

TAYLOR COASTAL WATER & SEWER DISTRICT

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October 25, 2011

MINUTES OF REGULAR COMMISSION MEETING

1. The meeting was held at the District Building at 5:30 PM on Tuesday, October 25, 2011. Present were: COMMISSIONERS: Lynn Aibejeris, Lee Bennett, Charles Carlton, Billy Ezell, Gennie Malone, Marcia Parker and Glenn Senter.
TCW&SD STAFF: Present were: Diane Carlton, Jim Gooding, David Morgan and Lynette Senter.
2. Commissioner Gennie Malone opened the meeting with prayer and led in The Pledge Allegiance to the Flag.
3. Chairman Senter welcomed guests Gregory D. Lang and Joseph A. Mittauer of Mittauer & Associates, Inc. The Chairman also welcomed Keaton Beach resident Billy Ezell. Billy was appointed by the Taylor County Commission Board at their October 18, 2011 board meeting to serve the remainder of Leland Carlton's term as board commissioner.
4. Gregory D. Lang, Vice President Community Development of Mittauer & Associates, Inc. introduced Joe Mittauer, P.E. and President of Mittauer & Associates, Inc. He advised the board that Fred Fox, President of Fred Fox Enterprises, Inc. would be in attendance later in the meeting. Mr. Mittauer spoke briefly about the history of the company. Mr. Lang then gave an overview of the Taylor Coastal Water and Sewer Districts Special Appropriations Grant (SPAP) pointing out that the grant requires 45% matching funds and the district would have \$291,000.00 available after the 3% EPA funding fee. He also noted that this grant specifically states it is for Phase II Water and Sewer Improvements. He then spoke about an EPA conference held last month in Atlanta that he had attended. He stated the speaker emphasized that grant funds allocated in 2008 that had not been applied for have been frozen and it is expected the same will happen to the 2009 appropriations if applications are not made soon. He stated time is of the essence to secure the funding as soon as possible.
On behalf of Fred Fox Enterprises and Mittauer and Associates he presented a proposal to the District for the companies to assist the District with application for the grant funds. He requested the board consider allowing them to prepare procurement documents, prepare a draft project outline and pursue matching funding options. If the advertising can be accomplished perhaps the proposals could be rated at the November District Board meeting. He then asked for questions. Commissioner Lee Bennett asked about a fee proposal. Mr. Lang expressed that his company could not provide that information they were still in discussion but that Fred Fox Enterprises, Inc. would be working at risk on the procurement. Mr. Fox arrived and briefly spoke about his experience with grants and that his company would be working at risk. He emphasized also the importance of making the application as soon as possible or risk losing the funds. **Commissioner Marcia Parker made a motion to accept the at risk proposal offered by Fred Fox Enterprises, Inc. and Mittauer and Associates, Inc. to allow them to proceed with preparing the procurement documents and the advertising for Grants Writing and Administration Services and Engineering Services in regard to the 2009 EPA SPAP grant application process, Commissioner Lee Bennett offered a second. The motion was adopted unanimously.**
5. Chairman Senter asked the board if everyone had reviewed the Minutes of the September 27, 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 Lynn Aibejeris. The minutes were approved unanimously.**
6. Staff and Committee Reports
Billing Reports –Lynette Senter- Assistant Office Manager
September sales were above the budgeted amount for the month. The adjustments for the month included misread meters and non potable adjustments. Past dues are in good shape with only 4 past due accounts. Two of those have since paid current and two have been disconnected for non-payment. Pat Prevatt was disconnected due to her request. There being no questions or discussion, Chairman Senter called for a motion to accept the Billing Reports. **A motion was made by Commissioner Lee Bennett to accept the Assistant Office Managers reports as presented. A second was obtained from Commissioner Charles Carlton. The motion was unanimously approved.**

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Other Billing Items/Other Issues – Lynette Senter

A request for an adjustment of billing was presented. The Estate of Hunter Miller which is a home at Cedar Island incurred a \$664.16 bill due to water loss of unknown origin. Mr. Miller's daughter Amelia Miller has requested the adjustment. The account was granted a onetime adjustment several years ago. Both parents are now deceased. In discussion it was determined that Ms. Miller had not provided any information concerning the cause of the water loss or if a repair has been made. Chairman Senter requested this item be tabled until office staff could present the cause and verify it has been repaired. Ms. Senter had no other items to present.

