

# TAYLOR COASTAL WATER & SEWER DISTRICT

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## MINUTES OF REGULAR COMMISSION MEETING

June 28, 2011

1. The meeting was held at the District Building at 5:30 PM on Tuesday, June 28, 2011. Present were:  
COMMISSIONERS: Lynn Aibejeris, Glenn Senter, Gennie Malone, Marcia Parker, Leland Carlton and Lee Bennett. Commissioner Charles Carlton was absent.  
TCW&SD STAFF: Present were: David Morgan, Jim Gooding and Lynette Senter. Diane Carlton was absent
2. Commissioner Gennie Malone opened the meeting with prayer and led in The Pledge Allegiance to the Flag.
3. There were no guests at the meeting.
4. Chairman Senter asked the board if everyone had reviewed the Minutes of the May 24, 2011 meeting that were received electronically. All commissioners acknowledged they had reviewed the minutes. Commissioner Gennie Malone asked that one correction be made. 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 with the correction. The minutes were adopted unanimously.**
5. Staff and Committee Reports
  - a. Billing Reports –Lynette Senter  
April sales were above the \$25,000 per month average income. There was one new account and four turned off accounts. The adjustments for the month of May included misread meters, data input errors, late fee, transfer fee, disconnect fee and other. Past Dues are in good shape with only 1 account over 30 days past due, but a payment plan has been worked out. The chairman 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 Lee Bennett and the motion was approved unanimously.**  
  
Other Billing Items:  
Travis Beach asked for a waiver from paying sewerage fees for water used while filling his pool. Debbie Casey was granted an extension in time for payment of her bill. The District is now billing 396 water and sewer accounts and 39 water only accounts. We have 7 non-potable meters, 71 turned off accounts and 63 accounts that paid a service connection fee but never activated the service.
  - b. Financial Reports - Assistant Office Manager - Lynette Senter  
The May 31, 2011 balance sheet was presented to the Commissioners. The districts total current assets are \$396,531.12. Current and fixed assets equal \$5,996,529.12. Total Liabilities & equity are \$5,996,529.12. The Profit and Loss Budget Performance for May 2011 reveals a Net Income of \$32,417.47, which is over the anticipated budget amount of \$30,132.00. Our total expenses for the month were \$17,738.60 which is below our budgeted amount. The Water and Wastewater Department expenses are both below budget for the month and the year. A copy of the expense breakdown was presented for review and questions. There were 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 Lynn Aibejeris provided a second and the motion was unanimously approved.**

### Other Office Manager Items:

The url tcwsd.com has become available for purchase at a price of \$99.00. The Board asked Lynette Senter to offer them \$50.00.

A one week discount was offered by our grinder pump supplier, but the Board declined to pursue this.

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Discussion was held regarding Roger Morgan's failure to reimburse the Board for cell phone usage. The phone has been placed in suspension and Lynette Senter was advised to work out a program with him.

The Florida Retirement System has mandated an employee contribution of 3% and a decrease in the employer contribution. This will go into effect during our July payroll. Several surrounding counties have given employees a 3% pay increase to offset this new deduction. The Board asked Lynette Senter to investigate further and report back at the July Board Meeting.

c. Water Operations – Jim Gooding

We had a lightning strike at the Water Plant on May 14<sup>th</sup>. which affected the auto dialer, charger, relays and air pressure controls. Mr. Kenny Dalton has made the necessary repairs and a new auto dialer was purchased.

We now have a bacteria problem in both of our wells. This has been a problem in the past, and Jim Gooding believes this is due to the rust buildup on our pipes. He plans to re-sample and treat accordingly. This may result in fines from the DEP as we have no other backup source for our water. Discussion was held regarding various ways of overcoming this problem, including running pipe, continuous chlorine monitoring, and storage tanks. The Board asked that Jim Gooding and Lynette Senter work with the FRWA regarding an assessment of our system and possible improvements.

d. Wastewater Operations – David Morgan

David asked for guidance regarding repairs to grinder pumps still under warranty. The Board agreed that he should contact Water Resources to conduct the work

David and Glenn have come up with 3 possible designs for the sign to be located at the Wastewater Plant. The Board reviewed the designs and picked one. **A motion was made by Commissioner Gennie Malone to go ahead and order the sign with a cost cap of \$250.00. Commissioner Leland Carlton provided a second and the motion was unanimously approved.**

6. OLD BUSINESS

- a. Update on 2009 Omnibus Legislation, STAG funding (\$300,000), we have received letters from the appropriate State agencies giving approval of our pursuit of the grant funding. We are still awaiting replies from some of the banks. Once the appropriate responses are received, we will proceed with completing the application and forwarded to Rural Development.
- b. Update on EPA Grant Funding - as Diane Carlton was absent, this subject was not discussed.
- c. Update on Phase II Construction – a Permit has been received from the DEP for our Phase II Extension. We are awaiting information from our Engineer on how to proceed.
- d. The problem with Engineering agreement change order No. 3 has still not been resolved. Rural Development has requested that they re-submit the revised agreement and Jones Edmonds has prepared a revision, but we have not yet received a copy.
- e. The road easements for the extension have all been received.

7. NEW BUSINESS

- a. Discussion was held regarding the Blue Rok fax that was received. Mr. Blue has wanted the Board to be aware that Jones Edmonds was asking him for a 30-day build out with liquidated damages to follow, but Mr. Blue has declined to work in that manner. Commissioner Glenn Senter will contact Jones Edmonds regarding this matter.
- b. The Annual Florida Rural Water Association meeting will be held on August 9, 2011 in Daytona Beach, Florida.
- c. Discussion was held regarding water and sewer availability for Dr. Hutchins and Bird Island. Some concern was expressed regarding recent news articles citing development because of the availability of sewer. The Board agreed that hook ups for private residences only were to be performed at this time and any future development would have to be addressed by the Board and Developers.

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- d. The Board was presented with a Resolution to correct the interest rate error that was made by Rural Development during our loan closing in January. RD has requested that our bond attorney, George Smith prepare revised documents and that the Water District bear the cost of this correction. However, we will be able to use RD money to pay these fees. After some discussion, the Board agreed to do whatever was necessary to correct the mistake that was made by Rural Development. **A motion was made by Commissioner Lee Bennett to pass the Resolution correcting Rural Development's error. Commissioner Lynn Aibejeris provided a second and the motion was unanimously approved.**

8. CLOSING REMARKS – COMMISSIONERS/STAFF

There were no other remarks from the commissioners or the staff.

9. There being no further business or comments, **upon motion by Commissioner Gennie Malone with a second offered by Commissioner Lynn Aibejeris the meeting was adjourned at 6:30 pm.**

**The next regularly scheduled meeting will be held on  
Tuesday, July 26, 2011 at 5:30 pm**

Board Actions:

Approve revised Minutes of May 24, 2011.  
Approve Directors Report for May 2011  
Approve Financial Reports for May 2011  
Approve Sign Order for WWTP  
Approve Resolution correcting RD's Interest Rate Error

Action Items:

Offer for URL. Contact Roger Morgan regarding cell phone payment. Complete grant application and submit to USDA-RD for Pre-Development Grant for Water Improvements PER.

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