

TAYLOR COASTAL WATER & SEWER DISTRICT
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MINUTES OF REGULAR COMMISSION MEETING
December 19, 2006

1. The meeting was held at the District Building at 5:30 PM on December 19, 2006. Present were:
COMMISSIONERS: Glenn Senter, Lonnie A. Houck, Travis Beach, Lynn Aibejeris, Lee Bennett, & Jim Moody
TCW&SD STAFF: John Gentry, Jim Gooding, David Morgan, 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. Chairman Senter, the Board, and the Staff welcomed our new Commissioner, Lee Bennett. There were no other guests present.
4. The minutes of our meeting on November 27, 2006 were presented. **A motion was made by Travis Beach and seconded by Lynn Aibejeris to approve the minutes as read. Minutes were adopted unanimously.**

5. Staff and Committee Reports

- Sewer Project Update – John Gentry

We have approximately \$135,000 of Grant monies available with estimated expenditures of \$130,000 leaving us about \$5,000 in excess funds. The expenditures do not include the \$40,000 due as reimbursement to TCW&SD for Administrative wages paid due to contract extension; however, we have received and reserved the \$25,000 due the District for the contract extension. Rural Development is holding firm to their decision not to approve the additional engineering expenses by Jones Edmunds. Payment for these services will have to come from EPA or TCW&SD funds. In addition to the \$5,000 in grant monies, we have nearly \$44,000 in payments received from customers who purchased the grinder pump installed upon their property during Phase I construction and were not eligible for coverage under the Grant program. We have reviewed our records and determined that there are twelve (12) customers in the Phase I service area who have purchased a grinder pump in one of our three installation periods and abandoned an active, useful septic tank. We can consider offering these twelve (12) a \$2,000 rebate for the loss of their septic tank since they were required to abandon their septic tank and come on line. **After a brief discussion and shared concerns, Chairman Senter suggested that we table the decision until next month allowing time for the Board to review the list of customers proposed for rebates and consider the amount to be offered. In general consensus, the Board approved to table the item.**

DeYoung and Dickey of Steinhatchee has been secured as our Underground Utilities Contractor. They are already working on the installation of eight (8) additional grinder pumps in the Phase I coverage area. They have quoted \$6,200 per unit with an additional charge of \$450 to pump and abandon a septic tank. Charges to those who already have an installed valve box may be reduced to approximately \$5,000.

Warranty items on our wastewater system have been addressed except for the receipt and installation of a new autodialer to replace a damaged unit. We've purchased some degreaser to aid in the maintenance of our two lift stations.

Haskell is proceeding with procurement of funding for Phase II which will include Dekle Beach, Dark Island, Fish Creek, and Boggy Bay. Areas beyond our proposed Phase II coverage area (i.e. Spring Warrior, Adams Beach) may be considered for a future phase and will possibly require a satellite station. Through the Pre-Development grant previously obtained, we already have our Environmental Assessment and Preliminary Engineering Report for Phase II.

We have heard nothing further from the Magnolia Bay team since our meeting with them on November 15th. They borrowed and returned our Phase II PER so we assume they are working on the Feasibility Study. Documents are being prepared for presentation to all proposed Developers who will be required to pay for provision of services. Should TCW&SD provide water and wastewater services to large developments, we may need to hire a developmental coordinator and additional staff. We will also need to inquire about the purchase of land to extend our spray field (currently 100 acres)

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- Financial Reports

Director's Report- Shirley Shinholser for Diane Carlton

As expected for this time of year, our sales are down. We've experienced one turn-off and transferred one account ownership. Our November adjustments include the one time forgiveness of \$366.29 to Ikey Devane, Customer #245, due to his extended illness and low income. Customer #313, Ron Sheaffer, has not made a payment on his account since September 7, 2006. The phone has been disconnected and there seems to be no activity at the home. A letter has been mailed requiring payment in full by December 29th to avoid a water cut-off. **Board agreed unanimously to discontinue water and sewer service to Mr. Sheaffer if the account is not paid in full by the end of 2006. Existing or new owners will be required to pay the past due amount plus the \$300 fee for re-connects.**

