

TAYLOR COASTAL WATER & SEWER DISTRICT

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

www.tcwsd.org

MINUTES OF REGULAR COMMISSION MEETING

July 24, 2012

1. The meeting was held at the District Building at 5:30 PM on July 24, 2012 present were:
COMMISSIONERS: Lynn Aibejeris, Lee Bennett, Charles Carlton, Billy Ezell and Glenn Senter.
Commissioner Gennie Malone was absent. The commission seat vacated by Marcia Parker will not be filled until the August 6, 2012 Taylor County Commission Board meeting.
TCW&SD STAFF: Diane Carlton, Jim Gooding David Morgan and Lynette Senter were present. 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 Diane Carlton.
3. Chairman Senter welcomed guests Mr. Mike Smith representing Mr. Travis Beach and Ms. Sandy Beach representing Mr. Travis Beach.

Mr. Mike Smith spoke to the board representing Mr. Travis Beach. Mr. Smith stated that Mr. Beach had accepted a deed in lieu of foreclosure from Cindy Ball on a Dark Island property. He said Mr. Beach is concerned about the amount of a lien that was placed on this property by the District and the Districts requirement of payment. He made reference to the District Rules and Regulations Article 7, paragraph g dated 2006 and Rules and Regulations that were amended in May 2007 in which paragraph g of Article 7 had been deleted so there is not information concerning delinquent accounts in the amended rules and regulations. He also made comment that he had noticed the District had reduced its late charge amount from 18% to 10% stating that this was most unusual for companies to do. Mr. Smith did not provide copies of the rules and regulations to the board. He then stated that in reviewing the minutes of the district's board meeting in January of this year that the minutes disclose that the board had discussion and questioned whether or not office staff was adhering to the District's rules on delinquent accounts.

Office Manager/Board Secretary Diane Carlton then spoke on behalf of the District. She advised Mr. Smith that the District would review the rules and regulations posted on the web-site to see if any corrections needed to be made. She explained that the District has the Rules and Regulations and in addition have Board approved policies. The policies are approved at meetings and are in the District Handbook. They are not posted on the web-site. In the Ball case the Delinquent Policy was followed and the Extension Policy was followed. The District put in place a policy which allows customers to extend payments. The Payment Extension policy was created to assist individuals due to hardship. She advised that the City of Perry has a similar policy and the District approved this policy after review of the city's policy. In reference to the statement whether District staff is adhering to the District's Delinquent Account Policy she stated there was discussion in the January 2012 board meeting. It was resolved that staff was following the policy and noted that they were to adhere to it at all times. Mr. Smith asked how delinquent accounts are handled. Mrs. Carlton explained that when a customer fails to pay a bill, at the next billing the statement which is generally on the 21st day of each month the statement is stamped past-due and the customer is given until the 20th of the next month to pay both months, if they do not pay, the account is scheduled to be disconnected; however at that time they are due another months bill because the district bills in arrears. Therefore by the time the account is disconnected it is due payment for 90 days of service. As far as the Ball account Ms. Ball had always had payment problems. However she had always notified the office and gave a promise to pay date. In the past she had always followed through on those promises. She was granted a 2 month payment extension due to her promise history with the district. This time she failed to follow through and the account was disconnected on October 21, 2011. A lien was filed in the amount of \$519.29. This included charges for the services provided, late charges, a disconnect fee and the fee to record the lien and to satisfy the lien once it is paid.

Mr. Smith asked if the District charged interest on the lien. Mrs. Carlton advised no. Mrs. Carlton closed by saying that the District does follow policy and rules. She added that the staff and board strive to work for the people we serve. We want to make sure that we adhere to our policies in each customer situation so that each one is served in the same way. We listen to the customers that have hardship and try to make the best decision we can in helping them through hardship, but strive to make sure policies and rules are followed.

