

TAYLOR COASTAL WATER & SEWER DISTRICT

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MINUTES OF REGULAR COMMISSION MEETING

May 6, 2013

1. The meeting was held at the District Building at 3.00 PM on May 6, 2013 present were: COMMISSIONERS: Lynn Aibejeris, Lee Bennett, Billy Ezell and Cornell Silveira. Gennie Malone was absent. TCW&SD STAFF: Ronald Bennett, Jim Gooding, David Morgan and Lynette Senter. Diane Carlton 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 Chairman Lynn Aibejeris.
3. Chairman Aibejeris welcomed guests, Glenn Senter, Catherine Redding, Clinton Wood, John Gentry and Sam Boyer. Chairman Aibejeris offered an opportunity for the guests to speak. Catherine Redding requested that she be allowed to speak on behalf of herself, her brother Clinton Wood and other property owners of the Bird Island property... She made a request to the District that the water line that services Clinton Wood and a property owned by herself and others be accepted and maintained by the District. She advised that she and Clinton thought the water company had accepted it many years before. But had recently been advised by the District that there is no record of acceptance. Chairman Aibejeris responded to Ms Redding's request by stating that the District could not accept this line due to the fact that the line is not in compliance. Mrs. Redding then made a request to have a grinder pump installed on her property as she currently has an operating septic tank. As the mandate of the District's grant funding was the removal of septic tank systems from coastal high hazard property, it was determined that grant funds could be used to supply Mrs. Redding with a grinder pump. However, there was still the issue of no separate water service to Mrs. Redding's property. The Board stated that a meter would be installed at Beach Road and Mr. Clinton Wood could make the connection on his property's side to supply Mrs. Redding with water. Mr. Sam Boyer made a request for a sewer stub-out to his property located at 22307 Beach Road. The office staff had already approached Jones Edmonds regarding this issue and we were told that a bore would be required under Beach Road. Mr. Boyer would have to pay for the bore, and engineering and RPR costs. Mr. Boyer stated that he would meet with an Engineer and Blue Rok to get further information and costs.
4. Chairman Aibejeris asked if everyone had received and reviewed the minutes of the March 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 Lee Bennett to accept the minutes with Commissioner Billy Ezell 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 March 2013 were \$30,780.34. We served 454 accounts. Water pumped was 1,068,000 gallons, water sold was 806,700 gallons. There were two accounts past due over 30 days. We had one new service request. Total adjustments for the month were \$291.80. The adjustment break-down was presented. There were adjustments of \$28.00 Data Input Error, \$11.20 for non-potable water adjustments, \$200.00 in transfer of account fees for Barbara Todd to Danny Glover, Jr. and Donald Dalton to Oscar M and Donna C Bonds and a \$75.00 disconnect fee for Pat Pilia. 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 Cornell Silveria offered a second. Chairman Aibejeris called for discussion. There was none. The motion was unanimously approved.
 - B. Other Assistant Office Manager Items – No Other Items

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- C. Financial Reports: Office Manager - Lynette Senter for Diane Carlton- Total Sales for the month of March were \$30,780.34 and total expenses for the month were \$25,860.77. This resulted in a Net Ordinary Income of \$4,919.57. Other Income for the month was \$.49 in interest income and Capital grant funds of \$750.00. This resulted in a net income of \$5,670.06. The expense breakdown was presented with no exception items 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 Billy Ezell offered a second. Chairman Aibejeris asked for discussion. There was none. The motion was unanimously approved.
- D. Other Office Manager Items: Lynette presented bids for skirting for the District building to protect the duct work that was recently installed. After discussion and upon a recommendation from Jim Gooding that the insulation under the building be done prior to installing skirting. The board resolved that the item be tabled and bids be obtained to redo the insulation. Both requests will need to be presented to the board once the additional bids are obtained.
- E. 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: GPS locates for water main valves and still working on the chlorine pump enclosure. There are no issues with the water department.
- F. Waste Water Operations – David Morgan- David advised that he had a DEP inspection at the plant and there were some exception items. DEP will be coming back to assist him with these issues. This should occur later this month.
- 6. OLD BUSINESS
 - A. Update on SPA Grant (\$300,000.00) (Water/Sewer Improvements Funding) – Diane Carlton- No update was given.
 - B. Discuss feedback from Conrad Bishop, Board Attorney regarding mandatory sewer connection for water only accounts in the coastal high hazard area. Lynette Senter for Diane Carlton. The Board requested that letters be sent out to affected property owners. A draft will be prepared for the Board to review prior to the next meeting.
 - C. Update regarding Taylor County Commissions suggestion of allowing grinder pumps to be placed on their county right of way at Ezell Beach- Lynette Senter for Diane Carlton. The Board agreed to discuss this on a case by case basis.
 - D. Update on EPA Grant Funding (\$750,000.00) Lynette Senter for Diane Carlton - The fund balance is \$269,521.86. There has been no activity.
 - E. Update on Phase II Construction – Lynette Senter for 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. Construction seems to be going well. The first contractors pay request has been submitted to USDA-RD for review and approval.
 - F. Waste Water Permit Renewal Update – Lynette Senter for Diane Carlton. A 7-year permit will be granted by the DEP per our Engineer. Several deficiencies were noted and are being remedied.
- 7. NEW BUSINESS
 - A. Employee Email to Vendors as agendaed by Lynn Aibejeris. Discussion was held regarding policy for such emails. The Board determined that any contact with vendors via email should go through the District Office only, and asked that all employees be notified.
 - B. Fleet Management Devices as suggested by Auto Insurance Company. The Board asked if installing such devices would save the District money and Commissioner Bennett stated that the District would

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not save enough to justify the purchase of a device. He also indicated that we did not need to record the comings and goings of our Waste Water Truck.

- C. Water Operator Certification achieved by Ron Bennett and discussion of full time water operators and budgeting as agendaed by Lynn Aibejeris. It was determined that no reduction in hours or salary would be required by the Water Operator at this time. Ron Bennett volunteered to receive only an hourly increase in pay to help make the numbers work for budgetary reasons. The Board requested that further study be made and presented at the next Board meeting.

8. CLOSING REMARKS - There were none.

9. MOTION TO ADJOURN

Commissioner Billy Ezell made a motion to adjourn. Commissioner Cornell Silvieria offered a second. The motion was unanimously approved. The meeting was adjourned at 5:30 p.m.

The next regularly scheduled meeting will be held on Tuesday May 28, 2013 at 3:00 p.m.

Board Actions:

Approve minutes of March 26, 2013 regular board meeting

Approve Directors Report for March 2013

Approve Financial Reports for March 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: Lynette Senter for M. Diane Carlton, Recording Secretary
Taylor Coastal Water and Sewer District


