

TAYLOR COASTAL WATER & SEWER DISTRICT

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November 15, 2011

MINUTES OF REGULAR COMMISSION MEETING

1. The meeting was held at the District Building at 5:30 PM on Tuesday, November 15, 2011. Present were: COMMISSIONERS: Lynn Aibejeris, Lee Bennett, Charles Carlton, Gennie Malone and Glenn Senter. Commissioners Billy Ezell and Marcia Parker were absent.
2. TCWSD STAFF: Present were: Diane Carlton, Jim Gooding, David Morgan and Lynette Senter.
3. Commissioner Gennie Malone opened the meeting with prayer and led in The Pledge Allegiance to the Flag.
4. There were no guests present.
5. Chairman Senter asked the board if everyone had reviewed the Minutes of the October 25, 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 to approve the Minutes as presented a second was offered by Commissioner Lynn Aibejeris. The minutes were approved unanimously.**
6. Staff and Committee Reports

Billing Reports –Lynette Senter- Assistant Office Manager

October sales were above the budgeted amount for the month. The adjustments for the month included Misread Meters, Non-Potable Water, a Transfer Fee, Disconnect/reconnect fees and two One Time Adjustment Requests. There are only 2 past due accounts and both of those have been disconnected and a utility lien will be filed. The accounts are Cindy Ball and Lorraine C. Collins. 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 Charles Carlton. The motion was unanimously approved.**

Other Billing Items/Other Issues – Lynette Senter

Lynette requested that the Amelia Miller one time adjustment request that was tabled on 10/25/2011 be considered again. She advised that Ms. Miller still has not provided the information concerning the source of the leak or whether or not it has been repaired. In discussion the board asked that office staff attempt to contact Ms. Miller again and advise her that the water would remain off until she provides the information stating the source of the leak and that it has been repaired. **A motion was made by Commissioner Lee Bennett that a onetime adjustment be granted. A second was offered by Commissioner Charles Carlton. The motion was unanimously approved.**

Lynette reported that Toley Powers phoned the office and advised us that Cindy Ball his neighbor at Dark Island was using his water since we had disconnected her service. He stated she has a water hose run from his residence to hers. Lynette stated she he advised her that he didn't want to get her in trouble but just wanted to check and see how much water she was using. Mr. Powers was advised that he would be responsible for the paying for the water that he was allowing his neighbor to use.

Financial Reports - Office Manager - M. Diane Carlton

The October 2011 Profit and Loss Budget Performance was presented to the Commissioners. The total income from sales was \$31,237.22. The only other income was a customer repair invoice of \$32.03 and interest in the amount of \$1.86. EPA and USDA-RD grant funds were received and paid out upon receipt. Total expenses for the month were \$26,370.44. This is over the budgeted amount for the month. Items that created the over-budget amount included the repair of the lift stations at Keaton Beach Boat Ramp and Cedar Island in the amount of \$3,044.00, a water annual tank maintenance fee in the amount of \$3,696.30 and a water line repair at Cedar Island in the amount of \$540.00. There were no other exception items on the expenses breakdown to note. There being no questions or comments, the Chairman called for a motion to accept the Financial Reports. **A motion was made by**

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Commissioner Lee Bennett to approve the Financial Reports as presented. Commissioner Gennie Malone provided a second and the motion were unanimously approved.

Other Office Manager Items:

- a. County Administrator Jack Brown has not responded to our request for the county to consider allowing our employees to participate in the County's Group Insurance programs. This would be at the employees' expense. We are in hopes that the county will consider our request and allow us to participate. Commissioner Lee Bennett addressed the board concerning office staff time spent on this endeavor. It was resolved that a lot of time had not been spent just e-mails to the County Administrator.
- b. Attorney Bill Blue was consulted as to whether or not we should pursue filing a judgment against Lorraine Collins for the failure to comply with the Three Year Grinder Pump Agreement. Mr. Blue advised it would not be cost effective to file the judgment for just one case. The anticipated cost to file would be \$500.00 to \$600.00. He advised that if we had removed the pump then we would not be obligated to reinstall it unless the customer paid for the expense.
- c. Our auditors will begin our audit on Thursday November 17, 2011. We expect them to finish on Friday the 18th.

