

TAYLOR COASTAL WATER & SEWER DISTRICT
18820 BEACH ROAD
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MINUTES OF REGULAR COMMISSION MEETING
August 25, 2008

1. The meeting was held at the District Building at 5:30 PM on August 25, 2008. Present were:
COMMISSIONERS: Lonnie A. Houck, Jr., Glenn Senter, Lynn Aibejeris, Charles Carlton, Tommy Mauldin and Lee Bennett
TCW&SD STAFF: John Gentry, Jim Gooding, David Morgan, Shirley Shinholser and Diane Carlton
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 John Horvath and Fritz Grady of Jones Edmunds, Inc. and Trey Howard representing Dr. Clayton Pruitt.
4. Minutes of our July 21, 2008 and July 28, 2008 meetings were presented. **A motion was made by Lee Bennett and seconded by Charles Carlton to approve the Minutes as read. Minutes were adopted unanimously.**
5. Easement/Property Needs for Phase II Wastewater Collection System
The preliminary design of the force main along Highway 361/Dekle Beach includes a lift station. To redirect the collection line and eliminate a lift station will offer savings in construction costs as well as operation and maintenance costs associated with a lift station. On the other hand, any change in the plans is a potential delay in construction. We currently have an approved project. Changing the route at this stage might require that we modify the PER and EA and reopen the RD application. A second concern is that the dirt/lime-rock road on Dr. Pruitt's property that is being considered as a by-pass might work but proposed/final development could change and the route could require further clearing and unknown costs. If a route through a State/Federal preserve were being considered, then it might be a good idea; however, the implications of using private property are unknown. If the property owner has done an Environmental Assessment and the proposed route is donated to the County, it might be a feasible alternative, which could be considered should we be forced by RD to reduce costs. Since a collection line permit can be obtained faster than one for a treatment plant, we expect to go to bid within eight (8) months. We might seek a lift station location on lands belonging to SRWMD that are near Dekle Beach yet in excess of 500 feet from the wells and design the new lift station for spill protection. **After discussion and consideration, the Board of Commissioners agreed in consensus to pursue the current design plan which includes the lift station and redirect only if necessary.**
6. Staff and Committee Reports
 - Phase II Collection System/Funding Update – John Gentry
Phase II funding is on track with documents being supplied to USDA-RD as requested. Jones Edmunds, Inc. has submitted requested amendments to the Engineering Agreement; Bond Counsel has submitted draft documents; and, once we determine the location for the lift station, Local Counsel can move forward with the right-of-way documents.
 - Management Issues – John Gentry
A recent pump repair revealed that the platform of the WWTP is not sturdy enough and is contributing to the failure of plant pumps due to excess vibration. Neither is there provision for getting the pumps to and from the top level of the plant to ground level for repair/replacement. Jones Edmunds has reviewed the situation and will incorporate upgrades of the WWTP in Phase II to address the platform and a lift.
In our letter of July 10, 2008, Mr. Fender of Ezell Beach was advised that he could not continue to use a septic tank located on his RV lot and was offered three (3) options to address our concern, all of which involve proof of septic tank abandonment. To date, Mr. Fender has not responded to our letter and I am asking the Board for direction. **The Board advised the staff to send Mr. Fender a certified letter stating that if proof of septic tank abandonment is not be provided within 30 days, water service to the lot will be discontinued. A copy of the first letter is to be included in the certified mailing.**
The position of General Manager terminates September 30, 2008. I have enjoyed working with the District and would like to be considered as a consulting Professional Engineer on an as-needed basis.

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- Billing Supervisor's Report – Diane Carlton

Several customers have requested disconnects due to financial hardship. The District has previously established a policy to pay the disconnect/reconnect fee in full up front but this creates greater difficulty for those who are struggling to pay the monthly bill. We have determined that a minimum cost to disconnect water is \$25; to disconnect water and sewer both requires a minimum of \$50. Greater costs are involved with the reconnection. **A motion was made by Lee Bennett that the District charge \$50 to disconnect water and wastewater service with the balance of \$250 payable at time of reconnect; the District will charge \$25 to disconnect water only with the balance of \$75 to be paid at time of reconnect. A second was received from Lynn Aibejeris and the motion approved unanimously.**

Periodically, we have a customer request an intermediate reading due to sale/transfer of a property. This creates labor costs to the District through the Water Operator and the office staff. We have suggested that the customer pro-rate the bills through the realtor as a transfer of ownership but some are unwilling to do that and prefer the intermediate reading. Therefore, we have been charging a \$25 fee to cover the costs to the District. **In consensus, the Board agreed with the application of the fee.**

We sold less water in July than in June, therefore our sales are down. The receipts are up due to overpayments. We gained two (2) new customers and one (1) not-potable account. Connection fees and transfer fees resulted in an adjustments gain of \$359.90. We have only one account (Bratcher) that is past due.

A motion was made by Lynn Aibejeris to accept the Director's Report. A second was provided by Lee Bennett and the motion approved.

- Office Manager's Report – Shirley Shinholser

You will note on the July 2008 Balance Sheet that a long term liability has been entered for the retirement reimbursement to Taylor County. Since that entry of \$29,806.25, we have received a credit of \$2,232.25 for delinquent fees bringing the total liability to the County to \$27,574.00. We know of no other potential credits and have advised the County that we will begin payments against this loan amount in October 2008. The P&L for July shows an extreme loss due to the retirement entry; however, without consideration of that entry, we show a net income of \$4,097.31 which is still below that anticipated. The expense breakdown lists no entries out of the ordinary except retirement.