Financial Report- Shirley Shinholser

Per previous Board action, our water connection fees (formerly Membership) were distributed to Capital Improvements (25%); Cash Reserve Savings (25%); and, TCU Loan Payments at Citizen's Bank (50%). Now that the TCU loan is paid in full, what shall we do with the 50% portion of the water connection fees? **A motion was made by Travis Beach that we place 50% of our water connection fees into a sub-account of Savings entitled Funded Depreciation. The motion was seconded by Lee Bennett and approved unanimously.** We have received our final grant monies from EPA, but disbursements have not yet been approved by Rural Development. Our total income and expenditures for November 2006 were less than average resulting in a profit of \$545.48 for the month. The 2007 National Cost of Living Assessment of 3.3% will be applied to all employee wages beginning with the December 2006 wages which are payable in January 2007 per Board action on October 19, 2005. The mileage reimbursement rate will increase to 48.5 cents per mile for travel after January 1, 2007. Per County guidelines, the District Office will be closed Monday, December 25, and Tuesday, December 26, for the Christmas holidays. We will also close the office on Monday, January 1, 2007, New Year's Day.

- Management Issues – John Gentry

We have received a three-year variance from DEP for our Class "D" Operator in our Class "C" Water Treatment Plant. The stipulation is that Jim must obtain his Class "C" license within three years or be replaced at the end of the term. Our annual DEP compliance inspection was conducted on November 9, 2006 and it was noted that the well casing at well number one does not extend at least twelve inches above the apron. Due to the difficulty of extending a well casing, no action is required at this time. We've contracted with Jones Edmunds to conduct our required ground water sampling on the WWTP test well for 2006 and 2007. They have conducted the first of three samplings at an estimated cost of \$2500 each. On December 7th, we discovered that sewage was seeping from the ground into the right of way from our 3" pressure main located along Marina Road at Keaton Beach where a fusion weld in the line had failed. We contained the spill and installed a repair clamp on the HDPE pipe. No further leakage has occurred. We are attempting to have spare parts readily available and developing a plan of action for quick repair of any future leaks. We've received no notice that our gray water issue with Chappell on Ponce de Leon has been resolved. **Board agreed to take no further action at this time. Commissioner Beach will approach Mr. Chappell to inquire of his plans.**

- Water Operational Issues – Jim Gooding

We are continuing improvements on our water system by replacing old meters with new ones that have a backflow device as required by DEP. This will assure accurate readings and charges for our customers. The new VFD has been installed on the well enabling us to use our generator to provide water during emergencies. We received a waiver from DEP for pesticide tests based on our site inspection on November 9th, past analyses, and information provided to DEP through their application questionnaire. This resulted in a savings of \$300-\$500. The tests are due again in 2009 but we can apply for another waiver.

- Wastewater Operational Issues – David Morgan

Everything is working well at the WWTP and we now have a new Jon boat to use for cleaning and maintaining our pond. The repair at Marina Road was a learning experience and we will be better prepared for the next occurrence. The handles from the Wastewater valve boxes have been pulled to avoid customer intervention.

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- Phase II Funding – Glenn Senter

Haskell has completed a draft of the Community Budget Issue Request (CBIR) which will be submitted to the State Legislature before January 15, 2007. We are hoping the engineering for Phase II can be done in 2007 with construction in 2008.

6. OLD BUSINESS

- Update on proposed meeting with TCBCC

The TCBCC prefers to meet with us at the District building. **John and Shirley will coordinate with the County Manager to discuss dates and times.** A notice will be placed in the paper announcing the public meeting of the two Boards. The purpose of the meeting is to discuss the role of the District as an extension of the County to serve our communities.

7. NEW BUSINESS

- Review and discuss Board meeting dates for 2007

After general discussion, it was decided that the regularly scheduled meetings of the TCW&SD Board of Commissioners will remain on the fourth Tuesday of each month of 2007 EXCEPT for January 23, May 22, and November 27 which conflict with the TCBCC. We will hold those meetings on the prior Monday (January 22, May 21, and November 26). Our December 2007 meeting will be held on the 18th due to Christmas.

- Elections of Officers

We will elect officers for the TCW&SD at our January meeting.

8. A motion to adjourn was presented by Travis Beach, seconded by Lonnie A. Houck and the meeting was adjourned.

(The next meeting is scheduled for Monday, January 22nd at 5:30)

Board Actions:

1. Approve Minutes of November 27, 2006
2. Approve disconnect of water and sewer for Sheaffer, Customer #313, due to non-payment on account
3. Approve placement of 50% of Water Connection Fees into the Funded Depreciation Account
4. Adopt meeting dates for 2007

Action Items:

1. Consider possible rebates for abandonment of new, approved septic tanks by those required to purchase a grinder pump in the Phase I service area
2. Discuss gray water issue with Mr. Chappell
3. Establish a joint meeting of the District and Taylor County Commissioners to discuss role of the District

Shirley Shinholser
Secretary