

# TAYLOR COASTAL WATER & SEWER DISTRICT

18820 BEACH ROAD  
PERRY, FLORIDA 32348  
Phone/Fax: (850) 578-3043  
[www.tcwsd.org](http://www.tcwsd.org)

## MINUTES OF REGULAR COMMISSION MEETING

June 21, 2010

1. The meeting was held at the District Building at 5:30 PM on June 21, 2010. Present were:  
COMMISSIONERS: Lee Bennett, Charles Carlton, Lynn Aibejeris, Marcia Parker and Glenn Senter  
TCW&SD STAFF: Jim Gooding, David Morgan, Diane Carlton and Shirley Shinholser  
Chairman Bennett called the meeting to order and declared a quorum present.  
***Let the record show that the terms for Commissioners Glenn E. Senter, William "Tommy" Mauldin and Marcia K. Parker, which expired on May 3, 2010, were extended sixty (60) days by the Taylor County Board of County Commissioners at its meeting on June 7, 2010 to allow time for advertising and appointment for the new four-year term of May 3, 2010 – May 3, 2014.***
2. The meeting was opened with prayer and the Pledge of Allegiance.
3. There were no guests present.
4. The Minutes of May 25, 2010 were presented. **A motion was made by Charles Carlton and seconded by Lynn Aibejeris to approve the Minutes as read. Minutes were adopted unanimously.**
5. Phase II Update – Shirley Shinholser  
We received a letter of concurrence from USDA-RD dated June 7, 2010 to award the Phase II contract to the low bidder, Anderson Columbia Co., Inc. for the bid amount of \$1,243,122.30. Five (5) sets of executed contract documents are to be prepared and surrendered to USDA-RD for final review. Jones Edmunds will send a resume for the proposed resident project representative (RPR) along with their letter of recommendation to USDA-RD. A preconstruction conference will be scheduled once these documents are reviewed and approved.  
Plans and Specifications and a copy of the final bid tab have been sent by Jones Edmunds to EPA. Once the Notice to Proceed is issued by USDA-RD and a copy forwarded to EPA, we will be ready to process the Phase II EPA grant in the amount of \$716,800.
6. Staff and Committee Reports
  - a. Billing Reports/Items – Diane Carlton  
Sales for May 2010 were about \$1200 less than May 2009. Past due accounts are still in good standing. Adjustments yielded a gain of \$876.22 which included five (5) account transfer fees, one (1) water reconnect and one (1) water/sewer reconnect. We received disconnect requests from Myra Yates (Arnold Duty, deceased) and Kenny Jones.  
**A motion was made by Glenn Senter to accept the Billing Supervisor's report as presented. A second was obtained from Marcia Parker and the motion was approved unanimously.**
  - b. Financial Reports/Office Manager Items – Shirley Shinholser  
Per the Profit & Loss Budget Performance, total income for May is \$3,572 less than budget resulting in YTD loss of budgeted income in the amount of \$13,725. We have continued to exercise conservative measures with expenses resulting in a YTD gain of \$2,945 in Net Ordinary Income. One new grinder pump (asset in the ground) was installed on a lot at Keaton Beach. **A motion was made by Lynn Aibejeris to approve the Financial Reports. Glenn Senter provided a second and the motion was approved unanimously.**
  - c. Water Operational Issues – Jim Gooding  
We are continuing to discuss Contact Time (CT) calculations and procedure with DEP in our efforts to avoid the costs of repeat bacteriological samples. If we pursue, we propose that a 1 ¼ inch line be installed from the District Office to the WTP to provide process water. We will compare installation costs

TAYLOR COASTAL WATER & SEWER DISTRICT  
MINUTES OF REGULAR COMMISSION MEETING

Page 2 of 2

with actual expenses over the last five (5) years to determine if this would be feasible. Of course, our best option is to obtain a new water tank.

The windows have been installed at the Water Treatment Plant and we are looking for a door.

- d. Wastewater Operational Issues – David Morgan  
Wastewater operations are routine with no concerns at this time.

7. OLD BUSINESS

- a. Update on 2009 Omnibus Legislation, STAG funding (\$300,000)  
We have spoken again with Bob Freeman of EPA who has requested a letter from the District accepting the responsibility of managing the funds.
- b. Funding for future Water improvements and Wastewater Expansion – Glenn Senter  
Numerous letters and phone calls have yielded no positive results to date. We will continue to seek funding sources and report at the July meeting.
- a. Repairs to District portion of Sandhill Road  
Repair and maintenance of the road will be done on a low-key basis.

8. NEW BUSINESS

- a. Budget Preparation 2010-2011  
**A motion was made by Charles Carlton that District staff prepare a proposed budget and email it to the Board for consideration. Each Commissioner can meet with the staff one-on-one to ask questions or express concerns prior to further group discussion at the July 2010 meeting. A second was presented by Lynn Aibejeris and the motion was unanimously approved.**
- b. Office Manager Position  
After much discussion, Diane Carlton advised the Board that she will consider assuming the position of Office Manager. She will advise Shirley Shinholser of her decision so that the Board can be notified and prepare to consider this item at the July 2010 meeting.

9. CLOSING REMARKS – COMMISSIONERS/STAFF  
None

10. There being no further business, upon motion and a second, the meeting was adjourned at 6:30 pm.

**The next regularly scheduled meeting will be held on  
Tuesday, July 27, 2010 at 5:30**

Board Actions:

Approve Minutes of May 25, 2010  
Approve Billing reports for May 2010  
Approve Financial Reports for May 2010  
Approve preparation of proposed 2010-2011 budget by office personnel for surrender to the Board prior to July meeting

Action Items:

Finalize 2009 Omnibus Legislation, STAG funding (\$300,000)  
Pursue funding for water improvements and advancement of the Wastewater Collection System  
Consider 2010-2011 budget



Shirley Shinholser, Recording Secretary