

TAYLOR COASTAL WATER & SEWER DISTRICT

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MINUTES OF REGULAR COMMISSION MEETING

September 28, 2010

1. The meeting was held at the District Building at 5:30 PM on September 28, 2010. Present were:
COMMISSIONERS: Lee Bennett, Charles Carlton, Leland Carlton, Gennie Malone, Lynn Aibejeris and Glenn Senter. Commissioner Marcia Parker was absent.
TCW&SD STAFF: Jim Gooding, David Morgan, Diane Carlton and Shirley Shinholser
Chairman Bennett called the meeting to order and declared a quorum present.
2. The meeting was opened with prayer and the Pledge of Allegiance led by Commissioner Glenn Senter.
3. There were no guests present.
4. The Minutes of August 24, 2010 were presented. **A motion was made by Leland Carlton with a second by Lynn Aibejeris to approve the Minutes as read. Minutes were adopted unanimously.**
5. Phase II Update – Shirley Shinholser
Contractors mobilized on Tuesday, September 7th. BlueRok's office trailer has been set up at our Wastewater Plant. Crews are busy with prep work while awaiting piping, valves, wet wells and other materials which are being delivered daily. Installation of collection lines along Beach Road and wet wells at Dekle Beach began last week. Resident Observer, Keith Halbrook, is monitoring all work and provides a daily status report. Phase II is a smooth operation to date with good customer relations being maintained.
Geohagan (Dekle Beach), Collins (Dekle Beach) and T. Wilke Gibson, Jr. (J.L. Gibson Road) have not yet provided required easements/agreements for a grinder pump installation. Therefore, we may be three (3) short of the anticipated one-hundred (100) installations. **It was a consensus of the Board that every effort is made to pursue and obtain required documents from these individuals. Further research should also be conducted to see if any other lots having an existing, functional septic tank might be considered.**
Several years ago, individuals at Dekle Beach, as well as other areas, provided an upfront "membership fee" of \$250 to Taylor Coastal Utilities, Inc. for a future connection but have not obtained water service from the District since its inception. Due to increases in parts and labor, today's water connection fee is \$1,000.
Following discussion, the Board, in consensus, agreed that:
 - **If the lot has an installed water and/or sewer valve box, it is not an indication that the customer had active service. The account will be reviewed to determine past account history. If there was no active service, the customer shall be required to pay the current applicable connection fees for service, minus any service fees/deposits on record.**
 - **If the lot had an active account, the customer shall be required to pay the current re-connection fees plus any applicable transfer fees.**
6. Staff and Committee Reports
 - a. Billing Reports/Items – Diane Carlton
August sales of \$30,208 were up \$1,122 in comparison with August 2009 and down \$396 in comparison to July 2010. Our past dues are in excellent shape with no accounts over sixty (60) days and only one (1) account over thirty (30) days past due. There were no new service connections or disconnects for the month of August. Adjustments were routine yielding a gain of \$183 due to two (2) transfer fees and one disconnect fee. Total receivables are noted at \$18,310 which is up \$1,544 from the previous month of July mostly due to a decline in prepayments. It is expected that our year-end ((9/30/2010) will end on a positive note. **A motion was made by Glenn Senter to accept the Billing Supervisor's report as presented. A second was obtained from Leland Carlton and the motion was approved unanimously.**

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b. Financial Reports/Office Manager Items – Shirley Shinholser

As indicated on the August Balance Sheet, our Operating Checking is escalated due to the August 31st transfer of RD funds from savings in preparation for the September 1 payment withdrawal. The Profit & Loss Budget Performance reveals YTD budget income loss in the amount of \$15,996; however, the YTD Total Expense was \$25,302 below budget resulting in YTD Net Ordinary Income of \$62,018 --- a gain of \$9,306 more than expected. It is anticipated that September 2010 will produce a balanced budget or a gain in Net Ordinary Income. In addition, we will end the year with three (3) grinder pump installations resulting in an asset increase of \$17,700. As noted in the Expense Breakdown, our service truck was serviced (mileage at 46,821); our wastewater chlorine metering pumps were repaired by Ketring; and, Ms. Guthrie reimbursed the District for the damage incurred to the duplex grinder pumps due to grease infiltration. **A motion was made by Glenn Senter to approve the Financial Reports. Lynn Aibejeris provided a second and the motion was approved unanimously.**

We contacted John Horvath about the painting of the Wastewater Treatment Plant. He's not sure RD will consider it as an upgrade versus maintenance but will try to have the cost covered under Phase II funding.

Water Resource Technologies has advised that a wet well lid rated for vehicular traffic is available. They will prepare a quote on a simplex and a duplex unit should they ever be required.

c. Water Operations – Jim Gooding

Everything is going well with the Water Department. We are processing line locates as requested and have not yet experienced any construction line cuts. A recent service was performed on the generator used to operate the pump of our 6" well. We've been advised that the radiator will need to be replaced soon. Consideration should be given to obtaining a generator that will operate our 8" well and any future wells.

d. Wastewater Operations – David Morgan

The Wastewater Department has no concerns at this time.

