

TAYLOR COASTAL WATER & SEWER DISTRICT
18820 BEACH ROAD
PERRY, FLORIDA 32348

PHONE: (850) 578-3043

FAX: (850) 578-3095

MINUTES OF REGULAR COMMISSION MEETING
November 18, 2008

1. The meeting was held at the District Building at 5:30 PM on November 18, 2008. Present were:
COMMISSIONERS: Glenn Senter, Lynn Aibejeris, Tommy Mauldin, Charles Carlton and Lee Bennett
TCW&SD STAFF: Jim Gooding, David Morgan, Diane Carlton and Shirley Shinholser
Vice-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. Resignation of Commissioner/Chairman Lonnie A. Houck, Jr.
Due to his recent election to the Taylor County Board of Commissioners, Lonnie A. has been advised to resign from the TCWSD Board of Commission. Commissioner Houck is an asset to our community and has provided proven leadership to the District. We look forward to working with him in his new position. **In consensus, the Board accepted the resignation of Lonnie A. Houck, Jr. as District Commissioner.**
4. Presentation of 2007-2008 Audit Report – Richard Powell of Powell & Jones, CPA
The District once again received an unqualified, clean opinion. The net assets are not as liquid as last year but are still in a good operating ratio. The capital assets are young with only 20% depreciation. The long-term debt of the retirement reimbursement to Taylor County BCC has been entered along with a prior year adjustment of \$17,000 for the recently discovered indebtedness to Mr. Belcher and Sawgrass Bay which was inherited from TCU, Inc. The unrestricted equity is fairly low and cash flow has decreased but is manageable until the implemented changes to generate income/decrease expense can increase reserves. The District met its obligations towards both USDA-RD loans and did not experience a financial emergency. No fault was found with internal control and, therefore, a clean, unqualified opinion was entered with no reportable findings. **A motion was made by Lee Bennett to accept the 2008 Audit as presented. A second was obtained from Lynn Aibejeris and the motion passed unanimously.**
5. Phase II “Kick-Off” Meeting – John Horvath, Rob Best, and Chris Baggett of Jones Edmunds
After receipt of the signed engineering agreement, a contract was initiated with Delta Land Surveying who began work today and will complete the surveying within sixty (60) days. Rob Best, project engineer for Jones Edmunds, will be doing some field work in preparation for the preliminary engineered drawings. Once complete, the drawings will be made available to the public for review on at least two (2) occasions. The goal is to have complete design by April/May 2009 and have the DEP permit in hand allowing for bid advertisement in May. Subject to USDA-RD approval, an award will be made and construction should take place July through December 2009.
The location of the lift station is still undetermined. It may be eliminated altogether, if feasible, resulting in a savings of \$100,000 to \$150,000 installation dollars plus future energy and maintenance costs.
Delta was selected as the surveyor for Phase II because they presented a reasonable bid, are a local company familiar with the area and presented a good survey for us in Phase I. As in Phase I, an aerial will be used as the background of the design.
6. Welcome additional guests and open floor for questions/comments
(Steve Proctor, new Emergency Management Coordinator for Taylor County) – I’ve been in Taylor County two weeks and just learned of TCWSD through DEP because of the recent sewer line break. I am here to help the District in any way possible. I have experience in obtaining Grant funding and will gladly work with you to accomplish your goals for the District, especially in the areas of water provision, quality and protection. I understand that your system will allow you to bypass a lift station should there be a power outage, but if you need assistance in obtaining generators for the pumps, I will be happy to assist.
(Danny Collins of Haskell) – The completed EPA grant application for the second appropriation obtained by Congressman Boyd is presented tonight for signatures and will be mailed as soon as requested letters from ACOE and FWC are received and added. These are construction funds so we still have time to get these documents submitted and approved prior to the time they can be used.
We have not heard any more regarding the third earmark made by Congressman Boyd but we expect it to be passed by Congress at its upcoming session.

