

TAYLOR COASTAL WATER & SEWER DISTRICT

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MINUTES OF REGULAR COMMISSION MEETING October 26, 2010

1. The meeting was held at the District Building at 5:30 PM on October 26, 2010. Present were:
COMMISSIONERS: Charles Carlton, Gennie Malone, Lynn Aibejeris, Marcia Parker and Glenn Senter
Commissioners Leland Carlton and Lee Bennett were absent.
TCW&SD STAFF: Jim Gooding, David Morgan, Diane Carlton and Shirley Shinholser
Vice-Chairman Senter called the meeting to order and declared a quorum present.
2. The meeting was opened with prayer and the Pledge of Allegiance.
3. Guests present included John Horvath, Jason Haeseler, and Keith Halbrook of Jones Edmunds who will comment on Item #5 and Item #8(a).
4. The Minutes of September 28, 2010 were presented. **A motion was made by Charles Carlton with a second by Lynn Aibejeris to approve the Minutes as read. Minutes were adopted unanimously.**
5. Phase II Update – Shirley Shinholser/Jones Edmunds
(Shirley) – John Horvath is working on a modification to the Phase II Preliminary Engineering Report (PER) to include Sawgrass Bay and collection line extensions beyond Dark Island. District staff will pursue easements once the covered area is determined. Collins of Dekle Beach provided required paperwork to receive a grant-funded grinder pump. Geohagan of Dekle Beach has stated she is not interested in obtaining a grinder pump for her vacant lot and, therefore, has not provided required documents. Our valiant attempts to obtain an easement from Wilke Gibson, Jr. of J.L. Gibson Road have failed. The construction crew has been advised to install a future connection valve box along the right-of-way (easement from Wilke Sr.). The Department of Health came by the office last week and advised that, per Florida statutes, Mr. Gibson may be forced to have water and power disconnects if he doesn't comply. Theses two (2) grinder pumps (Geohagan and Gibson Jr.) can be installed in the Phase II extension or considered as spare parts. The contractor is paid "per installation". Since so many in Dekle Beach met the same criteria making it difficult to select only one or two, we did not approach anyone about an alternate installation.
(John Horvath) – Due to reduced construction costs and elimination of a lift station, the District will have \$400,000 to \$500,000 to redirect in Phase II construction. Therefore, we our modifying the PER to include the completion of the collection lines on Osprey Circle in Sandpiper, collection lines and four (4) grinder pumps in Sawgrass Bay, extending the collection system to Fish Creek and painting of the Wastewater Treatment Plant. USDA-RD must review and approve all modifications. We will apply with DEP for any additional permits that may be required. Permit applications and design drawings will be expedited in an effort to begin added construction immediately following the Dekle Beach/Dark Island project completion.
(Jason Haeseler) – The force main from the Keaton Beach Gas & Grill to Dekle Beach is near completion. Collection lines on J.L. Gibson Road have been installed. Approximately forty (40) electrical connections and wet well installations have been completed at Dekle Beach in preparation for grinder pump installations and septic tank abandonments. We plan to pressure test the lines next week (2 hours at ≤ 100 psi) and submit as-builds to DEP for clearance. This may take 3-4 weeks. Dekle Beach, with the exception of Good Times Drive, should be on line by the end of November or early December. Gibson Road will be completed and placed on line before advancement to Dark Island.
(Keith Halbrook) – The construction crews are working closely with District Operators and have experienced only one water line cut requiring a Boil Water Notice. Our plans are to install the new 6-inch water line along Good Times Drive; perform pressure tests and bacti tests; install customer supply lines as needed; and, isolate Good Times Drive while we connect residents to the new 6-inch line. Customers should be without water no more than one hour. The old water lines will be abandoned and/or removed. The pavement on Good Times Drive has been removed. Two loads of millings were reserved for repairs on Mexico Road and the Boat Ramp. Eight loads of millings were hauled to Sandhill Road and placed at various points between Spoonbill and the WWTP. Blue Rok will level the millings, breaking up large clumps, and add lime rock as needed.

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6. Staff and Committee Reports

a. Billing Reports/Items – Shirley Shinholser

We sold 1,558,200 gallons of water in September 2010 with an average usage for active meters of 3,533 gallons. Our conservation rates coupled with customer concern are successful in conserving our area's water supply as recommended by Suwannee River Water Management. Past due accounts are in good standing. There were no new service connections in September. An RV lot on Marina Road (Moorman) was disconnected; two RV lots at Cedar Island (Pedrick and Wheeler) were reconnected as well as the mobile home in Cedar Island East once belonging to Davis. We made a hefty one time adjustment for Ellis Moore due to toilet failure (\$1,295.96) and made two owner transfers --- Jackson to Fleming at Keaton Beach and Davis to McGraw at Cedar Island East. During our last fiscal year, October 2009 through September 2010, we gained four (4) new accounts. A monthly usage summary for the year has been prepared for your review. **A motion was made by Gennie Malone to accept the Billing Reports as presented. A second was obtained from Marcia Parker and the motion was approved unanimously.**

