

# TAYLOR COASTAL WATER & SEWER DISTRICT

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## MINUTES OF REGULAR COMMISSION MEETING

January 25, 2011

1. The meeting was held at the District Building at 5:30 PM on Tuesday, January 25, 2011. Present were: COMMISSIONERS: Lee Bennett, Charles Carlton, Leland Carlton, Gennie Malone, Glenn Senter and Marcia Parker. Commissioner Lynn Aibejeris was absent.  
TCW&SD STAFF: Present were: David Morgan, Diane Carlton and Lynette Senter. Jim Gooding was absent.
2. The meeting was opened with prayer and Pledge Allegiance.
3. Chairman Bennett called the meeting to order and declared a quorum present. The Chairman then opened the floor for nominations for Board Chairman for 2011. Commissioner Charles Carlton nominated Commissioner Gennie Malone for Chairman; she declined stating her lack of experience. Chairman Bennett asked if there were any other nominations from the floor and none were presented. **Chairman Bennett then passed the gavel to Vice-Chairman Senter and nominated Vice Chairman Senter for Chairman for the 2011 year. Commissioner Marcia Parker offered a second.** Commissioner Charles Carlton expressed concern with Commissioner Senter serving as Chairman since his spouse is an office staff employee. He stated he didn't think it was appropriate for Commissioner Senter or himself to hold an officers position with spouses being employed as office staff. Commissioner Bennett expressed his nomination of Commissioner Senter was solely for the benefit of the District. He expressed that he thought Commissioner Senter was best qualified for this position. There being no other discussion, Commissioner Senter asked if there were any other nominations, there being no further nominations, **Commissioner Senter called for a vote, the motion passed four for and with Commissioner Charles Carlton abstaining.**  
  
Chairman Senter then called for nominations for Vice-Chairman. Chairman Senter passed the gavel to Commissioner Bennett and nominated Commissioner Charles Carlton; he declined stating he felt since his spouse was an office employee he could not serve in an officer position. **Commissioner Charles Carlton nominated Commissioner Gennie Malone with Commissioner Bennett offering a second. The nominations ceased and Commissioner Malone was unanimously elected to serve as Vice-Chairman for the year of 2011.**  
  
Chairman Senter called for nominations for Board Secretary expressing that this person did not have to be a commissioner. The primary duty would be to take minutes, sign documents and seal documents on behalf of the district and as often as possible attend County Commission Board meetings for the District.. Chairman Senter opened the floor for nominations; **Commissioner Bennett nominated Diane Carlton with a second from Commissioner Leland Carlton. There being no other nominations for Secretary, and by unanimous vote Diane Carlton was elected to serve as Secretary for the year 2011.**
4. Chairman Senter welcomed guests Keith Halbrook of Jones Edmunds and Shirley Shinholser.
- 5... The Minutes of December 13, 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.** Chairman Senter asked the commissioners to consider eliminating a hard copy of the minutes in the monthly meeting package since they receive the minutes electronically. This would be cost efficient since it will save paper and staff time, one hard copy would be available for the meeting. **Upon motion by Commissioner Malone with a second from Commissioner Charles Carlton that only 1 copy of the board minutes be available at the board meeting and that office staff need to cease including a copy in future meeting packets. The motion was unanimously approved.**
5. Phase II Update – Keith Halbrook of Jones Edmunds

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Mr. Halbrook reported all grinder pumps at Dekle Beach except for Good Times Drive and all of Boggy Bay grinder pumps are now connected. Thirty-nine septic tanks have been abandoned. They are waiting on FDEP for approval before they can begin to abandon septic tanks and hook up grinder pumps at Dark Island.

Jones Edmunds has sent the information USDA-RD Stephen Dicks requested in reference to the Extension to Saw Grass Bay Estates, Fish Creek and finishing the Cedar Island Sand-Piper Loop (PER Addendum 4.) They hope to hear from him as to an approval of PER Addendum 4.