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7. The October 28, 2008 minutes were presented. Commissioners Senter and Bennett requested that the following sentence be added to 6(b): *The District desires to treat all customers the same and will give every customer the same consideration.* **A motion was made by Lee Bennett and seconded by Lynn Aibejeris to approve the Minutes as read and amended. Minutes were adopted unanimously.**

8. Staff and Committee Reports

a. Billing Supervisor's Reports – Diane Carlton

Our total sales showed a slight increase over last month and October 2007. The past due accounts are in fair shape with only two (2) accounts being greater than sixty days past due. They have now been disconnected. We gained one new water customer at a vacant lot on Marina Road. The October adjustments resulted in a loss of \$120.89 due primarily to non-potable water adjustments. **A motion was made by Lee Bennett to accept the Billing Supervisor's reports as presented. A second was obtained from Tommy Mauldin and the motion was approved unanimously.**

b. Office Manager's Reports – Shirley Shinholser

The October Balance Sheet reflects the deposit of our budgeted reserves and our first payment of retirement reimbursement to the County. We experienced a total income of \$27,847.69 -- \$285.48 greater than our budget expectations. Although several expense accounts appear to be over budget, it is due to annual costs versus monthly budgeted amounts. The Expense Breakdown offers a detailed view of these costs. Over all, our expenses were \$244.15 less than expected for the month of October resulting in a net income of \$5,332.15 for the month. **A motion was made by Lee Bennett to accept the financial reports as read. Charles Carlton offered a second and the motion passed unanimously.**

c. Water Operational Issues – Jim Gooding

Water operations are going well at this time. We have experienced some minor trespassing on our well-head protection area so we purchased and posted some new signs clearly identifying the area and we repainted the boundary markers. Supervision of the area has been solicited from FWC and the Sheriff's office. Our new Well-Head Protection Plan has been created and presented by Florida Rural Water and will be a great tool for future use. We appreciate the offer of assistance from our new EM Coordinator, Mr. Proctor, and look forward to working with him on future projects

d. Wastewater Operational Issues – David Morgan

As previously mentioned, a welded joint on our 6" sewer main along Highway 361 separated and released sewage into the ditch. The spill was contained and did not encroach upon water bodies or marshland. DeYoung Construction was called immediately and assisted us with the repair. The State Warning Point and DEP were notified. DEP sent a representative to inspect the area and determined everything to be in order. We were advised to purchase some signs to warn the public should a future incident occur. Grass seed will be obtained for the area.

9. OLD BUSINESS

a. Fender at Ezell Beach

Commissioner Senter sent a note to Mr. Fender but no response has been received. Commissioner Carlton stated that he would like to revisit this topic at our December meeting.

10. NEW BUSINESS

a. Consider recommendations for District Commission

A legal ad soliciting applicants for a District Board vacancy has been submitted to Perry Newspapers for release on November 21 and November 26. It has also been posted on our web site. Several individuals have indicated verbally that they are interested in applying for a position on the Board, so, **in addition to seeking an appointment to complete the term of Lonnie A. Houck, Jr., the Board agreed in consensus to also ask that the TCBCC consider replacing Commissioner Moody due to his continued absence at our monthly meetings.** Per County Ordinance 2006-8, any Commissioner missing more than three (3) regularly scheduled meetings during a twelve-month period may be removed at the discretion of the TCBCC.

Applications are to be submitted to the District Office no later than 2:00 on Monday, December 8, 2008. A copy of all applications plus a ranking sheet will be emailed to each Commissioner for review and

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recommendations. A consolidated ranking sheet and all applications will be forwarded to the County for appointment(s) at their meeting on December 16, 2008.

11. There being no further business, Lee Bennett made a motion to adjourn; a second was received from Lynn Aibejeris and the meeting was adjourned and 6:41.

**The next regularly scheduled meeting will be held on
Monday December 15, 2008 at 5:30.**

Board Actions:

- Accept resignation of Lonnie A. Houck, Jr. as District Commissioner
- Accept the 2008 Audit as presented
- Approve Minutes of October 28, 2008 as amended
- Approve Billing Supervisor's reports for October 2008
- Accept October 2008 financial reports
- Agree to request that TCBCC appoint new Commissioners to complete the terms of Lonnie A. Houck, Jr. and Jim Moody

Action Items:

- Review applicants for District Commission and present recommendation to County



Shirley Shinholser
Recording Secretary