TAYLOR COASTAL WATER & SEWER DISTRICT
MINUTES OF REGULAR COMMISSION MEETING

Page 2 of 4

Sandy Beach Manning approached the board representing Mr. Travis Beach on the Cindy Ball account. She requested that Mr. Beach be allowed to pay for two months of regular charges at \$130.30 and the reconnect fee of \$225.00 for a total of \$355.30. Commissioner Charles Carlton asked her to verify the amounts she was willing to pay. She stated \$355.30. His response was so you do not want to include the \$75.00 disconnecting fee. She responded that she would be willing to pay the \$75.00 disconnect fee and two months minimum service at \$130.30 and the reconnect fee of \$225.00 for a total amount of \$430.30. Chairman Senter asked if there was any other discussion or questions. There was not. **Commissioner Charles Carlton made a motion that the request from Ms. Manning be denied and the District collect the entire balance due on the lien. A second was obtained by Commissioner Billy Ezell. The motion carried unanimously.**

4. Chairman Senter asked the commissioners if everyone had received and reviewed the minutes of the June 26, 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 approved unanimously.**

5. **Staff and Committee Reports**
 - A. Billing Reports/Items- Lynette Senter- Water and Sewer Sales for the month of June 2012 were \$32,824.34 with a total of 452 accounts. There were no over 30 day past due accounts. There were three new water service requests, GA FLO, LLC at Keaton Beach, James and Leah M Taylor at Cedar Island and Donald Dalton at Lindsey Island. Adjustments for the month resulted in credits to the customers in the amount of \$628.25. The adjustments included misread meters, bad debt collection, data input errors, other adjustments of \$176.40 which included a sewage adjustment on a pool fill for Melvin Parker and a malfunctioning irrigation system of Jane Stories, late fee adjustments, non-potable water/second meter adjustments, transfer fees for change of owner and renter, reconnect fees, two one -time adjustment requests, one from Jody DeVane and the other from Carol Spokes. Both of them were water loss due to broken water lines/faucet. 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 Charles Carlton to accept the Billing Reports as presented. Commissioner Lynn Aibejeris offered a second. The motion was approved unanimously.**
 - B. Other Assistant Office Manager Items: Lynette Senter. None was reported.

 - C. Financial Reports/Office Manager Items – Diane Carlton- Total net ordinary income for June 2012 was \$1,602.07. This is less than less than the budgeted amount of \$4,766.57. Total expenses for the month were \$34,222.27, which was \$10,572.18 over budget. This was mostly due to the generator purchase. The expense breakdown was presented noting the generator purchase and installation costs associated with it to be exception items in the amount of \$11,780.84. 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 Charles Carlton to accept the Financial Reports. Commissioner Lynn Aibejeris provided a second. The motion was approved unanimously.**
 - D. Other Office Manager Items: Diane Carlton
 1. We received only one letter of interest for the commission seat vacated by Marcia Parker. It was received from Cornell Silvera who is a resident of Cedar Island. His letter of interest will be submitted to the County for review and consideration for appointment at the August 6, 2012 County Commission meeting.
 2. Since Marcia resigned I will be notifying the bank that she is no longer a commissioner. This item will be presented to you our next board meeting.

 - E. Water Operations – Jim Gooding- We continue to work with Ring Power to get the newly purchased generator up and going. They have confirmed that the generator has 1600 hours. The burned wires have been replaced. It was determined the circuit board was not damaged. According to Ring Power they had to order 3 special lugs to complete their part of the hook-up. Kenny Dalton will finish everything once Ring power has completed their portion of the work. Ring Power was advised that I thought that their quote for the work that they were performing was a double charge. They have not responded to my memo to them.

Office Manger Diane Carlton asked Chairman Senter if we had had any response for the advertisement to sell the old generator. Chairman Senter advised we had not. The board advised Jim to go ahead and have the generator delivered to the Recycling center.

