

TAYLOR COASTAL WATER & SEWER DISTRICT

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MINUTES OF REGULAR COMMISSION MEETING

August 28, 2012

1. The meeting was held at the District Building at 5:30 PM on August 28, 2012 present were:
COMMISSIONERS: Lynn Aibejeris, Lee Bennett, Charles Carlton, Billy Ezell, Gennie Malone, Glenn Senter and Cornell Silveira.

TCW&SD STAFF: Diane Carlton, Jim Gooding David Morgan and Lynette Senter. 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 Clinton Wood to the meeting. Chairman Senter offered Mr. Wood the opportunity to speak. Mr. Wood accepted. He advised the board that his attendance this evening was to request that the board consider putting in a larger water line on the Bird Island Road from our meter to his residence. He stated he thought this would be a good time to increase the size of this line since the District would be placing the sewer lines on that road in the near future and if we decide to develop our property he did not believe the present line will work. Chairman Senter thanked Mr. Wood for his input and advised Mr. Wood that unfortunately this would be difficult to do. The number one reason is to increase the size of the line for future development would require Engineer Drawings and Plans. The number two reason is that Rural Development the funding agency for the installation of sewer lines to the Bird Island area will not allow us to use any of the monies for water improvements. These monies are only designated for Septic Tank Abatement. Rural Development does not allow us to use the funding to promote development. The Chairman asked Mr. Wood if he was in the process of developing his property. Mr. Wood stated he was not. Chairman Senter then asked Jim Gooding if he had any comments. Jim stated that to go to a larger line the district would require just as the Chairman stated engineered plans and specifications, the number of homes and why it would be necessary to increase the size of this line. Jim advised the board that the line was Mr. Wood's line not the Districts. Mr. Wood acknowledged this but added that he thought the line should belong to the District. He stated the only reason it did not is because at the time the lines were being put in the water company needed money and I wanted to help them out. So I put the line in. Mr. Wood this asked if the District would agree to take over the line. The Chairman advised him that the request could be put on the agenda. Commissioner Carlton asked Mr. Wood the size of the line. Mr. Wood responded 2 inches. Chairman Senter asked if the board wanted to discuss this now. Commissioner Carlton said no, lets agenda this for the next meeting. Chairman Senter requested that the office manager agenda the requests made by Mr. Wood and to research information on permitting and what would be required of the District to consider his requests. Chairman Senter then thanked Mr. Wood and advised him that the items would be placed on the agenda for the next board meeting.

Chairman Senter welcomed Cornell Silveira as a commissioner.

4. Chairman Senter asked the commissioners if everyone had received and reviewed the minutes of the July 24, 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 Gennie Malone to approve the minutes with Commissioner Lynn Aibejeris offering a second. The minutes were approved unanimously.**
5. **Staff and Committee Reports**
 - A. Billing Reports: Assistant Office Manager- Lynette Senter- Water and Sewer Sales for the month of July 2012 were \$37,766.46. We have 452 accounts. There were no over 30 day past due accounts. We had no new service requests for the month. The adjustments for the month resulted in credits of \$88.49. This included adjustments of \$1,022.21 for misread meters, \$58.02 for water line damage, \$18.02 in other adjustments to Kenneth McHenry for sharing his water to put out a 4th of July brush fire started by fireworks, \$141.20 for non potable water, \$300.00 in transfer fees for change of owner from Ball to Beach and to the renter of the two Hot Dog Stand properties, \$450.00 in reconnect fees from Buster Collins and Travis Beach, \$118.25 for a one-

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time adjustment to Lee Bennett and Travis Beach paid \$519.29 to satisfy the utility lien on the Cindy Ball property. 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.**

B. Other Assistant Office Manager Items: Lynette Senter. Ms. Senter asked the board to allow the District Office to employ a company for pest control, particularly spiders. Chairman Senter advised Ms. Senter that the office can do this and it would not take action from the board to set up this service.

C. Financial Reports: Office Manager - Diane Carlton- Total net ordinary income for July 2012 was \$9,960.90. Total expenses for the month were \$27,805.56. The expense breakdown was presented noting the exception items for the month; \$3,382.68 in sewer replacement parts and \$4,900.06 in Water System Plant Upgrades which are expense's on the generator purchase. 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 Lynn Aibejeris to accept the Financial Reports. Commissioner Gennie Malone provided a second. The motion was approved unanimously.**

D. Other Office Manager Items: Diane Carlton

1. The Rules and Regulations were removed from the web site. This decision was made since they have not been updated since 2007. One of the items that will be updated is the fee schedule. As written now the rules and regulations pertain only to water services and do not include any sewer information. The office staff will continue to work on this and present the proposed changes to the board as soon as we can finish the review.

2. The Water/Wastewater Trainee position was advertised and the closing date for applications is August 31, 2012 at 4:00 pm. The board will need to decide who will interview and when and keep in mind that we would like this person to start work on Oct. 1, 2012. Chairman Senter appointed Commissioners Charles Carlton, Lynn Aibejeris and himself to represent the board and requested that Jim Gooding and David Morgan participate. He requested that the office manager set up the dates and schedule the times for the interviewing and then notify the team. They will present their recommendation to the board at the September 25, 2012 meeting.

