

# TAYLOR COASTAL WATER & SEWER DISTRICT

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## MINUTES OF REGULAR COMMISSION MEETING

July 23, 2013

1. The meeting was held at the District Building at 3.00 PM on July 23, 2013 present were:  
COMMISSIONERS: Lynn Aibejeris, Lee Bennett, Billy Ezell, Gennie Malone and Jim Poppell. Troy Thompson was absent.  
TCW&SD STAFF: Diane Carlton, Jim Gooding, David Morgan and Lynette Senter. Ronald Bennett 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 Gennie Malone.
3. There were no guests present.
4. Chairman Aibejeris asked if everyone had electronically received and reviewed the minutes of the June 25, 2013 meeting. All commissioners acknowledged they had. The Chairman called for a motion to accept the minutes as presented. **Commissioner Lee Bennett made a motion to accept the minutes as presented. Commissioner Jim Poppell offered a second. Chairman Aibejeris asked for any further discussion. There was none. The minutes were unanimously approved.**
5. **Staff and Committee Reports**
  - a. **Water Operations – Jim Gooding**

The 10,000 gallon storage tank was closed down on Thursday July 18<sup>th</sup> in the afternoon. The tank was drained and cleaned. This is performed every 2 years by a contractor and is quite a procedure especially to keep the pressure up. The work went well and we were able to keep the water pressure up with no problems. On Friday morning the 19<sup>th</sup> operation was back to normal.

Commissioner Jim Poppell advised Jim that a Cedar Island homeowner that lives close to one of our end of the line areas approached him and asked if we were still flushing lines in his area because he hasn't seen it done in a good while. Jim's response was yes they still do flush in that area and apparently he might not have been around at the scheduled time for this flush. He explained that the district has about 45 Flush Hydrants and that each hydrant doesn't get flushed each month but that he had a schedule where he did one half of them and David did the other one half.

Commissioner Billy Ezell asked if there was anything that we could do about the iron in our water. He stated that some folks had mentioned to him that their filters turn orange only after a couple of days use. Jim responded that we are using a treatment and that flushing the lines is also considered treatment for this. He further stated that we have less than 1 part per million of iron in our water.

Chairman Aibejeris then asked why it takes two people to read our meters. Jim responded that he is a contractor for the district and he could employ as many people as he wanted to read meters. Office Manager Diane Carlton interjected and advised Jim he was not a contractor for the district. That he was an employee and all applicable taxes and retirement were being made to him on behalf of payment for reading meters. Commissioner Jim Poppell interjected he did not care to discuss this item at this time. Diane's response was that it needed to be resolved since we were now working on budget and further stated it is against Federal regulation to pay Jim as a contractor and an employee. Jim Gooding stated that he would bring his contract into the office to resolve this issue. No other comments were made involving this issue or any other water department issues.
  - b. **Wastewater Operations – David Morgan/Ron Bennett**

David reported to the board that not much was going on in his department except the little bit of trouble with the boat ramp lift station.

Commissioner Bennett asked David to explain if he knew what was going on with the lift station issue. He asked if it was the valve that was put in the Phase II, Part 1 construction or if it was just a cleaning issue. He also wondered if it was the valve is it still under warranty. The discussion continued with the board advising David that the issue needed to be resolved. David said he thought it might be the valve since the problem began approximately 4 months after it was installed but that he was not sure. The office manager was advised to contact the engineers and discuss this to see if the installation of the valve is still under warranty.

Commissioner Aibejeris asked David if he had a maintenance schedule in place. He responded he did not.

Commissioner Bennett asked David if he and Ron could set one up. David responded that he thought Ron could

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help him do this. The discussion continued on how and what was the best way to get this accomplished. Commissioner Jimmy Poppell expressed that he would like to see a report with the frequency of maintenance done whether it was annual-semi-annual or quarterly. He also stated he would like to know the projected life of all pumps and other equipment at the plant and in the field. It was resolved that at the next board meeting that David and Ron should present to the board a Preventive Maintenance Schedule/Program. Commissioner Bennett asked David how many grinder pumps he had in his inventory and how many are repaired. David stated he really could not say at this time that he was already over in his budget and that some parts had been ordered this month but that he had already used them on pumps in the field. David was advised by the board that he should have at least 5 pumps in working condition at all times and that it really would not be a bad idea to have ten. Commissioner Bennett asked David what was the main issue with the pumps when they went down. David stated usually the contactor, pressure switches on/off and alarm. Diane Carlton added that the poly covers are too being replaced due to a design flaw because they are warping. They are being replaced with a metal cover which costs about \$110.00 each. Commissioner Bennett asked David to estimate how much it cost for one pump to be repaired. David estimated that it would take about \$400.00 in parts and about 2 hours labor. Commissioner Bennett stated that this next year's budget should be sure to include enough monies in repair parts to have at least 5 working pumps in inventory at all times.