TAYLOR COASTAL WATER & SEWER DISTRICT
MINUTES OF REGULAR COMMISSION MEETING

Page 3 of 4

6. OLD BUSINESS
 - A. **Update on SPA Grant (\$300,000.00) (Water/Sewer Improvements Funding)** – Diane Carlton- There has not been any activity with the request for the matching funds to be waived.
 - B. **Update on EPA Grant Funding (\$750,000.00)** Diane Carlton The fund balance is \$269,521.87. A letter has been sent requesting the draw period for the funds to be extended until December 31, 2013. We are waiting for written approval on that request and the Part 2, Phase II project work extension approval.
 - C. Update on Phase II Construction – Diane Carlton- The contractor has still not been paid the final pay application. We are waiting for the funds to be deposited into the construction account. This is anticipated to happen by July 27, 2012. EPA paid \$22,363.91 for their portion and USDA-RD, s portion is \$35,663.27. This equals the final payment to Anderson Columbia in the amount of \$58,027.18. Amendment #4 to Owner Engineer Agreement which is the proposal for providing the RPR services was not approved by USDA-Rd due to the per hour charge. Jones Edmunds has scheduled a meeting with Rural Development to discuss this and if they cannot come to an agreement we will have to advertise for a Resident Project Representative for the Part 2 of Phase II Construction. The Bid documents were approved on 6/21/12 subject to 2 items which were provided to USDA-RD on 6/22/12 by Jones Edmunds. It is my understanding that Steve Morris, the engineer with USDA-RD has been out of the office on an extended leave and they are waiting for his return before an approval will be considered. They anticipate his return on July 30, 2012. The proposed time line that was provided to us by Jones Edmunds in reference to the Part 2 of Phase II construction is considerably off of schedule. The bid proposals should have been received and in review with USDA-RD at this time. We have not advertised as of yet because we are still waiting on the USDA-RD approval.

7. NEW BUSINESS
 - A. Recreational Vehicle Lots and District Ordinance regarding mandatory connection to Sewer
Chairman Senter opened the floor for discussion on this item. After discussion the item was again tabled to be addressed in the future. Office Staff are to contact USDA-RD to see if they would consider allowing the District to use any leftover grant monies under Phase II Construction for the installation of grinder pumps to those lots that fall under mandatory connection.
 - B. 2012-2013 Fiscal Year Budget Review - A copy of the proposed 2012-2012 budget was presented to the Commissioners by Office Manager Diane Carlton. It will be presented for approval at the August 28, 2012 meeting.
 - C. Consider creation of a position titled Field Assistant Trainee Water/Wastewater effective 10/1/2012 and consider advertising for the position - Chairman Senter opened the discussion advising the commissioners that with Jim Gooding looking forward to retirement in the next couple of years that the District needed to consider approval of this position. He reminded the board that the job description was written and approved but the actual position for hire had not been considered for approval due to budget. He added that the position must be approved, advertised and filled with the proposed begin work date to be 10/1/2012. There was discussion and inquiry as to whether the monies for the position were included in the proposed 2012-2013 budget. Diane Carlton responded that they had. Chairman Senter asked if there was any further discussion and there was not. Chairman Senter asked if there was a motion. **Commissioner Lee Bennett made a motion that the Water/Wastewater Trainee position be approved, advertised in August 2012, filled in September 2012 and at work on October 1, 2012. Commissioner Charles Carlton offered a second and the motion carried unanimously.**
 - D. Consider an Employee Pay Raise as agendaed at the April 2012 meeting - This item was tabled until the August 28, 2012 board meeting. Commissioner Lee Bennett had to leave the meeting at 6:30 p.m. therefore there would not be a quorum to take action for this item. Chairman Senter and Commissioner Charles Carlton could not participate in discussion or vote due to their relationship to office staff.

8. CLOSING REMARKS – COMMISSIONERS/STAFF
Chairman Senter announced that Dr. John Parker has died and asked the commissioners and staff to keep the family in prayer. Chairman Senter also asked that everyone continue to remember David and Gennie Malone in prayer. Chairman Senter advised the commissioners and the staff of his appreciation of their service to the District. There were no other comments.

9. MOTION TO ADJOURN
There being no further business or comments and **upon motion by Commissioner Charles Carlton with a second by Commissioner Lynn Aibejeris to adjourn and the motion being approved unanimously. The meeting was adjourned at 7:00 p.m.**

The next regularly scheduled meeting will be held on Tuesday August 28, 2012 at 5:30 p.m.

TAYLOR COASTAL WATER & SEWER DISTRICT
MINUTES OF REGULAR COMMISSION MEETING

Page 4 of 4

Board Actions:

Approve minutes of June 26, 2012 board meeting

Approve Directors Report for June 2012

Approve Financial Reports for June 2012

Deny request made by Sandy Beach for reduced payment on lien on the Cindy Ball Account #399

Approved a part-time position described as Water –Wastewater Operator Trainee to be advertised in August 2012 with applicant selection to be in September and a start date of October 1, 2012

Action Items:

Consider an Employee Pay Increase at the August 2012 board meeting to be effective 10/1/2012

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

Delete Marcia Parker as a signer on the bank accounts and approve another signer or signers on the accounts at the August Board Meeting

Present the 2012-2013 budget for approval at the August Board meeting

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