

TAYLOR COASTAL WATER & SEWER DISTRICT

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MINUTES OF REGULAR COMMISSION MEETING

November 19, 2012

1. The meeting was held at the District Building at 5:47 PM on November 19, 2012 present were:
COMMISSIONERS: Charles Carlton, Gennie Malone, Glenn Senter and Cornell Silveira. COMMISSIONERS Lynn Aibejeris, Lee Bennett and Billy Ezell were absent.
TCW&SD STAFF: Diane Carlton, Ronald Bennett, 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. There were no guests present.
4. Chairman Senter asked the commissioners if everyone had received and reviewed the minutes of the October 23, 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 accept the minutes with Commissioner Charles Carlton offering a second. Chairman Senter asked for any discussion. There was none. 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 October 2012 were \$30,826.39. We served 455 accounts and pumped 983,700 gallons of water. There were five accounts past due over 30 days. They are Eddie Kinsey, Rueff Family Trust, M.W. Collins, Erma Jean Walker and T. Wilkie Gibson. The Eddie Kinsey, Rueff Family Trust and T. Wilkie Gibson accounts have been disconnected. M. W. Collins has paid current; the Erma Jean Walker account was disconnected but has now paid current. There were no new service requests for the month. The adjustments netted \$551.08 in income for the month. The adjustments were: \$9.80 for a misread meter, a refund of \$199.10 to Hu Love due to the sale of his property, \$31.02 late fee adjustments for Dustin Beach and Buster Collins, \$130.00 for non potable water, \$300.00 transfer fees for change of owners: they are Jerry Rowe to Brian Stone, Hu Love to Margaret Cooksey and Thomas J. Woolley to Lynda Aibejeris, \$27. 20 onetime adjustment request for Dr. Deane & Sue Mink and \$250.00 in disconnect fees from the Ruff Family Trust, Erma Jean Walker, Wendy Kelly and T. Wilkie Gibson. 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 Charles Carlton to accept the Billing Reports as presented. Commissioner Cornell Silveira offered a second. Chairman Senter asked for any discussion. There was none. The motion was approved unanimously.**
 - B. **Other Assistant Office Manager Items** - Lynette Senter- Nothing was reported
 - C. **Financial Reports:** Office Manager - Diane Carlton- Total Sales for the month were \$30,826.39. Total expenses for the month were \$27,714.98. This resulted in a Net Ordinary Income of \$3,111.41. The expense breakdown was presented with notation given to the postage expense of \$1,440.00 which covers 6 to 7 months, the Tri County Electric charges of \$2,402.93 due to a pump issue at the boat ramp, the pump was continually running but not pumping and shutting off. Chairman Senter requested that Tri-County be contacted to see if they have a Warning Parameter Program that we could be set up on. The other exception expense item was the tank maintenance fee in the Water Department of \$3,696.30 which is an annual expense. 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 accept the Financial Reports. Commissioner Charles Carlton provided a second. Chairman Senter asked for any discussion. There was none. The motion was approved unanimously.**
 - D. **Other Office Manager Items:** Diane Carlton-(1) Update on The Gibson Road property that was brought up at the last board meeting by Lynette Senter: Per your request I have researched the file on the property located at 1755 J. L. Gibson Rd. The following information was found in the file: The property was approved for a grant funded grinder pump to be installed in the Phase II Construction. However the pump was not installed due to the following reason. The property had no water service or electric service during the construction period. This was due to the fact that the property had been foreclosed on 2/10/09. Several attempts to contact the owner of the

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property prior to foreclosure were made. Then efforts were made to have the bank restore the water and electric services. They also failed to respond. The person who called is Mr. Dale O'Conner. I have spoken to Mr. O'Conner on several occasions. He has requested that the District work with him on getting a grinder pump installed at this property and restoring water service. I advised him that we could not provide him with water service until a grinder pump is installed. He understood when he purchased the property that the grinder pump was an issue. My suggestion to the board is that we request that this pump be installed in the Part 2, Phase II construction since the property was approved for a grant funded pump under the Phase II project initially. This will have to be requested under change order and USDA-RD will have to approve the request. I have advised Mr. O'Connor this request cannot be presented until construction is under-way. (2) Powell and Jones CPA will be presenting our audit at the December 10, 2012 board meeting. (3) A request for Proposals will be advertised this month for Legal Counsel since Bill Blue was elected County Judge.

