

TAYLOR COASTAL WATER & SEWER DISTRICT

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MINUTES OF REGULAR COMMISSION MEETING

February 28, 2012

1. The meeting was held at the District Building at 5:30 PM on February 28, 2012 present were:
COMMISSIONERS: Lynn Aibejeris, Charles Carlton, Billy Ezell, Gennie Malone, Marcia Parker and Glenn Senter. Commissioner Lee Bennett 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 Terry E. Demott, Senior Land Resource Coordinator with the Suwannee River Water Management District. He was in attendance in lieu of District Executive Director David Still who could not attend. There were no other guests present.
4. Mr. Terry E. Demott advised the board that Suwannee River Water Management District is dedicated to preserving water quantity and quality. With that in mind, the Suwannee River Water Management District Surplus Land Committee has recommended that they gift us land that horseshoes around our water plant. They have recommended that the gift include all of a 49 acre parcel with the exception of 7 acres. It is felt that you can better manage the property. He presented 2 aerial photographs. One showed all of the 49 acres. The other included an outline of the seven acres that they plan to keep. He indicated that the Management District anticipates selling the seven acres as a separate lot. He stated that if the District chose to accept the property a conservation easement would be attached to prevent the property from being developed. He then opened the floor for questions. Chairman Senter asked the value of the 7 acres. Mr. Demott answered that he did not know an appraisal had not been done. Chairman Senter asked if Taylor Coastal Water and Sewer District would have the first option to purchase the 7 acres. Mr. Demott answered yes. Jim Gooding, Taylor Coastal Water and Sewer District Water Operator asked if the required conservation easement would affect the property as far as taxes. Mr. Demott answered that currently the property is tax exempt. Mr. Gooding then asked if the management District would remove all security items. Mr. Demott answered that the cables would be left. Chairman Senter asked if the Pruitt Development had approached the Management District in regard to a water use permit. Mr. Demott answered not that he was aware of. Chairman Senter then asked for a motion to accept the property from Suwannee River Management District. **Commissioner Billy Ezell made a motion that Taylor Coastal Water and Sewer District accept the property with the conservation easement and that Taylor Coastal Water and Sewer District maintain the property at the Districts expense. A second was offered by Commissioner Charles Carlton.** Chairman Senter asked if there was any further discussion. Commissioner Charles Carlton asked Mr. Demott if he would ask the Land Surplus Committee if they would consider gifting all of the property including the 7 acres since it is close to our wells. Jim Gooding expressed that it was his understanding that DEP requires a buffer around our well area and the gift of the seven acres would assure us of that. Mr. Demott stated he would bring this to the attention of the Surplus Land Committee and request that the 7 acres be included in the gifting. There being no further discussion the Chairman called for a vote and **the motion to accept the property passed unanimously.** Chairman Senter and all of the board thanked Mr. Demott. Mr. Demott advised that a draft of the conservation easement would be sent to the district for review. He requested a copy of the board's minutes be sent to his office so that he could present them to the Suwannee River Management District Surplus Land Committee indicating your action.
5. 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 Lynn Aibejeris with a second by Gennie Malone to approve the minutes. The minutes were adopted unanimously.**

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6. Staff and Committee Reports

a. Billing Reports/Items- Lynette Senter – Water and Sewer Sales for the month of January 2012 were above the projected amount. The past due list of Cindy Ball, Lorraine Collins and H. C. Corbitt has all been disconnected and utility liens filed. There were no questions from the commissioners. 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 Lynn Aibejeris offered a second. The motion was approved unanimously.**

Other Assistant Office Manager Items: Lynette advised the board that office staff is adhering to board policy for delinquent account disconnects. She advised that we have had some complaints from the customers that have always been chronic. She requested that the Board consider removing approval of extend a payment by office staff and placing that approval with the board. After discussion **Commissioner Charles Carlton made a motion that if a customer asks for a payment extension that the office staff must present it to the commissioner s for approval. A second was offered by Commissioner Billy Ezell. The motion passed unanimously.**

b Financial Reports/Office Manager Items – Diane Carlton-The profit and loss budget performance was presented for January 2012. Total income was \$29,340.25 which is over the budgeted amount of \$28,416.66. Total expenses for the month were \$29,982.59 which was over the budgeted amount of \$18,209.33. Resulting in a loss for the month of January in the amount of \$642.34. The loss is due to several large ticket items being paid during the month of January. On the expense breakdown those large ticket items are Powell & Jones CPA, \$8,011.00 for the annual audit, postage in the amount of \$1,433.30 for Forever Stamps at \$.44 each rather than purchasing them later with the one cents increase, Jones Edmunds & Associates were paid \$1,206.93 for the second semiannual ground water sampling expense, Dalton Electric, LLC was paid \$1,100.00 for electrical work performed for the Water System Plant upgrade. There were no questions from the commissioners. Chairman Senter asked for a motion to accept the Financial Reports as presented. **A motion was made by Commissioner Gennie Malone to approve the Financial Reports. Commissioner Lynn Aibejeris provided a second. The motion was approved unanimously.**

