

TAYLOR COASTAL WATER & SEWER DISTRICT

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MINUTES OF REGULAR COMMISSION MEETING

November 15, 2010

1. The meeting was held at the District Building at 5:30 PM on November 15, 2010. Present were:
COMMISSIONERS: Lee Bennett, Leland Carlton, Charles Carlton, Gennie Malone, Lynn Aibejeris, Marcia Parker and Glenn Senter
TCW&SD STAFF: Jim Gooding, David Morgan and Shirley Shinholser (Diane Carlton was absent.)
Chairman Bennett called the meeting to order and declared a quorum present.
2. The meeting was opened with prayer and the Pledge of Allegiance.
3. Keith Halbrook of Jones Edmunds was present to comment on Phase II wastewater construction.
4. The Minutes of October 26, 2010 were presented. **A motion was made by Glenn Senter with a second by Marcia Parker to approve the Minutes as read. Minutes were adopted unanimously.**
5. Phase II Update – Shirley Shinholser/Jones Edmunds
(Shirley) – The Preliminary Engineering Report (PER) addendum is near completion and we anticipate receipt of a draft document this week. DEP and Delta are to provide input on permitting and surveying costs. Once USDA-RD reviews the document and approves the modifications, the contract with Anderson Columbia will be extended to include approved construction projects as funding allows. There have been no customer complaints regarding the Phase II construction. As in Phase I, we have discovered that some customers were disposing raw sewage into the canals and marshes, verifying once again the extreme need for completion of our Wastewater project.
(Keith Halbrook) – The force main from the Keaton Beach Gas & Grill to Dekle Beach Road has been flushed and has passed the pressure test of 100 psi for 2 hours (operates at 30 psi). The lines on Dekle Beach Road from Highway 361 to the Wiggins home have also been tested and approved. Lines from Wiggins to Jug Island will be tested Tuesday. A survey of the center line and right-of-ways of Good Times Drive has been completed with markers in place awaiting inspection and approval by Taylor County's Kenneth Dudley. We had some difficulty locating water lines in Boggy Bay but avoided complications as we completed the installation of collection lines in the area. A change-order is forthcoming to install multiple disconnects in the Phase I coverage area. The concrete mounds along the sides of the road are air release valves. The contractor has placed an approved DOT grass seed mix of Pensacola Bahia and rye as needed.
6. Staff and Committee Reports
 - a. Billing Reports/Items – Shirley Shinholser
Water sold decreased from 1,558,200 in September to 1,186,800 in October. Accounts past due include the usual repetitive customers. Most have been brought current with more payments expected before November 20th. One owner transfer was made from Casey to McKinney; one RV lot was disconnected; and, we obtained no new accounts. **A motion was made by Glenn Senter to accept the Billing Reports as presented. A second was obtained from Leland Carlton and the motion was approved unanimously.**
 - b. Financial Reports/Office Manager Items – Shirley Shinholser
There is nothing exceptional on the October Balance Sheet. As noted on the Profit & Loss Budget Performance, our October income was \$500 greater than budget. October expenses were elevated in several accounts due to annualized costs payable the first of the fiscal year. Personnel costs are elevated due to additional Operator hours for construction requirements and the transition of office staff. These costs should begin to level and be well within budget as we approach year end. An unexpected expense

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of \$2006.23 is reflected for the repair of our diesel fuel pump on the Water Treatment Plant generator. We will check with our auditor to see if this cost can be reallocated before we consider increasing the budget of \$3,000 for Repair/Maintenance, Water. We also experienced sewer repair costs when two of our three backflow preventers did not pass inspection and needed repairs. We finished October with a loss of \$1739.00. **A motion was made by Gennie Malone to approve the Financial Reports. Lynn Aibejeris provided a second and the motion was approved unanimously.**

NOTE: Our audit of fiscal year October 1, 2009 through September 30, 2010 is scheduled for December 2nd and 3rd.

