$109 above budget, our YTD loss in income is \$14,698. Our YTD expenses are also over budget by \$4,663 which, with the addition of other income, bring us to a YTD loss of \$13,903. We expect an increase in revenue during the last quarter to reduce this loss. The Expense Breakdown shows the final payment made on the two fax lines which are now abandoned and the cost of the new WWTP Autodialer purchased to replace the one damaged by lightning. The P&L by Class reveals a net income of \$13,247.17 for sewer and \$19,586.78 for water. This income was placed into savings for budgeted reserves. A report of YTD Petty Cash receipts and disbursements is provided. **Glenn Senter provided a motion that the May and June financial reports be approved. Upon receipt of a second by Charles Carlton, the financial reports were approved.**

c. Water Operations – Jim Gooding

Water operations are in good shape. Our Water Operator, Jim Gooding, has passed his Class "C" Water Operators exam.

d. Wastewater Operations – David Morgan

The lightning strike of June 18<sup>th</sup> damaged our Chart Recorder affecting the performance of the flow meter and the chlorine pumps. Per Jones Edmunds, the Chart Recorder is not required unless our flow is greater than 1 mil per day, therefore, we have disconnected the unit allowing the flow meter and chlorine pumps to operate properly. The strike entered the generator room through the phone line damaging the autodialer which has now been replaced and is successfully calling to report power outages, etc. The damaged unit is being inspected to see if it can be repaired. Costs included the charges of an electrician to investigate the damage (\$115) and the new autodialer (\$360). No insurance claim was filed due to a \$5,000 deductible. (NOTE: A new chart recorder is estimated to cost \$1,000 plus installation charges.)

Following additional discussion on the phone lines of the WWTP, **the Board, in general consensus, decided to contact Fairpoint Communications to see if we can eliminate one of the two lines at the plant thus generating a potential savings of \$500 per year.**

## 6. OLD BUSINESS

### ***a. Identify any additional grant-funded Phase II connections***

There are nine (9) existing water customers in the Phase II coverage area that were not included in the original list of grant-funded installations. The Phase II project is designed for one hundred (100) connections and to date has 96 units mapped. The District has been advised that four (4) additional units can be included under grant funding. Those being considered are:

#### Dekle Beach

1. Rawls #42 – Current user; never had a ST; lot used for boat storage
2. Collins #450 – Current user; home destroyed in 1993; uses lot for RV; water 6/06; ***ST on site*** agreed to 36-months continued usage
3. Hendry #40 – Water turned off since 1996
4. Hollomon #23 – Water turned off since 8/04
5. Morgan #199 – Water turned off 3/07; used DB Community ST prior to storm; vacant lot currently for sale; agreed to 36-months continued usage
6. Harvey #432 – Water turned off 1/08; vacant lot; not interested in a grinder pump at this time
7. Morgan #57 – Water turned off 1/08; ***ST on site***; agreed to 36-months continued usage

#### Dark Island

8. Smith Thomson #209 – Current user; ST lost in 1993; agreed to 36-months continued usage

#### Gibson Road

9. Biernacki #513 – Current user; using above ground holding tank for RV; agreed to 36-months continued usage

(There are numerous others who paid a connection fee years ago but never activated water.)

**After careful consideration by the Board, a motion was made by Glenn Senter to accept Collins #450 (ST on site), Morgan #57 (ST on site), Smith Thompson #209 (Current user, ST lost in 1993) and Biernacki #513 (Current user, using holding tank) into the grant-funded Phase II wastewater project provided they sign an agreement committing to 36-months of continued usage. A second was obtained from Tommy Mauldin and the motion was approved.**

Mr. Stamos asked if other lots having a septic tank were required to have a grinder pump and, if so, at what cost. The Board advised Mr. Stamos that he can obtain water for his lot for self-contained RV use but should he build a home or desire wastewater discharge for an RV he must purchase a grinder pump and connect to the wastewater collection system. Any existing septic tank must be abandoned. Grinder pump installations currently costing \$5900 - \$6500 may possibly be done for less by the on-site contractor at the closing of the Phase II construction.

### ***b. Discuss allocation of second STAG funding (\$300,000)***

**In consensus, the Board agreed to table this item until next month as we await a letter of clarification from EPA.** The Region transmitted the request for the TCWSD technical correction to EPA headquarters on June 10, 2009. The funds had been incorrectly allocated to Taylor County.

