

# TAYLOR COASTAL WATER & SEWER DISTRICT

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## MINUTES OF REGULAR COMMISSION MEETING

April 26, 2011

1. The meeting was held at the District Building at 5:30 PM on Tuesday, April 26, 2011. Present were: COMMISSIONERS: Lynn Aibejeris, Charles Carlton, Gennie Malone, Marcia Parker, Glenn Senter and Lee Bennett. Commissioner Leland Carlton was absent.  
TCW&SD STAFF: Present were: David Morgan, Diane Carlton, Jim Gooding and Lynette Senter.
2. Commissioner Gennie Malone opened the meeting with prayer and led in The Pledge Allegiance to the Flag.
3. There were no guests at the meeting.
4. Chairman Senter asked the board if everyone had reviewed the Minutes of the March 22, 2011 meeting that were received electronically. All commissioners acknowledged they had reviewed the minutes. The chairman called for a motion to accept the minutes. **A motion was made by Commissioner Gennie Malone with a second by Commissioner Lee Bennett to approve the Minutes as presented. The minutes were adopted unanimously.**
7. Staff and Committee Reports

**a. Billing Reports –Lynette Senter**

March sales were above the \$25,000 per month average income. There were no new accounts. Nancy Geohagen at Dekle Beach requested to be turned off. The adjustments for the month of March included misread meters, data input errors, late fee, transfer fee, disconnect fee and other. The other adjustment was due to the Phase II Contractor watering sod with the customer's water which resulted in above average usage. The total of the adjustments was \$805.33. Past Dues are in good shape with only 1 account over 30 days past due. The chairman called for a motion to accept the Billing Reports. **A motion was made by Commissioner Gennie Malone to accept the Assistant Office Managers reports as presented. A second was obtained from Commissioner Lee Bennett and the motion was approved unanimously.**

**Other Billing Items – Lynette Senter**

Mike McKinney requested an adjustment for his January water/sewer bill. He used 27,500 gallons due to a poorly repaired line cut during Phase I Construction. If we adjust using the average billing method this adjustment would be \$164.35. The chairman called for a motion and discussion. **A motion was made by Lee Bennett to grant the adjustment request. A second was obtained from Commissioner Lynn Aibejeris and the motion was approved unanimously.**

Jerry Cawthon of Dixie County Properties has made a request for the District to pay a plumber bill in the amount of \$315.00. He called a plumber before calling the district to report a problem with his toilets in one of the apartments. The plumber arrived and discovered our alarm light was on but it was not sounding. **A motion was made by Commissioner Lee Bennett to deny the request. A second was obtained by Commissioner Charles Carlton and the motion was approved unanimously.**

Lynette requested guidance from the board on how to handle the \$712.23 in customer adjustments (credits) for water used by Anderson Columbia to water the sod that was placed in the Phase II Construction. **A motion was made by Commissioner Lynn Aibejeris that we approach USDA-RD for reimbursement and if they will not pay then bill Anderson Columbia based on the gallons used. A second was offered by Commissioner Gennie Malone and the motion was approved unanimously.**

Lynette reported that we have been testing an online company named Carbonite on a trial basis to backup our computers. It is working well and it is recommended that we purchase this service at a cost of \$120.00

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per year for 2 computers. **Commissioner Lee Bennett made a motion that we purchase the service. Commissioner Gennie Malone offered a second and the motion was approved unanimously.**

1.

b. Financial Reports - Office Manager - M. Diane Carlton

The March 31, 2011 balance sheet was presented to the Commissioners. The districts total current assets are \$493,983.27. Current and fixed assets equal \$5,832,897.48. Total Liabilities & equity are \$5,832,897.48. The Profit and Loss Budget Performance for March 2011 reveals a net Income of \$54,541.06. This amount reflects the Construction monies that come in and are paid out simultaneously. Taking that into consideration the actual net income for the month was \$11,018.24, which is over the anticipated budget amount of \$2567.00. Our total expenses for the month were \$17,712.93 which is below our budgeted amount. Personnel expenses are above our budget for the month due to the fact that the Workman's Compensation Insurance was paid this month. The Tri County Electric bill is below budget for the month which is a change from the previous months. The Water and Wastewater Department expenses are both below budget for the month and the year. A copy of the expense breakdown was presented for review and questions. There were no questions or comments. The Chairman called for a motion to accept the Financial Reports. **A motion was made by Commissioner Lee Bennett to approve the Financial Reports. Commissioner Gennie Malone provided a second and the motion was unanimously approved.**

**Other Office Manager Items:**

Danny Parker has approached us and would like consideration that we consider using his employee Susan Hartway for Community Service Work which was ordered by the Court. She is an employee of his. He would be supervising her while she performs the work. He suggested mowing, painting or washing windows.

The board was advised that we are looking at a way to code our accounts so that those that pay their accounts with online banking will no longer received a return envelope since they are not being used.

The District is now billing 395 water and sewer accounts and 38 water only accounts. We have 7 non-potable meters, 72 turned off accounts and 63 accounts that paid a service connection fee but never activated the service.

c. .Water Operations – Jim Gooding

The booster station has two 5 hp pumps that are being rebuilt at \$100.00 each. The generator at the WTP had a serious oil leak. We accepted bids from Flint Equipment and Ed Straka Equipment Repair. Straka gave us a bid of \$630.00 which was the low bid. It was repaired yesterday and everything looks good.

d. Wastewater Operations – David Morgan

We have been notified that we should begin performing a Sludge Analysis annually. This will require the purchase of a small refrigerator, sludge analysis kits, a sign for the refrigerator and the charge for the analysis.

