

TAYLOR COASTAL WATER & SEWER DISTRICT
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MINUTES OF REGULAR COMMISSION MEETING
December 15, 2008

1. The meeting was held at the District Building at 5:30 PM on December 15, 2008. Present were:
COMMISSIONERS: Glenn Senter, 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. Welcome guests and open floor for questions
Danny Collins of Haskell was present to deliver a completed copy of the revised EPA Stag Grant application. Unless EPA has further questions, we are ready to submit for those funds once construction begins.
4. The Minutes of November 18, 2008 were presented. **A motion was made by Lee Bennett and seconded by Tommy Mauldin to approve the Minutes as read. Minutes were adopted unanimously.**
5. Staff and Committee Reports
 - a. Billing Supervisor's Reports – Diane Carlton
November's total charges were up but we show a decrease in receipts due primarily to the change in the billing cycle because of the holidays. Four (4) of the five (5) past due accounts have been turned off and the other has been brought current. The Adjustments indicate an income due to disconnect fees applied to five (5) turned-off accounts. These monies will not be collected until the accounts are re-activated. **A motion was made by Tommy Mauldin to accept the Billing Supervisor's reports as presented. A second was obtained from Lee Bennett and the motion was approved unanimously.**
 - b. Office Manager's Reports – Shirley Shinholser
The Accounts Payable noted on the November Balance Sheet is elevated due to the \$6,835 charge for the 2008 audit. There are no other exceptional Assets or Liabilities. Our total income for November was slightly above budget resulting in a YTD gross income of only \$174.30 less than budget. Although some of our expenses appear to be above budget, it is due to annual costs versus monthly budgeted amounts. First of year payment of these annual costs results in a YTD Net Income of \$4,422.88 versus the anticipated \$10,386.04. An expense breakdown is attached for your review. **A motion was made by Lee Bennett to accept the financial reports as read. Tommy Mauldin offered a second and the motion passed unanimously.**
Per Florida Rural Water's Wellhead Protection Plan, future well sites will never be more available, easier to protect or less expensive than they are today. Therefore, it is recommended that the District actively pursue funding to install a new 12 inch well (previously determined cost estimate of \$100,000) on the site selected several years ago. *Inquiry will be made regarding availability of funds.*
Several meetings of interest are coming up this week:
 - 1) Travis Hart, representative for Congressman Boyd, will be at the District Office from 9:30-11:00 Tuesday morning.
 - 2) We are on the agenda for the Tuesday night meeting of the TCBCC for the appointment of two (2) new District Commissioners.
 - 3) On Thursday, December 18th at 10:00 am, there will be a Taylor County Local Mitigation Strategy Meeting to introduce our new EMC, Steve Proctor; to discuss a mitigation plan to update process/grants/review; and, to discuss the long-range forecast for wild fire season.When called for emergency repair of our sewer main on November 6, 2008, DeYoung & Dickey Construction was advised to meet David and Jim on site at 1 o'clock. The contractor arrived early and proceeded to dig prior to the arrival of David and/or Jim and damaged a telephone line. Fairpoint Communications has billed DeYoung \$1167.64 for the line repair. Mr. DeYoung faxed the bill to the District stating that he felt he should not be required to pay the bill since it was an emergency and that he could not afford the payment. We made several attempts to reduce or eliminate the charges to no avail. Fairpoint staff reports that no further discounts can be offered since several cuts by the Contractor have been

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allowed to slide and they cannot continue to make allowances. It is the Contractor's responsibility to seek line locates even in an emergency situation. In an effort to maintain our long-term, good working relationship with DeYoung Construction, Commissioner Bennett will contact Fairpoint Communications once again to inquire about forgiveness/reduction of charges. Commissioner Senter will contact Mr. DeYoung to discuss the incident further.

c. Water Operational Issues – Jim Gooding

Water operations are going well. We have secured some part-time help to assist in cleaning/replacing some meter boxes.

Two bids have been received for the new roof of the Water Treatment Plant, the lowest being from DeYoung & Dickey Construction in the amount of \$8500.00. Since the funds received from the Phase I Contract Extension have been depleted, the District might consider using a portion of our CD (\$18,840) which matures in February 2009 to complete the roof. The remaining work can be performed as funds become available. **In consensus, the Board agreed to consider this option and discuss it further at the January 2009 meeting.**

d. Wastewater Operational Issues – David Morgan

The #2 pump at Lift Station #1 on Marina Road is continually tripping the circuit breaker. Our electrician has checked all equipment and believes we have a faulty pump. A Flygt Technician will come Thursday morning to inspect and possibly repair the pump on site. Although we have minimum running hours on the pump, the installation date of 2005 places us in the 50% warranty bracket. The fee charged by ITT Flygt for annual maintenance (inspecting and servicing both pumps) of the lift stations could cost up to \$600 per station.

We are repairing and painting the storage units at the Wastewater plant prior to the installation of a temporary covering which will give added protection until further steps can be taken.

6. OLD BUSINESS

a. Waiver of water reconnect fee, Fender

Commissioner Carlton suggested that the Board review all fees and strive to be consistent in the application of any waivers/adjustments offered. Commissioners Bennett and Senter stated that the Board had determined that each customer can approach the Board to challenge any fees/assessments. The staff is not "tied" to charge the determined fees and needs some flexibility in order to personalize service. Some of our fees are justifiable and some are rather stiff, therefore, each can be challenged by the customer. *It was recommended that the Board discuss all fees at the February 2009 meeting to see if some need to be altered. The office staff will check with other utility companies similar to ours for comparison fees and email the data to each Commissioner for consideration prior to the February meeting.*

7. NEW BUSINESS

a. Approve Board Meeting Calendar for 2009

The District Board of Commissioners will continue to hold regularly scheduled monthly meetings on the 4th Tuesday of each month at 5:30 pm with the following exceptions due to holiday conflicts:

The May meeting will be held on the 3rd Monday, May 18th

The November meeting will be held on the 3rd Monday, November 16th

The December meeting will be held on the 2nd Monday, December 14th

A motion was made by Lee Bennett to accept the 2009 Board Meeting Calendar. A second was obtained from Charles Carlton and the motion approved unanimously.

8. INFORMATIONAL ITEMS

a. An inspection of Phase I files has revealed that some are missing easements and there are still a few to obtain for Phase II. A list of those outstanding will be emailed to the Commissioners for assistance.

9. There being no further business, Tommy Mauldin made a motion to adjourn; a second was received from Lee Bennett and the meeting was adjourned at 6:30 pm.

**The next regularly scheduled meeting will be held on
Tuesday, January 27, 2009 at 5:30**

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Board Actions:

- Approve Minutes of November 18, 2008
- Approve Billing Supervisor's reports for November 2008
- Approve Financial Reports for November 2008
- Agree to consider use of CD funds to install new roof at Water Treatment Plant
- Approve 2009 Board Meeting Calendar

Action Items:

- Research availability of funds for new well
- Seek resolution of Fairpoint charges to DeYoung & Dickey for District's emergency repair
- Research fees implemented by other utility companies for discussion at February 2009 meeting
- Pursue completed utility easements for all files

A handwritten signature in purple ink, reading "Shirley Shinholser". The signature is written in a cursive, flowing style.

Shirley Shinholser
Recording Secretary