

TAYLOR COASTAL WATER & SEWER DISTRICT

18820 BEACH ROAD
PERRY, FLORIDA 32348
Phone/Fax: (850) 578-3043
www.tcwsd.org

MINUTES OF REGULAR COMMISSION MEETING

April 24, 2012

1. The meeting was held at the District Building at 5:30 PM on April 24, 2012 present were:
COMMISSIONERS: Lynn Aibejeris, Lee Bennett, Charles Carlton, Billy Ezell, Gennie Malone and Glenn Senter. Commissioner Marcia Parker was absent.

TCW&SD STAFF: Diane Carlton, Jim Gooding and David Morgan were present. Lynette Senter was absent. Chairman Senter called the meeting to order and declared a quorum present.
2. The meeting was opened with prayer and the Pledge of Allegiance to the Flag led by Commissioner Gennie Malone.
3. There were no guests present.
4. Chairman Senter asked the commissioners if everyone had received and reviewed the minutes of the March 27, 2012 board meeting that was sent electronically. All commissioners acknowledged they had received and 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 with Commissioner Lynn Aibejeris offering a second. The minutes were adopted unanimously.**
5. **Staff and Committee Reports**
 - A. Billing Reports/Items- Diane Carlton – Water and Sewer Sales for the month of March 2012 were \$29,686.17. There are 438 accounts with 398 of them being water and sewer. The past due accounts are in good shape with only one account being over 30 days past due. The account is Louise Bland and it has been disconnected for non-payment. Adjustments were fairly normal for the month with the exception of a \$450.00 one-time adjustment for Robert Lynn at Ezell Beach. Mr. Lynn had a leaking toilet. There were 2 properties where ownership was transferred Deborah Whitley a Cedar Island Property to Carol Spokes and John Gentry, a Dark Island property to Jeanette Poppell. There were no questions from the Commissioners. Chairman Senter asked for a motion to accept the Billing Reports as presented. **A motion was made by Commissioner Lee Bennett to accept the Billing Reports as presented. Commissioner Gennie Malone offered a second. The motion was approved unanimously.**
 - B. Other Assistant Office Manager Items: There were no other items to report.
 - C. Financial Reports/Office Manager Items – Diane Carlton- The total net income for March 2012 was \$14,795.22 which was above the budgeted amount. Total expenses for the month were \$15,346.52 which is below the budgeted amount of \$18,720.33. The total year to date income is \$36,595.83 which is less than our budget amount of \$59,752.98. This is due mostly to some large ticket items that were due and payable in the first 6 months of the fiscal year. The expense breakdown was presented with no exceptions noted. The quarterly balance sheet was presented with total liabilities and equity of \$5,853,506.23. There were no questions from the Commissioners. Chairman Senter asked for a motion to accept the Financial Reports as presented. **A motion was made by Commissioner Lee Bennett to accept the Financial Reports. Commissioner Lynn Aibejeris provided a second. The motion was approved unanimously.**
 - D. Other Office Manager Items:
 1. The Florida Retirement contribution rate for employers will increase beginning July 1, 2012 to 5.18%. The current rate is 4.91%.
 2. A summons was received on April 18th notifying us that Taylor County, FL plans to foreclose their lien in the amount of \$72,250.00 with a daily accrual of \$250.00 on the Timothy Brooks property located at Cedar Island. We have a judgment in the amount of \$13,357.07 and accrued interest from June 2007 on the property. In addition there is an outstanding mortgage on the property. In discussion the commissioners agreed by consensus that no action would be taken on the Districts behalf.
 - E. Water Operations – Jim Gooding - Jim reported that we are now pumping approximately 70,000 gallons a day compared to 35,000 per day in the winter months.

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F. Wastewater Operations – David Morgan -Wastewater operations have been routine with no exceptions. Flow has increased from about 20,000 gallons a day to 25,000 gallons. The grinder pump at the Boatwright property at Dekle Beach was relocated by Louis Shaw Plumbing. The job was approved for payment but with concern since the pump is not level. We have not been able to test the pump since Tri-County Electric has not finished with the electrical hook-up. However I do not believe that there will be issues due to the pump not sitting level.

6. OLD BUSINESS

A. Update on SPA Grant (\$300,000.00) (water/sewer improvements funding) – Diane Carlton- There is nothing to report.

B. Update on EPA Grant Funding (\$750,000.00) Diane Carlton - The fund balance remains at \$292,500.86. A submittal for Pay Request #10 in the amount of \$1,596.00 was submitted to them today. The anticipated EPA share is \$615.10. The required quarterly reports have also been completed.

C. Update on Phase II Construction - Diane Carlton - We are still waiting for the Final Pay Request documents from Anderson Columbia. I received a letter from Jones Edmunds giving an anticipated schedule for the remaining work that we hope to accomplish. I expect to receive the bid package for review in the few days according the anticipated schedule. The letter indicates that USDA-RD will have 60 days to review for approval. Then the advertisement and bidding will occur from June 20 thru July 19 and construction to start September 18, 2012. We are already a little off schedule.

7. NEW BUSINESS

A. Operator Trainee Budget. After discussion the commissioners by consensus asked that the Operator Trainee position and budget be presented for approval at the Budget approval meeting. They will at that time consider approving the position for advertisement. The salary will be considered for approval in the 2012-2013 budget proposals.

B. Employee Cost of Living Pay Raise Review. Chairman Senter relinquished the gavel to Vice-Chairman Gennie Malone. Chairman Senter and Commissioner Charles Carlton did not participate in the discussion of this item or vote due to their relationship with office staff members Lynette Senter and Diane Carlton. Vice-Chairman Malone opened the discussion by advising the other commissioners that she had spoken with County Administrator Jack Brown. The county employees did not receive a pay increase but were given a bonus. Commissioner Bennett stated he could not justify a pay increase based on our budget. Commissioner Lynn Aibejeris advised that she felt we should perhaps look at again after the summer months and see how our income compares to our projected amount. Commissioner Billy Ezell stated he felt we could not give a pay increase due to the budget. Vice-Chairman Malone then asked for a motion.

Commissioner Lee Bennett made a motion that no pay raise be given at this time and that the board look at this again when the budget is presented for approval. Commissioner Lynn Aibejeris offered a second. The motion was approved unanimously with Commissioner Senter and Carlton abstaining.

8. CLOSING REMARKS – COMMISSIONERS/STAFF

Commissioner Billy Ezell stated that he had received a call from George Stamos with concerns about our selling water out of the hydrants to businesses. Water Operator Jim Gooding advised the commissioners that there is not a need for concern. Commissioner Lee Bennett thanked the staff for their hard work and dedication. Commissioner Gennie Malone thanked the staff and praised them for being outstanding and devoted.

There were no other closing remarks.

9. MOTION TO ADJOURN

There being no further business or comments and **upon motion by Commissioner Gennie Malone with a second offered by Commissioner Lee Bennett and with a unanimous vote the meeting was adjourned at 6:00 p.m.**

**The next regularly scheduled meeting will be held on
Tuesday May 22, 2012 at 5:30 p.m.**

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Board Actions:

Approve minutes of March 27, 2012
Approve Directors Report for March 2012
Approve Financial Reports for March 2012
Voted against a pay increase for employees

Action Items:

- Consider an Employee Pay Increase at the July 2012 board meeting or when budget is reviewed
Consider approving a part time position described as Operator Trainee at the July 2012 meeting

By: M. Diane Carlton, Recording Secretary
Taylor Coastal Water and Sewer District