

# TAYLOR COASTAL WATER & SEWER DISTRICT

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[www.tcwsd.org](http://www.tcwsd.org)

## MINUTES OF REGULAR COMMISSION MEETING

May 28, 2013

1. The meeting was held at the District Building at 3.00 PM on May 28, 2013 present were:  
COMMISSIONERS: Lynn Aibejeris, Lee Bennett, Billy Ezell, Gennie Malone, Jim Poppell and Troy Thompson. Cornell Silveira was absent.  
TCW&SD STAFF: Ronald Bennett, Diane Carlton, Jim Gooding and David Morgan. Lynette Senter 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 received and reviewed the minutes of the May 6, 2013 board meeting. Office Manger Diane Carlton advised that the minutes had not been completed. Assistant Office Manger Lynette Senter will have them ready for review at the next board meeting.
5. **Staff and Committee Reports**
  - A. Billing Reports: Office Manager- Diane Carlton- Water and Sewer Sales for the month of April 2013 were \$31,925.43 which included a water service connection. We served 454 accounts. Water pumped was 1,420,000 gallons. Water sold was 1,330,400 gallons. Water used for flushing lines was 53,645 gallons and water loss due to line breaks and other was 35,955. The water loss ratio is 2.53%. There were five accounts past due over 30 days for a total of \$318.06. Total adjustments for the month were \$1,364.88. The adjustment break-down was presented as follows: Misread meter adjustment ( \$14.46), Pro-ration of service adjustment \$19.53, Late fee adjustment (\$6.57), Non-potable water adjustments (\$89.20), change of owner transfer fees \$200.00, disconnect service fee water \$25.00, two onetime adjustment requests (\$1,649.18) and 2 disconnect water and sewer service fees \$150.00. 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.**
  - B. **Other Assistant Office Manager Items** – Diane Carlton reported that Lynette Senter has completed the Districts new web site. We had to do this as a result of the resignation of Commissioner Glenn Senter. In the past Glenn had managed the web site for the District. I am pleased that it will now be managed in house. The site is not nearly as fancy as the previous one but allows us to meet the requirements for posting minutes, agenda's, meeting date calendar and especially the Consumer Confidence Report for our water department. If we did not have the site we would have to place this in the local paper and also mail it out directly to the customers.
  - C. **Financial Reports:** Office Manager - Diane Carlton- Total Sales for the month of March were \$31,925.43. Total expenses for the month were \$27,223.76. This resulted in a Net Ordinary Income of \$4,701.67. Other Income for the month included \$.49 in interest income, \$7,000.00 for a customer purchased grinder pump and \$103.54 for a customer repair cost. This resulted in a net income of \$11,805.70. The \$7,000.00 was paid directly to the contractor and to Water Resource Technologies for the pump and parts. The expense breakdown was presented pointing out the exception item of \$4,825.00 under licenses and permits for the renewal of the Waste Water Treatment Plant Permit renewal. It was noted that the wastewater department expenses for the month were only \$345.83 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 Lee Bennett to accept the Financial Reports. Commissioner Gennie Malone offered a second. Chairman Aibejeris asked for discussion. There was none. The motion was unanimously approved.**
  - D. Other Office Manager Items: Diane Carlton (1) It was reported that Department of Management Services with the Florida Division of Retirement has sent notification that effective July 1, 2013 the employer rate for retirement contributions for its employees will increase from 5.81% to 6.95%. This is a 1.77% increase. (2) The office manager expressed concern that the recently installed service meter for Mrs. Virginia Tyler on Bird Island Road may have billing issues. We anticipate the readings for this meter and for Mr. Wood's meter to read the same since they are on the same line.

TAYLOR COASTAL WATER & SEWER DISTRICT  
MINUTES OF REGULAR COMMISSION MEETING

Page 2 of 3

**Water Operations** – Jim Gooding – Jim advised the board that water use during the Memorial Day week-end increased approximately 300,000 gallons. He also reported that they had finished with the GPS locations for the all valves. The report has been delivered to the office for typing. He advised the board that the new chlorine pump room was complete. Chlorine is being delivered once a month to the water plant and the sewer plant and that he anticipates this will be a cost savings for the District.

**Waste Water Operations** – David Morgan- David advised the board that DEP representatives came back to the plant and assisting him with the proper way to sample. He stated he has no other issues at the plant.

7. 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 to request approval or proposed changes to the draft letter to be mailed out to affected water only customers. She advised that once we receive your approval the letter will be mailed out and the customer given 365 days to comply. Commissioner Jim Poppell expressed that he didn't like the tone of the letter and he would like to assist the staff with some changes. The board by consensus agreed for Jim Coppel to assist office staff with revision to the letter and that once this was complete that the letters go out.

**C. D. Update on EPA Grant Funding (\$750,000.00)** Diane Carlton - The first Contractors pay request in the amount of \$37,179.84 was process and payment in the amount of \$14,329.11 was received. The fund balance is \$255,192.75.

**D. Update on Phase II Construction – Diane Carlton** –The balance of USDA-RD grant funds are \$445,667.82. This was after USDA-RD made a payment of \$37,179.84 on May 8, 2013. The amount should have been less the EPA payment but this will be applied on Pay Request #2. Construction seems to be going

**E. Wastewater Permit Renewal Update and requirements**

**F. Update Office Skirting and Insulation Request.** Diane reported to the board that requests for repairing and netting the insulation under the building had been requested but it would be next board meeting before they will be received.

8.

NEW BUSINESS

**A. Consider pay increase for Ronald Bennett due to Water Operator Certification achievement as agendaed by chairman Lynn Aibejeris.** Commissioner Lee Bennett asked that Item B be included under this item, since it is related. Manger Diane Carlton presented a \$5.00 per hour rate increase for Ronald. She advised the board that due to the cut in Jim Gooding hours since he would no longer be training Ronald and monies that were included for an anticipated pay increase for all employees that we would still be within our anticipated budget. Ron Bennett with drew his request to work three days a week Tuesday thru Thursday 8 hours a day. Jim Gooding requested that the board transfer Ron Bennett to the WWTP for waste water training. The board agreed to do this so that Ron could become a dual operator. They did not agree to allow him to job share with time in both water and wastewater as Diane Carlton recommended. **Commissioner Lee Bennett made a motion to give Ronald Bennett a \$5.00 increase per hour raise. Commissioner Gennie Malone offered a second. Chairman Aibejeris asked for further discussion. There was none. The motion carried unanimously.**

**B. Consider work schedule for 2 Water Operators and Waste Water Operator Trainee and Water Operator Trainee and Education as agendaed by Chairman Lynn Aibejeris.** The discussion for this item was included under new business Item A.

9. CLOSING REMARKS – COMMISSIONERS/STAFF There was none

10. MOTION TO ADJOURN

**Commissioner Gennie Malone made a motion to adjourn. Commissioner Troy Thompson offered a second. The motion was unanimously approved. The meeting was adjourned at 4.25 p.m.**

TAYLOR COASTAL WATER & SEWER DISTRICT  
MINUTES OF REGULAR COMMISSION MEETING

Page 3 of 3

**The next regularly scheduled meeting will be held on Tuesday June 25, 2013 at 3:00 p.m.**

**Board Actions:**

Approve Directors Report for April 2013

Approve Financial Reports for April 2013

Approve pay increase for Ronald Bennett, \$5.00 per hour increase effective May 1, 2013

**Action Items:**

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

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

Prepare Letters for Board Review to send to Customers affected by Mandatory Sewer Connection

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

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