TAYLOR COASTAL WATER & SEWER DISTRICT

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MINUTES OF REGULAR COMMISSION MEETING

February 26, 2013

1. The meeting was held at the District Building at 5:30 PM on February 22, 2013 present were:
COMMISSIONERS: Lynn Aibejeris, Lee Bennett, Charles Carlton, Billy Ezell, Gennie Malone, Glenn Senter. Commissioner Cornell Silveira was absent.
TCW&SD STAFF: Ronald Bennett, Diane Carlton, David Morgan and Lynette Senter. Jim Gooding was absent
Chairman Lynn Aibejeris 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 Malone.

3. Chairman Aibejeris opened the floor for nominations for board secretary for the calendar year of 2013. **Commissioner Glenn Senter nominated Diane Carlton for the position of board secretary. Commissioner Lee Bennett offered a second and asked that nominations cease. Chairman Aibejeris asked if there was any other discussion. There was none. Diane Carlton was elected board secretary by unanimous vote.**

4. There were no guests present.

Commissioner Senter asked if could address 2 non-agendaed items. One was what are the plans are for the old air-conditioner unit that was removed from the district office building due to the installation of a new unit. David Morgan replied that Diane Carlton had requested that he take it to the recycling center. Commissioner Senter and Commissioner Lee Bennett entered into a conversation as whether it would be cost effective for the district to recycle the unit. Commissioner Senter asked if anyone wanted to buy it, no one responded, he asked if Roger Morgan wanted the unit. David expressed he did. He offered the unit to Roger Morgan and expressed that David was not to use the company truck to remove the unit from the district property. The board by consensus agreed for the unit to be given to Roger Morgan.
Commissioner Senter then asked if the board and staff would like to consider changing the time of the monthly board meetings to 3:30 pm. No one expressed any conflict. **Commissioner Senter made a motion that the regular monthly board meetings continue to be held on the 4th Tuesday of each month as they have in the past but that the start time of the meetings is changed to 3:00 pm. Commissioner Lee Bennett offered a second. Chairman Aibejeris asked for further discussion. There was none. The motion was unanimously approved.**

5. Chairman Aibejeris asked if everyone had received and reviewed the minutes of the January 22, 2013 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 accept the minutes with Commissioner Charles Carlton offering a second. -Chairman Aibejeris called for discussion. There was none. The minutes were approved unanimously.**

6.

Staff and Committee Reports

A. Billing Reports: Assistant Office Manager- Lynette Senter- Water and Sewer Sales for the month of January 2013 were $30,020.25. We served 452 accounts. Water pumped was 897,600 gallons. There were no accounts past due over 30 days and no new service requests. Total adjustments for the month resulted in credits in the amount of $433.78. The adjustment break-down was presented $105.41 in late fee adjustments due to the office being closed for the Martin Luther King Holiday, $2.80 for non-potable water adjustments, $400.57 onetime adjustment, which s were Richard Carr in the amount of $40.64 due to a hot water heater line break and $359.93 to Dot Burns for a hot water heater line break, a $75.00 disconnect fee was charged to Joyce Pedrick for a requested disconnect. There were no questions from the Commissioners. Chairman Aibejeris asked for a motion to accept the Billing Reports as presented. **A motion was made by Commissioner Lee Bennett to accept the Billing Report as presented. Commissioner Glenn Senter offered a second. Chairman Aibejeris called for discussion. There was none. The motion was approved unanimously.**
B. Other Assistant Office Manager Items - Lynette Senter- Nothing was reported
C. Financial Reports: Office Manager - Diane Carlton- Total Sales for the month of January were $30,020.25 and total expenses for the month were $29,462.79. This resulted in a Net Ordinary Income of $557.46. Other Income for the month was $1,442.84 in USDA-RD funds and $.52 in interest. The USDA-Rd funds were

immediately paid out to Jones Edmunds for work that is related to the Phase II, part 2 construction project, thus resulting in net income of $557.98 for the month of January. The expense breakdown was presented with the following exception breakdown, there was an approximate $1,000.00 reduction for wages paid in the water department area due to a decrease in hours worked by Jim Gooding, in the Property Equipment Upgrades at the District office $5,340.00 was spent which reflects the board's decision at last month's meeting to replace the air conditioning unit, taxes/ other, $6.79 in sales tax for several purchases made at Wal-Mart and in the future you should not see this occur because Wal-Mart has now accepted our sales tax exemption status. The Wastewater Department had the following expenses as exception items for the month, $1,372.08 was paid to Jones Edmunds for groundwater monitoring at the Waste Water Treatment Plant, in Repair Maintenance $250.00 was paid to DeYoung Construction for the repair of a line at the holding pond at the Waste Water Treatment Plant, $1,775.00 was paid for sludge hauling. The water department experienced the following exception items for the month, at $799.00 for the purchase of a 55 gallon drum of aqua gold which generally occurs twice a year and a water line repair expense of $350.00 to DeYoung Construction for a repair at Cedar Island. There were no questions from the Commissioners. Chairman Aibejeris asked for a motion to accept the Financial Reports as presented. **A motion was made by Commissioner Senter to accept the Financial Reports. Commissioner Bennett provided a second. Chairman Aibejeris asked for discussion. There was none. The motion was approved unanimously.**

D. Other Office Manager Items: Diane Carlton presented to the board a request from Mike Vernese that the board consider waiving the charges of $103.54 billed to him for the replacement of his grinder pump lid. Mr. Vernese felt the replacement was unnecessary and thought the lid could have been patched. David Morgan the waste water operator spoke on behalf of the District advising the board that he does patch if he can but that this lid could not be patched. After discussion the commissioners by consensus agreed that the invoice was justified and that Mr. Vernese was to be notified that he is responsible for payment.

