

# TAYLOR COASTAL WATER & SEWER DISTRICT

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## MINUTES OF REGULAR COMMISSION MEETING

August 23, 2011

1. The meeting was held at the District Building at 5:30 PM on Tuesday, August 23, 2011. Present were: COMMISSIONERS: Lynn Aibejeris, Charles Carlton, Leland Carlton, Gennie Malone and Glenn Senter. Commissioners Lee Bennett and Marcia Parker were absent. TCW&SD STAFF: Present were: Diane Carlton, David Morgan and Lynette Senter, Jim Gooding was absent.
2. Commissioner Gennie Malone opened the meeting with prayer and led in The Pledge Allegiance to the Flag.
3. There were no guests in attendance.
4. Chairman Senter asked the board if everyone had reviewed the Minutes of the July 26, 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 to approve the Minutes as presented a second was offered by Commissioner Leland Carlton. The minutes were approved unanimously.**
5. Staff and Committee Reports
  - a. A. Billing Reports –Lynette Senter- Assistant Office Manager  
July sales were above the budgeted amount for the month. There were 1 new water service and 1 new potable water service connections for July. The adjustments for the month included misread meters, other adjustments (which included a sewer adjustment charge for Travis Beach approved at the June 2011 meeting), late fee, non-potable water, 2 transfer fees, 2 disconnect/reconnect fees and onetime adjustments. Past Dues are in good shape with only 3 accounts past due. There being no questions or discussion, Chairman Senter 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 Leland Carlton, the motion was unanimously approved.**
  - b. Other Billing Items/Other Issues – Lynette Senter  
One Thousand Business cards were ordered for the District at a cost of \$20.00. The cards include all employee names and the emergency contact numbers. A card will be placed in the statements that go out in September.
  - c. Financial Reports - Office Manager - M. Diane Carlton  
The July 2011 balance sheet was presented to the Commissioners reflecting Total Liabilities and Equity of \$6,082,613.04. The Profit and Loss Budget Performance for July 2011 revealed a net Income of \$18,520.34, which is well above the budgeted amount. Other income included grant funds and interest income. Our total expenses for the month were \$18,430.90 which continues to be below the budgeted amount. The Water Department expenses still remain below budget for the month and the year. The Wastewater Department expenses are above the budgeted amount for the month but continue to be below budget for the year. The Wastewater department monthly expenses exceeded budget for the month due to sludge hauling which we anticipate once or twice a year and an unanticipated air conditioner repair. A copy of the expense breakdown was presented with emphasis on the sludge hauling expense and the expense of labor to replace the coil on the air-conditioner unit at the Waste Water Plant. Chairman Senter asked if there were questions. There being no questions or comments, the Chairman called for a motion to accept the Financial Reports. **A motion was made by Commissioner Leland Carlton to approve the Financial Reports as presented. Commissioner Lynn Aibejeris provided a second and the motion was unanimously approved.**

TAYLOR COASTAL WATER & SEWER DISTRICT  
MINUTES OF REGULAR COMMISSION MEETING

Page 2 of 3

**d. Other Office Manager Items:**

1. On August 15, 2011 a verbal request was made to the County Administrator Jack Brown to provide us with information as to if the district employees might be eligible to participate in the county's insurance programs since we are a dependent district.
2. On August 16, 2011 the loan documents were corrected and again signed by Chairman Senter and myself. Bryant Miller Olive provided an invoice of \$2,748.85. I have submitted this to USDA-RD for review and approval of payment.
3. USDA-RD loan payments in the amount of \$69,082.62 are due on 9-1-11. This includes all 3 loans. These monies will be transferred from savings to checking and the payment will be electronically drafted on the 1<sup>st</sup> of September 2011.
4. Ed DeYoung phoned in regard to running the water and sewer lines to Lindsey Island Properties. He requested the specifications for both. He stated the owners were paying him for this service. The board discussed this statement and it was by consensus that this would not waive the Service Connections fees due the district when the property owners are ready for service. It was resolved that the owner would be notified that the service connection fees due to the District would be due and payable even if lines were run prior to the service connection request and it seemed that these were expenses to the owner that could be avoided since this would be a part of a service connection fee.

