

TAYLOR COASTAL UTILITIES, INC.
POST OFFICE BOX 1126
PERRY, FL 32347
(904) 578-2277

MINUTES OF BOARD MEETING
April 17, 1996

1. This regular monthly Board Meeting was called for April 17, 1996 instead of the usual third Thursday by the President because of several conflicts. The meeting was held at the Keaton Beach Marina at 7:00 PM. Present were Travis Beach, Bob Ballinger, Larry Murphy, Mike McKinney, Bob Meissner, Sandra Bolton and Jim Gooding. A quorum was declared.
2. The reading of the minutes of the previous meeting was waived. Motion by Bob Meissner, Second by Larry Murphy, unanimous.
3. The Treasurer's Report was given by Bob Meissner. The status of the Fish Creek Project was covered.
4. President Beach presented the Board with a verbal proposal from D. L. White to sell Taylor Coastal Utilities, Inc. his water system. This is the old Portwood system. His price was \$30,000. After a discussion the Board voted against the proposal due to the price that was felt to be excessively high. Motion to not purchase at this price by Ballinger, second by Murphy, unanimous.
5. The progress of pipeline installation in the Blue Creek area was discussed. This installation was approved with the provision that the customers in the area of the pipelines be allowed 30 days from receipt of a letter stating service availability, to sign Users Agreement for \$250.00. Motion by Larry Murphy, second by Bob Meissner, unanimous.
6. Bob Meissner asked that the Board consider approving a contractual arrangement with him for Engineering Services. These services have been furnished at no charge to date. The Board expressed the desire to retain Bob on the Board and continue to have him as the Engineer of Record for the Utility. Bob stated that he would like to remain on the Board without pay as required by the bylaws. He request that he be permitted to charge for engineering services. Bob added that he may be leaving his presnet job at the local Public Health Unit for personal reasons. The Board approved this agreement in principal. Bob was directed to bring a contractual agreement to the next meeting for discussion and approval. Motion by McKinney, second by Murphy, unanimous.
7. The painting of the water plant was discussed. The Board asked that the logo be painted on the building with the phone numbers of the key customer contact people. A sign will also be placed at the Bob Meissner Pumping Station. Travis will secure a sign painter.
8. Three letters will be prepared for late paying customers and approved by the Board at the next meeting. Also letters will be sent immediately to those customers who are substantially overdue at present. Motion by Larry Murphy, second by bob Ballinger, unanimous.
9. D.L. White wishes to make three connections to the system. Since this is a special case, the Board decided to offer D.L.White the opportunity to connect for a connection fee of \$250.00 provided the connections are made in the near future. Motion by Larry Murphy, second by McKinney, unanimous.
10. Meeting adjourned.



Robert W. Meissner
Secretary/Treasurer

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MINUTES OF BOARD MEETING
May 16, 1996

1. The meeting was held at the Keaton Beach Marina at 7:00 PM. Present were Travis Beach, Bob Ballinger, Larry Murphy, Lewis Moody, Sandra Bolton, and Jim Gooding. A quorum was declared.
2. The minutes from the meeting of March 21, 1996 were read and approved. Motion by Ballinger, second by Moody, unanimous.
3. A report on the East Cedar Island project (AKA the Blue Creek Expansion) was given by the President. A letter to be sent to the landholders in the area was read and approved. Motion by Ballinger, second by Moody, unanimous. Mr. Beach also reminded the Board that the water could not be connected to users until clearance was given by the Department of Environmental Protection.
4. The President requested Jim Gooding to participate in any conferences which he felt would be beneficial to the Utility. The Board has previously agreed to pay necessary expenses.
5. A proposed contract for Engineering Services with Bob Meissner was read. Action was deferred until the next meeting.
6. Jim Gooding reported that there were no problems requiring immediate action. The Fish Creek and Blue Creek extensions both have leaks which need to be isolated and repaired. Some additional valves may be necessary. Jim said that he and Sandra were working together to insure correct billing to each customer. Several recent problems have been corrected. Jim also reported that the well still has not passed its bacteriological tests. The worst case may be the need for filters. Additional work is being done with the Rural Water Association Experts to determine the best possible disinfection procedure and make another attempt at disinfectin of the well.
7. The pump house has been painted. The logo will be painted on the building and on a sign will be made for the pumping station.
8. Sandra Bolton reported that all late customers have been contacted. All have settled on a payment plan except Mr. Devane. Travis has a plan to handle this situation which may require several weeks. The Board approved locking out his service as soon as it is apparent that the new efforts to obtain payment are unsuccessful. Motion by Ballinger, second by Moody, unanimous.
9. The meeting was adjourned.

