

# TAYLOR COASTAL WATER & SEWER DISTRICT

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## MINUTES OF REGULAR COMMISSION MEETING

August 24, 2010

1. The meeting was held at the District Building at 5:30 PM on August 24, 2010. Present were: COMMISSIONERS: Lee Bennett, Charles Carlton, Leland Carlton, Marcia Parker, Gennie Malone and Lynn Aibejeris. Commissioner Glenn Senter was absent.  
TCW&SD STAFF: Jim Gooding, David Morgan, Diane Carlton and Shirley Shinholser  
Chairman Bennett called the meeting to order and declared a quorum present.
2. The meeting was opened with prayer and the Pledge of Allegiance.
3. There were no guests present.
4. The Minutes of July 27, 2010 were presented. **A motion was made by Leland Carlton with a second by Charles Carlton to approve the Minutes as read. Minutes were adopted unanimously.**
5. Phase II Update – Shirley Shinholser  
The Phase II Pre-Construction Conference will be held at the District Office on Thursday, August 26, 2010 at 10 o'clock in the morning. Those present will include: Steven Dicks of USDA-RD; Anderson Columbia Co., Inc. (contractor); Blue Rok Inc. and DeYoung Construction Inc. (sub-contractors); and, Jason Haeseler of Jones Edmunds. The District Chairman and/or Vice-Chairman should be present to sign documents. Other commissioners are encouraged to attend to become more informed about the upcoming construction. The contractor's proposed schedule will be presented, a start date will be determined and a "Notice to Proceed" will be issued. Change Order #1 will be executed to correct the incorrect contract value of \$1,248,316.30 in the "Notice of Award" to Anderson Columbia. This amount reflects costs of \$5,194 for a concrete encasement at Good Times Drive which was determined to no longer be required. The corrected Bid Award Amount of \$1,243,122.30 has been approved by all affected parties. The contractor has agreed to 150 days to substantial completion (February 2011) with final completion in 180 days (March 2011). Monthly progress meetings will be held in an effort to keep the project on schedule.  
At a previous planning meeting, the possibility of the Resident Observer parking his RV at the District Office at a fee to be determined and the Contractor establishing an office unit on site at the WWTP for an agreed upon monthly rental of \$300 to cover utility costs was discussed. **In consensus, the Board determined that an RV should not be parked at the District Office due to recent controversy over RVs in high hazard zones; the District Office sits on property leased from SRWMD; and, there are numerous established RV sites available in the area. Site rental for a contractor's office complex at the WWTP at a predetermined fee of \$300 per month to cover power and water usage is acceptable. The contractor may store materials and machinery on site at the WWTP if he provides his own lock for the gate and commits to keeping the premises locked at all times when not on site.** The District Wastewater Operator will secure all District materials, tools, etc.  
A copy of the "Notice to Proceed" will be forwarded to EPA to activate Phase II STAG funding in the amount of \$716,800.
6. Staff and Committee Reports
  - a. Billing Reports/Items – Diane Carlton  
July sales of \$30,604.35 were up in comparison with July 2009 and June 2010. Our past dues are in excellent shape with no accounts over 60 days and only three (3) accounts over 30 days past due. One of the three past due accounts is Yates, formerly Duty, which was reactivated by Board action due to the father's illness. He has recently died; the water was disconnected but the daughter has not paid the bill. Hardship is a factor. **Charles Carlton moved that the Board forgive the past due balance of \$36.58. The motion received a second from Leland Carlton and was approved unanimously.** Receivables are down due to customer pre-payments. There were no new service connections nor disconnects for the month of July. Adjustments were

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routine yielding a loss of \$168.05 due to non-potable water credits. **A motion was made by Leland Carlton to accept the Billing Supervisor's report as presented. A second was obtained from Lynn Aibejeris and the motion was approved unanimously.**

b. Financial Reports/Office Manager Items – Shirley Shinholser

There were no noteworthy changes on the Balance Sheet for July 31, 2010. Per the July 2010 Profit & Loss Budget Performance, our YTD income is \$15,339.00 less than budgeted; however, total YTD expenses are \$21,024 less than budget resulting in a gain of \$5,685 YTD Net Ordinary Income. Exceptional items noted on the expense report are: Phase II advertising which will be reimbursed; Bad debt expense credit for a returned check and associated fees incurred last month; Notary fees for Diane Carlton; Bond purchase for Commissioner Malone; grinder pump repair parts; installation of a 240 electrical service in the WWTP shop area for pump testing/repairs; and, generator service at the Water Treatment Plant. **A motion was made by Gennie Malone to approve the Financial Reports. Marcia Parker provided a second and the motion was approved unanimously.**

We were approached by a student of Taylor County Middle School requesting that we advertise in the yearbook. He was advised that we could not participate since we are a public entity using public funds.

While voting at the Supervisor of Elections Office, I was approached by Kenneth Dudley, County Engineer, questioning if the District's decision to install grinder pumps on personal property versus the County's right-of-way was mandated by an Ordinance or USDA-RD requirement. Investigation the next day revealed that the stipulation regarding placement of grinder pumps is not in a District or County Ordinance; nor is it a stipulation of USDA-RD. Phase I planning notes from Bob Meissner and Floyd Ford were discovered and faxed to Mr. Dudley indicating:

- 1) GP is to be placed near septic tank; greater than or equal to 10 ft. from water line
- 2) GP is not to be placed on the right-of-way to protect from vehicular traffic damage.