Commissioner Charles Carlton asked about the paving of Good Times Road and the grinder pump hook-ups. Mr. Halbrook stated they were waiting on Fairpoint Communications to do their line work before they could get back to work on Good Times Drive. He expects Fairpoint to start work tomorrow.

6. Staff and Committee Reports

a. Billing Reports/Items –Lynette Senter

December Sales were above the \$25,000 per month average with a total of \$26,273.63. There were no new accounts. There were 3 turnoffs: Louise Bland due to non-payment and Ann Crowder and Martin Ellison due to request. There were 7 adjustments for the month. The board approved adjustment for J.W and Debbie Cannon, William Moorman due to data entry error, 3 transfer of ownership and 3 disconnect charges. **A motion was made by Gennie Malone to accept the Billing Supervisor's report as presented. A second was obtained from Charles Carlton and the motion was approved unanimously.**

b. Financial Reports/Office Manager Items –

The December balance sheet indicates Total Assets of \$4,938,939.10 with \$182,740.93 in checking, and savings accounts. Total Current Liabilities of \$454,809.49. Total Liabilities and Equity of \$4,938,939.10. The Profit and Loss Budget Performance for December 2010 reveals a loss in Net Income for the month of \$3,470.09. This was due mainly to an increase in office personnel expense. This was expected due to 3 office staff employees for the month of December and the payment of 2 pay checks for Shirley Shinholser due to her leaving the District on December 28<sup>th</sup> 2010. The total amount of personnel expense over budget was \$3247.51. The Waste Water Department is well within budget with only \$394.29 in expenses for the month of December. Total expenses for the Water Department reveal a credit of \$973.86; this was due to the reclassification of the repair charges for the Water Department Generator in the amount of \$2,006.23. The accountant stated the generator was rebuilt and this increased its value. The Tri-County Electric bill increased but we are still in budget for the year Chairman Senter asked that the bill be e-mailed to him for review. Other Personal Services (Non employee compensation) is \$493.50 over budget for the month and we have spent \$1,584.00 in just the first 3 months of this fiscal year with a budgeted amount of \$1,800.00 for the year. I anticipate receiving \$616.50 reimbursement from USDA-RD for work that was performed due to Phase II Construction in this area. Commissioner Bennett questioned the OPS wages. He expressed that we need to take a closer look at this. He requested that office staff research the IRS rules on contract work and bring it back to the next board meeting. The Expense Breakdown is a detail by item of each expense for the month of December 2010. Items noted for your attention is the interest expense paid to Capital City Bank in the amount of \$2910.37 interim loan expense that will be reimbursed USDA-RD., December wages total for Shirley Shinholser is \$4,071.50 which includes 2 checks for the month of December and the journal entry adjustment of \$2,006.23 **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:**

The IRS mileage reimbursement has increased from \$.50 to \$.51 for the year 2011. I am requesting that the board consider adopting this increase. **A motion was made by Commissioner Bennett and a second offered by Commissioner Malone. The motion carried unanimously.**

Cheryl King with South East RECAP spent time with myself and Lynette on December 2010 in reference to assisting with the grant application for the PER for water improvements and offered suggestions. She also requested that we schedule a meeting with her and our entire staff to assist us with

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preparing a Security Vulnerability Manual. Chairman Senter suggested that one of the Commissioners be present at this meeting and asked Commissioner Malone if she would be interested in attending and she accepted. Office staff is to notify Commissioner Malone when the meeting will be; if she can't attend, another Commissioner should be invited.

As Keith Halbrook mentioned USDA-RD concurs with the PER Extension. We have already sent out easement requests to all of the property owners eligible. We have had good response thus far, Fish Creek customer Frank Jackson is the only customer that has not responded. All others have returned the easement or are in the process of having them completed. Sandra Bolton Ward expressed she may not want a grinder pump but she will contact us by next week once she makes up her mind and Daniel Sullivan who is on the CI loop notified us that he does not want a grinder pump installed on his property. Attorney Trey Howard is preparing a Road Right of way easement for Paul Belcher to sign for the road in Saw-Grass Bay.