Other Office Manager Items: (1.) The District was contacted by Randy Haven of the Florida Fish and Game Commission concerning their possible need of using our water. He and Jim met. They discussed the request. Jim advised the office staff that we will allow them to use the hydrants. He requested that we provide them a fee schedule. We have done this and anticipate some use from them. A written procedure will be put in place. (2.) On January 31, 2012 David called the office and reported that the following items were missing from the Waste Water Treatment Plant. 2500 PSI Pressure Washer, a Makita Drill Set and a roll of #10 electrical wire. The board questioned David concerning how someone might get into the plant. He stated he did not know. The sheriff department was called. They did not find any evidence of forced entry. Our insurance deductible is \$5,000.00; therefore a claim was not made since the items taken are value at less than \$5,000.00. We did not have a serial number for the pressure washer. We will begin to put in place a procedure to post the serial number when a large ticket item is purchased. (3.) We received an application for employment from Ron Bennett. He currently holds a water distribution license. He expressed that he has the text and is studying for obtaining his water operator's license. To become a water operator you must also have training. With your concern of what position the district would be in should one of our operators become sick or leave employment I think that now is a good time to consider reviewing our current field technician requirements and add something to encourage our desire that the employees educate and train for advancement to become an operator. Jim Gooding has given notice to the board that he has plans to retire in approximately one and one-half years. Chairman Senter asked the office staff and Jim to work together on this and bring back to the next meeting the result of the review and recommended changes. (4.) The Perry Newspaper had an article in the February 15, 2012 edition that indicates that Suwannee River Management District will be speaking at a county commission meeting sometime within the next 2 months to inform the public about water resource issues. I suggest that Jim and at least one of our commissioners attend. I will review the county agenda's for this date and advise Jim and the commissioners of the date and time. (5.) The 4 commission seats that expire on May 3, 2012 will be advertised in the Perry News Paper on 3-14-12 and 3-21-12. Applicants must submit a letter stating their interest in serving by noon on March 28, 2012. All applicants will be surrendered to the Taylor County Board of Commissioners for appointment at their April 17, 2012 board meeting. So if any of you wish to continue serving you must re-apply.

c. Water Operations – Jim Gooding- Jim advised that water operations are going well. The building improvements have some issues with the paneling. It is warping. The contractor has come back but it appears that this is due to the quality of the paneling and the moisture in the plant. Jim requested that the board review information he requested from Advanced Refrigeration & Air Conditioning concerning the purchase of an Indoor Heat Pump. The estimated cost would be \$3,900 plus the cost of electrical. The brochure was passed around and no action taken.

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d. Wastewater Operations – David Morgan

Wastewater operations have been routine. All turned off accounts with grinder pumps in ground have been removed and are ready for maintenance review.

7. OLD BUSINESS

- a. Update on Water improvements funding – Diane Carlton- Greg Lang of Mixture and Associates spoke to David Clarrod of EPA. He advised Greg that we could request a waiver from the required matching funds. He stated he felt it might be possible but as far as he knew it has never happened. Greg will be forwarding this information to the office. We will be responsible for completing this package. He also indicated that he was going to speak with Suwannee River Water Management Districts' Steve Menace to see if we could obtain grant funding for the matching funds. After discussion the board requested the office to advise Greg that we would like to pursue both options.
- b. Update on EPA Grant Funding (\$750, 00.00) – Diane Carlton- There is nothing to report since we have not had any construction going on.
- c. Update on Phase II Construction – Diane Carlton- We have received a notice from Wayne Padgett that he is still owed \$2,900 for septic tank abandonments at Dekle Beach. I have advised Jones Edmunds of this. We received notice from Water Resource Technologies that all of the material ordered by Blue Rok, Inc that is stored at the Waste Water Treatment plant will be removed on March 2, 2012. He advised that he would provide written notice when this is accomplished. David Morgan has inspected all other items on the puch-list and everything else has been completed. So the only 2 items that need to be cleared up so that we can close out the original Anderson Columbia contract is the grinder pump situation and Wayne Padgett's issue of non-payment. I have advised Jones Edmunds to contact Anderson Columbia in regard to these issues. USDA_RD is dragging their feet on approving the Amendment to the Engineering Agreement and a pay request that they received the 1stt of this month. I spoke to Christine Goddard today she advised that they are not completed. She anticipates completion of both items by the end of the week.

8. NEW BUSINESS

Commissioner Marcia Parker asked the board to consider giving her a sewer adjustment charge on a one time swimming pool fill. Chairman Senter asked that she advise office staff of when this was to occur and they would handle according to board policy.

Commissioner Marcia Parker asked if we were having issues with water pressure being very low at the far end of the Cedar Island Road. Jim Gooding responded that this issue had come up before. The water pressure in that area is not as good as other areas, but it is within limits. He stated it was because it comes off of a 6" line.

Chairman Senter requested that a cellular phone policy be put in place for those employees given cellular phones for office use. He suggested that the District pay \$15.00 per month and any other charges must be paid by the employee. Office Manger Diane Carlton asked that the office be given the opportunity to review usage averages since the inception of the phone use and bring a policy suggestion back to the board at the next meeting. By consensus of the board Diane will present a proposed Cellular Phone Policy at the next board meeting.

9. CLOSING REMARKS – COMMISSIONERS/STAFF

Chairman Senter expressed praise to the staff for all of their hard work. He asked for any other closing remarks. There were none.

10. MOTION TO ADJOURN

There being no further business or comments **upon motion by Commissioner Gennie Malone and a second by Commissioner Marcia Parker with all commissioners in favor the meeting was adjourned at 7 p.m.**

The next regularly scheduled meeting will be held on Tuesday, March 27, 2012, at 5:30 p.m.

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Board Actions:

Approve minutes of January 24, 2012 board meeting

Approve Directors Report for January 2012

Approve Financial Reports for January 2012

Approve accepting land donation from Suwannee River Water Management District

Approve amending board procedure for Payment Extension requests. They must be approved by the commissioners, office staff can no longer approve.

Action Items:

Obtain information from Water Resources technology for converting the 110 grinder pumps to the new 220 pumps

Present another review for an employee pay increase

Review our present Field Assistant Job Description to consider implementing criteria for this position to obtain the licenses required to become both water and sewer operators.

Office Staff to prepare a written cell phone policy to present to the board for review and approval at the next board meeting to be held on March 27, 2012

M. Diane Carlton, Recording Secretary