

# TAYLOR COASTAL WATER & SEWER DISTRICT

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## MINUTES OF REGULAR COMMISSION MEETING

March 22, 2011

1. The meeting was held at the District Building at 5:30 PM on Tuesday, March 22, 2011. Present were:  
COMMISSIONERS: Charles Carlton, Leland Carlton, Gennie Malone, Marcia Parker, Glenn Senter and Lynn Aibejeris. Commissioner Lee Bennett was absent.  
TCW&SD STAFF: Present were: David Morgan, Diane Carlton 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 reviewed the Minutes of the February 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 Marcia Parker with a second by Commissioner Lynn Aibejeris to approve the Minutes as presented. The minutes were adopted unanimously.**
7. Staff and Committee Reports
  - a. Billing Reports/Items –Lynette Senter  
February sales were above the \$25,000 per month average with total sales of \$26,741.08. There were no new accounts. There were no turned off accounts. There were 6 adjustments for the month which resulted in an \$88.62 gain to the District. The adjustments included misread meter adjustments, non-potable water, a transfer fee and a reconnect fee. Past Dues are in good shape with only Fairpoint Communications over 30 days. Since the printing of the report they have paid this account in full and are out of bankruptcy. **A motion was made by Leland Carlton to accept the Assistant Office Managers reports as presented. A second was obtained from Charles Carlton and the motion was approved unanimously.**
  - b. Financial Reports - Office Manager - M. Diane Carlton  
In review of The Profit and Loss Budget Performance for February 2011 we have a Net Income of \$268,636.08. 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 \$6,718.93. Which is well over the anticipated budget amount of \$2,569.00? Our total expenses for the month were \$20,858.68 which is below our budgeted amount. The total personnel expenses are below budget for the month, but over for the year. We continue to see the Tri County Electric bill being over our budgeted amount. The Water and Wastewater Department expenses are both below budget for the month and the year. The attached expense breakdown is for your review and questions, if any. Commissioner Marcia Parker asked how was it determined what mileage pay Jim Gooding received. In response he completes a mileage form which indicates the miles traveled in the service area for repairs/maintenance and other district responsibilities. He is not paid for mileage for reading meters. He receives \$.75 per meter. There being no other questions, **a motion was made by Commissioner Lynn Aibejeris to approve the Financial Reports. Commissioner Marcia Parker provided a second and the motion was unanimously approved.**

### Other Office Manager Items:

The entire staff was able to meet with Cheryl King of SERCAP this month. The meeting was a success and Ms. King will be working on a draft for our Vulnerability Manual. Chairman Senter expressed that we often don't think about vulnerability in a small community, but it is really important that we all pay attention. It could happen anywhere.

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The office manager requested board approval for attendance to a Public Records Management seminar in Tallahassee. The seminar is offered in April, May, June, August and October which allows for flexibility in scheduling to make sure the office is covered. The only cost to the district would be mileage. . **A motion was made by Commissioner Leland Carlton to approve the attendance of both the Office Manager and the Assistant Office Manager and to approve mileage would be paid by the district. A second was offered by Commissioner Gennie Malone and the motion was approved unanimously.**

The office manger requested board approval to authorize Lynette Senter as Assistant Office Manager of the District to be authorized to obtain information about the bank accounts at Citizens Bank. This would be by internet and telephone only. She would be authorized to make transfer and obtain balances. This authorization should also allow her to enter the Safety Deposit Box. I also am requesting notification to the bank that Shirley Shinholser is no longer employed with the District and therefore should be removed as an approved individual for banking access and information. **A motion was made by Commissioner Gennie Malone to approve an authorization letter advising the bank that Lynette Senter have access to the Citizens Bank of Perry bank accounts by internet and telephone. The letter should also include authorization to enter the safety deposit box. The letter is to include notification that that Shirley Shinholser is no longer employed with the District and should be removed as an authorized employee. A second was offered by Commissioner Charles Carlton and the motion was approved unanimously.** In discussion the board discussed the need of a safety deposit box since it is used primarily to store back-ups of the Districts files. Chairman Senter requested that Lynette Senter search for other ways to store the back-ups. Lynette is to report back to the board on a possible solution to the staff having to enter the box on an at least 2 times monthly basis which is recommended but not being followed. By consensus the board agreed to keep the safety deposit box because it is also where the districts recorded documents are filed.

