

TAYLOR COASTAL WATER & SEWER DISTRICT

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MINUTES OF REGULAR COMMISSION MEETING

September 27, 2011

1. The meeting was held at the District Building at 5:30 PM on Tuesday, September 27, 2011. Present were: COMMISSIONERS: Lynn Aibejeris, Charles Carlton, Gennie Malone, Marcia Parker, Glenn Senter. Commissioner Lee Bennett was absent.
TCW&SD STAFF: Present were: David Morgan, Diane Carlton, Jim Gooding and Lynette Senter.
2. Commissioner Gennie Malone opened the meeting with prayer and led in The Pledge Allegiance to the Flag.
3. Chairman Senter welcomed guests Rachel Haeseler and Walt Nickol of Jones Edmonds, Donald Blue of Blue Rok Construction and George Stamos a Keaton Beach resident. Chairman Senter offered each guest the opportunity to address any business they had before continuing with the agendaed items. Rachel Haeseler stated that she and Mr. Nickel were in attendance to address the board if they had any questions in regard to the Engineering Services Contract Amendment and Change Order No. 4 for the Phase II Construction. Chairman Senter advised them that we would move those items up on the agenda. Donald Blue of Blue Rok Construction Company advised that he was in attendance in reference to the Phase II Construction. Since he is a sub-contractor with Anderson Columbia he wanted to be present for the board's decision on Change Order No. 4. Guest George Stamos asked that he be allowed to read a letter he had written to Florida Rural Water Association, Attention: Ms. Cutshaw in reference to an e-mail request he received asking that he support a Florida Rural Water Petition concerning the Numeric Nutrient Criteria Rule. Mr. Stamos then requested The Chairman to proceed with the next item on the agenda and them he would read the letter.
4. Chairman Senter asked the board if everyone had reviewed the Minutes of the August 23, 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 Gennie Malone to approve the minutes as presented a second was offered by Commissioner Lynn Aibejeris asking that on page 3 in the closing remarks section the spelling of David Morgan's name should be corrected. The minutes were adopted unanimously.**
5. Mr. George Stamos read his response letter to FWRA. Mr. Stamos advised the District that he would e-mail a copy of his letter to the District for record. Chairman Senter thanked Mr. Stamos and advised him that the District had received the request from FWRA and all Commissioners were sent a copy of the request so that they could respond individually if desired.
6. Chairman Senter requested that we move to Agenda Item 6, Old Business, d. He requested Diane Carlton, Office Manger to present the documents to the board. Diane asked the board to consider approval of the Engineering Services Agreement. The main issue with this document was the amount of charges for the additional hours of RPR services provided in February 2011. The issue was addressed at a Special Meeting March 17, 2011. At that meeting Jones Edmunds estimated the additional services charge to be \$8,000.00. However this was an estimate. The final amendment request includes \$10,234.16 for the additional RPR Services and \$6,216 for Construction Administration from March 7, 2011 thru August 31, 2011. The total dollar amount of Amendment No. 3 to the engineering Contract Amendment is \$16,450.16. It also includes deleting the RPR position. The District will hire a Resident Project Representative. **Commissioner Charles Carlton made a motion that the board approve the Amendment to the Engineering Services Contract noting that USDA-RD would made the final approval, Commissioner Lynn Aibejeris offered a second and the motion was unanimously approved.**
7. Diane then presented Construction Contract Change Order No. 4. The total amount of the change order is \$349,800.85. This order includes the installation of 13 additional grinder pump stations and 61 future valve boxes and valves for future service and all sewer lines. This extension will include Saw Grass Bay Estates, completion of the Cedar Island Loop, Bird Island and Fish Creek. It is recommended that the board approve this request since we have the funds available and since this will complete the availability of sewer services in the Coastal High Hazard

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Area of the District. There was a question regarding the cost of the future service boxes and valves being put in the ground at the expense of \$25,000.00 plus dollars and not being used for years or possibly never being used. I suggest that the board consider reviewing our rules and regulations our ordinance includes the statement that if you are within 200 feet of our sewer line that it is mandatory that you hook up. Diane then recommends that the board approve change order No. 4. **Commissioner Marcia Parker made a motion that Change Order No. 4 to Phase II Construction Contract be approved. Commissioner Lynn Aibejeris offered a second. The motion was unanimously approved.**

8. Staff and Committee Reports

a. Billing Reports –Lynette Senter

August sales were above projected. Cindy Ball is the only past due account. She has been on a payment extension plan and is supposed to be current on Oct. 20, 2011. One non-potable water service membership was obtained by Larry Snow. Adjustments for the month included Lorraine Collins a Dekle Beach property owner, this account was turned off due to failure to abide by the 3-year sewer service agreement for a Phase II grinder pump installation. The account has been disconnected and the grinder pump has been removed for non-payment. Ms. Collins has not responded to any efforts to contact her. Commissioner Charles Carlton asked the office staff if they had followed the contract agreement so that the District is following correct procedure. Office manager Diane Carlton stated that the staff followed correct procedure in regard to the disconnect but that it would be a good idea to approach our legal counsel to insure we follow the correct procedure in the collection part of the contract. Chairman Senter advised office staff to contact Attorney Bill Blue in reference to the proper procedure concerning broken 3-Year Contracts. Lynette Senter continued to report the adjustments included Non-Potable Water adjustments, a transfer of account ownership from Floyd Ford to Freddy Padgett and a reconnect of Water and Sewer service to John Minahan. The Chairman asked if there were in questions or discussion, there were none. **A motion was made by Commissioner Gennie Malone to accept the Assistant Office Managers reports as presented. A second was offered by Commissioner Lynn Aibejeris. The motion was approved unanimously.**
Other Billing Items – Lynette Senter- There we no other billing items to address

