

TAYLOR COASTAL WATER & SEWER DISTRICT

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MINUTES OF REGULAR COMMISSION MEETING

October 23, 2012

1. The meeting was held at the District Building at 5:30 PM on October 23, 2012 present were:
COMMISSIONERS: Lynn Aibejeris, Lee Bennett, Charles Carlton, Billy, Ezell, Gennie Malone and Glenn Senter COMMISSIONER Cornell Silveira was absent.
TCW&SD STAFF: Diane Carlton, Ronald Bennett, Jim Gooding, David Morgan and Lynette Senter. 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. Chairman Senter welcomed Ronald Bennett the newly hired water and waste water trainee. There were no guests present.
4. Chairman Senter asked the commissioners if everyone had received and reviewed the minutes of the September 25, 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 accept the minutes with Commissioner Lynn Aibejeris offering a second. Chairman Senter asked if there were any 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 September 2012 were \$30,046.82. There are 454 active accounts. There was one over 30 day past due account. This is due to a payment extension granted to Buster Collins. This amount will be paid by November 10, 2012. We had no new service requests for the month. The adjustments for the month resulted in credits of \$472.05. This included adjustments of \$27.50 for a misread meter, \$472.28 for the board approved water loss adjustment to William H and Ruth Camp, \$62.51 Late fee adjustments for William Camp and Buster Collins, \$113.20 for non potable water, \$96.56 for a onetime adjustment request from Robert Woodford due to a water line break, a \$75.00 disconnect fee for the home of the late Eddie Kinsey was charged however the account was paid on the same day the disconnect was issued, \$225.00 for a reconnect fee for Chet Sherrer who was disconnected last month. 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 Charles Carlton offered a second. Chairman Senter asked if there were any discussion. There was none. The motion was approved unanimously.**

B. Other Assistant Office Manager Items - Lynette Senter- A phone call was received this afternoon concerning the property located at 1755 J. L. Gibson Rd. The caller only identified himself as a relative of the Gibson's. He stated he had entered into a contract to purchase the property from the bank that owned it. The property was eligible for a grant funded grinder pump during the Phase II Construction but the pump was not installed due to fact that the property had been foreclosed on and electric and water were not on at the time. Efforts were made by office staff encouraging the bank to allow the installation since it would be costly to have it installed later. The bank failed to respond. The caller was advised that the current cost to have a grinder pump installed is approximately \$6,500.00-\$7,000.00. He was also advised that water could not be restored to the property until a grinder pump is installed. He was very unhappy about this. He is going to call the office on Monday October 29, 2012 and discuss this with the office manager. The board requested the office manager to research the circumstances surrounding this and report back to the board.

C. Financial Reports: Office Manager - Diane Carlton- Total net ordinary income for September 2012 was \$4,771.14. Total expenses for the month were \$26, 679.82. The expense breakdown was presented with notation given to the payment of \$5,203.00 for Auto, General Liability and Property insurance to Stoutamire – Pavlik Insurance; \$1,933.68 to Water Resources for replacement parts for grinder pumps; a credit of \$1,074.98 to replacements parts water which was due to payment from Donald Dalton and Blue Rok, Inc. for parts they used out of the water department inventory and \$1,960.00 was paid to Ring Power Corporation for an extended warranty on the Water Treatment Plant generator. There were no questions from the Commissioners.

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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. Chairman Senter asked if there were any discussion. There was none. The motion was approved unanimously.**

D. Other Office Manager Items: Diane Carlton- The auditors were here on October 8, 9 and 10. It is expected that our audit will be presented at the December 2012 board meeting. No other items were presented.

E. Water Operations - Jim Gooding- The water department has no problems at this time. Ron Bennett has been working now for a little over three weeks and all is going well. We need a cover over the newly purchased generator. I approached Commissioner Lee Bennett concerning this. He gave me an estimated cost for the installation of an aluminum hinged roof system of \$1,000.00. Jim requested that the board give permission to have this done. After discussion, **Commissioner Lynn Aibejeris made a motion that the district advertise for a request for bids to have this work done. Commissioner Billy Ezell offered a second. The chairman called for further discussion, there was none. The motion was approved unanimously.**

F. Wastewater Operations – David Morgan- David reported that he has had trouble with the MLR pump that had work done on it last month. He called Dalton Electric. This time Mr. Dalton advised that the windings in the pump were now burned out. Three companies were contacted to give us a bid on repair or replacement. All three companies stated it was not cost effective to repair the pump. Quotes to replace the pumps were \$3,500.00, \$2,860.00 and \$2,280.00. The pump has been ordered. We went with the lowest bid. It should arrive in about 2 weeks. There was discussion on maintenance in the sewer area. Office manager Diane Carlton addressed the board stating that maintenance is not being done on a regular schedule and that she and David were addressing this issue to see that a maintenance plan is being followed on a regular schedule.

6. OLD BUSINESS

A. Update on SPA Grant (\$300,000.00) (Water/Sewer Improvements Funding) – Diane Carlton- Diane reported there still has not been any progress on the waiver request.

B. Update on EPA Grant Funding (\$750,000.00) Diane Carlton - The fund balance is \$269,521.86.

Approval has been received to extend the grant funding period until December 31, 2013 along with approval of the plans and specifications for the part 2, phase II construction. We are waiting for approval to fund a portion of the expense for the RPR position due to the fact that USDA-RD will not approve all of the estimated cost of this expense.

C. Update on Phase II Construction – Diane Carlton –Chris Goddard of USDA-RD advised me that the bid tabulation package is currently being reviewed by their engineer Steve Morris. She expects we should hear something soon. Once they approve all documents a bid award will be sent to the contractor. Funds remaining from USDA-RD are \$275,228.69 for construction and \$490,880.44 in grant funds.

7. NEW BUSINESS

There was none.

8. CLOSING REMARKS – COMMISSIONERS/STAFF

Chairman Senter thanked each staff member and again welcomed Ronald Bennett as an employee.

9. MOTION TO ADJOURN

Commissioner Lee Bennett made a motion to adjourn. Commissioner Charles Carlton offered a second and the motion was unanimously approved. The meeting was adjourned at 6:25 p.m.

The next regularly scheduled meeting will be held on Tuesday November 19, 2012 at 5:30 p.m.

Board Actions:

Approve minutes of September 25, 2012 board meeting

Approve Directors Report for September 2012

Approve Financial Reports for September 2012

Approve a Request for Bids for the cover for the Generator at the Water Plant

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.

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Made sure a Preventive Maintenance Schedule and Plan is in place at the Sewer Plant