Water Operations – Jim Gooding

No report due to Jim being absent.

d. Wastewater Operations – David Morgan

The Wastewater Department has no issues at this time. We ordered the repair clamps for the sewer line repair since we could get a discount. We received a quote of \$1,600.00 from DeYoung Construction to do the scheduled repair. Chairman Senter suggested that Blue Rok Construction, Inc. also be contacted for a quote. **Upon motion by Commissioner Leland Carlton to obtain a bid from Blue Rok Construction and to authorize the Preventive Repairs be awarded to the lowest bid of the two companies. A second was offered by Commissioner Charles Carlton and the motion passed unanimously.**

Chairman Senter asked David how the department was doing on Grinder Pump inventory and if any repairs were being done by him. David responded that he did not have the tools to repair the pumps and that he had sent 2 pumps to E-One for a cost estimate for repair. Commissioner Charles Carlton asked what the tools would cost. David stated a cost estimate was obtained a couple of years ago and a new estimate should be obtained. He also asked David if he could look into the possibility of converting the old 110 pump to the 220 pump. .

8. OLD BUSINESS

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

Upon a thorough inspection and meeting with the RV Park manager, Mr. Corbitt, it was noted that there are three RV sites that continue to dump into the septic tank. The park manger stated he would re-route the lines to the grinder pump this week. Chairman Senter requested office staff prepare a letter to Mr. Sprayberry, since he leases the park and advise him to notify us when the work is complete. He also needs to be advised the septic tank must be pumped and abandoned.

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

We must make a decision on how we want to use these funds and make application. If we wish to use these monies for water improvements we must complete the Grant Application for a preliminary engineering report for our proposed water improvements. So until we determine how we want to allocate this money

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whether wastewater and/or water improvements and complete the application to EPA this will remain a pending issue.

- c. Update on EPA Grant Funding (\$750,000.00) – Diane Carlton  
To date we have received \$303,432.15 in EPA funds. We receive approval from USDA-RD and then it is forwarded to EPA for their approval and Funding.

9. NEW BUSINESS

There was no new business

10. CLOSING REMARKS – COMMISSIONERS/STAFF

Commissioner Charles Carlton expressed he really had begun to have reservation with the Jones Edmunds. Engineering and that we needed to stay on top of the completion of the existing construction and the proposed construction extension to Saw Grass Bay, Fish Creek and the Loop at Cedar Island.

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

11. There being no further business or a comment, upon motion by Commissioner Gennie Malone and upon a second by Commissioner Marcia Parker, the meeting was **adjourned at 6:10 pm.**

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

Board Actions:

Approve Minutes of February 22, 2011.

Approve Directors Report for February 2011

Approve Financial Reports for February 2011

Approve Office Manager & Assistant Office Manager attendance to Public Records Seminar & Mileage Payment

Approve letter to Citizens Bank of Perry authorizing Lynette Senter authorization for telephone and internet access to the accounts and access to the Safety Deposit Box and to remove Shirley Shinholser as an authorized person.

Action Items:

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

Complete application with USDA-RD for Pre-Development Grant for Water Improvements PER

David Morgan is to obtain an estimate from Blue Rok & Schedule repair of the 3 remaining joints on the sewer main on CR 361 by contacting the lowest bidder

Office Staff is to prepare a letter to Mr. Sprayberry of Keaton Beach RV Park to advise us when the 3 lots have been hooked to the grinder pump and when the septic tank is pumped and abandoned.

Obtain cost estimate for tools for grinder pump repairs

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

Lynette Senter to gather information for online storage of Office files and documents



M. Diane Carlton, Recording Secretary