

# TAYLOR COASTAL WATER & SEWER DISTRICT

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## MINUTES OF REGULAR COMMISSION MEETING

July 26, 2011

1. The meeting was held at the District Building at 5:30 PM on Tuesday, July 26, 2011. Present were:  
COMMISSIONERS: Lynn Aibejeris, Lee Bennett, Charles Carlton, Leland Carlton, Gennie Malone, Marcia Parker and Glenn Senter.  
TCW&SD STAFF: Present were: David Morgan, Diane Carlton and Lynette Senter, Jim Gooding was absent.
2. Commissioner Gennie Malone opened the meeting with prayer and led in The Pledge Allegiance to the Flag.
3. Chairman Glenn Senter welcomed guest Kevin Kelley from District Representative Steve Southerland's office. Kevin expressed to the staff and commissioners on behalf of Representative Southerland that he would be available to assist us and the communities of the beach area with issues of concern.
4. Chairman Senter asked the board if everyone had reviewed the Minutes of the June 28, 2011 meeting that were received electronically. All commissioners acknowledged they had reviewed the minutes. The chairman called for a motion to accept the minutes. **A motion was made by Commissioner Lynn Aibejeris with a second by Commissioner Lee Bennett to approve the Minutes as presented. The minutes were adopted unanimously.**
7. Staff and Committee Reports
  - a. Billing Reports –Lynette Senter- Assistant Office Manager  
June sales were \$34,365.71 which is above our anticipated budgeted income. This included one new service account. The adjustments for the month resulted in net income of \$372.08. The adjustments included data input errors, late fee adjustments, non-potable water adjustments, 2 transfers of accounts and 2 reconnect service fees. Past Dues are in good shape with only 2 accounts past due. One of those accounts has been placed on a payment plan. There being no questions or discussion, Chairman Senter called for a motion to accept the Billing Reports. **A motion was made by Commissioner Gennie Malone to accept the Assistant Office Managers reports as presented. A second was obtained from Commissioner Leland Carlton and the motion was approved unanimously.**  
  
Other Billing Items/Other Issues – Lynette Senter  
The purchase of the web site tcwsd was negotiated to receive the first year free and thereafter would be \$10.00 per year.
  - b. Financial Reports - Office Manager - M. Diane Carlton  
The June 2011 balance sheet was presented to the Commissioners reflecting Total Liabilities and Equity of \$6,042,543.58. The Profit and Loss Budget Performance for July 2011 revealed a net Income of \$19,223.06, which is well above the budgeted amount. . This amount does not reflect other income such as grant monies, GP sales, interest income, and other miscellaneous income. Our total expenses for the month were \$15, 142.65 which is below the budgeted amount. Part of this was attributed to my absence during the majority of the month of June. The Water and Wastewater Department expenses still remain below budget for the month and the year. A copy of the expense breakdown was presented with no exceptional items to point out. A call for questions was received, upon no questions or comments. The Chairman called for a motion to accept the Financial Reports. **A motion was made by Commissioner Lee Bennett to approve the Financial Reports. Commissioner Charles Carlton provided a second and the motion was unanimously approved.**

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**Other Office Manager Items:**

We are continuing to wait on legal counsel to correct the loan documents for the Phase II construction and schedule a date to resign the corrected documents.

A reminder that Tri County Electric will have the District 9 Meeting this Thursday at the Blue Creek Baptist Church at 7pm.

We had a Compliance Review by USDA-RD, Steven Dicks on July 20; this included the Ethnicity, Race and Gender of our customers. He also made a site visit to the sewer plant.

Diane thanked Lynette Senter for doing such an outstanding job in covering the office while she was daughter.

Diane asked Chairman Senter to update the website.

c. Water Operations – Jim Gooding

Jim was absent. Diane Carlton reported that Jim was still having issues with the bacteria in both our wells and he is working with Florida Rural Water and DEP to resolve this issue.

d. Wastewater Operations – David Morgan

David reported the new sign for the Waste Water Treatment plant has been ordered and should be ready next week. He stated he will install the new sign as soon as it arrives.

David presented a picture for the commissioners to view of a grinder pump that was installed during Phase II Construction that had not been connected to our sewer line. He received a call about this property and found this upon inspection.

8. OLD BUSINESS

Update on 2009 Omnibus Legislation, STAG funding (\$300,000) – Diane Carlton

This is still pending due to the fact that we are considering using this money for water improvements. We must have a preliminary engineering report performed before we make application. The grant application has not been finished. We are still waiting on responses from letters to the bank and a few other issues. We are now pursuing the assistance of Florida Rural Water for a preliminary engineering report for water improvements. Once this is completed, we will make application to use the monies.

Update on EPA Grant Funding (\$750,000.00) – Diane Carlton

To date we have received \$395,270.19 of the approved \$716,800.00. The last money used from the funds was on June 1, 2011. Until construction starts again we will not be using these monies, since they were set up to be used for construction only.

