

TAYLOR COASTAL WATER & SEWER DISTRICT

18820 BEACH ROAD
PERRY, FLORIDA 32348
Phone/Fax: (850) 578-3043
www.tcwsd.org

MINUTES OF REGULAR COMMISSION MEETING

December 13, 2011

1. The meeting was held at the District Building at 5:30 PM on Tuesday, December 13, 2011. Present were: COMMISSIONERS: Lynn Aibejeris, Glenn Senter, Gennie Malone, Marcia Parker, Billy Ezell, Charles Carlton and Lee Bennett.
TCW&SD STAFF: Present were: David Morgan, Jim Gooding and Lynette Senter. Diane Carlton was absent
2. Commissioner Gennie Malone opened the meeting with prayer and led in The Pledge Allegiance to the Flag.
3. There was one guest, Greg Lang from Mittauer & Associates.
4. Chairman Senter asked the board if everyone had reviewed the Minutes of the November 14, 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 Lee Bennett with a second by Commissioner Charles Carlton to approve the minutes. The minutes were adopted unanimously.**
- 5a. Staff and Committee Reports
 - a. Billing Reports –Lynette Senter
November sales were above the \$25,000 per month average income. There were no new accounts. The adjustments for the month of November included misread meters, late fees, transfer fees and two one-time adjustments. Past Dues are in good shape with only 2 accounts over 30 days past due, and those two accounts have been shut off and liens filed on the properties to recover past due balances. 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 Lynn Aibejeris and the motion was approved unanimously.**
 - b. Financial Reports - Assistant Office Manager - Lynette Senter
The Profit and Loss Budget Performance for November 2011 reveals a sales \$28,654.63, which was slightly higher than the anticipated budget amount of \$28,416.66. Our total expenses for the month were \$23,760.15 which is above our budgeted amount of \$18,208.33. The Water and Wastewater Department expenses are both higher than anticipated for the month. Net Income for November 2011 was \$4895.15. A copy of the expense breakdown was presented for review and questions. There was one question regarding the Water Resource Technologies replacement parts purchase the amount of \$2,761.40. After discussion concerning the purchase and the number of grinder pump stations that need repair. The Chairman called for a motion to accept the Financial Reports. **A motion was made by Commissioner Marcia Parker to approve the Financial Reports. Commissioner Gennie Malone provided a second and the motion was unanimously approved.**
6. RFP opening for Engineering Services on FFY 2009 Special Appropriations Project (SPAP) and Grant Writing and Administration Services for A Special Appropriations Project (SPAP)
 - a. Bids were opened and listed as follows:
 1. Mittauer & Associations – Engineering Services
 2. David Melvin – CHW - Engineering Services
 3. David Melvin – CHW - Grant Writing & Admin. Services
 4. GRD Solutions – Grant Writing & Admin. Services
 5. Fred Fox Enterprises – Grant Writing & Admin. Services

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- b. Copies of each bid were presented to the Commissioners along with scoring sheets. Chairman Senter asked each Commissioner to review their packages and respond back to the office one week prior to the next Board meeting.

5b. Staff and Committee Reports

Other Office Manager Items:

Roger Morgan has begun using text and data services on his District provided telephone. The Board asked that the Office Manager discuss this problem with him and ask that he discontinue doing this. Lynette Senter will contact Verizon to determine if a block can be put on Roger's phone which will not allow him to access text and/or data services.

We have complied with new Department of Economic Opportunity guidelines for Special Districts by now posting our budget and changes to the budget online.

Joan Douglas from SE Rural Community Assistance has contacted us regarding Board training. The Board asked us to arrange for a session after the New Year to coincide with one of our Board meetings.

We have received a Notice to Owner from Water Resource Technologies in the amount of \$57,237.35 in regard to equipment that was purchased by Blue Rok and delivered to the waste water plant. The Board asked that we contact Blue Rok and see what they plan to do.

The Taylor County Board of Commissioners is planning to foreclose on Timothy Brook's property at Dark Island. If this occurs, we may not be able to recover our lien amount. The Board asked for a breakdown on the amount of the Lien which was read to them.

c. Water Operations – Jim Gooding

We have now had our tank cleaned and re-painted as per our maintenance agreement.

We have received 4-Log approval from DEP which now eliminates the weekly testing trips to Madison.

The structural updates to the Water Plant have been completed. The new electrical wiring is being roughed in and should be finished in a day or so. Finish work, plumbing and other work still needs to be completed, but Jim is satisfied with the work so far.

d. Wastewater Operations – David Morgan

David asked for guidance regarding ordering parts to have on hand to repair grinder pumps. Water Resources has give notice that costs will be going up 3% in January and David and Diane are in the process of working on a supply list. David is concerned that this purchase is over budget and the Board discussed whether or not we need to purchase these supplies. The Board then asked for a total cost and an indication of how much we would save by ordering prior to the price increase.

6. OLD BUSINESS

- a. Chairman Senter discussed the letter he wrote to Rural Development and the process of working with our Congressman and his assistant to try and get help with our Phase II extension. Chairman Senter also spoke with Florida Rural Water Association and requested their assistance, but they have been unable to get any movement from Rural Development. Mr. Lang from Mittauer and Associates suggested that we write a letter to Rural Development asking them to preserve our Grant/Loan funds while we are procuring services for our RD Grant which may allow our funds to be used in that project.

7. NEW BUSINESS

- a. The Board adopted the presented 2012 Board Calendar.

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- b. Discussion was held regarding the Annual Cost of Living Pay Increase for Board Employees. Because we are under new rules regarding changes to adopted budgets, the Board asked that we do a cost analysis for a 3% increase and determine where this increase can be provided for in the budget. The Board asked the Office Staff to prepare this analysis for their review and possible implementation using a retroactive date of January 1, 2012.

- b. The IRS has issued is Standard Mileage Rate Increase to 55.5 cents per mile. **A motion was made by Commissioner Gennie Malone with a second by Commissioner Lee Bennett to approve increasing the standard mileage rate for employee reimbursement to the 55.5 cents per mile from the current 51 cents. The motion was adopted unanimously.**

8. CLOSING REMARKS – COMMISSIONERS/STAFF

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

9. 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 7:00 pm.**

**The next regularly scheduled meeting will be held on
Tuesday, January 24, 2012 at 5:30 pm**

Board Actions:

Approve revised Minutes of November 15, 2011.
Approve Directors Report for November 2011
Approve Financial Reports for November 2011
Approve 2012 Board Calendar
Approve Standard Mileage Rate Increase to 55.5 cents per mile.

Action Items:

Contact Roger Morgan regarding cell phone usage.
Contact Verizon regarding blocks on Roger Morgan's Cell Phone

Reviews received RFP's and submit analysis.
Contact Rural Development to preserve Grant/Loan Funds
Prepare Cost Analysis for WW parts purchase.
Prepare Cost Analysis for COLA pay increase for staff.



M. Diane Carlton, Recording Secretary