Water Operations – Jim Gooding

- a. Both wells still continue to test positive for coli form. We are still having to do repeat samples but are working with DEP to get the 4-Log Virus application approved so that we will not have to do repeat samples. This involved purchasing a portable eye wash station. Photos of the station have been sent to them for review. Hopefully we will be approved and the requirement of the repeat samples will cease.
- b. After Thanksgiving the pressure tanks will be down for approximately 2 weeks due to scheduled maintenance. They will be sand blasted, painted and cured before being put back into operation. We will be posting signs in the area that pressure may be down during this time.
- c. Two bids for labor only to complete the construction at the Water Treatment Plant were presented. Monies for this project had been set aside in last year's budget for this project. DeYoung Construction provided a bid of \$3,000.00 and Danny Williams provided a bid of \$2,500.000. Both have provided proof of insurance. Only one quote was obtained for the materials. It was from Southern Builders out of Georgia. Chairman Senter called for discussion. The commissioners requested that local business's be offered the chance to give a price quote on the materials and that if there was not much difference in price that they be awarded the bid. There being no further discussion **Commissioner Lee Bennett made a motion that Danny Williams be approved to complete the work on the Water Treatment Plant since it was the low bid. A second was offered by Commissioner Lynn Aibejeris. The motion was unanimously approved.**

Wastewater Operations – David Morgan

- a. David reported that he had no issues in the Waste Water area and that everything was going well.

7. OLD BUSINESS

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

Fred Fox Enterprises prepared the procurement documents and submitted them to the Tallahassee Democrat to be advertised in the November 11, 2011 edition. The Requests for Qualifications are due on December 12, 2011 and will be opened at the December 13, 2011 board meeting.

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

There is has been no activity since we are not currently in construction. The balance remaining remains at \$292,500.87. These monies are to be used for construction only.

Update on Phase II Construction – Diane Carlton

On November 2, 2011 we received a letter from USDA-RD advising the district that the proposed Change Order #4 is not an acceptable method of procurement, since it is essentially a sole source contract and does not provide maximum open and free completion. The commissioners were given a copy of letters received from USDA-RD dated January 6, 2011 and January 31, 2011 that implied that the change order route would be acceptable. We have been advised by Jones Edmunds Engineering they too had anticipated the work do be done under change order. A

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telephone conference has been scheduled for November 18, 2011 with USDA-RD officials Peggy Johns, Stephen Dicks, Chris Goddard and Steve Morris. We hope to convince them to rescind their decision and allow the change order. Chairman Senter will be sitting in on the conference call. If we cannot convince them to allow the work to be accomplished through Change Order then we have the following options. Option 1. Discontinue pursuing Change Order No. 4 work due to the possibility of an extreme financial burden to the District. In a letter from Jones Edmunds Engineering they have projected that the effort to re-bid might result in a cost of approximately \$30,000.00 to the District. Option 2: We can go forward with the Re-bid Process. However we need to request a proposal for the exact cost to proceed this way.

Update on Water Operator Trainee:

We have not had any interest in someone training under Jim to become a Water Operator by word of mouth. I suggest that if the District wishes to pursue either the hiring or internship of a Water Operator Trainee that they create and advertise for the position. The board entered into discussion but did not make a decision as to the direction that they wanted to go.

NEW BUSINESS

There was not any new business to discuss

9. CLOSING REMARKS – COMMISSIONERS/STAFF

There being no further business or a comment upon motion by Commissioner Charles Carlton with a second offered by Commissioner Lee Bennett, the meeting was **adjourned at 6:30 pm.**

**The next regularly scheduled meeting will be held on
Tuesday, December 13, 2011 at 5:30 pm**

Board Actions:

Approve Minutes of October 25, 2011

Approve Directors Report for October 2011

Approve Financial Reports for October 2011

Approve Danny Williams bid proposal for the labor to finish the Water Treatment Plant addition.

Action Items:

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

Obtain a Request for Qualifications for a Grants Writer/Administrator to make application for the SPAP grant monies

Obtain a Request for Qualifications for Engineering Services for a PER for the SPAP grant monies.

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.



M. Diane Carlton, Recording Secretary