

TAYLOR COASTAL WATER & SEWER DISTRICT

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MINUTES OF REGULAR COMMISSION MEETING

February 22, 2011

1. The meeting was held at the District Building at 5:30 PM on Tuesday, February 22, 2011. Present were: COMMISSIONERS: Lee Bennett, Charles Carlton, Leland Carlton, Gennie Malone, Glenn Senter and Lynn Aibejeris. Commissioner Marcia Parker was absent.
TCW&SD STAFF: Present were: David Morgan, Diane Carlton, Lynette Senter and Jim Gooding.
2. Commissioner Gennie Malone opened the meeting with prayer and led in The Pledge Allegiance to the Flag.
3. Chairman Senter called the meeting to order and declared a quorum present.
4. Chairman Senter welcomed guest Keith Halbrook of Jones Edmunds Engineering
5. Mr. Halbrook updated the board on the Phase II Construction. Mr. Halbrook reported that the request for approval to place the grinder pumps on Good Times Drive on line was signed today at the Construction meeting and sent by Fed Ex to be delivered to Jacksonville tomorrow. We hope for approval soon and are wishing for a prompt turn around. We are hopeful not more than a week at the most. The amendment to the Preliminary Engineering Report was signed today by your chairman and handed to Steven Dicks for USDA-RD approval. So far a total of 77 septic tanks have been abandoned the original count was for 126 however that number will be considerably lower since the 126 number included vacant lots in the area that did not qualify for a grinder pump station or that chose not to have one installed and that we do not have easements for. We are working on homeowner sign off for the yard restoration at Dekle Beach, Dark Island and Boggy Bay. Most of the yard restoration has been done except for the Dekle Beach area. About 600 foot of lime rock was put down on Good Times Drive today, which is a little better than ½ of the road. This brought the grade of the road up about 8" above sub-grade. There will be about 2 inches of asphalt pavement on top of this which should make the road better than the original road. We are doing a lot of punch list items with the sub-contractors and handling any customer complaints or issues that are coming to your district office. Mr. Halbrook then closed his update and asked if there were any questions. Chairman Senter asked if there were any issues of concern. Mr. Halbrook stated the only thing was they were running short on time and this was being addressed with the upcoming addendum. Chairman Senter asked if there was a provision for rain days since we had quite a bit of rain lately, Mr. Halbrook stated there was no provision in the contract for rain days. Commissioner Charles Carlton expressed his concern why Good Times Road could not be paved prior to the septic tank abandonment since they were waiting on approval from DEP for the grinder pump hook-ups on Good Times Drive. Mr. Halbrook stated he didn't want the fresh asphalt to be damaged by heavy equipment that might be used in the septic tank abandonment. There were no other questions. All of the commissioners expressed a thank you to Mr. Halbrook for the great job he was doing and to the sub-contractors for the work that they had done. Mr. Halbrook excused himself to take care of an issue that was pending at the Moody property.
6. The Chairman asked if everyone reviewed the Minutes of the January 25, 2011 that were electronically sent to them in the board package. All commissioners acknowledged they had reviewed the minutes. The chairman called for a motion to accept the minutes. **A motion was made by Lee Bennett with a second by Commissioner Gennie Malone to approve the Minutes as presented. The minutes were adopted unanimously.**
7. Staff and Committee Reports
 - a. Billing Reports/Items –Lynette Senter
January sales were above the \$25,000 per month average with total sales of \$27,152.04 there were no new accounts. We had 1 turn-off, The Keaton Bch Hot Dog Stand residence due to non-payment. There

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were 5 adjustments for the month which resulted in a \$494.80 gain to the District. The adjustments included a data input error, non-potable water, a disconnect fee and a reconnect fee. **A motion was made by Gennie Malone to accept the Assistant Office Managers Reports as presented. A second was obtained from Charles Carlton and the motion was approved unanimously.**

b. Financial Reports - Office Manager - M. Diane Carlton

Our January balance sheet results show our total assets to be \$5,508,935.24. We have \$289,241.80 in our checking and savings accounts. Our total current liabilities are \$1,507,758.81 resulting in Total Liabilities and Equity of \$5,508,935.24. The Profit and Loss Budget Performance for January 2011 reveals a Net Income of \$6,536.21 for the month which is well over the \$2,578.00 budgeted amount. I excluded the \$16,288.18 reimbursed monies received from Rural Development for Phase II Construction cost expenses which included interim interest, labor for line locates/repair and recording fees for easements. Our total personnel expenses for the month were \$8,441.75 which is under the budgeted amount of \$9,333.00 however we are still over budget for the year \$4,658.55. The Tri-County Electric expense is still over budget for the month and the year. The Waste Water Department is over budget for the month but well within the budgeted amount for the year by \$2,594.41. The Water Department expenses were only \$411.53 for the month which is well under the \$2059.00 budgeted amount. The water department remains under budget for the year \$2,104.69. Our overall expenses are under budget for the year by \$15,891.03. **A motion was made by Lee Bennett to approve the Financial Reports. Gennie Malone provided a second and the motion was approved unanimously.**

