

TAYLOR COASTAL WATER & SEWER DISTRICT

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MINUTES OF REGULAR COMMISSION MEETING

May 24, 2011

1. The meeting was held at the District Building at 5:30 PM on Tuesday, May 24, 2011. Present were: COMMISSIONERS: Lynn Aibejeris, Charles Carlton, Glenn Senter, Leland Carlton and Lee Bennett. Commissioners Gennie Malone and Marcia Parker were absent. TCW&SD STAFF: Present were: David Morgan, Diane Carlton, Jim Gooding and Lynette Senter.
2. Commissioner Charles Carlton 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 April 26, 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 Charles Carlton with a second by Commissioner Lynn Aibejeris to approve the Minutes as presented. 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 three turned off accounts. The adjustments for the month of March included misread meters, data input errors, late fee, transfer fee, disconnect fee and other. The other adjustment was due to the Phase II Contractor watering sod with the customer's water which resulted in above average usage. The total of the adjustments was \$299.67. Past Dues are in good shape with only 1 account over 30 days past due, but has now been satisfied. The chairman called for a motion to accept the Billing Reports. **A motion was made by Commissioner Lee Bennett to accept the Assistant Office Managers reports as presented. A second was obtained from Commissioner Charles Carlton and the motion was approved unanimously.**

Other Billing Items – Lynette Senter
Henry and Gale Lundy asked for a billing adjustment due to damage done by the Phase II contractors in conjunction with a leak at their home. The chairman called for a motion and discussion. **A motion was made by Lee Bennett to grant the adjustment request. A second was obtained from Commissioner Lynn Aibejeris and the motion was approved unanimously.**
 - b. Financial Reports - Office Manager - M. Diane Carlton
The April 30, 2011 balance sheet was presented to the Commissioners. The districts total current assets are \$493,983.27. Current and fixed assets equal \$5,832,897.48. Total Liabilities & equity are \$5,832,897.48. The Profit and Loss Budget Performance for April 2011 reveals a net Income of \$33,628.61, which is over the anticipated budget amount of \$30,132.00. Our total expenses for the month were \$20,079.82 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 Leland Carlton to approve the Financial Reports. Commissioner Lee Bennett provided a second and the motion was unanimously approved.**

Other Office Manager Items:

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.

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Our Verizon Wireless bill was very high this month due to the fact that Roger Morgan received many phone calls. This has been addressed with Roger and he is aware that he will need to reimburse the District for those calls. The phone may be placed in suspension until this is repaid.

The Florida Retirement System has mandated an employee contribution of 3%. This will go into effect during our July payroll. Diane will investigate this further and modify the payroll accordingly.

An Ezell Beach customer had inquired about placing a grinder pump. We advised him that he needed to check with the County prior to placement due to recent right-of-way issues with the County. Jack Brown confirmed that this issue has been tabled and may be discussed at a future workshop. The County may decide to issue a right-of-way use permit. We will work with the County and the property owners to help them.

Budget work will begin in June for a July review.

c. Water Operations – Jim Gooding

We had a lightning strike at the Water Plant on May 14th. We believe it affected the auto dialer, charger, relays and air pressure controls. We were able to shut the whole thing down and restart. An electrician will be coming back to make any necessary repairs.

We have a bacteria problem in our 6-inch well. This has been a problem in the past, and Jim believes this is due to the rust buildup on our pipes. He plans to re-sample and treat accordingly. If samples fail to improve he will contact Florida Rural Water for additional assistance.

d. Wastewater Operations – David Morgan

David met with Water Resources and determined what will be needed to perform more advanced repairs on our grinder pumps. A multi-meter was purchased to help diagnose problems. Repair manuals have also been obtained from Water Resources.

Glenn and David will work together on the sign for the treatment plant.

6. OLD BUSINESS

- a. Update on 2009 Omnibus Legislation, STAG funding (\$300,000), we have sent the letters to the appropriate state agencies and have begun getting responses. Letters to the banks getting interest rates, and we have notified Mr. Blue of our grant application as well. Once the appropriate responses are received, we will proceed with completing the application and forwarded to Rural Development.
- b. Update on EPA Grant Funding (\$750,000.00) – Diane Carlton. To date we have received \$341,600.61 in EPA funds. We have a pending request for \$47,325.48 that has not yet been approved but should be within the next two weeks. Including that request, we have a remaining balance of \$327,879.91 to be spent on construction costs.
- c. Update on Phase II Construction – Diane Carlton – received application from Jones Edmonds for the extension work on May 11, 2011. We signed the application and got it out in the mail the same day. Normally, DEP will notify us by email when the application is approved. We are not certain how long it will take after approval for the actual construction to re-start. Diane spoke with Ed DeYoung and Blue Rok concerning the delay. 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.
- d. The road easements for the extension have all been received except for Leland Raulerson, but we are confident that they will be received.
- e. The Dekle Beach boat ramp repairs are still being discussed with Keith Halbrook and Blue Rok.
- f. Will Roy Cooley has not yet signed his Yard Restoration Agreement due to the fact that his concrete was broken during abandonment of this septic tank. He was told by Keith Halbrook that it would be repaired.
- g. Marnie McLean called and asked why the pipes, aerator, and other septic tank parts that were taken off her property were placed on an adjacent lot and not disposed of. She requested that it be moved.

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- h. Mr. Ralph Carlton has an area where his septic tank was that is sinking. Diane has discussed this with Ed DeYoung and he will get this fixed.
- i. We are working with Ed DeYoung on the rest of the yard restoration agreements that have not yet been received. We will try and contact those owners and get those signed.
- j. The flush valve that was installed at Crab Creek is a concern. Diane was concerned that someone may drive over it. Jim said that he would try and put up some kind of guard or marker.

7. NEW BUSINESS

Discussion was held regarding customers that had paid a "membership fee" several years ago are now coming in and requesting turn-on and are unhappy with the increased fees.

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 Lee Bennett the meeting was adjourned at 6:20 pm.**

**The next regularly scheduled meeting will be held on
Tuesday, June 28, 2011 at 5:30 pm**

Board Actions:

Approve Minutes of April 26, 2011.
Approve Directors Report for April 2011
Approve Financial Reports for April 2011
Approve adjustment for Henry and Gale Lundy

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



M. Diane Carlton, Recording Secretary