

TAYLOR COASTAL WATER & SEWER DISTRICT
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MINUTES OF REGULAR COMMISSION MEETING
September 26, 2006

1. The meeting was held at the District Building at 5:30 PM on September 26, 2006. Present were:
COMMISSIONERS: Glenn Senter, Danny Everett, Travis Beach, Lonnie A. Houck, & Tommy Mauldin
TCW&SD STAFF: John Gentry, Jim Gooding, David Morgan, Diane Carlton, and Shirley Shinholser.
Chairman Senter called the meeting to order and declared a quorum present.
2. The meeting was opened with prayer and the Pledge of Allegiance.
3. Our guests, Tami Ray and Danny Collins of *The Haskell Company* and Thomas Bryant of *Meridian Planning*, gave a presentation regarding creative funding options for Rural Communities. The Haskell/Meridian Planning Team can prepare a sound plan of action, identify funding sources, and develop a reasonable schedule for our Phase II Wastewater project and Water system expansion offering commitment to TCW&SD at competitive costs to be paid by the grants obtained (5% planning, 6% design). The estimated time from the signing of a contract to completion is 3-5 years which includes six (6) months for planning, twelve (12) months for engineering, and, twelve (12) months for construction as well as time for grants writing to obtain funding. Timing is of the essence since DEP grant hearings are to be held on October 11th for Wastewater and October 25th for Water. In order to meet the DEP Wastewater funding deadline of October 11th, the Haskell/Meridian team is willing to submit a request on behalf of TCW&SD for a fee of \$2,000. If selected as the Program Development Team and paid by grant funding, Haskell/Meridian will forgive the \$2,000 debt to TCW&SD.

A motion was made by Danny Everett, seconded by Lonnie A. Houck, and unanimously approved that TCW&SD immediately publish a Request for Proposals (RFP) for a Program Development Team offering Grants Writing, Administration, and Planning for Phase II Wastewater and our proposed Water expansion. We will then accept and rank proposals received; approve the successful team; and, approve and sign a contract.

A motion was made by Travis Beach to have our General Manager, John Gentry, sign an agreement with the Haskell/Meridian team to process a submittal to DEP on October 11th for Wastewater funding at a cost of \$2,000 to TCW&SD with the understanding that, if selected as the Program Development Team and paid by grant funding, the \$2,000 debt to TCW&SD will be forgiven. A second was obtained from Tommy Mauldin and the motion was approved unanimously.

4. The minutes of our meeting on August 22, 2006 were presented. **A motion was made by Travis Beach and seconded by Tommy Mauldin to approve the minutes as read. Minutes were adopted unanimously.**
5. Staff and Committee Reports
 - Sewer Project Update – John Gentry
Final Change Order #5 was submitted to increase the final completion date to September 6, 2006 and reduce the final contract amount to \$3,659,227.46. In our warranty inspection meeting with Rural Development on September 21, Mary Gavin advised us that she feels the \$25,000 reduction for construction delay will be reimbursed to TCW&SD for expense/loss incurred. The final payment of \$533,116.86 is now being processed through Rural Development. We anticipate that we will have \$49,483 remaining in our Grant monies after known expenses and reimbursements are resolved. These funds can be used for additional tools, spare parts, and other covered items.

Rural Development approved payment to Mike Smith of Smith, Smith, and Moore for services relative to Timothy Brooks' refusal to connect. This bill (\$1100.50) was paid with funds from the Wastewater Construction account.

TAYLOR COASTAL WATER & SEWER DISTRICT
MINUTES OF REGULAR COMMISSION MEETING

Page 2 of 3

- Financial Reports

Diane Carlton – Director's Report

Our August sales/total receivables were down and we did not gain any new customers. Of the \$303.75 shown in Adjustments, \$300 is for a second meter for non-potable water. Last month's billing for Keaton Beach Gas & Grill was excessively high due to a line break so we credited their account in October for \$134.92 sewage. Per their request, Jim investigated, discovered their leak, and asked that they repair the leak and install shut-off valves as needed. The leak has been repaired but no shut-off valves have been installed to our knowledge. They have requested that the Board consider an additional adjustment based on "average use". **A motion was made by Travis Beach, seconded by Tommy Mauldin, and approved unanimously that we adhere to previously set guidelines and NOT grant any further adjustment to Keaton Beach Gas & Grill for this billing.** Our Past Dues are in good condition. Ikey Devane is adhering to his payment plan and should clear his Past Due by January 2007. A certified letter was sent to Chet Sherrer on September 21 advising him that payment must be made or his account is subject to a disconnect on October 1.

Shirley Shinholser-Financial Report

We made our two (2) loan payments to Rural Development on September 1, 2006 using allocated monies in Savings and surplus monies in our Operating checking. We did NOT need to supplement the payments with funds from Savings, Cash Reserve nor have we needed to withdraw funds for operating expenses to date. Our reserves in Operating Checking are low but are expected to increase monthly. There were no unusual expenses during the month of August. We created and used our Petty Cash fund for miscellaneous postage costs that were not available on-line and avoided trips to town.