**e. Water Operations – Jim Gooding**

Jim was absent. Diane Carlton reported the routine monthly lab results are clear now for both wells. Jim is still recovering from his illness. David and Roger continue to do the Water Operations field work. Jim is doing the daily samples and reports/paper work. Chairman Senter spoke about Jim's illness being an eye opener for the district. He feels the district should begin to pursue someone to train under Jim. The staff was instructed to gather the information regarding the qualifications and requirements for a Water Operator. He requested the staff and board to think about someone they might know who would be interested in being a trainee.

**f. Wastewater Operations – David Morgan**

David reported he picked up the new sign for the Waste Water Treatment Plant. He plans to install it within the next couple of weeks. The total cost for the sign was \$185.00. He reported everything is running smooth at the Waste Water Plant. He will be assisting the Water Department until Jim is back.

**6. OLD BUSINESS**

**a. Water Improvements PER Grant Funding Application**

No Progress has been made on the grant application for the Water Improvement PER. We are now pursuing the services of Florida Rural Water Association for a PER at no charge. Jim Gooding is working with Sterling Carroll of Florida Rural Water Association. If this can be accomplished there will not be a need to pursue the application for grant funding for a PER.

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

We are not ready to make application for these funds. First we must have the PER for water Improvements.

**c. Update on EPA Grant Funding (\$750,000.00) – Diane Carlton**

The remaining balance of grant monies is \$321,529.81. A submittal of \$29,028.95 will be processed for EPA's portion of Pay Estimate No. 9 when it is received back from USDA-RD. Then until construction starts again we will not be using these monies. They were set up to be used for construction only.

**d. Update on Phase II Construction – Diane Carlton**

1. Anderson Columbia Pay Request No. 9 has been submitted to Rural Development for approval.
2. John Gentry was our only applicant for the Resident Project Representative position. We have received a letter from Rural Development advising us of the information they must have before they can make a decision on using John as the RPR. We need to make the decision if we wish to hire John. We then will then submit the required documents to USDA-RD for the final decision. After discussion. **A motion was made by Commissioner Charles Carlton that we hire John Gentry as the Resident Project Representative to complete the Phase II Construction subject to USDA-RD approving his appointment. A second was offered by Commissioner Gennie Malone and the motion passed unanimously.**

TAYLOR COASTAL WATER & SEWER DISTRICT  
MINUTES OF REGULAR COMMISSION MEETING

Page 3 of 3

3. The county right of way permit is in the mail according to Brenda at the County Road Department. Chairman Senter met with the county in reference to the Bird Island right of way issue and was able to get this resolved.
4. Jones Edmunds is changing the design plans in Saw Grass Bay Estates to include water on one side of the road and sewer on the other as the county suggested. Jones Edmunds feels this is the better way to handle this because it could possibly cause a conflict with DEP clearance requirements. This should not require a lot of time according to Ms. Haeseler, the project manager.
5. Rural Development has returned the request for approval and payment of the original No. 3 Amendment to the Engineering Services Agreement stating they need additional documentation from Jones Edmunds before they can make a decision. I have advised Jones Edmunds to provide this documentation.
  
7. **2011-12 Budget – Diane Carlton**  
The Final Budget Draft for 2011-2012 was presented to the board for review. Chairman Senter asked that the postage budgeted amount be increased by 3%. Commissioner Charles Carlton asked that the Sewer Replacement Parts amount be increased by 10%. There being no other recommendations or discussion, **Commissioner Lynn Aibejeris made a motion to accept the budget as proposed including the 3% increase in postage expense and the Sewer Replacement parts increase of 10%, a second was offered by Commissioner Charles Carlton and the motion passed unanimously.**

**8. NEW BUSINESS**

There was not any new business to discuss

**9. CLOSING REMARKS – COMMISSIONERS/STAFF**

Chairman Senter thanked David organ and Roger Morgan for stepping up to do the Water Operators installations and other field work while he is ill.

10. There being no further business or comments **upon motion by Commissioner Leland Carlton with a second offered by Commissioner Gennie Malone the meeting was adjourned at 6:50 pm.**

**The next regularly scheduled meeting will be held on  
Tuesday, September 27, 2011 at 5:30 pm**

Board Actions:

Approve Minutes of July 26, 2011  
Approve Directors Report for July 2011  
Approve Financial Reports for July 2011

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  
Pursue a Preliminary Engineering Agreement From Florida Rural Water for Water Improvements.  
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.  
Update the website for the District  
Approve hiring John Gentry as Resident Project Representative, Phase II Construction completion subject to USDA-RD approval  
Approve the Final Budget for the 2011-2012 fiscal year.

M. Diane Carlton, Recording Secretary