**c. Directors Report – Lynette Senter**

Water and Sewer Sales for the month of June were \$33,309.43. We served 455 accounts. Water sold was 1,745,100 gallons. Water used for flushing lines was not available to report therefore the total pumped and water loss and water loss ratio shown on your report is not correct. We will have this available next month. She reported that there are 2 accounts past due 31-60 days, one of those has paid, the other has been disconnected. Total adjustments for the month were (-\$146.27) The adjustment break-down was presented as follows: adjustments for mis-read meter (14.52) adjustment for Pool filling (72.35), Non-potable water/second meter adjustment (334.40), adjustment for a transfer fee for change of owner 200.00 and an adjustment for a disconnect fee 75.00. 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 Gennie Malone offered a second. Chairman Aibejeris called for discussion. There was none. The motion was unanimously approved.**

**d. Other Assistant Office Manager Items –Lynette Senter**

The Commissioners were presented a copy of a newly created Agenda Item Request form. It was explained that the form should be completed by staff and commissioners when they desire an item be placed on the Agenda for future board meetings. She stated that the form is also available on our website for public availability. Lynette reported to the board that the office had purchased a new computer for the billing desk. She advised the reason it was purchased at this time was the old windows XP computer was giving us a lot of difficulty and very slow. Commissioner Lee Bennett spoke. He asked how much the computer cost. Lynette advised almost \$1,000.00. He asked if this purchase was authorized by the Chairman who is our boss. Office Manager Diane Carlton responded it was not. The decision to purchase the computer was the fear that we could not bill or that billing would not go out in a timely manner and that monies were in the budget for the purchase. She further stated that as mentioned in last month's meeting there are no written guidelines in place for employees to refer to when items must be purchased and this is very much needed. Commissioner Bennett asked that in the future that anyone who wished to purchase an item to please at least contact the Chairman. Commissioner Ezell interjected and stated he felt that the purchase was necessary and the office staff made the correct decision since funds was available in the budget. Chairman Aibejeris stated she would have approved the purchase had it been brought to her attention and that she relies on the office staffs advice in many situations. No other comments were made on this issue.

Lynette brought to the board's attention that a customer had reported water sharing at the D.L. White residence on Keaton Beach Drive. She stated she has requested that Jim Gooding check this information out and if they are in fact found to be sharing from one lot to another they will be notified in writing that the District has a no share rule. She mentioned that Jim was doing a good job looking out for this as he reads meters. He had in fact discovered water sharing from one lot to another couple of months ago at Cedar Island and that the customer was notified to stop or face having the water disconnected. They have complied.

**e. Financial Reports: Office Manger – Diane Carlton**

Total Sales for the month of July 2013 were \$33,309.43. Total expenses for the month were \$28,620.18. Exception expense items for the month were the purchase of the HP Computer at \$850.00, Ground Water Monitoring expense of \$1,954.00 which is paid quarterly to Jones Edmunds, a replacement parts sewer expense of \$1,709.62 and a water department lab testing/supplies expense of \$406.21 which included an annual nitrate and nitrite test sample, second sampling expense for a positive result in May and the purchase of lab testing supplies. Total net income for the month was \$28,620.18 plus \$353.05 in interest received on our deposit

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accounts. The commissioners were made aware of the expense accounts that were over budget for this fiscal year and advised that monies could be moved from one area to another to make up for shortfalls in that particular department by adopting a resolution. There were no other questions from the Commissioners. Chairman Aibejeris 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 Jimmy Poppell offered a second. Chairman Aibejeris asked for discussion. There was none. The motion was unanimously approved.**

**f. Other Office Manager Items:** Diane Carlton - The board was advised that at next month's board meeting on August 27, 2013 that Water Resource Technologies which is the vendor for our grinder pumps will present information to the district concerning grinder pump repair parts in relation to future expenses anticipation. She announced that Cornell Silveira has resigned for the board effective July 18, 2013. Advertisement for the vacancy created will be in the Perry paper next week.