We furnished Keith Halbrook with User Instructions to distribute to the property owners as grinder pumps were hooked up. We will not be billing these customers until February 2001. Their first payment of sewer will be due by March 20, 2011.

The Certificate of Deposit matures on Feb 16, 2011. The current balance is \$11,177.55. We shopped rates at Citizens Bank and Capital City Bank. Citizens bank currently offers a higher rate on the 12 month certificate at .65% versus .45% at Capital City Bank. I recommend that we continue to keep the monies at Citizens State Bank since they are offering a higher rate and that we **continue with the 12 month term. After discussion and upon motion by Commissioner Bennett to keep the certificate of deposit with Citizens Bank when it matures on the 16<sup>th</sup>. A second was offered by Commissioner Charles Carlton, the motion was unanimously approved.**

The Taylor County Board of Commissioners was mailed a copy of our Audit. County Administrator, Jack Brown presented it to the commission at their January 16<sup>th</sup>, 2011 meeting. We have not been advised of any action they took if any.

- a. Water Operations – Jim Gooding  
No Report due to his absence. David did mention that the Water Treatment Plant has an inspection scheduled for Wednesday January 26<sup>th</sup>.
- d. Wastewater Operations – David Morgan  
The Wastewater Department has no concerns at this time. The annual inspection by DEP was performed on January 20<sup>th</sup> and the Diesel Tank inspection was performed on January 18<sup>th</sup>. Both inspections went well. A written report will follow.  
Commissioner Charles Carlton asked about the well being of the plant since stopping the acceptance of Leachate. David responded that the plant is recovering well.

7. OLD BUSINESS

- a. Funding for future Water improvements and Wastewater Expansion –  
Cheryl King of SERCAP met with office staff to address issues of concern. We are continuing to try to complete the application.
- b. Update on Keaton Beach RV Park – Lee Bennett  
We received a drawing from Mr. Sprayberry. We request that David Morgan review the schematic and present his findings and recommendations to the board at the next meeting.
- c. Update on 2009 Omnibus Legislation, STAG funding (\$300,000)  
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 try to complete the Grant Application for the PER for Water improvements. Until we determine how we want to allocate this money (wastewater and/or water improvements and complete our application to EPA.

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1. NEW BUSINESS

There were not any new business items on the agenda.

2. CLOSING REMARKS – COMMISSIONERS/STAFF

- Commissioner Marcia Parker expressed her concern with the Octagon house in Saw Grass Bay having to hook up to the sewer since the home/septic is new.
  - Commissioner Glenn Senter expressed it will be a fun year and he looks forward to working with everyone. He expressed pleasure to see Shirley Shinholser presence at the meeting.
3. There being no further business or comments, upon motion by Lee Bennett and a second from Charles Carlton, the meeting was adjourned at 7:20 pm.

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

Board Actions:

Approve Minutes of December 13, 2010.

Approve new officers for the 2011 calendar year: Commissioner Glenn Senter as Chairman, Commissioner Gennie Malone as Vice-Chairman and Diane Carlton as Secretary

Approve that the office staff have 1 hard copy of the Minutes for all future Board Meetings since all Commissioners receive these electronically

Approve that the Balance Sheet be provided in hard copy to the board on a quarterly basis and 1 hard copy be present at each board meeting. The balance sheet is to be received monthly electronically

Approve Directors Report for December 2010

Approve Financial Reports for December 2010

Action Items:

Pursue required documents from individuals currently considered for grant-funded grinder pumps per the PER Addendum

Pursue the Road Right of Way easement for the Saw Grass Bay Road from Paul Belcher through Attorney Howard

E-Mail Tri County Electric Bill to Chairman Senter for Review

Research the employer's responsibilities concerning Other Personal Services (non employee compensation)

Report findings to the board concerning the sewer schematic for Keaton Beach RV - Sprayberry

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



Diane Carlton, Recording Secretary