

TAYLOR COASTAL WATER & SEWER DISTRICT  
18820 BEACH ROAD  
PERRY, FLORIDA 32348  
Phone/Fax: (850) 578-3043  
[www.fcwsd.org](http://www.fcwsd.org)

**COMMISSION MEETING AGENDA**  
**Wednesday, September 14, 2016**  
**9:00 A.M.**

1. Meeting called to order and a quorum established
2. Prayer and the Pledge of Allegiance to the Flag
3. Welcome guests and open floor for comments for non-agendaed items
4. Discuss Grinder Pump failure analysis.
5. Discuss anticipated costs and expenses that the District will be incurring due to grinder pump failures.
6. Discuss adjustments to billings due to water leaks occurring during and after the storm.
7. Discuss personnel matters.
8. Closing Remarks Commissioners/Staff
9. Motion to Adjourn

**TAYLOR COASTAL WATER & SEWER DISTRICT**

**18820 BEACH ROAD**

**PERRY, FL 32348**

**Phone/Fax: (850) 578-3043**

[www.tcwsd.org](http://www.tcwsd.org)

[tcwsd@fairpoint.net](mailto:tcwsd@fairpoint.net)

September 9, 2016

To Whom It May Concern:

Taylor Coastal Water and Sewer District received astronomical damage as a result of Hurricane Hermine on September 1, 2, 2016. What we are experiencing in high volume is grinder pump failures.


I have received a verbal quote from FJ Nugent & Associates, Inc. for the estimated cost of the repairs.

We have a total of 465 grinder pumps. According to Mr. Belitzskov he estimates that to replace these pumps and the labor to do so is estimated to be \$2,682.90. The total estimated cost for the repairs is \$1,247,548.50.

The estimated amount of water loss due to water line breaks is 866,000 gallons at a cost of \$66,200.00.

Please contact me at 850-578-3043 or [tcwsd@fairpoint.net](mailto:tcwsd@fairpoint.net) should you need any other information. You may contact the vendor at 386-882-8029 or [blitz@nugentco.com](mailto:blitz@nugentco.com)

Respectfully,

  
M. Diane Carlton

Office Manager

Taylor Coastal Water and Sewer District

**TAYLOR COASTAL  
WATER & SEWER DISTRICT**

18820 Beach Road, Perry, Florida 32348

850-578-3043 Phone / Fax

Visit our website at [www.tcwsd.org](http://www.tcwsd.org)

Email us at [tcwsd@fairpoint.net](mailto:tcwsd@fairpoint.net)

After Hours Emergency Please Call 850-843-7621

**MIKE BELITZSKOV**  
SALES & SERVICE REPRESENTATIVE

**F. J. NUGENT  
& ASSOCIATES, INC.**

1805 DOUGLAS DR.  
BAINBRIDGE, GA 39819  
EMAIL: [blitz@nugentco.com](mailto:blitz@nugentco.com)

CELL: 386.882.8029  
MAIN OFFICE: 407.936.1139  
MAIN FAX: 407.936.1640

## GRINDER PUMP REPLACEMENT COST BREAKDOWN

	<b>240 Volt</b>	<b>120 Volt</b>
Pump	\$ 1,500.00	\$ 1,500.00
Power Box	\$ 334.00	\$ 417.00
Power Cable (Avg.)	\$ 181.28	\$ 181.28
Labor	\$ 145.79	\$ 145.79
Mushroom Vent	\$ 60.00	\$ 60.00
Poly Lids	\$ 90.00	\$ 90.00
PVC Fittings	\$ 5.00	\$ 5.00
Electrical Wire	\$ 25.00	\$ 25.00
Electrician	\$ 200.00	\$ 200.00
Disconnect Box	\$ 58.83	\$ 58.83
	\$2,599.90	\$2,682.90

