

# TAYLOR COASTAL WATER & SEWER DISTRICT

18820 BEACH ROAD  
PERRY, FLORIDA 32348  
Phone/Fax: (850) 578-3043

[www.tcwsd.org](http://www.tcwsd.org)

## MINUTES OF REGULAR COMMISSION MEETING

June 26, 2012

1. The meeting was held at the District Building at 5:30 PM on June 26, 2012 present were:  
COMMISSIONERS: Lynn Aibejeris, Lee Bennett, Charles Carlton, Billy Ezell, Gennie Malone and Glenn Senter. Commissioner Marcia Parker was absent.  
  
TCW&SD STAFF: Diane Carlton, Jim Gooding David Morgan and 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 Diane Carlton.
3. There were no guests present.
4. Chairman Senter asked the commissioners if everyone had received and reviewed the minutes of the May 22, 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 Lynn Aibejeris offering a second. The minutes were approved unanimously.**
5. **Staff and Committee Reports**
  - A. Billing Reports/Items- Lynette Senter- Water and Sewer Sales for the month of May 2012 were \$32,577.00 with a total of 447 accounts. There were no over 31 day past due accounts. We had one new water service request from Travis Beach on behalf of Big Bend Realty. Adjustments for the month resulted in credits of \$126.16. The adjustments were for data input errors, a late fee, non-potable water, a transfer fee to a renter, a disconnect fee/reconnect fee and a one- time adjustment request from Sidney Hill for a broken water line. 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 Lee Bennett to accept the Billing Reports as presented. Commissioner Charles Carlton offered a second. The motion was approved unanimously.**
  - B. Other Assistant Office Manager Items: Lynette Senter. The 2011 Consumer Confidence Report was completed and sent to DEP. As required by DEP we must provide a copy to our consumers. We chose to include this in our billing statement for this month since the cost to run it in the paper is more costly. We also provided a copy to the Health Department and Taylor County Commission. In addition it has been posted on our web-site. The hard copy report is also available at the District Office.
  - C. Financial Reports/Office Manager Items – Diane Carlton- Total net ordinary income for May 2012 was \$14,720.51 which was above budget. Total expenses for the month were \$18,856.49; this was \$132.16 above budget. The \$1,775.00 cost by the Wastewater Department for a sludge haul was noted in the expense breakdown as an exception item for the month. 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 Lee Bennett to accept the Financial Reports. Commissioner Lynn Aibejeris provided a second. The motion was approved unanimously.**
  - D. Other Office Manager Items: Diane Carlton
    1. Commissioner Marcia Parker has submitted her resignation. The position will be advertised for a replacement in July and the applicants submitted to the Taylor County Commission for appointment in August.
    2. We received the deed to the 49 acres of land that Suwannee River Management District gifted to the District. The deed has been recorded and the property is now owned by the District.
  - E. Water Operations – Jim Gooding- We have purchased a used 2011 Caterpillar D50 Diesel Generator that is still under warranty for \$10,000.00. It was delivered June 21, 2012. We will have to have it converted from a 480 to a 240 v. We are working with Caterpillar to accomplish this. Chairman Senter asked what we would do with the old generator. Jim advised he anticipated selling it to the recycling center for scrap. Chairman Senter stated he would advertise it on Craig’s list to see if it could be sold first. By consensus the board agreed to advertise it for sale and if it did not sell soon it would be sold to the recycling center.

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F. Wastewater Operations – David Morgan - The office staff has completed the required corrections to the DMR reports that DEP had requested. There are no other issues at this time with the waste water department.

6. OLD BUSINESS

- A. **Update on SPA Grant (\$300,000.00) (Water/Sewer Improvements Funding)** – Diane Carlton- We still have had no progress on the request to EPA for a waiver of the matching funds. In addition I have also not had any conversation with Mittauer and Associates or Fred Fox Enterprises.
- B. **Update on EPA Grant Funding (\$750,000.00)** Diane Carlton The fund balance is \$291,885.77. The final Anderson Columbia Pay Request will be forwarded to EPA as soon as I receive approval from USDA-RD.
- C. Update on Phase II Construction – Diane Carlton- The final pay request was sent to USDA-RD on May 31, 2012. As soon as it is approved it will be forwarded to EPA for their approval and payment. The bid documents have been approved by USDA-RD for Part 2, Phase II construction. This approval is subject to Jones Edmunds response to USDA-RD for the justification of the proprietary technical specifications of the Grinder Pumps and the replacement of an out-dated RD form that was used in the submittal. Jones Edmunds has complied. We now need written approval from USDA-RD to proceed with advertising for bids.

7. NEW BUSINESS

- A. Recreational Vehicle Lots and District Ordinance regarding mandatory connection to Sewer  
This item was tabled until the next meeting. Some of the Commissioners wanted additional time to review the information.
- B. Salt Water Intrusion into Cedar Key/Others Wells  
Chairman Senter addressed this item. He wanted to make sure that all commissions and staff were aware that Cedar Key is facing this problem. He stated that he wanted to make us all aware that this could happen to us if we continue to have drought.

8. CLOSING REMARKS – COMMISSIONERS/STAFF

Commissioner Lynn Aibejeris asked if the grinder pump installation was complete for the Big Bend Real Estate Office. She advised there was a large mound of dirt and a hole/ditch that appeared to be a part of the installation. David Morgan responded that this was their plumber that had not completed all of the plumbing installation. Chairman Senter requested that the office contact Big Bend Realty and advise them that this needed to be completed. There were no other comments.

9. MOTION TO ADJOURN

There being no further business or comments and **upon motion by Commissioner Lee Bennett with a second by Commissioner Charles Carlton to adjourn and the motion being approved unanimously. The meeting was adjourned at 6:12 p.m.**

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

**Board Actions:**

Approve minutes of May 22, 2012 board meeting

Approve Directors Report for May 2012

Approve Financial Reports for May 2012

**Action Items:**

Consider an Employee Pay Increase at the July 2012 board meeting or when budget is reviewed

Consider approving a part time position described as Operator Trainee at the July 2012 meeting

Consider a District Policy to enforce the mandatory hook-up to sewer if RV customers are within 200 feet of our existing sewer lines as described in the District Ordinance.

Continue to explore ways to make sewer connection more affordable for customers that were not covered for hook-up under grant funding.

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