

TAYLOR COASTAL WATER & SEWER DISTRICT

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

www.tcwsd.org

MINUTES OF REGULAR COMMISSION MEETING

September 25, 2012

1. The meeting was held at the District Building at 5:30 PM on September 25, 2012 present were:
COMMISSIONERS: Lynn Aibejeris, Charles Carlton, Glenn Senter and Cornell Silveira. COMMISSIONERS Lee Bennett, Billy Ezell and Gennie Malone were absent.
TCW&SD STAFF: Diane Carlton, 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 Commission Chairman Glenn Senter.
3. Chairman Senter welcomed Clinton Wood to the meeting. Chairman Senter asked Mr. Wood if he would prefer his request be heard now or wait for the item to be discussed under New Business on the agenda. Mr. Wood requested that the item be addressed now. Chairman Senter advised Mr. Wood that the District had made inquiry as to what would be involved in granting his request for the District to take over his water line and to increase the size of the line. The research revealed that the District would have to acquire permits and engineered drawings before DEP would allow us to take over this line. The people that we talked to stated that we would have to have the line reinstalled, that currently the District doesn't have the funds or the need to replace that line. We also had talked to USDA-RD; they were very clear about the funding. The current construction monies are to be used for sewer improvements only. In the future if we have another project that would include water funding, we certainly could consider your request at that time. At this time the District cannot justify this expense. We would have to increase our monthly charges to even consider this request. Mr. Wood advised the board that he would speak to DEP about this.
4. Chairman Senter asked the commissioners if everyone had received and reviewed the minutes of the August 28, 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 Lynn Aibejeris to accept the minutes with Commissioner Charles Carlton offering a second. Chairman Senter asked if there was 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 August 2012 were \$28,610.64. We have 454 accounts. There was one over 30 day past due account which has since paid current. We had no new service requests for the month. The adjustments for the month resulted in credits of \$4,719.03. This included adjustments of \$4,923.43 for a data input error, \$60.80 posted as other adjustment which was actually an adjustment on sewer charges on a swimming pool fill, \$134.80 for non potable water, \$300.00 in transfer fees for change of owner from Ball to Beach and from the Hot Dog Stand owners to the renter of the two Hot Dog Stand properties, \$450.00 in reconnect fees from Buster Collins and Travis Beach, \$118.25 for a one-time adjustment to Lee Bennett and \$519.29 paid by Travis Beach to satisfy the utility lien on the Cindy Ball property. 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 Lynn Aibejeris to accept the Billing Reports as presented. Commissioner Cornell Siveira offered a second. Chairman Senter asked if there was any discussion. There was none. The motion was approved unanimously.**
 - B. Other Assistant Office Manager Items - Lynette Senter- Mr. William Camp notified the office by letter that he had a leak at his residence that resulted in a bill of \$540.20. He has requested that he be forgiven for all of the charges except his regular monthly charge of \$65.15. Mr. Camp has already used his onetime adjustment credit due to a similar situation in 2007. After board discussion the board asked office staff to adjust ½ of the water charges and charge him for the monthly minimum charge for sewer since his history shows only 700 gallons of usage for the previous 12 months. The staff was also advised to inform Mr. Camp to place a personal cut-off valve on his property and that there would be no further adjustments in the future.
 - C. Financial Reports: Office Manager - Diane Carlton- Total net ordinary income for August 2012 was \$2,171.34. Total expenses for the month were \$26,397.33. The expense breakdown was presented noting the

TAYLOR COASTAL WATER & SEWER DISTRICT
MINUTES OF REGULAR COMMISSION MEETING

Page 2 of 3

repair maintenance for sewer, \$3,786.50 for replacement parts for water and \$921.60 for additional expense for the generator purchase. 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 Lynn Aibejeris to accept the Financial Reports. Commissioner Charles Carlton provided a second. Chairman Senter asked if there was any discussion. There was none. The motion was approved unanimously.**

D. Other Office Manager Items: Diane Carlton- She advised she had no other items to report.

E. Water Operations - Jim Gooding- Fairpoint Communications broke a line during recent work they were doing on CR 361. The line already had a slow leak.

F. Wastewater Operations – David Morgan- Mr. Morgan stated he had nothing to report.

6. OLD BUSINESS

A. Update on SPA Grant (\$300,000.00) (Water/Sewer Improvements Funding) – Diane Carlton- There has still not been any progress on the waiver of the matching funds for this grant. She requested that the board allow her to work additional hours for this project. Chairman Senter stated that this did not take any action by the board. That the office manager can approve additional hours if it is deemed necessary.

B. Update on EPA Grant Funding (\$750,000.00) Diane Carlton - The fund balance is \$269,521.87. We still have not had a response from our request to extend the draw period until December 31, 2013. I spoke with Conredge Lewis, the EPA project officer and he states he expects approval any day. He also indicated that his letter of approval on the plans and specifications should go out next week. The RPR position is an issue. Since Rural Development will not approve the hourly charge that Jones Edmunds has proposed. I am currently working with EPA to see if this service can be considered under the EPA grant funding. If this doesn't work we will have no other choice but to advertise for bids. After board discussion **Commissioner Charles Carlton made a motion that if this issue could not be resolved within the next few weeks that the District advertise for this position. Commissioner Lynn Aibejeris offered a second and the motion was approved unanimously.**

C. Updates on Phase II Construction – Diane Carlton – Bids for Phase II, Part 2 construction were received at the District Office until 2 p.m. on September 11, 2012. There were 3 bids received and the results are as follows: Anderson Columbia @ \$384,777.65, Curts Construction @ \$525,612.50 and T. B. Landmark Construction @ \$589,819.35. Jones Edmunds will do the bid tabulations and send us a letter of recommendation. Once we receive the letter from Jones Edmunds, we will send our letter of recommendation to USDA-RD for their review and approval.

7. NEW BUSINESS

A. Consider Clinton Wood request to accept the Bird Island Water Line and to increase the size of the line. This item was addressed under item 3 on the agenda.

B. Consider Hiring the recommended applicant for Water-Wastewater Trainee Position.

Jim Gooding made a presentation to the board. Jim advised the board that there were 12 applicants for the position. A review of the applications was performed and the 6 most qualified applicants were scheduled for interviewing. We only interview 5 since one applicant withdrew. The interview committee recommends that the District hire Ronald Bennett, he has 20 years experience in water distribution and is currently taking classes to obtain his Class C Water Operator License. After discussion, the Chairman asked if there was a motion to hire Ronald Bennett, **Commissioner Lynn Aibejeris made a motion that the District hire Ronald Bennett, Commissioner Cornell Silveria offered a second. The motion was approved unanimously.**

8. CLOSING REMARKS – COMMISSIONERS/STAFF

Chairman Senter thanked each staff member and commissioner for all that they do for the District. He also requested that everyone continue to keep the Malone's in thought and prayer. There were no other comments.

9. MOTION TO ADJOURN

Commissioner Charles Carlton made a motion to adjourn. Commissioner Lynn Aibejeris offered a second and the motion was unanimously approved. The meeting was adjourned at 6:30 p.m.

The next regularly scheduled meeting will be held on Tuesday October 23, 2012 at 5:30 p.m.

Board Actions:

Approve minutes of August 28, 2012 board meeting

Approve Directors Report for August 2012

Approve Financial Reports for August 2012

Approve hiring Ronald A. Bennett as the Water/Waste Water Operator Trainee

TAYLOR COASTAL WATER & SEWER DISTRICT
MINUTES OF REGULAR COMMISSION MEETING
Page 3 of 3

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 is to review and suggest any revisions to the Rules and Regulations of the Water and Sewer District

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