Sandra Bolton
Recording Secretary

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MINUTES OF BOARD MEETING
June 25, 1996

1. The meeting was held at the Keaton Beach Marina at 7:00 PM. Present were Travis Beach, Bob Ballinger, Larry Murphy, Mike McKinney, Betty Towles, Sandra Bolton, and Jim Gooding. A quorum was declared.
2. The minutes from the meeting of April 17, 1996 and May 16, 1996 were read and approved. Motion by Murphy, second by Towles, unanimous.
3. Bob Meissner made the treasurers report. He reported that it would take approximately 2 more months to complete payment for the Blue Creek expansion. Past due accounts were discussed. The only overdue account which was not working toward resolution was Mr. Devane. Travis reported an agreement to resolve this issue with an installment payment program. In the event that Mr. Devane does not keep his payments on schedule his water will be cut off without further Board action. Motion by Towles, second by Ballinger, unanimous.
4. The Board approved entering into a contract with Bob Meissner for Professional Engineering Services. Motion by McKinney, second by Murphy, unanimous.
5. The attached project list was discussed. The board discussed the items and asked that additional details be developed for some of the more urgent items. 7. The pump house has been painted. The logo will be painted on the building and on a sign will be made for the pumping station.
6. The Board authorized Bob Meissner to start work on permitting an extension up the Jody Morgan Grade. Motion by McKinney, second by Murphy, unanimous.
6. Betty Towles mentioned that there is a smell in the water at Fish Creek. The board discussed possible causes and the most likely is the lack of chlorine residual because of the low use and long line. The Board authorized Towles, Kelly, Sr., Kelly, Jr., and Edwards to use extra water whenever possible to maintain a flow in the line. They will be billed only the basic service fee. This will be reviewed next month. Motion by Meissner, second by Towles, unanimous.
7. Several difficulties with the pump operation at the pumping station were discussed. Also the 4" well pump seems to indicate problems. Bob Meissner and Jim Gooding will bring recommendations to the next meeting.
8. Sandra Bolton reported that problems with billing continue to decrease. The Board asked her to print information on the handling of emergency situations on the back of the next bills.
9. The meeting was adjourned.



Sandra Bolton
Recording Secretary

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List of possible projects:

1. Complete clearance of the new well.
2. Repair the pump for the 4" well. Maybe get a larger pump.
3. Complete permitting for the Blue Creek Extension.
4. Complete permitting for the Fish Creek Extension.
5. Erect the sign at the Pumping Station
6. Plan and estimate and permit the Jody Morgan Extension.
7. Start work on a wellhead protection ordinance or landholder agreements.
8. Record pressure at Fish Creek, Dekle Beach, Keaton Beach and the Blue Creek church over the 4th of July weekend. Study the operation of the valves, levels, and pumps at the pumping station.
9. Prepare budget for next year.
10. File State intangible tax return
11. Put all accounting into Peachtree
12. Complete Audit and prepare tax forms.

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AGREEMENT FOR ENGINEERING SERVICES

June 26, 1996

This agreement for professional engineering services between Taylor Coastal Utilities, Inc. and R. W. Meissner and Associates, Inc. is entered into by both parties this 27th day of June, 1996.

Services will include all DEP permitting activities, preparation of complete system drawings, set-up Peachtree Accounting for all transactions through the completion of the first audit, various associated tasks not normally a part of the duties of a Director or Secretary/Treasurer.

Services will be billed on an hourly basis at \$20.00 per hour. Monthly invoices showing task activity will be submitted on the 5th of the following month.