Other Office Manager Items:

St James Episcopal Church of Perry, Rev. Aquila Hanson and Danny Hill, Chairperson has requested the use of our building 1 time a week for 32 weeks on Mondays from 6-8:30 for a bible study. They do not wish to rent the building. **A motion was made by Commissioner Lee Bennett that we do not allow them to use the building since it would require our staff having to open and close the building for the group a second was offered by Commissioner Charles Carlton and the motion carried unanimously.**

The easements for the extension for Saw Grass Bay, Fish Creek, Cedar Island Loop and Hwy 361 are still not complete. We are waiting on the road right of way easement from Paul Belcher, which is being prepared by Trey Howard. Jimmie Lee Raulerson is working to obtain signatures from other owners on her property and we have not had a reply from Frank Jackson, our mail is being returned.

The Citizens Bank certificate of deposit did mature on February 16, and is locked in for 1 year at the rate of .60%. The balance is \$11,195.48.

We were contacted by Jack Brown, the County Administrator by e-mail and telephone concerning the hookup restrictions contained in the Rural Development "Letter of Conditions". He stated there are allegations that the interpretation and enforcement of the "single family house lots" isn't consistent with the Letter of Condition and the subsequent amendment dated June 14, 2004, which contains the language "and the 181 platted single family housing lots." He further states that the County is being asked "Is this consistent with the USDA "Letter of Condition and if not does it violate the grant. With Chairman Senter's assistance I drafted a response to Jack. He was advised that we have complied with all requirements in the Letter of Conditions and that the district doesn't have the authority to define the description of "single family house lots" that ability rests solely with the local County governing authority.

Water Operations – Jim Gooding

The Water Department had its DEP sanitary survey and everything went well with that. We had a water line cut on February 15th due to the sewage spill repair work. We never lost pressure, but had to issue boil water notices until the lab report results were received back on 2-17-11. There are no other issues with water operations at this time.

d. Wastewater Operations – David Morgan

The Wastewater Department had 2 sewage leaks, one on February 15th 2011 at the boat ramp entrance on Marina Road. The other was further down County Road 361 on the left hand side of the road close to

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the Blue Springs Lake Road; this spill was more than 1000 gallons. The spills were attributed to poor quality of installation and perhaps equipment failure (Clamps not properly secured and/or decay of the clamps) A DEP representative visited the site of the second spill on Monday, February 21 since it was greater than 1000 gallons. He discussed with us the spill did appear to be affecting surface waters and that we needed to resubmit our report. He also discussed the proper procedure for placing lime in a surface water spill. He stated he didn't think we would have any problems as a result of the spill. He questioned the number of spills in this area and with such a new system. Chairman Senter asked David to provide a cost estimate for the repair of the 3 other joints on that line. He is to present this at our next meeting.

7. OLD BUSINESS

- a. Update on the Keaton Beach RV Park operated by Mr. Sprayberry –David Morgan
I have reviewed the drawings we received from Mr. Sprayberry and compared them to the one I prepared last year. Everything appears to be ok with the exception of the area closest to Ezell Beach. There are questions with some 5 or so spaces. Chairman Senter asked David to meet with Mr. Sprayberry and address this issue with him. This should be reported back to the board at the next meeting.
- b. Update on 2009 Omnibus Legislation, STAG funding (\$300,000) – Diane Carlton
We must make a decision on how we want to use these funds and make application. If we wish to use these monies for water improvements we must complete the Grant Application for a preliminary engineering report for our proposed water improvements. So until we determine how we want to allocate this money whether wastewater and/or water improvements and complete the application to EPA this will remain a pending issue.
- c. Update on EPA Grant Funding (\$750,000.00) – Diane Carlton

A request for reimbursement of Phase II Construction Contractor pay requests was submitted on 2-15-2011. We don't expect any problem. We hope to have these monies within 2 weeks. The amount we are eligible for on this request is \$261,917.15. Our eligible total part of this grant is \$ 716,800.00. This would leave a balance of \$454,882.85 once we receive this request.

1. NEW BUSINESS

- a. Consider a Part Time Position to assist Water Operator and Waste Water Operator

Commissioner Bennett opened the discussion stating that presently under the Other Personal Services Position which currently assists the operators that we are currently over budget for the year. Our operators do need assistance. By creating a part-time employee position we would better protect the district. This would assure we are following all government laws. The district would be protected if the worker should have an accident. He stated he realized no monies were included in the budget for this position but that with the new grinder pump installations of Phase II that our income will increase. Also the staff has done an excellent job so far in reducing expenses so far this year. With this taken in consideration I feel would could fund the position. Office Manager Diane Carlton stated that the \$16,288.18 that was reimbursed monies from USDA-RD could be used for to fund the position and that we are anticipating receiving additional reimbursements from the Other personal service expenses incurred and the water operator hours incurred from Phase II construction. There being no further discussion, **Commissioner Bennett offered a motion to create a part-time position to assist the Water Operator and Waste Water Operator and that we offer the position to the current Other Personal Service worker Roger Morgan. If he should not accept the offer then we would advertise. This position would be effective immediately upon his acceptance and compensation would be at \$9.00 per hour. A second was offered by Commissioner Charles Carlton. The motion carried unanimously.**

