

TAYLOR COASTAL WATER & SEWER DISTRICT

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

MINUTES OF REGULAR COMMISSION MEETING

January 22, 2013

1. The meeting was held at the District Building at 5:30 PM on January 22, 2013 present were:
COMMISSIONERS: Lynn Aibejeris, Charles Carlton, Gennie Malone and Cornell Silveira. Commissioners Lee Bennett, Billy Ezell and Glenn Senter were absent.
TCW&SD STAFF: Ronald Bennett, Diane Carlton, Jim Gooding, David Morgan and Lynette Senter. Vice Chairman Malone 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. Election of Officers for the calendar year of 2013. Vice Chairman Malone opened the floor for nominations of Officers for the calendar year of 2013. Commissioner Carlton asked that this item be tabled until the next board meeting since there were three commissioners absent. By consensus the board agreed to table the election until the February 26, 2013 meeting.
4. There were no guests present.
5. Vice-Chairman Malone asked the commissioners if everyone had received and reviewed the minutes of the December 10, 2012 board meeting that was sent electronically. All commissioners acknowledged they had received and reviewed the minutes. The vice-chairman called for a motion to accept the minutes. **A motion was made by Commissioner Charles Carlton to accept the minutes with Commissioner Lynn Aibejeris offering a second. Vice-Chairman Malone called for discussion. There was none. The minutes were approved unanimously.**
 5. **Staff and Committee Reports**
 - A. Billing Reports: Assistant Office Manager- Lynette Senter- Water and Sewer Sales for the month of December 2012 were \$29,462.56. We served 453 accounts and pumped 918,600 gallons of water. 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 \$616.01. They were \$40.50 for three mis-read meters, \$12.48 in late fee adjustments, \$97.20 for non-potable water adjustments, \$75.00 for a reconnect fee for Ryan Wheeler at Cedar Island and \$616.01 was moved to Collection accounts and liens filed For Eddie Kinsey in the amount of \$353.71 and the Rueff Family Trust in the amount of \$282.30. There were no questions from the Commissioners. Vice-Chairman Malone asked for a motion to accept the Billing Reports as presented. **A motion was made by Commissioner Lynn Aibejeris to accept the Billing Reports as presented. Commissioner Cornell Silveira offered a second. Vice-Chairman Malone 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 were \$29,462.56. Total expenses for the month were \$27,783.55. This resulted in a Net Ordinary Income of \$1,679.01. The expense breakdown was presented with notation given to \$7,390.00 paid to Powell & Jones CPA for the 2011-2012 audit and a payment of \$960.00 to Xylem Water Solutions for the 10/31/2012 sewer repair at the Keaton Beach Boat Ramp. There were no questions from the Commissioners. Vice - Chairman Malone asked for a motion to accept the Financial Reports as presented. **A motion was made by Commissioner Charles Carlton to accept the Financial Reports. Commissioner Lynn Aibejeris provided a second. Vice-Chairman Malone asked for discussion. There was none. The motion was approved unanimously.**
 - D. Other Office Manager Items: Diane Carlton
 - (1) The 2012 W-2's have been completed and given to the employees on January 9, 2013.
 - (2) Jack Brown, Taylor County Administrator requested that the auditor and Chairman Senter present the audit and an overview of the current issues facing the District at the January 22, 2013 County Commission meeting. Since this is in conflict with our regular scheduled meeting I have scheduled the presentation for February 4, 2013. Both Mr. Powell and Chairman Senter have been notified. I anticipate this to be an annual requirement from now on. Attorney Conrad Bishop has agreed to represent the District as Legal Counsel unless we were to request legal advice in a matter concerning the District and Taylor County and this will also be on the Taylor

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County Commission agenda for consideration to allow us to use the same attorney in all matters no related to the district and Taylor County.

(3.) At Jim Gooding's suggestion we had our 1st staff meeting on January 16. Chairman Senter attended. The meetings will be each Wednesday at 10:00 am. Later on they will probably go to once a month.

(4.) The county is proposing a land use change – allowing sewer package systems if water and sewer are not available. The 1st of 2 public hearings is this evening at 6:15 pm. Chairman Senter is in attendance for the hearing.

Water Operations - Jim Gooding- Jim reported the progress of several projects in the water department. He advised that no-trespassing signs had been posted around the Well Head Protection Area. He also reported that repairs have been made to the storage building that the District purchased from Charles Sumner. He called Stephen Spradley with Taylor County Emergency Management and asked if the county might have an interest in the TV tower. Mr. Spradley stated he would get back to him. (2) There was a water line break on Osprey Circle. It is estimated that 380,000 gallons of water was loss.