b. Financial Reports - Office Manager - M. Diane Carlton

The August 2011 Profit and Loss Budget Performance was presented to the Board. Net Income for the months was \$13,012.52. The expense breakdown was presented for review and questions. The report revealed total expenses for the month were \$20,580.70 which is below our budgeted amount. A repair/maintenance sewer expense of \$480.00 was pointed out as an exception item. This was caused by a valve box being placed on the wrong lot during Phase I Construction. There were no questions or comments. The Chairman called for a motion to accept the Financial Reports. **A motion was made by Commissioner Marcia Parker to approve the Financial Reports. Commissioner Lynn Aibejeris provided a second and the motion was unanimously approved.**
Other Office Manager Items: - Diane pointed out to the board that in this year's budget that \$7,307.00 had been set aside to finish the construction on the Water Treatment plant office. She asked the board if this was to be pursued and finished. Chairman Senter asked that office staff prepare a bid request to use these monies to complete the building construction.

c. Water Operations – Jim Gooding

Jim reported the Three Year Lead and Copper sampling will be performed and submitted to DEP this month. He stated Office Staff Lynette Senter is assisting him with the reporting and Chairman Senter is assisting him with the sampling. Jim reported that the Source Water Bacteria has been clear for the last 2 months. He noted that all other areas of water operations were going well.

d. Wastewater Operations-David Morgan

David reported on August 28, 2011 both Lift Stations apparently had a power surge or lightning strike that took both protectors out and caused some other damage. ITT Water and Wastewater U.S.A. was contacted and did a temporary fix on September 7, 2011. Parts have been ordered for the repair with one surge protector being replaced under warranty. As soon as parts are in the repair will be scheduled. The board discussed checking with this company to see if we might want to consider a maintenance contract with ITT. Chairman Senter asked office staff to inquire into this and report back to the board. David reported the new sign at the Waste Water Plant was installed and looks nice. He invited staff and board members to drive by and see. There were no other issues reported regarding Sewer.

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9. OLD BUSINESS

- a. Update on Water improvements funding grant application-Diane Carlton
Diane expressed that progress has not been made on the grant application. She stated that she has not had the time or the knowledge to complete the application package. She pointed out that in the past this has been handled by outside resources.
- b. Update on 2009 Omnibus Legislation, STAG funding (\$300,000) – Diane Carlton
Diane reported that she had spoken with Greg Lang from Mittauer & Associates Inc. Consulting Engineers. He was in attendance at the EPA funding seminar held in Atlanta this month. He had noticed that we were on the list of grant funds that have not been applied for. He advised that news was the 2008 grant funds have been frozen. EPA officials warned that the 2009 funds are anticipated to be frozen. The message was we need to act quickly or may lose the award. He plans to visit us in October to share some of things discussed at the seminar and discuss the possibility of their firm assisting us with making application for the grant monies. It is hoped that he can come to the next board meeting with more information and perhaps a proposal for his firm to assist us with the application process.
- c. Update on EPA Grant Funding (\$750,000.00) – Diane Carlton
We have \$292,500.86 dollars remaining. We will use these monies once the Phase II Construction Project is started again.
- a. Update on Phase II Construction – Diane Carlton
This item was discussed and resolved after the minutes were presented. See above text.

10. NEW BUSINESS

Office Manager Diane Carlton advised the board that Keaton Beach resident Billy Ezell was the only applicant to apply for the Commission Seat Vacancy due to Leland Carlton's resignation in September. Mr. Ezell's application and supporting documents was sent to County Administrator Jack Brown for the item to be placed on the agenda for the October 3, 2011 Taylor County Commission Board Meeting. Since Mr. Ezell is the only applicant and is qualified according to the requirements. I assume he will be appointed.

11. CLOSING REMARKS – COMMISSIONERS/STAFF

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

12. There being no further business or comments and **upon motion by Commissioner Gennie Malone with a second offered by Commissioner Marcia Parker the meeting was adjourned at 6:45 pm.**

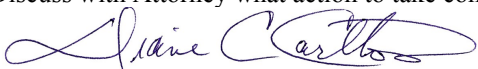
**The next regularly scheduled meeting will be held on
Tuesday, October 25, 2011 at 5:30 pm**

Board Actions:

Approve Minutes of August 23, 2011.
Approve Directors Report for August 2011
Approve Financial Reports for August 2011
Approve Engineering Agreement Amendment for Phase II Construction
Approve Phase II Construction Contract Change Order No. 4

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 information from other near-by counties that offer sewer services on the fee structure for grinder pump installations.
Pursue the hiring of a Water Plant Operator Trainee
Obtain bids to complete improvements to the Water Treatment Plant Office
Obtain information and cost to implement a maintenance program with ITT for both Lift Stations
Discuss with Attorney what action to take concerning non-compliance with Grinder Pump Agreement



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M. Diane Carlton, Recording Secretary