*c. Determine action on Energy Reduction Analysis*

**Charles Carlton offered a motion that we do not proceed with the Energy Reduction Plan as presented last month by Fortibus but that we attempt to have custom size capacitors to lower kilowatt usage installed under the Phase II Wastewater Plant improvements. The motion received a second from Tommy Mauldin and was approved.**

*d. Discuss upgrade of office computers*

Glenn Senter noted that the District computers are aged and outdated. Lap tops were recently on sale for \$298. **Commissioner Senter made a motion that, when an exceptionally good buy becomes available, the District purchase two (2) lap tops for use at the District office at a cost not to exceed \$400 per unit. Tommy Mauldin provided a second and the motion was approved.**

*e. Discuss Water storage tank*

A letter from EPA dated July 17, 2009 advises that the District is a designated recipient of funding for "Special Appropriations Projects" (SPAPs) to plan, design and construct wastewater, storm water and drinking water infrastructure projects. These funds may be used to finance up to 55% of the project's total cost, thereby requiring a local share of 45%. DEP is waiting on Congress to evaluate the SRF loan/grant funding availability for water. The District, along with Danny Collins of Haskell, will *continue to investigate available funding while we await the capacity analysis and storage tank description/cost estimate requested from Florida Rural Water Association.*

*f. Discuss possible Water Plant re-classification*

An email from DEP advises that the fee to rate down to a 5D plant with a permitted capacity under 250,000 gpd is \$4,000. Should it become necessary, to re-rate back up to a 5C would cost \$7,000. A few years ago, DEP chose, without our knowledge or consent, to change our status from Class D to Class C with a current permitted capacity of 345,000 gpd. DEP's new annual operating fee for a Class C is \$1,000/year versus \$500/year for a Class D. **In general consensus, the Board agreed to address this item when it becomes a problem.**

*g. Review lightning event of June 18, 2009*

See comments under Wastewater Operations.

7. NEW BUSINESS

*a. Appoint Budget Committee/Schedule Workshop*

**Following discussion by the Board, a motion was made by Glenn Senter to approve the proposed budget as presented without appointing a Budget committee and scheduling future budget workshops. A second was presented by Tommy Mauldin and the proposed budget for 2009-2010 was approved.**

The Office Manager presented a proposal just received from Faulkner Lawn & Maintenance, LLC to mow and weed-eat the fenced portion of the WWTP for a cost of \$175 per mowing as directed by the Wastewater Operator. Historically, David has spent several hours mowing around the plant using his own riding mower in addition to District equipment. **A motion was made by Lynn Aibejeris to hire Faulkner Lawn & Maintenance, LLC to mow the fenced portion of the WWTP for a cost of \$175 per mowing as directed by the Wastewater Operator and to incorporate this cost into the proposed budget for 2009-2010. Tommy Mauldin provided a second and the motion was approved.**

8. CLOSING REMARKS – COMMISSIONERS/STAFF

- Commissioner Senter remarked that he was pleased that the District was in compliance and continuing to meet quality guidelines as presented in the Policy and Management Strategies Workshop by Florida Rural Water Association.
- Commissioner Parker expressed appreciation for the Board Training outlining her responsibilities as a District Commissioner.
- Commissioner Charles Carlton shared his concern about the lack of maintenance on the portion of Sandhill Road going to our WWTP.
- Chairman Bennett advised the Board that he has learned that D.L. White has two (2) septic tanks on his property on Keaton Beach Drive that were not abandoned during Phase I Wastewater Construction and has been using one of them for an RV. Upon advisement that it is acceptable, Mr. White will connect the RV to the grinder pump providing service to his home. Further discussion will be held at the August meeting.
- Office Manager, Shirley Shinholser, shared that she will be glad to review the proposed budget with any Commissioner one-on-one if desired.
- Billing Supervisor, Diane Carlton, requested assistance in obtaining a rental agreement from Cliff Burns and a Phase II easement from Wilkie Gibson, Jr. Other documents requested and outstanding are a corrective easement from Allard/Placko and a copy of a trust from Alan Roberts authorizing him to sign.

9. There being no further discussion, the meeting was adjourned at 7:00.

**The next regularly scheduled meeting will be held on Tuesday, August 25, 2009 at 5:30.**

Board Actions:

Approve Minutes of May 18, 2009 and June 23, 2009  
Approve Director's Reports for May 2009 and June 2009  
Approve May 2009 and June 2009 Financial Reports  
Agree to seek an opinion from Fairpoint Communications regarding possible elimination of one phone line at WWTP  
Select and approve four (4) grant-funded Phase II connections  
Agree to table allocation of second STAG funding (\$300,000) until a letter of clarification is received from EPA  
Agree not to proceed with Energy Reduction Plan previously presented by Fortibus  
Approve purchase of two (2) lap tops for the District Office not to exceed \$400 each  
Agree not to pursue Water Plant re-classification at this time  
Approve proposed budget for 2009-2010

Action Items:

Pursue funding, capacity analysis and description /estimated cost of Water Storage Tank



Shirley Shinholser  
Recording Secretary