- c. Water Operational Issues – Jim Gooding
We experienced a 2” line break in Sawgrass Bay for unknown reasons. With the assistance of DeYoung Construction, the repair was made in a timely manner. Our main flow meter at the plant was tested by Florida Rural Water and passed 100%. There has been minimal construction damage to date with only a couple of line breaks at Dekle Beach, only one of which required a Boil Water Notice.
- d. Wastewater Operational Issues – David Morgan
Taylor County brought in two loads of liquid runoff (570 gallons) on Monday, November 8th. The product was clean and, other than an odor, we’ve noted no changes at the plant. Routine monthly sampling was performed Wednesday, November 10th, but results have not yet been received. Product was received at Lift Station #2 on Grackle Grade.

7. OLD BUSINESS

- a. Funding for future Water improvements and Wastewater expansion – Glenn Senter/Shirley Shinholser
Data has been collected and forms completed. A notice of Intent was sent to our local paper for publishing on November 12th and November 17th. A Request for Proposals to prepare the Preliminary Engineering Report is being prepared.
- b. Keaton Beach RV Park -Lee Bennett
Mr. Sprayberry has not yet provided a copy of the blue prints prepared for DEP. Lynn Aibejeris is also preparing blue prints of her RV Park and will furnish a copy to the District.
- c. Update on 2009 Omnibus Legislation, STAG funding (\$300,000)
Once we receive the PER addendum for Phase II and the PER for proposed water improvements, we can prepare an EPA application packet for the funding. Staff from Rural Community Assistance Program will assist with the application.
- d. Update on Assistant Office Manger Position
Shirley Shinholser and Diane Carlton reviewed the eleven (11) applications received and selected the five (5) they felt better suited for the position of Assistant Office Manager for the District. Those five (5) were interviewed and evaluated based upon management and bookkeeping experience, communication effectiveness, internet experience, Microsoft Office capabilities and other criteria. The following three (3) are recommended for consideration by the Board (listed alphabetically):
Becky Jarvis -- Lynette Senter -- Glenda Welsh
The Board reviewed all eleven (11) applicants noting the five (5) interviewed and the three (3) recommended. The Commissioners individually rated the three (3) recommended applicants 1st choice, 2nd choice and 3rd choice. The results were tabulated by Shirley Shinholser and Commissioner Gennie Malone. Lynette Senter was first choice; Becky Jarvis was second choice; Glenda Welsh was third choice.
A motion was made by Charles Carlton to hire Lynette Senter as Assistant Office Manager. A second was provided by Marcia Parker and the motion passed with a six (6) vote approval. Commissioner Glenn Senter filed Form 8B, Memorandum of Voting Conflict, and did not participate in discussion or voting on this item.
- e. Update on Taylor County Solid Waste Disposal, Liquid Runoff
(Discussed in Item (6) (d) Wastewater Operations.)

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- f. Review an estimate for painting WWTP
For planning use only, the Board was provided with an estimate received from Bill Leahan Painting, LLC noting estimated costs to prime and paint the Wastewater Treatment Plant.
8. NEW BUSINESS
No new business was presented.
9. CLOSING REMARKS – COMMISSIONERS/STAFF

Commissioner Glenn Senter shared that he will be writing a letter to the editor of our local paper in the near future.
Commissioner Marcia Parker questioned if the District would experience water supply danger with future developments.
Commissioner Charles Carlton commented on the good job performed by our Phase II contractors.
Shirley Shinholser reminded the Board that the next scheduled meeting will be held on Monday, December 13th.
10. There being no further business or comments, upon motion by Glenn Senter and a second from Lynn Aibejeris, the meeting was adjourned at 6:25 pm.

**The next regularly scheduled meeting will be held on
Monday, December 13, 2010 at 5:30**

Board Actions:

Approve Minutes of October 26, 2010
Approve Billing reports for October 2010
Approve Financial Reports for October 2010
Approve hiring of Lynette Senter as Assistant Office Manager

Action Items:

Determine project(s) for 2009 Omnibus Legislation, STAG funding (\$300,000)
Complete 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