Water Operations - Jim Gooding- .Jim was absent. Ronald Bennett spoke on behalf of the water department. He reported that the water department inventory that was being stored at the Waste Water Treatment plant has been moved to the Water Departments storage building located on the well head protection property. He also reported that the generator cover had been completed and looked good. He further stated that he and Jim are presently in the process of obtaining cost information for installing a gutter system at the Water Treatment Plant.

Ronald Bennett - Ronald informed the board that he was so thankful that he had passed the water operator's license exam. He expressed he is in contact with the water department where he was formerly employed to see if there is a possibility that any of his hours working there can be used toward his 2080 hours training hours necessary to receive his license. He also related that he has now begun to work on his sewer studies so that he can pursue obtaining his waste water license.

Waste Water Operations – David Morgan- David advised that the Waste Water Plant experienced a power outage for about 2 ½ hours. The generator came on as it should have and there were no issues due to the outage. He reported he had no other issues.

7. OLD BUSINESS

A. Update on SPA Grant ($300,000.00) (Water/Sewer Improvements Funding) – Diane Carlton- Diane reported that she is having difficulty with the waiver request. Especially finding time to work on it during office hours.

B. Update on EPA Grant Funding ($750,000.00) Diane Carlton - The fund balance is $269,521.86. The District has notified EPA that USDA-RD has approved all of the contract documents and a pre-construction meeting will be held on March 1 at 9:30 am to determine the start date. The EPA funds are expected to be exhausted since the bid award for the construction is $384,777.65 and those funds will be used prior to USDA-RD funds.

C. Update on Phase II Construction – Diane Carlton –The balance of USDA-RD funds are $275,228.69 in e construction grant funds and $490,880.44 in the general grant fund account. We received USDA-RD's letter of concurrence on February 15, 2013 for the Phase II, Part 2 construction final approval. In the letter we were advised that they would be scheduling a pre-construction meeting. I had not heard from them in a week so I phoned, the Lake City office advised that our file had been transferred to the Ocala office and that they would be contact with us. Contact was made with them and the pre-construction meeting has been scheduled for March 1, 2013 at 9:30 am. A start date will be determined at that meeting.

D. Water Department Capital Improvements Project Request (To be presented at the February 26, 2013 Board Meeting) Commissioner Bennett requested that this item be tabled until the next meeting since Jim Gooding is absent.

8. NEW BUSINESS

a. Consider Proposals for the renewal of the Sewer Plant Permit and resolve funding for this expense that was not included in this fiscal year's budget due to oversight of a five year requirement instead of an annual requirement. Office Manager Diane Carlton advised the board that the Waste Water Sewer Plant Permit must be renewed this year. In addition we have bids for a 10 ten year renewal. The permit expires on December 11, 2013. In accordance with the Florida DEP the application for permit renewal must be submitted in the FDEP office six months prior to the expiration date. The application requires that a licensed engineer perform this service. The District has received three (3) bid proposals for the renewal and they are as follows:

1. Jones Edmunds Engineering $11,500.00 which includes the $1000.00 application fee to DEP.
2. John Baxter Company LLC $ 5,750.00 which includes the $1,000.00 application fee to DEP
3. Mittauer & Associates $ 7,000.00 which includes the $1,000.00 application fee to DEP

In addition to awarding the contract, the board will need to consider where the monies for funding will come from since it was not included in this fiscal year's budget. This should be addressed by a resolution. **Commissioner Lee Bennett offered a motion that the lowest bid, John Baxter Company, LLC be awarded the project and that by resolution the funding for this project come from excess monies that are in the operating checking account. Commissioner Senter offered a second. Chairman Aibejeris asked if there were further discussion. There was not. The motion carried unanimously.**

9. CLOSING REMARKS – COMMISSIONERS/STAFF There was none

10. MOTION TO ADJOURN

Commissioner Charles Carlton made a motion to adjourn. Commissioner Lee Bennett offered a second. The motion was unanimously approved. The meeting was adjourned at 6:34 p.m.

The next regularly scheduled meeting will be held on Tuesday March 26, 2013 at 3:00 p.m.

Board Actions:

Approve minutes of January 22, 2013 regular board meeting and the February 5, 2013 special called board meeting
Approve Directors Report for January 2013
Approve Financial Reports for January 2013
By Resolution Approve that a heating and cooling unit for the District Office be replaced with a 3 ton packaged heat pump duct system unit for the total cost of $5,340.00. The funds to pay for the unit will be taken from undesignated monies in the operating checking account.

Action Items:

Consider a District Policy to enforce the mandatory hook-up to sewer if RV customers are within 200 feet of our existing sewer lines as described in the District Ordinance.
Continue to explore ways to make sewer connection more affordable for customers that are not covered for Hook-up under grant funding
Office staff to review and suggest any revisions to the Rules and Regulations of the Water and Sewer District
Set up a Preventive Maintenance Schedule and Plan for the Waste Water Department
Obtain copy of the Districts cash flow for the previous 5 years as per Chairman Senter's request
Commissioner Lee Bennett, Commissioner Cornell Silveira, Jim Gooding and Diane Carlton will research the Water Improvements Project Requests and report back to the board with recommendations at the February 2013 meeting.

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

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