Tri-County Electric meter boxes have changed. There is nowhere to hook our grinder pump connection. I have had a conversation with Kenny Dalton the electrician that we use often concerning this. He and I are trying to come up with a resolution. We need to require our own box so that we can have direct access.

The 6" sewer line scheduled repair has been done as the board instructed. That went well with Blude Rok performing the work.

8. OLD BUSINESS

a. Update on the Keaton Beach RV Park operated by Mr. Sprayberry –David Morgan

The park has complied with our request and it now appears all lines are directed to flow into the grinder pump. The septic tank will be abandoned when the Phase II construction starts up again. The park manager spoke with Keith Halbrook about this and he will set it up probably in June. Chairman Senter directed David to be sure to follow-up on this and for the office staff to assist with the tracking of the pumping and the abandonment of the septic tank.

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Update on 2009 Omnibus Legislation, STAG funding (\$300,000) – Diane Carlton

This is still pending due to the fact that we are considering using this money for water improvements. We must have a preliminary engineering report performed. We plan to apply for a grant to assist us with obtaining the funds to have the report done. The grant application has not been completed and forwarded to Rural Development as of this date. It is still in process. Once the board makes up its mind on how they want to allocate these funds then we can submit the application for funding. So until we determine how we want to allocate this money whether wastewater and/or water improvements and complete the application to EPA this will remain a pending issue.

- b. Update on EPA Grant Funding (\$750,000.00) – Diane Carlton  
To date we have received \$303,432.15 in EPA funds. Once we receive approval from USDA-RD for construction draws the request is made to EPA for their portion of the funding.
- c. Update on Phase II Construction – Diane Carlton  
Jones Edmunds has informed us that the contractor has completed all construction activities associated with the original plans. The contractor and Jones Edmunds are reviewing the inquiries regarding the Dekle Beach boat ramp to determine what corrections may need to be made. Keith Halbrook is pulling together construction information to provide to Taylor County regarding the paving on Good Times Drive. For the add on work they will be completing the plans for the DEP permit modifications this week and will be submitting the application forms and plans to us for signature next week. Delta Land Surveying will be surveying the right-of-way along CR 361 and the edge of pavement on Good Times Drive later this week and next week. If permits are received prior to May 31, 2011, we anticipate probable completion date of the extension work to be June 30, 2011.

We still have not received the Saw Grass Bay Road Easement from Trey Howard. We have continued to request this be completed as soon as possible. We have 2 customers that have not returned their easements they are Frank Jackson and Leland V. Raulerson.

9. NEW BUSINESS

- a. Replacing sign at WWTP – David Morgan  
The sign at the WWTP is the sign that was put up when the funding for Phase I construction was approved. The sign needs to be replaced with a sign that indicates that this is Taylor Coastal Water and Sewer District Waste Water Treatment Facility and list the phone numbers of the office and the emergency number. Chairman Senter passed the gavel to Vice-Chairman Gennie Malone. **Commissioner Senter made a motion for the board to approve David obtaining cost estimates from Connors and Ryan's and to allow David to purchase the sign from the lowest bidder as long as it is not over \$250.00. The work would only be for the construction of the sign not for them to put it up. David and Roger will install the sign upon completion. A second was offered by Commissioner Lee Bennett and the motion was unanimously approved.**
- b. Consider per gallon water charge to Anderson Columbia – Diane Carlton  
Anderson Columbia used 87,500 gallons of water to test lines during Phase II construction. We need to determine how we should charge them. After discussion and by consensus it was decided that office staff will call the City of Perry to determine how they charge, then we submit the cost of the expense to us to USDA-RD for reimbursement. If they will not reimburse us, then we should bill Anderson Columbia based on the City of Perry's fee structure.

10. CLOSING REMARKS – COMMISSIONERS/STAFF

There were no other remarks from the commissioners or the staff.

- 11. There being no further business or comments, **upon motion by Commissioner Gennie Malone with a second offered by Commissioner Lee Bennett the meeting was adjourned at 6:45 pm.**

**The next regularly scheduled meeting will be held on  
Tuesday, May 24, 2011 at 5:30 pm**

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Board Actions:

Approve Minutes of March 22, 2011.

Approve Directors Report for March 2011

Approve Financial Reports for March 2011

Approve a billing adjustment for Mike McKinney in the amount of \$164.35

Deny payment of the plumber bill presented by Jerry Cawthorn for Dixie County Properties in the amount of \$315.00.

Approve submitting to USDA RD a reimbursement request for the \$712.23 water adjustments due to sod watering; if they deny the request then bill Anderson Columbia.

Approve purchasing the online backup service from Carbanite at a cost of \$120.00 per year for 2 computers

Approve the purchase of a new sign for the Waste Water Plant not to exceed \$250.00.

Action Items:

Determine project(s) for 2009 Omnibus Legislation, STAG funding (\$300,000) and prepare EPA application

Complete grant application and submit to USDA-RD for Pre-Development Grant for Water Improvements PER

Obtain cost estimate for replacing sign at Waste Water Treatment Plant

Obtain information on converting the 110 grinder pumps to the new 220 pumps

Obtain information from other near-by counties that offer sewer services on the fee structure for grinder pump installations.

A handwritten signature in blue ink that reads "Diane Carlton". The signature is fluid and cursive, with the first name "Diane" and the last name "Carlton" clearly legible.

M. Diane Carlton, Recording Secretary