

# TAYLOR COASTAL WATER & SEWER DISTRICT

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## MINUTES OF REGULAR COMMISSION MEETING

March 27, 2012

1. The meeting was held at the District Building at 5:30 PM on March 27, 2012 present were:  
COMMISSIONERS: Lynn Aibejeris, Lee Bennett, Charles Carlton, Gennie Malone, Marcia Parker and Glenn Senter. Commissioner Billy Ezell was absent  
  
TCW&SD STAFF: Diane Carlton, Jim Gooding, David Morgan, Lynette Senter were present.  
Chairman Senter called the meeting to order and declared a quorum present.
2. The meeting was opened with prayer and the Pledge of Allegiance to the Flag led by Commissioner Gennie Malone.
3. Chairman Senter welcomed guest Shawn Murphy. Mr. Murphy expressed he was in attendance due to his interest in future employment with the District. There were no other guests present.
4. Chairman Senter asked the commissioners if everyone had received and reviewed the minutes of the February 28, 2012 board meeting that was sent electronically. All commissioners acknowledged they had received and reviewed the minutes. The chairman called for a motion to accept the minutes. **A motion was made by Commissioner Lee Bennett to approve the minutes with Commissioner Gennie Malone offering a second. The minutes were adopted unanimously.**
5. **Staff and Committee Reports**
  - A. Billing Reports/Items- Lynette Senter – Water and Sewer Sales for the month of February 2012 were above the projected amount. There are currently no 31 to 60 day past due accounts. Adjustments were fairly normal for the month. They included an adjustment for Wyman Clark at Keaton Beach for water line damage caused by an adjacent property owner. Mr. J. W. Cannon transferred his property to Carl and Dianne Janney and Deborah Whitley transferred her property to Lee and Brenda Cooper. The accounts of Cindy Ball, Laraine Collins and H. C. Corbitt were transferred to collection accounts. Lynette asked for questions, there were none. Chairman Senter asked for a motion to accept the Billing Reports as presented. **A motion was made by Commissioner Gennie Malone to accept the Billing Reports as presented. Commissioner Lee Bennett offered a second. The motion was approved unanimously.**
  - B. Other Assistant Office Manager Items: There were no other items reported.
  - C. Financial Reports/Office Manager Items – Diane Carlton-The profit and loss budget performance was presented for February 2012. Total income for February 2012 was \$28,006.12 which was below the budgeted amount of \$28,416.66. Total year to date income is \$146,458.74 which is over the anticipated budget amount of \$142,083.30. Total expenses for the month were \$13,073.08 which is less than the budget amount of \$18,212.33. The total net income for February 2012 is \$14,939.31. The expense breakdown was presented with no exceptions noted. An offer of questions was made. Commissioner Lee Bennett questioned the vehicle maintenance expense at Thomas Chevrolet in the amount of \$225.95. It was explained this amount included a repair of a shaft in the front end and brake pads for the service truck. There being no further questions. Chairman Senter asked for a motion to accept the Financial Reports as presented. **A motion was made by Commissioner Lee Bennett to accept the Financial Reports. Commissioner Lynn Aibejeris provided a second. The motion was approved unanimously.**
  - D. Other Office Manager Items:
    1. The board was reminded that April is water conservation month. The billing notice included this statement.
    2. The 4 commission seats that expire on May 3, 2012 were advertised and as of today no new applicants have applied. All four of the commissioners that have expiring terms have expressed their desire to be re-appointed. The application dead-line is tomorrow at 12 NOON. The Taylor County Board of Commissioner will review for appointments at their April 17 2012 meeting.
    3. Mr. Louis Shaw a local plumber has expressed an interest in giving us quotes on single grinder pump installations. All of his licensing and insurance is in place. I made an inquiry to Weiss Construction for job performance. They reported his work is satisfactory/good with no issues to report. We are having some difficulty in obtaining quotes. We have experienced complaints in regard to the costly installation expense.

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Most contractors are not interested in single pump installations. We hope this will resolve this issue and give us another opportunity for competitive quotes.

E. Water Operations – Jim Gooding- Jim noted that he had been working on the anticipated expense for maintaining and patrolling the property that Suwannee River Management District offered to gift to us at the February 2012 meeting. It is estimated to have an annual budget of about \$1000.00 per year.

The DEP performed an inspection at the Water plant on February 29, 2012. We were cited for a threaded raw sample tap at well #2. This was challenged since the rule reference is for water sample taps. This faucet was installed in 1990 when the well was installed. The faucet and the mag-amp injection have been in place prior to August 28, 2003. DEP acknowledged that this was not in fact a violation on March 15, 2012. Written response has been sent and acquired by DEP and the District.

F. Wastewater Operations – David Morgan

Wastewater operations have been routine with no exceptions except for the Bobby Calhoun property at Keaton Beach. This property was continually having the alarm and light sound. After spending several days trying to trouble shoot the cause, an electrician was called. It was resolved that it was a loose wire in the power box. We were billed for the service call.