The primary initial tasks are:

1. Secure DEP permitting for the Blue Creek Extension.
2. Secure DEP clearance for the Fish Creek Extension.
3. Secure DEP clearance for the 6" well.
4. Set-up Peachtree accounting and enter all transactions from the beginning of the Corporation.
5. Work with Ms. Waters to complete the first audit, file all necessary tax reports, and set a budget for the next fiscal year.
6. Secure DEP permitting for the Jody Morgan Extension

For R. W. Meissner and Associates, Inc.

For Taylor Coastal Utilities, Inc.

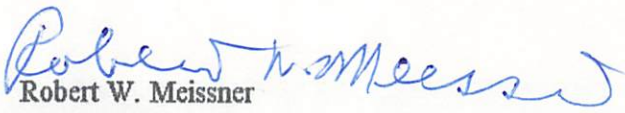
Stella P. Meissner
Stella P. Meissner, President

Travis Beach
Travis Beach, President

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MINUTES OF BOARD MEETING
July 17, 1996

1. The meeting was held at the Keaton Beach Marina at 7:00 PM. Present were Travis Beach, Betty Towles, Larry Murphy, Mike McKinney, Bob Meissner, and Jim Gooding. We had a proxy from Bob Ballinger, however he arrived before the meeting was over. A quorum was declared.
2. The minutes of the Meeting of June 25, 1996 were approved with the request to include both Kelly families in item 6. Motion Towles, second McKinney, unanimous.
3. The Treasurer reported that only \$3,000 remained outstanding on the Blue Creek project. This will be paid off in August.
4. It was reported that the water reaching Fish Creek is satisfactory since we have encouraged extra use by the Towles, Edwards, and both Kelly's.
5. Bob Meissner reported that the permitting papers were sent to DEP for both Fish Creek and Blue Creek projects. Answers are expected in 1 to 2 months.
6. Expansion to the Jody Morgan Grade area was discussed. It was decided to table this until the August meeting.
7. The Board reconsidered the connection fee. The feeling was that \$750 approved at the last meeting was too much of an increase. It was decided to set it at \$500. Motion by McKinney, second by Murphy, unanimous.
8. The Board meeting was changed to the third Wednesday at 7:00 PM at the Keaton Beach Marina. Motion by Meissner, second by Towles, unanimous.
9. The need for additional property around the well field for protection and future expansion was discussed. Travis Beach will discuss this with the adjacent landowners. The Board felt that this item should continue to be discussed at further meetings.
10. The meeting was adjourned.


Robert W. Meissner
Secretary/Treasurer

7-17-96

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Your account stated to date. If error is found return at once.

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MINUTES OF BOARD MEETING
August 21, 1996

1. The meeting was held at the Keaton Beach Marina at 7:00 PM. Present were Betty Towles, Travis Beach, Larry Murphy, Bob Meissner, Mike McKinney, Bob Ballanger, Jim Gooding and Sandra Bolton. A quorum was declared.
2. The minutes of the meeting July 17, 1996 were read and approved. Motion by Towles, Second by Murphy, unanimous.
3. The Treasurer reported that we had approximately \$3,000 in the operating account.
4. The Board decided to send out letters extending the discounted hook up period at Blue Creek. Motion by McKinney, second by Towles, unanimous.
5. The Board authorized payment of \$400.00 to R.W.Meissner and Associates, Inc. for engineering services relating to the permitting of the Fish Creek and Blue Creek extensions. Motion by Beach, second by Murphy, unanimous.
6. Travis Beach gave the leadership of the meeting to Mike McKinney for a discussion and vote on starting permitting of an extension to the Jody Morgan Grade. The Board decided that permitting should start on this project. R. W. Meissner & Assoc, Inc. was authorized to provide necessary engineering services. Motion by McKinney, second by Towles, unanimous.
7. Inkeeping with our policy, Jim Gooding was encouraged to attend the Rural Water Association meeting October 8 & 9 at the expense of the Corporation.
8. Ms Bolton reported that Simmons and Archer are significantly behind in their payments for service. Mr. Devane has not paid recently also. The Board decided to send a certified letter to Mr. Devane and if no answer is received in 10 days cut off his service. Motion by Towles, second by Ballinger, unanimous.
9. The Board approved the purchase of an answering machine by Sandra Bolton. Motion by Beach, second by Ballinger, unanimous.
10. The Board approved the purchase of a "State Wide" beeper for Jim Gooding. Motion by Murphy, second by McKinney, unanimous.