The Citizens Bank of Perry will have signature cards ready beginning tomorrow for signing. If each approved signer would go by the bank and sign the new cards. This is a result of the resignation of Commissioners Senter and Carlton and the addition of the new board members replacing them.

The District requested a copy of Taylor County's manual and policy for Request for Proposals, Purchasing, Purchase Orders, Bid Process and Inventories. The office staff will be reviewing this to propose a similar handbook and Policy for the District and this will be presented to you for consideration of approval at an upcoming meeting.

6. OLD BUSINESS

**a. Update on SPA Grant (\$300,000.00) (Water/Sewer Improvements Funding)** – Diane Carlton- No update was given.

**b. Update regarding mandatory sewer connection for water only accounts in the coastal high hazard area** Diane Carlton addressed the board. They were advised that we have received 7 yes's that they will put in a grinder pump station but only 4 have confirmed in writing. We have had 4 verbal no's, but none in writing. We have 22 accounts that are affected by this policy enforcement and they have until June 30, 2014 to comply.

**c. Update on EPA Grant Funding- (\$750,000.00)** Diane Carlton - The Contractors pay request #3 has been submitted. Discussions are being made to see what we need to do to request to use the remaining funds of this grant for equipment purchases.

**d. Update on Phase II, Part 2 Construction – Diane Carlton** – The Contractor has been unable to work many days due to rain. Most of the work is done except the yard restoration. The ground will have to dry out before this can be accomplished. We are waiting on Rural Developments approval of our request to use the remaining funds to purchase a tractor and accessories, we have asked for the full purchase price of \$32,020.00, they also have a Change Order No. 2 request to replace the rusty conduit at the WWTP, to clean 2 valve vaults at the Keaton Beach Boat Ramp, to install the grinder pump on Gibson Road which was left out of Phase II, Part 1 and to provide and install 50 modified service-line termination points. If the change order is an approved amendment to the Engineering Agreement will have to be approved.

7.

NEW BUSINESS

**a. Fiscal Year 2013-2014 Proposed Budget**

The commissioners were furnished a copy of the proposed budget. However the water and sewer department had not yet finished with their requests, so it was not ready for consideration. The commissioners were advised that the budget should be adopted at the August Board Meeting but no later than the September meeting since our new fiscal year begins October 1, 2013. They were also reminded that the tentative budget must be posted on the districts website at least 2 days prior to the budget hearing to consider adoption. The final adopted budget must be posted on the district's official website within 30 days after adoption.

8. CLOSING REMARKS – COMMISSIONERS/STAFF There was none

9... MOTION TO ADJOURN

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**Commissioner Lee Bennett made a motion to adjourn. Commissioner Jimmy Poppell offered a second. The motion was unanimously approved. The meeting was adjourned at 5:00 p.m.**

**The next regularly scheduled meeting will be held on Tuesday August 27, 2013 at 3:00 p.m.**

**Board Actions:**

Approve Minutes from June 25, 2013 meeting

Approve Directors Report for June 2013

Approve Financial Reports for June 2013

**Action Items:**

Continue to explore ways to make sewer connection more affordable for customers that are not covered for Connection under grant funding

David Morgan and Ron Bennett are to present to the board the major components of a Preventive Maintenance Program with a schedule and logs, the plan should be followed on a monthly, quarterly, semi-annual or annual basis, this will be based on each specific piece of equipment as the specifications call for. This plan should also include a way to report this information to the commissioners on at least a quarterly, semi-annual or annual basis. This should be ready for review by August 27, 2013 board meeting.

Office Staff to present Balance sheets to the board on a quarterly basis

Create Maintenance Files for all Waste Water Equipment – District Office and Waste Water Plant

The Waste Water Department should provide to the board how many grinder pumps are in inventory and the condition of each.

Research should be done to see if the design flaw in the grinder pumps covers that were plastic

Office staff to work on a manual and a policy statement for the District for proposals, purchasing, purchase orders, bid process and inventories

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

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