Taylor County has been approached by various property owners at Ezell Beach requesting that Ezell Beach Drive become a one-way street and that a right-of-way use permit be granted for parking. ***Per Board instruction, an inquiry will be made to see if a different style grinder pump housing can be installed that will not be susceptible to vehicular traffic.***

We attempted to have a Press Release printed in our local paper during Florida Water Professionals Week, August 16-20, recognizing our Water and Wastewater Operators for their dedication and invaluable contribution to a safe, reliable water supply to our beach communities. Although the release was submitted on August 9<sup>th</sup>, Perry Newspapers was not able to include it in the desired print date of August 13<sup>th</sup>. I contacted them again and asked that the article be printed August 18<sup>th</sup> or 20<sup>th</sup> and was informed that they would try but could not guarantee that it would be in those editions. It was not in either edition. ***Commissioner Bennett advised that he will contact the local paper to insure printing.***

a. Water Operational Issues – Jim Gooding

On July 28<sup>th</sup>, a Compliance Inspection of our Water System was conducted by the Department of Environmental Protection (DEP). Our facility was found to be in full compliance. There are currently no concerns with the water plant or distribution system.

On another note, the road to the Wastewater Plant is in dire need of repair prior to construction traffic.

d. Wastewater Operational Issues – David Morgan

We experienced failure of our chlorine pumps due to a malfunction of the Chart Recorder. Ward Ketring of Ketring Power Technologies located the problem and made the repair. Shaw's Welding was called in to repair the air line at the clarifier. The welded pipe entering the clarifier had developed a leak due to rust and corrosion and had to be replaced.

A drawing of the Keaton Beach RV-Park located at the Keaton Beach Gas & Grill was presented. There is concern as to whether there are sufficient grinder pumps on site to service the newly developed RV sites in addition to the RV sites and buildings connected in Phase I. ***Following review and discussion, David requested that the lessee of the park (Sprayberry) be contacted to provide a detailed drawing indicating how each site is connected to sewer. Chairman Bennett will contact Mr. Sprayberry. Office staff was asked to monitor water usage. Per our spec sheets, a simplex grinder pump will support 700 gallons of water usage per day.***

7. OLD BUSINESS

a. Update on 2009 Omnibus Legislation, STAG funding (\$300,000)

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As we proceed with Phase II Wastewater construction, we will note availability of funds to further extend collection lines to remaining current water users. Once we know how much of the 2009 Omnibus Legislation is needed to complete the Wastewater project, we can allocate the remainder for water improvements and submit an application.

b. Funding for future Water improvements and Wastewater Expansion – Shirley Shinholser

We will meet with Cheryl King of SERCAP and Steven Dicks of USDA-RD on September 16<sup>th</sup> to review an application for a USDA-RD Pre-Development Grant. These funds will enable us to obtain a Preliminary Engineering Report for water improvements identifying possible options and probable costs so that we can pursue adequate funding.

1. NEW BUSINESS

a. Review Spec Sheet for WWTP exterior renovation

David presented a spec sheet noting that the labor alone to prepare, prime and paint 3120 square feet could cost approximately \$20,000. Sherwin Williams has quoted a total cost of \$2300 for the paint. ***It was agreed upon that the District will attempt to include this renovation in the Phase II Wastewater construction project before seeking other funding.***

b. Consider Board Reorganization in September to coincide with the new fiscal year

**After due consideration, the Board agreed in consensus to continue to reorganize in January with newly elected officers assuming positions immediately upon election.**

2. CLOSING REMARKS – COMMISSIONERS/STAFF

Commissioner Aibejeris shared that Ms. Selma Guthrie questioned how grease is measured when removed from a grinder pump and what kind of damage is caused. David explained that the grease accumulates at the top of the wet well and is removed and placed in a 5-gallon bucket. Grease contamination damages the pressure switches in the pump and may lead to failure of the contactor and other operational parts. Ms. Guthrie has been advised several times of grease accumulation in her duplex and that she would be liable for costs to repair the pump should failure occur. It has also been noted that Ms. Guthrie does not have her washing machine properly connected to the grinder pump system and is spilling soapy water into the canal.

10. There being no further business or comments, upon motion by Charles Carlton and a second from Leland Carlton, the meeting was adjourned at 6:30 pm.

**The next regularly scheduled meeting will be held on  
Tuesday, September 28, 2010 at 5:30**

Board Actions:

Approve Minutes of July 27, 2010

Deny parking of Engineer's RV at District Office site

Approve placement of Phase II contractor's office complex at WWTP for a monthly fee of \$300 to cover utilities

Approve use of WWTP property as equipment/materials storage for contractors provided access is made using their personal lock and care is taken to secure area daily upon departure

Approve forgiveness of indebtedness in the amount of \$36.58 for Yates/Duty of Cedar Island East

Approve Billing reports for July 2010

Approve Financial Reports for July 2010

Approve continued reorganization of Board in January of each year

Action Items:

Determine project(s) for 2009 Omnibus Legislation, STAG funding (\$300,000)

Secure funding for Preliminary Engineering Report for water improvements

Investigate availability of grinder pump housing that will withstand vehicular traffic

Obtain sewer schematic for Keaton Beach RV - Sprayberry

Investigate options for payment of WWTP renovation

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Shirley Shinholser, Recording Secretary