- b. Consider Verizon Wireless phones for Communication in the field- Diane Carlton

Office Manager Diane Carlton presented an offer from Verizon Wireless for government entities. While they have several to choose from the plan that was presented was the no monthly charge and no contract plan. The telephone is free. The only charges that would apply would be \$.0532 cents per minute charge

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and a \$.13 per month charge if there is no use. In addition the employees of the District would be eligible for a discount on their personal Verizon accounts if they have one. At the present time we have no way to communicate with the Waste Water Operator if he is in the field and we communicate with the water Operator on his personal cell phone. The radio we were using has been out of service since December. Ward Ketring did come to service it however it was just a temporary fix. We have called Mr. Ketring again but he has not been back. **After board discussion a motion was made by Commissioner Charles Carlton to accept the offer of the no monthly fee plan and obtain 3 phones, a second was offered by Commissioner Bennett and the motion carried unanimously.**

- c. Employee Wages – Annual Coast of Living Increase – Diane Carlton

Commissioner Bennett requested this item be tabled until the next item under new business was addressed.

- d. Consider Pay increase for Lynette Senter and Diane Carlton due to probation period end date of February 28th.

Commissioners Glenn Senter and Commissioners Charles Carlton did not participate in this discussion and they both completed Form 8B (Memorandum of Voting Conflict for County, Municipal and Other Local Public Officers)

Office Manager Diane Carlton requested the board consider a \$2.00 per; hour wage increase for herself and for Lynette Senter. She stated that this increase would still be less than the District was paying the previous office Manager and the Billing Supervisor in combined wages. The pay increase would result in salaries of \$27.00 an hour for the combined part-time positions with approximately 26 hours per week for each position. We were paying \$29.59 per hour for the 2 combined positions previously with the office manger working 40 hours per week and the billing supervisor working approximately 26 hours per week. The difference in the hours and the salary should work itself out and we should be close to being with-in budget this year. After board discussion, **a motion was made by Commissioner Bennett to grant the \$2.00 per hour wage increase for the Office Manger- Diane Carlton and to grant the \$2.00 per hour wage increase for the Assistant Office Manager effective with the March 1, 2011 payroll. Commissioner Malone offered a second and the motion carried unanimously.**

- e. Employee Wages – Annual Cost of Living Increase – Diane Carlton

Commissioners Glenn Senter and Commissioners Charles Carlton did not participate in this discussion and they both completed Form 8B (Memorandum of Voting Conflict for County, Municipal and Other Local Public Officers)

The Office Manager Diane Carlton reminded the board of the policy established January 26, 2010 Policy#2010-01. The purpose is to consider an annual cost of living wage increase to all employees as budget allows. The policy states that the review should be in December of each calendar year and will be effective with wages received January 1 of each year following the review. However we failed to consider this at the December board meeting. The Social Security Coast of Living Adjustment for 2010 was 0.00. After discussion **a motion was made by Commissioner Bennett to give a 3% wage increase to the Waste Water Operator and the Water Operator but since the Office Manager and the Assistant Office Manager had just received a pay increase that they not be included in the cost of living wage increase and that this wage increase take effect with the March 1, 2011 payroll. Commissioner Gennie Malone offered a second and the motion carried unanimously.**

2. CLOSING REMARKS – COMMISSIONERS/STAFF

The Commissioners thanked the staff for a job well done.

3. There being no further business or comments, upon motion by Lee Bennett and a second from Charles Carlton, the meeting was adjourned at 7:00 pm.

**The next regularly scheduled meeting will be held on
Tuesday, March 22, 2011 at 5:30 pm**

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Board Actions:

Approve Minutes of January 25, 2011.

Approve Directors Report for January 2011

Approve Financial Reports for January 2011

Approve a Part-Time Position to Assist the Water/Wastewater Operators

Approve hiring Roger Morgan in the Part Time Position to Assist Water/Wastewater Operators

Approve a Salary increase of \$2.00 per hour for the Office Manager and the Assistant Office Manager effective with the March Payroll

Approve the Verizon Wireless plan for the District

Approve a 3% Cost of Living wage increase for the Water Operator and the Waste Water Operator effective with the March Payroll

Deny request by St. James Episcopal Church of Perry use of the District Building for 32 weeks beginning March 7, 2011


Action Items:

Contact Mr. Sprayberry in reface to the sewer schematic for Keaton Beach RV Park – David Morgan

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

Complete application with USDA-RD for Pre-Development Grant for Water Improvements PER

Obtain a cost estimate on the repair of the 3 remaining joints on the sewer main on CR 361 – David Morgan

A handwritten signature in blue ink, reading "Diane Carlton". The signature is fluid and cursive, with the first name "Diane" and last name "Carlton" clearly legible.

M. Diane Carlton, Recording Secretary