

TAYLOR COASTAL WATER & SEWER DISTRICT

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www.tcwsd.org

MINUTES OF REGULAR COMMISSION MEETING

March 26, 2013

1. The meeting was held at the District Building at 3.00 PM on March 26, 2013 present were:
COMMISSIONERS: Lynn Aibejeris, Lee Bennett, Charles Carlton, Billy Ezell, Gennie Malone, Glenn Senter and Cornell Silveira.
TCW&SD STAFF: Ronald Bennett, Diane Carlton, Jim Gooding, David Morgan and Lynette Senter.
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 Malone.
3. There were no guests present.
4. Chairman Aibejeris asked if everyone had received and reviewed the minutes of the February 26, 2013 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 Glenn Senter to accept the minutes with Commissioner Lee Bennett offering a second. Chairman Aibejeris called for discussion or changes. 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 February 2013 were \$30,660.58. We served 454 accounts. Water pumped was 1,012,000 gallons, water sold was 960,200 gallons. There were two accounts past due over 30 days. We had no new service requests. Total adjustments for the month were \$284.17. The adjustment break-down was presented \$13.25 for a misread meter, \$75.80 for checks returned, \$30.00 retuned check fees from Lindsey Calhoun, \$107.60 for non-potable water adjustments, \$200.00 in transfer of account fees for Richard Davies and Terry Dees, \$125.78 onetime adjustment for Jim Jarvis due to a water line break, a \$75.00 disconnect fee was charged to Mary Ann Marshall for a requested water disconnect and \$150.00 in Reconnect fees for Richard Davies and Terry Dees. 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 Glenn Senter offered a second. Chairman Aibejeris called for discussion. There was none. The motion was approved unanimously.**
 - B. **Other Assistant Office Manager Items** - Lynette Senter-
 1. Lynette thanked Jim Gooding for donating a fax machine to the District Office.
 2. Lynette presented a request by Mr. Ellis Gray who wishes to have water service North on Spoonbill Road. She advised that we do not have any lines North on Spoonbill. The board discussed the request with Jim Gooding the Water Operator. Mr. Gooding stated he had spoken to Lynette in regard to this request and had already estimated the length of line to be about 600 feet and recommends a 3 inch line. By consensus the board requested that Mr. Gooding provide the estimated cost to the office staff so that they can contact Mr. Gray with the estimated cost for running the lines to his property so that he can achieve water service.
 - C. **Financial Reports:** Office Manager - Diane Carlton- Total Sales for the month of February were \$30,660.58 and total expenses for the month were \$20224.15. This resulted in a Net Ordinary Income of \$10436.43. Other Income for the month was \$.42 in interest income. This resulted in a net income of \$10,436.85. The expense breakdown was presented with the following exception breakdown, a \$1,000 initial payment to the engineering company of John Baxter, LLC for providing services to submit the Waste Water Plant renewal permit. It was noted that the Water and Waste Water department had a very low amount in expenses for the month. There were no questions from the Commissioners. Chairman Aibejeris asked for a motion to accept the Financial Reports as presented. **A motion was made by Commissioner Senter to accept the Financial Reports. Commissioner Bennett provided a second. Chairman Aibejeris asked for discussion. There was none. The motion was approved unanimously.**
 - D. **Other Office Manager Items:** It was reported that bids were being accepted for placing skirting around the District Office building to protect the recently installed duct work. They will be presented at the next meeting.
Water Operations – Ronald Bennett- Presented a report advising the commissioners about some of the projects that he and Jim had been working on. The projects mentioned were: the gutter work at the Water Treatment

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Plant has been completed, GPS locations are being made for all water main valves, and they had repaired the chlorine injection pump for the new system.

Waste Water Operations – David Morgan- David advised that he had nothing to report in reference to the Waste Water Plant. Diane Carlton, Office Manager asked to speak. She advised the board that the office had received a complaint concerning the recent grinder pump installation. The customers advised office staff that they were not pleased with the actions of the contractor’s employees. I have notified the contractor, Ed DeYoung and advised him of the complaint. After discussion the board reminded the field staff that they should be present at installations and make sure the area is clean when the job is completed.

7. OLD BUSINESS

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

B. Update on EPA Grant Funding (\$750,000.00) Diane Carlton - The fund balance is \$269,521.86. Conredge Lewis of EPA participated in the pre-construction meeting by telephone and was in agreement to the construction start date of April 1, 2013.