7. OLD BUSINESS

a. Funding for future Water improvements and Wastewater Expansion – Glenn Senter

Shirley, Diane and I met with Cheryl King of SERCAP and Steven Dicks of USDA-RD on September 16th to review an application for a USDA-RD Pre-Development Grant which will pay 75% of the cost of a Preliminary Engineering Report (PER), not to exceed \$25,000. The estimated cost for a PER is \$30,000. The District must publish a Request for Proposals (RFP) and select an engineer to prepare a PER identifying possible options and probable costs of the water improvement project. USDA-RD has funds available for solar and wind power so we should definitely consider this option. When we obtain sufficient funding and proceed with the project, the pre-development funds will be applied to the total cost.

b. Update on Keaton Beach RV Park – Lee Bennett

We have corresponded with Mr. Sprayberry. He is preparing blueprints of his RV Park for DEP and will provide a copy to the District upon completion.

c. Update on 2009 Omnibus Legislation, STAG funding (\$300,000)

John Horvath is currently preparing an amended Phase II Preliminary Engineering Report identifying additional cost to include Sawgrass Bay; to complete collection lines in Sandpiper; and, to extend collection lines to Fish Creek. Upon review, we can better determine how much of the STAG to allocate to wastewater and/or water improvements and complete our application to EPA.

8. NEW BUSINESS

a. Wages for the new fiscal year

Effective October 1, Diane Carlton will assume the position of Office Manager working three (3) days per week (approximately 24 hours). Shirley Shinholser will serve as Assistant Office Manager working three (3) days per week (approximately 24 hours) during the months of October through December. Advertising for the new Assistant Office Manager will take place in October with interviews and hiring in November. The new hire will train under Shirley 16 to 24 hours per week (Board's prerogative) during the month of December and work

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three (3) days per week thereafter. In our budget for fiscal year 2010-2011, we considered changing Shirley from "salaried" to hourly at \$17 per hour for October through December; increasing Diane's wages to \$14 per hour effective October 1 due to increased job responsibility; and, a training rate of \$10 per hour for the new hire during the month of December with an increase to be considered upon Shirley's departure. **Following Board discussion, a motion was made by Glenn Senter to increase Diane Carlton's hourly salary to \$14.00 per hour; a second was made by Gennie Malone. The motion carried by unanimous vote with Charles Carlton abstaining due to his relationship to Diane. A second motion was presented by Glenn Senter to change Shirley's status from "salaried" to "hourly" at a rate of \$17.00 per hour. The motion received a second from Lynn Aibejeris and the motion carried by unanimous vote.** Staff was advised by the Board to ensure that the advertising state the new hire must be bondable and that the position is for part-time work averaging 25 hours per week.

b. Edit/Approve Job Descriptions

Drafts of an Employment Application and job descriptions for Office Manager and Assistant Office Manager were provided for review. **It was the consensus of the Board to approve the job descriptions for Office Manager and Assistant Office Manager and the Employment Application as presented and to adopt all three (3) documents as valid District documents.**

9. CLOSING REMARKS – COMMISSIONERS/STAFF

- Commissioner Charles Carlton stated he would like to consider closing the office one day per week after Phase II Construction.
- Commissioner Glenn Senter reminded everyone to stop and speak with the Phase II Resident Observer, Keith Halbrook.
- Chairman Bennett expressed how pleased he is with the appearance of the construction areas, including the office site at the WWTP.

10. There being no further business or comments, upon motion by Charles Carlton and a second from Leland Carlton, the meeting was adjourned at 7:40 pm.

**The next regularly scheduled meeting will be held on
Tuesday, October 26, 2010 at 5:30**

Board Actions:

Approve Minutes of August 24, 2010

Approve payment of re-connect fee plus equipment upgrade costs, as needed, for undeveloped lots having an existing water valve box and water meter

Approve payment of current connection fee less deposit on record for undeveloped lots that do not have an existing water valve box and meter

Approve Billing reports for August 2010

Approve Financial Reports for August 2010

Approve hourly wage of \$14.00 for Diane Carlton effective October 1, 2010

Approve hourly wage of \$17.00 for Shirley Shinholser effective October 1, 2010

Approve/Adopt Employment Application and job descriptions for Office Manager and Assistant Office Manager

Action Items:

Pursue required documents from individuals currently considered for grant-funded Phase II grinder pumps

Research lots in the Phase II coverage area which have an existing, functional septic tank that might be considered for a Phase II installation if one becomes available

Obtain sewer schematic for Keaton Beach RV - Sprayberry

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



Shirley Shinholser, Recording Secretary