- Management Issues – John Gentry
(None to discuss at this time.)

- Water Operational Issues – Jim Gooding

Kenny Dalton of Dalton Electric has installed an autodialer at the Water Treatment Plant which will notify designated parties of power failures, generator status, etc. We are involved in a 30-day trial of a cell phone booster that to date is only 40%-50% successful. Fred Handy of Florida Rural Water Association calibrated our main pump and flow meter. We are still talking with DEP about plant classification and Operator requirements. (John Gentry -We have not yet received a response regarding the petition for variance.) We've installed one non-potable water meter to date for Larry Bass at Cedar Island. (Glenn Senter- No response has been received from our RFP for a well driller.)

- Wastewater Operational Issues – David Morgan

The chlorinator is still experiencing difficulties that are being addressed under warranty. Everything else seems to be functioning quite well.

- Phase II Funding – Glenn Senter

We've taken a giant step by hiring the Haskell/Meridian team to approach DEP on October 11th. We will follow through with our plan to hire a firm to provide Grants Writing, Administrative, and/or Planning Services for Phase II Wastewater, a new supply well, and an elevated storage tank.

6. OLD BUSINESS

- Discuss/Adopt Mission and Value Statement – Glenn Senter

After reviewing various submissions and making minor revisions, **a motion was made by Travis Beach to adopt the attached Mission Statement. A second was received from Danny Everett and the motion was approved.**

- SRWMD Response regarding development in the Taylor Beaches area – John Gentry

The proposed development of Magnolia Bay is on the radar screen of SRWMD but no permit has been issued yet. They recognize our concern about salt contamination and will continue to monitor the situation.

TAYLOR COASTAL WATER & SEWER DISTRICT
MINUTES OF REGULAR COMMISSION MEETING

Page 3 of 3

- Attorney Bill Blue's remarks regarding sewer connections – John Gentry
Our attorney, Bill Blue, feels that we should (1) activate the suit against Timothy Brooks for failure to connect and attempt to recover legal costs; (2) notify Howie Woods that he has thirty days to provide the \$5,000 deposit for a grinder pump installation or be subject to a water disconnect; and, (3) notify Hal Murphy that he has thirty days to pay in full for the grinder pump installation upon his property or be subject to a water disconnect. **A motion was made by Travis Beach, seconded by Tommy Mauldin, and unanimously approved that we proceed as recommended by our Attorney and add a note to Hal Murphy's letter stating that the grinder pump will be removed.**
- Report from Committee on Employee Benefits – John Gentry
The Committee is investigating possible benefits but awaiting future financial reports depicting our true profit/loss to determine which benefits TCW&SD may be able to offer.

7. NEW BUSINESS

- Review Statements of Qualifications for underground utilities – John Gentry
Although our request was advertised and mailed to several potential contractors, DeYoung and Dickey of Steinhatchee is the only one to respond. After reviewing the qualifications, **a motion was made by Danny Everett that we put DeYoung and Dickey on our list as a Qualified Contractor and proceed to obtain bids and award the contract to install additional grinder pumps. The motion was seconded by Lonnie A. Houck and approved.** A letter will be sent to DeYoung and Dickey requesting an itemized quote for those four (4) customers who have paid a deposit and desire to connect now as well as Brooks and Woods who are required to connect before the December 12th deadline. Others may be added to the proposed contract before closure.
- Clarify policy regarding tenure of two (2) or more RVs on one lot/one meter – John Gentry
We will continue to use the County's restriction of six (6) months within the calendar year. RVs on any given lot may "share" water but usage cannot cross a lot line.
- Adopt budget for 2006-2007
The proposed budget was reviewed. **Travis Beach made a motion to accept the budget for fiscal year 2006-2007. A second was received from Tommy Mauldin and the motion approved unanimously.** A copy is attached and should be considered a part of this document.

8. A motion to adjourn was presented by Travis Beach, seconded by Danny Everett, and approved. The meeting was adjourned.

(The next meeting is scheduled for Tuesday, October 24, 2006 at 5:30)

Board Actions:

1. Approve publishing a Request for Proposals (RFP) for a Program Development Team offering Grants Writing, Administration, and Planning for Phase II Wastewater and proposed Water Expansion.
2. Approve signing of agreement with the Haskell/Meridian team to approach DEP on October 11th regarding grant funding for Phase II Wastewater at a proposed possible cost to TCW&SD of \$2,000.
3. Approve the Minutes of our meeting on August 22, 2006.
4. Approve a motion to deny additional credits to Keaton Beach Gas & Grill's current billing.
5. Adopt our Mission Statement.
6. Approve proceeding with recommendations of Attorney regarding those who have failed to connect or to provide deposits/payments as requested.
7. Approve DeYoung & Dickey as a Qualified Contractor to bid on additional grinder pump installations.
8. Approve budget for fiscal year 2006-2007.

Action Items:

1. Obtain and review RFPs for Grants Writing, Administration, and Planning

Shirley Shinholser
Secretary