Water Operations - Jim Gooding- the Water Department is getting more accomplished since the hiring of Ron Bennett. We have been working on finishing the painting for the Water Treatment Plant and installed a new ramp at the front door. The 10,000 gallon tank has been washed and cleaned on the outside. We have worked on the plans for the shed roof to cover the generator. I believe we can complete the roof for approximately \$400 to \$500.00 dollars verses the \$1,000.00 estimated cost given by Commissioner Lee Bennett. So rather than advertise for bids I will purchase the materials and construct the roof ourselves. We have replaced valves at the Booster Stations. We have installed the signs at the well head protection area. Chairman Senter asked Ron Bennett about his studies for the licensing requirement. Ron advised he is in the 2nd manual, Chapter 19. The Chairman requested that office staff check with Florida Rural Water Association to see what classes would be available to assist Ron with his education and training.

Wastewater Operations – David Morgan- the MLR pump has not been installed because we had to order a gasket. As soon as the gasket is received the electrician will be contacted to install the pump. There was board discussion as to what electrician to use for this service. By board consensus it was agreed upon to allow B.J. Hires, LLC to do the installation. The Board also discussed the need for a portable lift crane so that the pumps in all of the sewer area's can be lifted for maintenance and repair. It was agreed upon that we would ask USDA-RD to consider allowing us to purchase a lift with any grant funds remaining after the Phase II Part 2 construction is finished.

6. OLD BUSINESS

A. Update on SPA Grant (\$300,000.00) (Water/Sewer Improvements Funding) – Diane Carlton- No progress has been made

To update

B. Update on EPA Grant Funding (\$750,000.00) Diane Carlton - The fund balance is \$269,521.86. On November 11, 2012 EPA requested documents that I could not produce. They requested the score sheets used in 1998 by Taylor Coastal Utilities when Jones Edmunds was hired for engineering services. They also wanted a written narrative of the procurement process and how or if minorities were contacted in regard to the services requested. I advised EPA that I could not produce these documents and that the District was with-drawing the request for RPR services be funded by EPA funds. I then spoke with Troy Hayes of Jones Edmunds and requested that they consider accepting the hourly rate that USDA-RD approved for the service. He advised that he could not get me an answer right away but thought that it was possible. I went ahead and advertised for the position in the Tallahassee Democrat and the Perry News Papers, Inc. Then on November 16, Troy Hayes of Jones Edmunds advised me that they would agree to furnish the RPR services at the rate approved by USDA.

C. Update on Phase II Construction – Diane Carlton –The District and Jones Edmunds needs to execute the RPR contract and forward all the information to USDA-RD for review and approval. We did receive USDA-RD approval to award the contract to Anderson Columbia. Jones Edmunds has to do an updated project budget and prepare 5 sets of executed contract documents for final review and concurrence. They also have to submit a resume for the person that they propose to do the RPR services along with a letter of recommendation from us. I have provided that letter to them. Once this is done a preconstruction conference will be scheduled. Funds remaining from USDA-RD are \$275,228.69 for construction and \$490,880.44 grant funds.

7. NEW BUSINESS Jim Gooding made a request to the board for \$7800.00 to come out of the Capital Improvements Funds. The first project he discussed was the replacement of 50 water meters per year with an estimated cost of \$2,000.00 per year. He stated that it was industry standard to do this every 10 years. He also stated that he estimated that 10 to 20% of our meters are at least 20 years of age. He feels like we are losing revenue because a lot of our meters have slowed down. After board discussion **Commissioner Gennie Malone made a motion that the \$2,000.00 request be approved and the monies be transferred from the Capital Improvement Funds to cover this expense. The motion**

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failed for the lack of a second. Chairman Senter asked if there was other discussion. Charles Carlton asked that this item be tabled until the next board meeting. He felt like the full board should make this decision. The Chairman agreed. The Chairman advised that this item will be placed on the agenda for the December 10, 2012 board meeting.

8. CLOSING REMARKS – COMMISSIONERS/STAFF

Chairman Senter thanked everyone for all the work that they do and for their attendance. Commissioner Cornell Silvera questioned why the District was providing water service to RV sites without requiring the installation of a grinder pump for sewer. Chairman Senter advised that the board has discussed this and we have tabled this item until we get near the end of Phase II, Part 2 construction to see if we can get any assistance from USDA-RD to have the pumps installed under grant funding. There were no other remarks.

9. MOTION TO ADJOURN

Commissioner Gennie Malone made a motion to adjourn. Commissioner Charles Carlton offered a second and the motion was unanimously approved. The meeting was adjourned at 6:46 p.m.

The next regularly scheduled meeting will be held on Tuesday December 10, 2012 at 5:30 p.m.

Board Actions:

Approve minutes of October 23, 2012 board meeting

Approve Directors Report for October 2012

Approve Financial Reports for October 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

Office staff is to review and suggest any revisions to the Rules and Regulations of the Water and Sewer District Set up a Preventive Maintenance Schedule and Plan for the Waste Water Department

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