3. DEP approved the permit for the Phase I storm water management system located at the corner of Spoonbill Road and Sand Hill Road. The District will have to report every 2 years on this permit. A state certified engineer will have to complete the report. This will be in effect from now on unless DEP removes the requirement from the permit. It is expected to cost the District \$800.00 to \$1000.00 for the engineer to complete the report.

E. Water Operations – Jim Gooding- Lindsey Island Developer Donald Dalton installed approximately 100 feet of pipe and as soon as DEP gives a clearance we will be taking over that line. **2.** The generator installation should be finished today. Electrician Kenny Dalton tested it today and set up the auto-dialer information. **3.** I attended a training course this month in Daytona Beach, Florida sponsored by Florida Rural Water Association. He advised he would be providing a write up on what he learned from attending the class.

F. Wastewater Operations – David Morgan- Dalton Electric was called in reference to a pump not functioning at the plant. He found burnt wires, a bad timer and contactors. All have been repaired.

6. OLD BUSINESS

A. Update on SPA Grant (\$300,000.00) (Water/Sewer Improvements Funding) – Diane Carlton- There was not update.

B. Update on EPA Grant Funding (\$750,000.00) Diane Carlton - The fund balance is \$269,521.87. We still have not had a response from our letter requesting that the grant fund draw period be extended until December 31, 2013 and we have not received written approval for Part 2, Phase II project work.

C. Update on Phase II Construction – Diane Carlton- Bids were advertised on the 10th and 11th of August. In the Perry Newspapers and the Tallahassee Democrat. There was a Pre-Bid non-mandatory meeting held at the district office on August 21, 2012. Bids close at 2:00 PM on September 11, 2012. All bids will be opened and documented. Jones Edmunds will check each contractor to make sure that they are licensed and bonded and then will forward the bids back to us for review and recommendation to USDA-RD. Then USDA-RD will be sent our recommendation and they will make the final decision on awarding the contractor.

7. NEW BUSINESS

A. Review for approval the 2012-2012 Fiscal Year Budget

Commissioner Lee Bennett made a motion that we accept the proposed 2012-2013 budget as presented. Commissioner Charles Carlton asked for discussion. Commissioner Carlton expressed that he had received a memo from Jim Gooding and from David Morgan about unfunded projects and he wanted to

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address these before going further. After board discussion it was determined that if these were major water or sewer expenses that the board would consider using reserves however they are not and perhaps some of these items can be done under the proposed budget. Chairman Senter asked if there was any more discussion. There was not. He asked for a second to Commissioner Bennett's motion. **Commissioner Charles Carlton offered a second and the motion carried unanimously.**

- B. **Approve additional check signers for the operating checking account.** After discussion and by consensus the board appointed Commissioner Gennie Malone and Commissioner Charles Carlton to be added as authorized signers with Commissioners Glenn Senter, Lynn Aibejeris and Lee Bennett continuing to be authorized.
- C. **Consider an employee pay raise as agendaed at the April 2012 meeting-**Commissioner Lee Bennett asked Office Manager Diane Carlton if there were monies appropriated in the new budget for consideration of an Annual Pay Increase. She answered stating there had been monies appropriated for up to a 4% increase. **Commissioner Lee Bennett made a motion that the staff each receive a 3% pay increase to become effective on the first day of October 2012. Commissioner Lynn Aibejeris offered a second. The motion carried unanimously. Commissioner Charles Carlton and Commissioner Glenn Senter did not participate in the discussion or vote on this item.**

8. CLOSING REMARKS – COMMISSIONERS/STAFF

Chairman Senter thanked each staff member and commissioner for all their efforts put in to making this District strong. He then asked for any other comments from the staff or commissioners. Commissioner Lee Bennett announced that Taylor County has been chosen for the location of a new plant that specializes in Officer Protection. It should open with about 40 employees and possibly employ up to 100. This is such a good thing for Taylor County. There were no other comments.

9. MOTION TO ADJOURN

Commissioner Gennie Malone made a motion to adjourn. Commissioner Lee Bennett offered a second and the motion was approved unanimously. The meeting was adjourned at 6:47 p.m.

The next regularly scheduled meeting will be held on Tuesday September 25, 2012 at 5:30 p.m.

Board Actions:

Approve minutes of July 24, 2012 board meeting

Approve Directors Report for July 2012

Approve Financial Reports for July 2012

Approve the 2012-2012 Fiscal Year Budget

Approve an Employee Pay Raise of 3% for each employee to become effective 10/1/2012

Action Items:

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 are not covered for hook-up under grant funding

Interview and Recommend to the Commission Board the hiring of a Water/Wastewater Trained at the September 25, 2012 board meeting

Research Permit Requirements and Regulations and place Clinton Wood request on the next agenda for the District to consider acceptance of the water line on the Bird Island Road and for the District to consider increasing the size of that line.

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