Financial Reports - Office Manager - M. Diane Carlton

The September 30, 2011 balance sheet was presented to the Commissioners noting that the Certificate of Deposit at Citizens State Bank has a balance of \$11, 233.45 instead of \$11,194.38 due to the fact that interest posting information was received after the printing of the Balance Sheet. On 9/30/2011 the District's Total Liabilities and Equity was \$6,068,780.46. The Profit and Loss Budget Performance for September 2011 revealed a net Income of \$10,181.39. This is above the proposed budgeted amount. Other income included grant funds and interest income. Our total expenses for the month were \$21,832.39, which continues to be below budget. The Water Department expenses still remain below budget for the month and the year. The Wastewater Department expenses are also below budget for the month and the year. For the 2010-2011 Fiscal Year, sales were \$365,757.34 and expenses \$250,992.71 for a Net Ordinary Income of \$114,764.63. A copy of the expense breakdown was presented with exception items noted: (1) payment to Brown & Brown for Auto for General Liability was paid in the amount of \$5,000.00, (2) An additional premium of \$544.00 for workmen's compensation insurance was paid due to the addition of Roger Morgan as an employee and the fact that we had three office staff for part of this fiscal year (3). Repair Maintenance Sewer expenses in the amount of \$1,440.00 due to issues at both lift stations. This payment included the service call and a temporary fix until parts can be ordered and the repair scheduled. . There being 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 as presented. Commissioner Lynn Aibejeris provided a second and the motion were unanimously approved.**

Other Office Manager Items:

- a. On August 15, 2011 a verbal request was made to the County Administrator Jack Brown to provide us with information concerning whether the district employees might be eligible to participate in the county's insurance programs since we are a dependent district. Jack responded stating he had spoke with Jack Gaskin with the Department of Community Affairs and that it is not required of the county to allow us to participate in the county's group program. I have requested that even though it is not a requirement please consider the allowing us to participate due to the fact that we are a dependant District created by the county and that the District's employee would be paying for the insurance. I am waiting on a response.
- b. We are still waiting on a response from Attorney Bill Blue concerning the Three Year Grinder Pump Agreements.
- c. Roger Morgan is still using the company cell phone for personal use. This is being deducted from this pay check each month.

Water Operations – Jim Gooding

Jim advised the board that he and Lynette had finished the Copper & Lead Report and it has been sent to DEP.

He advised the board that he had spoke to one unlicensed contractor concerning completing the improvements proposed at the Water Plant. The Commissioners reminded Jim that only a licensed and insured contractor could be employed to finish the building. He was advised to get at least 2 proposals.

He reported that a four inch water line at Cedar Island Sandpiper was repaired and since the pipe was about 3 feet underground DeYoung Construction Company was contracted to assist with the repair.

Jim spoke about the Source Water Bacteria problem. He expressed that this problem comes and goes. This has something to do with the contact time. DEP and he are not in agreement as to the requirement of Repeat Samples. He stated he is working with John Gentry to help get the proper information to DEP so that we will not have to do repeat sampling. Jim stated the ultimate fix would be a Ground Storage Station.

Wastewater Operations – David Morgan

David advised the board that both lift Station had issues this month due to a power surge or lightning strike. The surge protectors did their job so that we did not incur major expense or shut down. He advised one of the surge protectors will be replaced by warranty but the other we will have to purchase.

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David advised the board of the discovery of a grinder pump at Cedar Island that had not been hooked up in Phase I Construction. He passed around a photo for the board to view. The expense of this hook-up was paid by the District.

A photo of the new Waste Water Plant Entrance Sign was presented to the board.
He had no other items to address.

7. OLD BUSINESS

Update on Water Improvement Funding Grant Application – Diane Carlton
This was covered by Mittauer and Associates earlier in the meeting

Update on 2009 Omnibus Legislation, SPAP funding (\$300,000) – Diane Carlton
This was covered by Mittauer and Associates earlier in the meeting

Update on EPA Grant Funding (\$750,000.00) – Diane Carlton
Grant Fund Balance is \$292,500.86. All of the reporting required by EPA was completed and sent in.

Update on Phase II Construction – Diane Carlton

According to Steven Dicks of USDA-RD all the Phase II Construction Documents are still in review with the State Engineer, Steve Morris.

Update on Water Operator Trainee information-Diane Carlton

Diane advised the board that a Water Operator trainee would be required to work under a Water Operator for 1 year, take an online, mail or class room course and pass the exam after the other two requirements are met. Jim Gooding spoke up and stated that his plans are to retire in about 2 years. Office Staff and the board agreed we need to actively pursue hiring a Water Operator Trainee.

8. NEW BUSINESS - Mittauer and Associates, Inc. and Fred Fox Enterprises, Inc. presentation (recorded earlier in the meeting under guests)

9. CLOSING REMARKS – COMMISSIONERS/STAFF

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 6:55 pm.**

**The next regularly scheduled meeting will be held on
Tuesday, November 15, 2011 at 5:30 pm**

Board Actions:

Approve Minutes of September 27, 2011

Approve Directors Report for September 2011

Approve Financial Reports for September 2011

Approve the at Risk Proposal presented by Mittauer & Associates, Inc and Fred Fox Enterprises, Inc. to proceed with the procurement documents and advertising for Grants Writing and Administration and Engineering Services to make application for the monies appropriated in the 2009 SPAP grant.

Action Items:

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

Complete grant application and submit to USDA-RD for a Pre-Development Grant for a 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 District website

Pursue obtaining a Water Operator Trainee



M. Diane Carlton, Recording Secretary