b. Financial Reports/Office Manager Items – Diane Carlton

As noted on the September Balance Sheet, our Operating Checking has returned to normal and a reduction in Savings is indicated due to the September 1 payment to USDA-RD for our two (2) outstanding loans. The LOC loan at Capital City Bank which is used for our Phase II pre-construction costs was at \$231,306.77 at the end of the year. As indicated on the Profit and Loss Budget Performance, although our income remains below budget, our reduced expenses enabled us to attain a year-end net income \$10,919 above budget --- not including the assets gained with three (3) customer purchased grinder pump installations. As noted in the Expense Breakdown, several insurance policies were renewed and our drinking water annual fee was paid. Petty Cash has been replenished for the year. The P&L Class Report indicates that both water and wastewater are self-supportive at this time. **A motion was made by Gennie Malone to approve the Financial Reports. Lynn Aibejeris provided a second and the motion was approved unanimously.**

c. Water Operational Issues – Jim Gooding

We have experienced few concerns with the Phase II construction. The one line cut was quickly repaired. Installation of a new line at Good Times Drive and the abandonment of the old line is a concern but the plan is workable.

d. Wastewater Operational Issues – David Morgan

The Contractor is keeping his site at the Wastewater Treatment Plant clean and orderly. Work crew traffic has not hindered District operations and they are being conscientious about locking the gate upon departure. Our three (3) RPZs (above ground back-flow preventors) recently received their required annual inspection (3 @ \$60 each). The unit at Lift Station #1 needed a rebuild kit and the unit at the WWTP required a valve replacement. The units have been repaired at a cost of \$313.50 and we are now in compliance.

7. OLD BUSINESS

a. Funding for future Water improvements and Wastewater Expansion

Work is continuing on the Pre-Development Grant Application Packet.

b. Keaton Beach RV Park

We have not yet received a copy of the blue prints Mr. Sprayberry is providing to DEP.

c. Update on 2009 Omnibus Legislation, STAG funding (\$300,000)

As soon as we receive the modified PER, we can determine how much of the funding may be needed for wastewater improvements. We can then submit our application. Cheryl King of Southeast Rural Community Assistance Program has offered assistance in preparing the EPA application.

Commissioner Senter recommended that a letter of appreciation to Congressman Boyd acknowledging all the support given for our wastewater program be prepared for all the commissioners are to sign. Lynn Aibejeris made a motion to send the letter; a second was received from Gennie Malone and the motion passed unanimously.

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- d. Update on Assistant Office Manager Applications
We have received nine (9) applications to date. Each application will be reviewed and interviews scheduled with all those who appear to qualify. A recommendation will be presented at the November meeting.
8. NEW BUSINESS
- a. Taylor County Solid Waste/Disposal of liquid runoff – John Horvath
Taylor County is searching for a site to receive liquid waste from the Carlton Roll-off site (industrial waste). The City of Perry can no longer receive the product due to permit restrictions. A comprehensive sampling indicates that is not a hazardous waste, although it is about ten (10) times stronger than typical domestic wastewater. We estimate about 3,000 gallons per month, delivered weekly (750 gal/wk). We contacted DEP to see if permit modification or additional monitoring will be required. A verbal response has been received stating there will be no changes required based upon calculations we provided. A confirmation letter is forthcoming. David will need to be on site for each delivery (recommend LS #2) and maintain adequate records of volume received and its overall effect on the District's wastewater product. **After Board consideration, Charles Carlton presented a motion that the District accept two (2) test loads at no charge on a day prior to our scheduled lab day and note the effect it has on our plant and product before we consider this option further. The motion received a second from Gennie Malone and passed unanimously.**
9. CLOSING REMARKS – COMMISSIONERS/STAFF
- The Resident Observer, Keith Halbrook is doing a great job! Whether or not random drug testing is performed, the crews are well-coordinated with apparent experience. Most are family and all are well supervised. Safety meetings are held daily.
- The District has received a letter of invitation to attend the Building and Planning meeting on November 4th and the County Commission meeting on December 14th regarding RV density and set backs.
- Suwannee River Water Management held a meeting last week sharing concerns over water depletion and advising the public of their plans to address the situation.
10. There being no further business or comments, upon motion by Charles Carlton and a second from Lynn Aibejeris, the meeting was adjourned at 6:55 pm.

**The next regularly scheduled meeting will be held on
Monday, November 15, 2010 at 5:30
(Scheduled change due to holiday.)**

Board Actions:

- Approve Minutes of September 28, 2010
- Approve Billing reports for September 2010
- Approve Financial Reports for September 2010
- Approve letter of appreciation to Congressman Boyd

Action Items:

- Determine project(s) for 2009 Omnibus Legislation, STAG funding (\$300,000)
- Complete USDA-RD grant application for Preliminary Engineering Report for water improvements
- Investigate availability of grinder pump housing that will withstand vehicular traffic
- Obtain sewer schematic for Keaton Beach RV - Sprayberry



Shirley Shinholser, Recording Secretary