We have transferred our 2008-2009 budget income and expense information to the USDA-RD's required forms (Statement of Budget, Income, and Equity) and request Board approval of the document for immediate submission to RD. **Upon motion of Tommy Mauldin, with a second by Lee Bennett, and by unanimous vote, the Board approved the July Financial Reports and the Statement of Budget, Income, and Equity for USDA-RD.**

- Water Operational Issues – Jim Gooding

We installed water service for Bish Clark's new RV site off Highway 361. The new development required, and will pay for, a 1-inch supply line; however, since a directional bore was required, the District paid additional costs to have a 3-inch line installed to accommodate future growth.

I attended the FRWA training session and plan to take the test for my Class "C" license in a month.

- Wastewater Operational Issues – David Morgan

The plant is operating well. The Barnes pump has been repaired and will be re-installed soon.

7. OLD BUSINESS

- Re-installation of Grinder pump for Richard Carr/David Jenkins

A cost analysis was performed comparing the cost of a grinder pump assembly in 2004 (\$2543.55) to the cost of the same equipment today (\$3348.00) revealing that the District would have to pay an additional \$804.45 to restock inventory. The restocking cost plus the labor costs of District personnel and an electrician to disconnect and reconnect the unit were added to the previously offered price in 2006 of \$4876.00 resulting in a current installation cost of \$5900.45. Further increases can be expected due to inflation. Since the equipment installed in error and the labor for the installation was paid for by funds allocated to the District for spare parts and equipment, failure to collect for the installation would be a considerable loss to the District. As a not-for-profit Government entity with a restricted budget, the District cannot offer a payment plan. **A motion was made by Lee Bennett to re-install the grinder pump unit for Richard Carr/David Jenkins upon receipt of payment in full in the amount of \$5900.00. Other customers of similar circumstance will be required to pay determined current costs. A second was offered by Tommy Mauldin and the motion approved unanimously.**

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- **Approve Local Counsel for Phase II Real Estate needs**

One response was received to the RFP for Local Counsel to handle the real estate needs of Phase II wastewater construction. Upon opening of the bid, Oscar Howard, III (Trey Howard) presented \$175 per hour. It was recommended that we send the USDA-RD forms to Mr. Howard to determine how many hours may be considered. **Glenn Senter made a motion that we accept Trey Howard as our Phase II Real Estate attorney upon receiving clarification of the hours required and approval by USDA-RD. The motion received a second from Tommy Mauldin and was approved unanimously.**

- **Five-gallon buckets for customer grease recycling**

Buckets with lids were priced at \$8.48 each. Customers will be advised via a billing note to collect and take their grease to the waste site for recycling.

- **Update on QPS reimbursement – Lonnie Houck**

NOTE: Lee Bennett disclosed orally that he will not vote on this issue due to his being one of the owners of the property discussed.

Recent communications with John Hammen of Quality “Plus” Services, Inc. has resulted in a letter offering two options for consideration regarding reimbursement of the costs involved with the septic tank abandonment and wastewater piping installation at the Keaton Beach Hot Dog Stand and residence. Option 1 cannot be pursued since Jones Edmunds, Inc. feels they cannot provide an affidavit stating they inadvertently signed off on the work being complete when it was not. Per the bid documents, all septic tanks on the design drawings were to be abandoned and documentation from QPS stated that the work had been performed. Had the residence septic been abandoned, the owner of the residence would have purchased a grinder pump installation when water service was obtained in 2003. It appears the residence was sharing water service with the restaurant at time of construction and expected to share the duplex grinder pump installation. However, that was not part of the design drawings. **Due to the confusion of the situation, the Board with a vote of 3 to 1 agreed to exercise Option 2 and split the costs with QPS.** (Commissioner Carlton voted nay feeling that the District should be fully compensated for the expense.)

8. **NEW BUSINESS**

- **Discuss policy for intermediate meter readings**

(Discussed under Billing Supervisor’s report.)

- **4-H Club meetings**

A phone call was received today from Lori Wiggins representing the University of Florida – Taylor County Extension. A 4-H Club is being formed for the local beach communities and they are requesting the use of the District facilities for their meetings. **In consensus, the Board suggested that the Club contact David Miller of Blue Creek Baptist Church to request use of the church facilities due to availability of amenities such as a full kitchen and safe space for outdoor activities.**

- **Voter Authorization for Tri-County 2008 Annual Meeting**

Any Commissioner/Officer that will be able to attend the meeting should contact the Office Manager for completion of the voter authorization form.

9. There being no further business, Charles Carlton made a motion to adjourn; a second was received from Lee Bennett and the meeting was adjourned at 7:51 pm.

**The next regularly scheduled meeting will be held on
Tuesday, September 23, 2008 at 5:30.**

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Board Actions:

- Approve Minutes of July 21, 2008 and July 28, 2008
- Agree in consensus to pursue current design plan for Phase II relative to the Dekle Beach lift station
- Approve disconnect fee of \$25/water and \$50/sewer with respective balances of \$75/water and \$250/sewer due and payable at time of reconnect.
- Approve fee of \$25 for intermediate reading
- Approve Director's Report for July 2008
- Approve July 2008 Financial Reports and USDA-RD Statement of Budget, Income, and Equity
- Approve re-installation of Carr/Jenkins grinder pump, and others of similar nature, upon receipt of determined current costs
- Approve Trey Howard as Real Estate Attorney for Phase II subject to clarification of billable hours for the tasks and USDA-RD approval
- Approve Option 2 from QPS to retrieve ½ of costs associated with Keaton Beach Hot Dog Stand

Action Items:

- Send certified letter to Mr. Fender regarding septic tank abandonment/possible water disconnect
- Prepare billing note to recommend that customers collect and recycle grease
- Advise 4-H Club to contact Blue Creek Baptist Church for possible use of facilities
- Complete proxy for the Tri-County 2008 Annual Meeting should a Commissioner/Officer attend



Shirley Shinholser
Recording Secretary