Taylor Coastal Utilities, Inc.
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11. Several items were discussed for either immediate or future action:
 1. Travis will ask Portwood to mow the grass at the well site.
 2. A study is needed to see if a chlorine booster station is needed.
 3. Resolving the issue of the new well that has not passed bacteriological sampling.
 4. Letter needed to road dept. on calling us before digging.
 5. Resolve pump problem on the 4" well.
 6. Resolve the starter problems on the booster station.

12. The meeting was adjourned.


Robert W. Meissner
Secretary/treasurer

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**MINUTES OF BOARD MEETING
September 18, 1996**

1. The meeting was held at the Keaton Beach Marina at 7:00 PM. Present were Travis Beach, Larry Murphy, Bob Meissner, Mike McKinney, Bob Ballinger, Jim Gooding and Sandra Bolton. A quorum was declared.
2. The minutes of the meeting August 21, 1996 were read and approved. Motion by McKinney, Second by Ballinger, unanimous.
3. The Treasurer reported that we had approximately \$3,000 in the operating account. \$1,000 has been transferred to the Debt Reserve Account. This account now has a balance of approximately \$3,500.
4. The Board decided to send an information letter to all new members. Bob Meissner and Sandra Bolton will write the letter.
5. It was pointed out that Archer has not paid in several months. Bob Meissner was asked to write him a letter giving 30 days to bring the bill current. Motion by Meissner, second by Ballinger, unanimous.
6. The Board directed Bob Meissner to write a letter to the other utility companies stating that 24 hours notice was necessary before digging. This letter would also give a way to contact Jim Gooding on his beeper. Motion by Ballinger, second by Meissner, unanimous.
7. Bob Meissner said that a letter extending the Blue Creek discounted connection fee period to September 30, 1996 was sent to all potential customers in that area.
8. It was reported that the Portwoods have been asked to mow the grass as needed at the well site.
9. The Board agreed to suspend the billing at the Bell house on Cedar Island East until regular usage is resumed. Since this is a hardship case the service will be resumed without additional cost when usage is established on the property. Motion by Meissner, second by McKinney, unanimous.
10. The Board decided that the replacement of the present 15 HP, 4" well pump is a priority item. Jim Gooding, Bob Meissner, and Mike McKinney were asked to bring back recommendations to the next meeting.
11. The following projects need attention as soon as time is available:
 1. The operation of the Booster station should be studied to determine the optimum operating strategy relative to pressure, valving and chlorine addition.
 2. The issue of the new well that has not passed bacteriological sampling must be resolved.
 3. Permitting of the Jody Morgan extension should be started.
12. The meeting was adjourned.


Robert W. Meissner
Secretary/treasurer

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**MINUTES OF BOARD MEETING
October 16, 1996**

- 1. The meeting was held at the Keaton Beach Marina at 7:00 PM. Present were Travis Beach, Bob Meissner, Mike McKinney, Betty Towles, Bob Ballinger, Jim Gooding, and Sandra Bolton. A quorum was declared.**
- 2. The minutes of the meeting September 18, 1996 were read and approved. Motion by McKinney, second by Ballinger, unanimous.**
- 3. The Treasurer's report was received.**
- 4. The status of the 4" well was discussed. The present pump does not perform properly. It is difficult to prime and it overloads the generator on starting. The Board asked Bob Meissner and Jim Gooding to research this problem and solve it with another properly designed pump. Up to \$5,000 was approved for field work and materials. Motion by Towles, second by Ballinger, unanimous.**
- 5. The present status of the 6" well was discussed. The water produced by this well appears identical to the water from the other two wells, however, this water has had persistent bacteriological contamination. It has not been approved by the DEP for use. Bob Meissner and Jim Gooding were requested to do any possible additional research and bring a recommendation back to the Board.**
- 6. Travis Beach disqualified himself from discussion or voting on this item and Mike McKinney led the meeting. The Board approved seeking a permit for an extension up Jody Morgan Grade. Permitting should include all areas which are expected to require future service. Costs will be \$250 to DEP and \$200 for R. W. Meissner and Associates, Inc. for performing engineering services associated with the permit application and approval. Motion by Towles, second by Ballinger, unanimous.**
- 7. The Board approved sending a late payment letter to Mike Archer. Bob Meissner will send a certified letter requesting a response with payment or suitable arrangement, in 15 days. Motion by Towles, second by Meissner, unanimous.**
- 8. The Board approved sending Sandra to Peachtree computer training in Jacksonville. Cost will be approximately \$500.00 including hotel, travel and registration. It will be a 2 day school. Motion by Towles, second by Ballinger, unanimous.**
- 9. An upgrade of the computer software will be required to properly install the Peachtree accounting package and have other capabilities in Windows. The Board approved \$200 for R. W. Meissner and Associates, Inc. to complete the necessary work. Motion by Beach, second by Ballinger, unanimous.**