C. Update on Phase II Construction – Diane Carlton –The balance of USDA-RD funds are \$275,228.69 in construction grant funds and \$490,880.44 in the general grant fund account. The Pre-construction meeting was held on March 1st. It went very well. The Construction start date was set for April 1, 2013. Representatives from USDA-RD’s Ocala office were present along with Jones Edmunds representatives and Anderson Columbia and Blue Rok Construction. In addition to setting the start date it was agreed upon that the Districts Waste Water Operator David Morgan will be meeting with our customers in the construction path for them to choose a grinder pump location.

D. Water Department Capital Improvements Project Request Jim Gooding asked Commissioner Bennett to explain when capital improvement monies can be used. Commissioner Bennett explained that to use monies for a capital improvement project that it would have to be of emergency nature and a legitimate expense. Jim then stated that now that he understood this that he would include a request for monies for the projects he would like to see funded at the Water Treatment Plant in a budget request for next year’s budget.

8.

NEW BUSINESS

a. Consider mandatory sewer connection for Water only accounts in the coastal high hazard area. The board reviewed Taylor County Ordinance and Taylor Coastal Water and Sewer Ordinance and the Districts Policy approved in 2009 (demarcation line for mandatory hook-up to waste water) and State Statues. After discussion and review of the documentation, **Commissioner Senter made a motion that the District enforce mandatory hook-up to sewer if you have an existing water service as the ordinances and policies read and that new water service requests are not granted unless sewer is also purchased. He requested that the office manager contact our Attorney and ask him to review the documentation and give his opinion to enforcement. Once the attorney reviews and concurs with the board’s decision then office staff shall begin to notify existing customers and give them proper notice as to the requirement. He requested that office staff prepare a courtesy letter to the County Administrator advising the county of this action.** Chairman Aibejeris asked if there were any more discussion. Commissioner Lee Bennett requested that Commissioner Senter draft a letter that would be sent to the local realtors explaining this requirement. Commissioner Senter responded that he would be happy to do this. There were no other comments. **The motion was unanimously approved.**

b. Review Taylor County Commission’s suggestion of allowing grinder pumps to be placed on their county right of way at Ezell Beach. Office Manager Diane Carlton provided a copy of the page of the minutes of the Taylor County Board of County Commission minutes from their February 19, 2013 meeting under Item 9 concerning the discussion about allowing utilities to be placed on the county’s right of way. The board by consensus asked that the office staff notify the county that we would like to be kept up to date on this issue.

c. Consider Approval of newly revised Rules and Regulations of the District. Commissioner Senter advised that he noticed some spelling and grammar errors and he would provide this to office staff to correct. Chairman Aibejeris asked for any more corrections. There was none. **Commissioner Senter made a motion to accept the revised Rules and Regulations with the noted changes. Commissioner Bennett provided a second. The motion was unanimously approved.**

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- d. Discuss new lead restrictions and how it will affect our inventory. Jim Gooding advised the board that he has approximately \$4,500.00 of affected parts as a result of the Safe Drinking Water Act that comes effect January 4, 2014. The board advised Jim to use as many of the parts affected prior to the effective date. They also discussed investigating the possibly of selling the affected parts to persons not required to adhere to the act.
- e. Discuss employee compensation as requested by Jim Gooding. Jim advised the board that Ron is working with his former employer to see if he can obtain the remainder of his required training hours since he worked in water operations. He feels this will happen and he will probably become an operator within the next few weeks. The board thanked Jim for the information. Once or if this occurs this matter will be addressed.

9. CLOSING REMARKS – COMMISSIONERS/STAFF There was none

10. MOTION TO ADJOURN

Commissioner Charles Carlton made a motion to adjourn. Commissioner Lee Bennett offered a second. The motion was unanimously approved. The meeting was adjourned at 4.47 p.m.

The next regularly scheduled meeting will be held on Tuesday April 23, 2013 at 3:00 p.m.

Board Actions:

Approve minutes of February 26, 2013 regular board meeting

Approve Directors Report for February 2013

Approve Financial Reports for February 2013

Approve the enforcement of mandatory hook-up to sewer per ordinance's, policy and statute

Action Items:

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

Set up a Preventive Maintenance Schedule and Plan for the Waste Water Department

Obtain a report from the auditor showing the Districts cash flow for the previous 5 years as per Chairman Senter's request

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