**TAYLOR COASTAL WATER & SEWER DISTRICT**  
**Balance Sheet**  
 As of August 31, 2016

Aug 31, 16

**ASSETS**

Current Assets

Checking/Savings

OPERATING SMALL BUSINESS CHKG (MAIN ACCOUNT, CHECKING)	265,957.17
SAVINGS, TCW&SD RESERVE ACCOUNT (BUSINESS SAVINGS)	
CAPITAL IMPROVEMENTS, MINOR	40,156.92
CONTINGENCY RESERVE	100,497.94
DEPRECIATION RESERVE-Major R&R (Major Repair/Replacement)	103,459.16
GRINDER PUMP REPAIR FEE	50,598.41
WATER SERVICE FEE, NEW LOTS	38,000.00
PAYMENTS, USDA-RD 91-03, TCU	3,637.12
DEBT RESERVE USDA-RD 91-03, TCU	22,444.00
PAYMENTS, USDA-RD 92-01, CONST.	212.50
DEBT RESERVE RD 92-01, CONST.	38,431.00
PAYMENTS, USDA-RD - PHASE II	8,718.63
DEBT RESERVE, USDA-RD-PHASE II	14,502.00
SAVINGS, TCW&SD RESERVE ACCOUNT (BUSINESS SAVINGS) - Other	2,590.93
Total SAVINGS, TCW&SD RESERVE ACCOUNT (BUSINESS SAVINGS)	423,248.61

*Interest earned*

Total Checking/Savings

689,205.78

Other Current Assets

PREPAID EXPENSES	5,865.00
INVENTORY	89,535.00
RVS - SYSTEM INCOME	3,243.42

Total Other Current Assets

98,643.42

Total Current Assets

787,849.20

Fixed Assets

Improvements

ACCUMULATED DEPRECIATION	8,400.00
BUILDINGS	-3,094,814.11
CIP, PHASE II WASTEWATER CONST	9,281.23
CUSTOMER PURCHASED GPs	5,680.00
EQUIPMENT	284,546.26
EXPANSION, 95.68 Acres, WWTP (From Foley Lands & Timber through Suwannee River ...	133,536.36
FIRE HYDRANTS from TCBC	111,587.90
LAND	10,700.00
OFFICE EQUIPMENT	167,749.00
PIPING, TANKS & WELLS	4,799.09
PUMPS & CONTROLS	797,853.40
WASTEWATER SYSTEM, PHASE I (Quality Plus Services contract 8/17/04; Start 9/1/2004...	27,407.72
WATER EXPANSION 2002	6,627,527.83
WATER SYS EXPA, PRECOST 6/30/04	28,328.02
WATER SYSTEM EXPANSION	7,363.22
WWTP O&M SHOP/OFF BLDG. 07-08	87,255.43
	56,959.74

Total Fixed Assets

5,274,161.09

**TOTAL ASSETS**

**6,062,010.29**

**LIABILITIES & EQUITY**

Liabilities

Current Liabilities

Accounts Payable

ACCOUNTS PAYABLE (990 line 60)	3,424.99
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Total Accounts Payable

3,424.99

Credit Cards

CARDMEMBER SERVICE (Capital City Bank Visa)	
CCB VISA-SEAN MURPHY-1682	736.34
CCB BUSINESS VISA-BENNETT-6125	5,205.04
CCB BUSINESS VISA-SENER-1850	4,002.71
CCB BUSINESS VISA - CARL 2994	723.96
CCB BUSINESS VISA - MORG 3018	477.82
CARDMEMBER SERVICE (Capital City Bank Visa) - Other	-10,518.12

**TAYLOR COASTAL WATER & SEWER DISTRICT**  
**Balance Sheet**  
**As of August 31, 2016**

	<u>Aug 31, 16</u>
Total CARDMEMBER SERVICE (Capital City Bank Visa)	627.75
Total Credit Cards	627.75
Other Current Liabilities	
NET PENSION LIABILITY	
Accrued Wages	49,466.00
ACCRUED INTEREST-RD	10,117.76
CUSTOMER OVERPAYMENTS	52,221.60
PAYROLL LIABILITIES	22,463.42
RETIREMENT PAYABLE	2,940.14
	1,100.75
Total Other Current Liabilities	138,309.67
Total Current Liabilities	142,362.41
Long Term Liabilities	
DEFERRED OUTFLOWS	
CONTRACT PAYABLE-Belcher/Sawgra (Water Service Agreement of 2002)	-55,682.00
N/P,RD 2005A BONDS,TCU 91-03 (USDA-RD Loan #91-03)	16,000.00
N/P,RD 2005B BONDS,Const. 92-01 (USDA-RD Loan #92-01)	351,864.60
N/P, RD 2011A BONDS, PH II WW	596,000.00
TAYLOR CNTY BCC - FRS REIMBUR	387,558.00
	8,573.57
Total Long Term Liabilities	1,304,314.17
Total Liabilities	1,446,676.58
Equity	
RETAINED EARNINGS	
Unrestrict (retained earnings) (990 line 21 & 67)	3,417,864.02
Net Income	1,070,828.61
	126,641.08
Total Equity	4,615,333.71
TOTAL LIABILITIES & EQUITY	<u>6,062,010.29</u>