6. OLD BUSINESS

- A. **Update on SPA Grant (\$300,000.00)** (Water/sewer improvements funding) – Diane Carlton- EPA forwarded a package to Greg Lang of Mittauer and Associates in reference to our desire to request a waiver of the matching funds requirement for this SPAP grant. The package I received is very complicated. I plan to work with Greg and David Clarrod of EPA. In addition Greg has been in contact with Suwannee River Management Agency to see if they have any grant programs that could offer any funding for the required matching funds. He advised that he had been in contact with Beverly Brickett with The Reserve at Sweetwater Estuary residential/commercial development and golf course to see if they would be interested in working with us to perhaps provide the matching funds. She advised him that she would discuss this with the Pruitt family to see if they would consider any assistance and perhaps set up a meeting.
- B. **Update on EPA Grant Funding (\$750,000.00)** Diane Carlton The fund balance remains at \$292,500.86. We are waiting on Anderson Columbia to send us the final pay request for the original contract. Once this is approved by USDA-Rd it will be forwarded to EPA for approval. I have been in discussion with EPA to allow us to use the remaining funds for the proposed work at Saw-Grass Bay, Fish Creek and Cedar Island. I anticipate that we will have to apply for an extension. The draw period for these monies is due to expire 12/31/2012.
- C. **Update on Phase II Construction** – Diane Carlton- We received a letter from Water Resource Technologies dated March 14, 2012. The letter addressed the grinder pumps and valve boxes that were invoiced by Blue Rok in anticipation that they would be proceeding under change order to perform the anticipated work at Saw Grass Bay, Cedar Island, Hwy 361 and Fish Creek. In our response letter we asked that the material be removed from our plant so that we could close out the original construction contract since USDA-RD states this work must be re-bid. We asked they expedite this so the original contract could be closed out since this was the main item holding up this process. We also advised them we would not be responsible in the event of damage, theft or loss. We asked that they, Anderson Columbia and Blue Rok work together to resolve this issue in a timely manner. I have since spoke with Conner Alexander of Water Resources Technologies. He advised me that he is working to have the materials removed from the plant. Jones Edmunds has been in touch with Anderson Columbia and we hope to have this cleared up soon.
- D. **Field Assistant Job Description:** Jim Gooding presented a proposed job description for Field Assistant Water and Wastewater Trainee (Part-time). In discussion it was mentioned that this position should not increase the hours of the water operator nor the waste water operator. The position is being established to encourage training for operators in both water and wastewater in the event that someone should leave employment. Office manager Diane Carlton expressed that she would like to see the salary left out of the description, remove the word "guarantee" of 20 hours per week and use "expect" to work 20 hours per week. She also stated she would like to see the statement all work should be assigned to the applicant by the operator (Only 1 Boss) removed from the last line of the description. Chairman Senter asked if there were any other discussion. There was not. He called for a motion. Commissioner Lee Bennett offered a motion to accept the Job Description Field Assistant Operator Trainee (Part Time) as presented. Commissioner Gennie Malone offered a second.

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Commissioners Lee Bennett, Gennie Malone and Lynn Aibejeris voted yes. Commissioner Marcia Parker voted no. Commissioner Charles Carlton abstained. The motion carried three to one with Commissioner Carlton abstaining.

7. NEW BUSINESS

A. Cellular Phone Policy – The office manager presented to the commissioners Policy #2012-01 Cellular Phone Policy for Water and Waste Water Operators and Field Staff. After discussion the commissioners expressed that the policy was appropriate as written. Commissioner Lee Bennett made a motion that we accept the Cellular Phone Policy as presented. A second was offered by Commissioner Gennie Malone. The motion was approved unanimously.

8. CLOSING REMARKS – COMMISSIONERS/STAFF

Commissioner Lynn Aibejeris requested that the county be notified that water runs constantly at Hodges Park. Chairman Senter directed Assistant Office Manager Lynette Senter to contact the county and advise them of this issue as a courtesy.

Commissioner Gennie Malone thanked David Morgan for outstanding dedication. This was observed when he was called for issue with the grinder pump at her home. He came without hesitation when it was very evident that he was sick.

There were no other closing remarks.

9. MOTION TO ADJOURN

There being no further business or comments and upon motion by Commissioner Lee Bennett with a second by Commissioner Lynn Aibejeris. The motion was approved unanimously. The meeting was adjourned at 6:35 p.m.

The next regularly scheduled meeting will be held on  
Tuesday, April 24, 2012, at 5:30 p.m.

**Board Actions:**

Approve minutes of February 28, 2012

Approve Directors Report for February 2012

Approve Financial Reports for February 2012

Approve Field Trainee Assistant Water/Wastewater Job Description (Part-Time)

Approve Cellular Phone Policy: Water and Waste Water Operators and Field Staff Policy #2012-01

**Action Items:**

Present Employee Pay Increase in April 2012

Advise Taylor County that water is being left on at Hodges Park as a courtesy



By: M. Diane Carlton, Recording Secretary  
Taylor Coastal Water and Sewer District