Update on Phase II Construction – Diane Carlton

Diane stated this would be discussed under New Business.

9. NEW BUSINESS

**2011-12 Budgets – Diane Carlton**

The Draft 2011-2012 Budget was presented to the board for review by Diane Carlton. The Commissioners were asked to take the information with them and inform her of any areas of concerns. She requested that the board take into consideration that the budget needed to be adopted at the August 23, 2011 board meeting.

**Amendment No. 3 to Engineering Agreement – Diane Carlton**

The Amendment No. 3 (Revised) to Owner Engineer Agreement was presented to the board for review by Diane Carlton. An amount of \$21,006.96 is being requested instead of the \$8,000.00 presented to us for approval on March 28, 2011. Upon discussion it was resolved that this issue was addressed at the March 17, 2011 Special Meeting by both Jones Edmunds and Taylor Coastal Water and Sewer District. The parties mutually agreed upon a payment amount of approximately \$8,000.00 for the additional hours

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worked and other direct expenses related to the additional hours in the field for the Resident Project Representative. **A motion was made by Commissioner Lee Bennett that the District not accept the revised amendment, but to resubmit the \$8,000.00 request to USDA-RD for reconsideration of approval, a second was made by Commissioner Charles Carlton and the motion carried unanimously.**

**Addendum No. 4 to Phase II Construction**

Diane Carlton presented a letter received by e-mail from Jones Edmunds dated July 13, 2011 in reference to Addendum #4 (the Extension to the Saw Grass Bay, Sand Piper and Fish Creek Communities) for the board to review. The items of concern in the letter included the number of days that Jones Edmunds recommended for project completion verses the number of days that the contractor is requesting and the Option 1 proposal to the district if we were to keep Keith Halbrook of Jones Edmunds as the Resident Project Representative. This proposal included an additional amount of \$910.00 per week which would not be funded by Rural Development. **A motion was made by Commissioner Lee Bennett to advise USDA-RD that we will agree to the Contractor request of 90 days to Substantial Completion and 120 days to Final Completion. We will not agree to Option 1 continuing to use Keith Halbrook as RPR. We would like to pursue contracting with a separate person or firm to provide the Resident Project Representative services for the Phase II Addendum No. 4., a second was made by Charles Carlton and the motion carried unanimously.**

In another correspondence from Jones Edmunds dated July 13, 2011 and received by e-mail Rachel Haeseler states the following issues remain to be resolved before the extension work can begin.

1. County ROW Permit –RESPONSE; according to a conversation with the county this should be resolved by middle of next week.
2. Negotiate new amendment for JE Construction Administration and/ or RPR services for an addition 60 days of contract time, as detailed in the letter dated July 13, 2011. RESPONSE: This issue being previously discussed should be resolved upon approval from USDA and the contracting of an engineer to perform these services
3. After everything is negotiated, both the engineering services amendment and Contractor's Change Order will need to be fully executed by all of the appropriate parties. RESPONSE: Jones Edmunds is responsible to draft and get the documents to the appropriate parties.

1. CLOSING REMARKS – COMMISSIONERS/STAFF

Commissioner Marcia Parker commented that she had received notice that Dr. Pruitt had received permitting for his development.

2. There being no further business or comments, **upon motion by Commissioner Gennie Malone with a second offered by Commissioner Lee Bennett the meeting was adjourned at 6:45 pm.**

**The next regularly scheduled meeting will be held on  
Tuesday, September 27, 2011 at 5:30 pm**

Board Actions:

Approve Minutes of March 22, 2011.  
Approve Directors Report for July 2011  
Approve Financial Reports for July 2011

Action Items:

Determine project(s) for 2009 Omnibus Legislation, STAG funding (\$300,000) and prepare EPA application  
Complete grant application and submit to USDA-RD for Pre-Development Grant for Water Improvements PER  
Obtain cost estimate for replacing sign at Waste Water Treatment Plant  
Pursue a Preliminary Engineering Agreement From Florida Rural Water for Water Improvements.  
Obtain information on converting the 110 grinder pumps to the new 220 pumps  
Obtain information from other near-by counties that offer sewer services on the fee structure for grinder pump installations.

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Deny the revised Amendment No. 3 to the Engineering Agreement and forward to USDA-RD  
Action Items (cont'd)

Re-Submit the Original Amendment from March to USDA-RD for reconsideration

Advise USDA-RD that we agree to a 90 day to substantial completion and 120 day to Final Completion on the Phase II  
Addendum no. 4

Advise USDA-RD that we would like to pursue contracting another engineer or engineering firm to provide the RPR services  
for the Phase II Addendum No. 4 work.

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

M. Diane Carlton, Recording Secretary