TAYLOR COASTAL WATER & SEWER DISTRICT  
18820 Beach Road  
Perry, FL 32348

**JOB DESCRIPTION:       FIELD ASSISTANT, WATER/WASTEWATER OPERATIONS  
PART-TIME TRAINEE**

**Position Objective**

To perform a variety of skilled and semi-skilled work in the construction, operation, maintenance and repair of the District's water and wastewater treatment facilities, water distribution system and wastewater collection system. Employee is responsible for tasks assigned by the Field Supervisor which may be oral or written. Work is performed under the direct supervision of the Field Supervisor and is subject to review. Employee will be required to perform emergency calls and service after regular hours and on holidays. Facility checks will also be required on rotating weekends and/or holidays.

**Duties and Responsibilities**

- Participate in all aspects of construction, installation, maintenance, and repair of water/sewer lines
- Assist in the maintenance and repair of booster stations and lift stations.
- Inspect water and sewer lines for leaks and attempt to determine location of water or sewer leaks
- Operate various types of construction equipment (ditching machine, etc.) and specialized hand and power tools
- Perform general maintenance at water and wastewater plants and equipment
- Assists with interior and exterior building maintenance
- Assists in landscaping and ground maintenance of process plants, lift and booster stations and the District Office
- Perform water sampling as directed by an operator
- Keep accurate records of all tasks performed
- Monthly Meter Reading of District Meters

**Essential Knowledge, Skills and Abilities**

**Communications:**

- Have the ability to speak and write English clearly
- Have the ability to actively listen to others for understanding of their requests
- Be able to precisely communicate pertinent information to the proper recipient.
- Have the ability to understand and carry out written and oral instructions and to work independently of detailed supervision.

**Decision Making:**

- Be able to effectively interpret the policies and objectives of the District
- Take command of emergency situations and frequently work in adverse weather conditions
- Be able to assess problems and situations, able to anticipate needs, evaluate alternatives, and use good judgment

**Professional Attitude:**

- Be dependable, show maturity in relationships with others, and develop self-confidence
- Represent the District with a courteous, helpful and business-like attitude when communicating with the public
- Develop a safe work attitude

**Quality of Work:**

- Learn to produce quality, accurate work (i.e. complete routine repairs and installations without directions)
- Be able to detect and correct errors
- Be able to utilize work time properly and productively

Technical Knowledge:

- Develop basic knowledge of methods, techniques and materials used in construction, installation, maintenance and repair of a water distribution system and a wastewater collection system
- Need knowledge of the occupational hazards connected with water and wastewater plants/systems and of necessary safety precautions
- Needs to develop the ability to take accurate readings and maintain operational records
- Develop skill to monitor and maintain systems under direction of the system operator
- Develop ability to complete reports required by DEP concerning water or wastewater under the direction of an operator

Physical Abilities:

- Needs the ability to use a shovel, other common hand and power tools, wrenches, detection devices, etc. and have ability to operate equipment and machinery used in installation, maintenance, location and repair of water or sewage lines
- Needs to be willing to perform arduous manual labor often under unfavorable conditions.

Other

- Have a valid Florida Driver's License
- Ensure 24-hour availability by telephone or other means when operator is not available
- Must show progress in school and/or licensing achievement during employment

***Specific duties may include, but are not limited to:***

Valve box clean-out; weed & fire ant control  
Collect samples for lab testing  
Back-up Water/Wastewater Operators  
Install back-flow preventors  
Keep records required by DEP

Flush water lines  
Locate water/sewer lines  
Building & grounds maintenance  
Routine meter repairs  
Maintain grinder pump and related equipment

A Field Assistant in training should be capable of doing the Field Assistant job at that Paygrade (\$10.00/Hour). After a 90-day probationary period, a pay increase may be considered.

The District will guarantee 24 hours per week in training. The work week will consist of three (3) eight (8) hour days. If more work is available, it could be assigned by the Field Supervisor.

The Assistant will report to the Field Supervisor. All work will be assigned to the applicant by the Operator.