Taylor Coastal Utilities, Inc.
Board Meeting Minutes,
October 16, 1996
Page 2

10. Sandra Bolton has agreed to handle all accounting work in addition to the billing work she has been doing. The Board approved an increase in her fee of \$300.00 for the added work involved in performing all accounting functions and maintaining all the Utility files and records relating to financial matters. Bob Meissner will continue to maintain engineering records. Jim Gooding will maintain water testing and equipment records. Sandra will perform all tasks involved in setting up the files and installing all past accounting information in the new Peachtree accounting system. She will provide all information needed by the Auditors. Her salary increase will be reflected in her check due November 1, 1996. Motion by Towles, second by Ballinger, unanimous.

11. Jim Gooding requested that his contract be reworded to eliminate cutting the grass and add carrying the beeper. He said that the fee would remain the same.

12. The Board agreed to adjust the excessive charges to the Corner Store in view of the present situation faced by the owner.

13. The meeting was adjourned.



Robert W. Meissner
Secretary/Treasurer

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MINUTES OF BOARD MEETING
December 4, 1996

1. The meeting was held at the Keaton Beach Marina at 7:00 PM. Present were Betty Towles, Larry Murphy, Bob Meissner, Mike McKinney, Jim Gooding, and Sandra Bolton. In the absence of Travis Beach, Mike McKinney presided at the meeting. A quorum was declared. This was the November meeting which had to be delayed due to Thanksgiving Holiday.
2. The minutes of the meeting October 16, 1996 were read and approved. Motion by Murphy, second by Towles, unanimous.
3. The Treasurer's report was received.
4. Jim Gooding reported on improvements made to the 4" well. The casing was removed and it was found that a submersible pump could be installed. The bend in the casing is at about 25 - 30'. The pump will be at 15 - 18'. A new pump was purchased and installed. It is 5 HP and starts easily with the generator. It pumps approximately 100 gpm. The problems with the pumping system on this well have been solved.
5. The continuing difficulties with gaining 20 acceptable bacteriological tests on the new 6" well were discussed by Bob Meissner. The DEP has agreed to conduct special tests on this well to gain more information on the type of contamination. It is probable that we will eventually have to install a filter system on this and possibly the other two wells. Another choice may be to drill a well in another area. The Board felt that we should be trying to acquire land about 1/4 mile north on the Beach Road as soon as possible as a location for an alternate well field in the event of continuing problems with the present 6" well. The Board authorized Travis Beach to begin discussions with the development owners who own the land we desire and try to arrange an agreement for purchase of approximately 1/4 acre. Motion by Towles, second by McKinney, unanimous.
6. Bob Meissner reported that he was preparing the permit for an extension on the Jody Morgan Grade. He said that he would have it submitted before the next meeting.
7. Jim Gooding reported that the Booster Station has been bypassed for the winter. This makes the operation simpler and saves us pumping costs. It will have to be returned to service in the summer when demand for water increases.
8. Bob Meissner reported that some painting was contracted on the pipes and equipment at the well site.
9. Sandra Bolton requested a safe deposit box at the bank to keep valuable papers and back up computer disks. The Board approved. Motion by Murphy, second by Meissner, unanimous.
10. The Board previously approved contract revisions for Sandra Bolton and Jim Gooding. The revised and signed contracts were reviewed by the Board and there were no comments.
11. The Board decided that the next meeting should be the regular January meeting due to the Christmas Holidays. Motion by Murphy, second by Towles, unanimous.



Robert W. Meissner
Secretary/Treasurer