Ronald Bennett - Ronald informed the board that the class he attended in Lake City was very educational and he enjoyed attending. He informed the board that he has submitted all the necessary paperwork for scheduling the Water Operator exam. He hopes to be informed soon as to what date he will take the test.

Waste Water Operations – David Morgan- David advised that there was a leak in the sprayfield. He advised that it appeared that 2 pipes came apart at welded seams. Since the Water Department had contracted with DeYoung Construction to do the water line repair on Osprey Circle it was coordinated so this repair could also be repaired by DeYoung Construction after he finished the water main repair.

6. OLD BUSINESS

A. Update on SPA Grant (\$300,000.00) (Water/Sewer Improvements Funding) – Diane Carlton- No progress has been made.

B. Update on EPA Grant Funding (\$750,000.00) Diane Carlton - The fund balance is \$269,521.86. As mentioned last month once USDA-RD approves and as all parties sign the required documents they will be forwarded to EPA for their review and approval. These funds are designated for construction only. The funds are expected to be exhausted since the bid award for the construction is \$384,777.65.

C. Update on Phase II Construction – Diane Carlton –The balance of USDA-RD funds are \$275,228.69 in the construction fund and \$490,880.44 in the grant fund account. We are still waiting on USDA-RD to review and approve all the contract documents and set a date for the pre-construction meeting. Chris Goddard who represented us has transferred to another office and this could be part of the delay in receiving a response. I want to remind you that we are continually being informed by USDA-RD in all correspondence that any monies left over after construction is complete will be de-obligated. I am hoping that we will be approved to some of the left over monies for some of the items on our wish list. I do not anticipate being approved for all items that we request. In particular the tractor but we still plan to submit the request. David and I are working on the list and plan to submit it for review by March 1, 2013.

D. Water Department Capital Improvements Project Request (To be presented at the February 26, 2013 Board Meeting)

7. NEW BUSINESS

a. General Financial Requirements for Special Districts-Diane Carlton- The Commissioners were given a hand-out titled General Financial requirements for their use in understanding what is required of Special Districts with dealing with budget. It was also brought to the boards attention concerning mileage allowances and when privately owned vehicles are used how mileage is to be reimbursed unless the board has established written policy to pay otherwise. This will be researched to make sure we are paying mileage in the correct manner.

b. Diane Carlton –Consider Proposals offered for the renewal of the Sewer Plant Permit- Commissioner Charles Carlton requested that this item be tabled until the February 26, 2013 board meeting so that the proposals could be reviewed more thoroughly and by consensus the other commissioners agreed.

c. The District Office Heating and Air Conditioning Unit – Diane Carlton - On 12-28-12 the District office heat/ac unit would not heat. Advance Refrigeration was called since they handle the WWTP air

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conditioning/heating unit maintenance. They could not make a service call until 12-31-12. The diagnosis is that the system was low on charge due to the evaporator coil leaking. The technician advised that the unit is too old to repair and that the charge may last 6 days, 6 weeks or 6 months and that he recommend that the unit be replaced. Vice-Chairman Malone asked if there was discussion. Commissioner Aibejeris mentioned that she was concerned the unit might go out and office staff would be without heat. Commissioner Silveira expressed that the 2 proposals provided by Advanced Refrigeration & Air Conditioning seemed reasonable and that for approximately \$750.00 difference that a duct unit could be installed which he liked better than replacing the unit with another wall-hung unit. Vice-Chairman Malone asked if there was a motion to replace the heat and air unit at the District Office. **Commissioner Cornell Silveira made a motion to replace the heat and air conditioner unit with the proposal of \$5,340.00 for a 3-ton packaged heat pump with a duct system. He included a resolution that the unit be paid for using funds out of the Operating checking account due to increased cash flow. Commissioner Lynn Aibejeris offered a second. Vice Chairman Malone asked for further discussion. There was none. The motion carried unanimously.**

8. CLOSING REMARKS – COMMISSIONERS/STAFF

9. MOTION TO ADJOURN

Commissioner Charles Carlton made a motion to adjourn. Commissioner Cornell Silveira offered a second. The motion was unanimously approved. The meeting was adjourned at 6:52 p.m.

The next regularly scheduled meeting will be held on Tuesday February 26, 2013 at 5:30 p.m.

Board Actions:

Approve minutes of December 10, 2012 board meeting

Approve Directors Report for December 2012

Approve Financial Reports for December 2012

By Resolution Approval of the District Office Heating and Cooling Unit 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 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

Once Electronic Financial Audit is received, place on the District Web Site

Obtain copy of the Districts cash flow for the previous 5 years as per Chairman Senter's request

Contact Jack Brown, County Administrator in reference to legal counsel for the District, (the possibility of using Conrad Bishop as the District's attorney)

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