

TAYLOR COASTAL WATER & SEWER DISTRICT

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MINUTES OF REGULAR COMMISSION MEETING

August 27, 2013

1. The meeting was held at the District Building at 3.00 PM on August 27, 2013 present were:
COMMISSIONERS: Lynn Aibejeris, Lee Bennett, Steven Brown, Gennie Malone, Jim Poppell and Troy Thompson.
TCW&SD STAFF: Ronald Bennett, Diane Carlton, Jim Gooding, David Morgan and Lynette Senter. Roger Morgan 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 Jim Poppell.
3. Commissioner Aibejeris welcomed guests Nick Abbatiello and Mike Biletztkov of Water Resources Technology and Glenn Senter resident of Dekle Beach
4. Nick Abbatiello gave the commission board a brief overview on the E-One grinder pumps. He explained that the District's pumps that were installed in Phase I am now out of warranty. He explained that he hoped that they could help us by offering their expertise by helping us prevent unexpected issues, expenses and lessen our surprise. He stated his company could offer us training on repair or that they could pick-up and repair our pumps for us. He also offered that they could create a data base for us for all our pumps. We can also offer you remanufactured pumps at a much lower cost than new and give you warranty on these pumps. After his overview Commissioners were able to ask questions. Commissioner Bennett asked what the average life of the pumps is. Mr. Abbatiello stated 6 to 10 years in the ground on average. He added that some factors that affect the life is what your customer puts in them and how quick you respond to issues. Commissioner Poppell asked what the median repair cost for the pumps is. Mr. Abbatiello responded that \$400.00 to \$1,000.00 depending on what component of the pump you needed to replace. He offered that if we were to enter into a contract with them that they would test the pumps from top to bottom, including checking for corrosion and what they call a dry in wet test or a 20 point inspection. The commissioners by agreement asked that David Morgan and Ronald Bennett follow up with Water Resources Technologies and come back to the board with information and a proposal for the board to consider in regard to the offers mentioned by Mr. Abbatiello.
5. Chairman Aibejeris asked if everyone had electronically received and reviewed the minutes of the July 23, 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 Gennie Malone offered a second. Chairman Aibejeris asked for any further discussion. There was none. The minutes were unanimously approved.**
6. **Staff and Committee Reports**
 - a. **Water Operations – Jim Gooding** The water department had 3 line leaks this month. Two were feeder lines at Dekle Beach that were cracked; the other was a line at Cedar Island. They were all simple repairs. He reported that he had been working on inventory for the office yearend report. Commissioner Aibejeris asked Jim about a Caterpillar bill payment check that she had signed for payment. Jim responded that this was an annual service check that he had ordered. Commissioner Aibejeris stated that she was under the impression that the District already had an extended warranty on the generator and that it was thought that the maintenance was being performed by Jim. He responded that the reason he ordered this test was so that a load test could be performed in order for the warranty to be good and that he could not perform a load test. No other comments were made.
 - b. **Wastewater Operations – David Morgan/Ronald Bennett** David reported that the sewer department didn't have in issues. He said he had been working on his budget for the up-coming fiscal year. He reported that he had been working on grinder pump repairs. Commissioner Bennett asked if there was any particular part that he had to replace. David responded by the pressure switches, the contactors and the on and off alarms. Commissioner Bennett then asked the estimated expense of these repairs; David responded he thought \$300.00 to \$500.00 plus labor. Commissioner Poppell asked David to update the board on the boat ramp lift station pump. Commissioner Bennett responded that he was working with David to get this issue resolved.

TAYLOR COASTAL WATER & SEWER DISTRICT
MINUTES OF REGULAR COMMISSION MEETING

Page 2 of 4

c. Directors Report – Lynette Senter

Water and Sewer Sales for the month of July were \$33,309.20. We have 455 accounts. A new service request was received from Clamon Browning. A fee of \$750.00 was collected since our rate today is \$1,000.00. He had already paid a \$250.00 fee in 1996 but never activated the account. Water sold was 1,828,300 gallons. Water used for flushing lines was not available to report therefore the total pumped and water loss and water loss ratio could not be provided to you this month. We have 5 accounts past due 31-60 days, one of those has been turned off and a utility lien filed, three have paid current and one is the account of Bonnie Jo Wells who is now deceased. We are in the process of contacting family members prior to taking any action for turn-off. Total adjustments for the month were \$168.87. The adjustment break-down was presented as follows: water line/meter damage (\$23.57) other adjustments (\$77.20) late fee adjustments (\$9.32) Non-potable water/second meter adjustment (\$208.00) transfer fee change of owner \$300.00 transfer fee renter \$200.00 onetime adjustment request (\$79.71) disconnect fee \$75.00 and Bird Island meter adjustment (\$8.33). 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

e. Financial Reports: Office Manger – Diane Carlton

Total Sales for the month of July 2013 were \$33,309.20. Total expenses for the month were \$24,808.30. Exception expense items for the month included payment of the Drinking Water Annual Operating Licenses in the amount of \$1,000.00, Repair Maintenance Sewer\$651.00 which included the chlorine pump and the sprayfield pump at the Waste Water Treatment plant, Replacement parts Sewer \$1,671.05 which was all grinder pump repair parts since David had none in inventory. The water department had \$409.04 in replacement parts for the Chlorine pump at the water treatment plant and a lab retesting fee of \$75.00 due to the positive report in June. The total ordinary income for the month was \$9,250.90 and total net income for the month is \$60,800.20 which includes \$51,254.29 in grant income that was paid out for construction expenses, \$2.22 interest income and \$292.79 collected from customers due to grinder pump repairs directly caused by the customer. The commissioners were again reminded of the accounts that are over budget for this fiscal year. The July balance sheet was then presented showing the districts total assets and liabilities through July 31, 2013. 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 Gennie Malone to accept the Financial Reports. Commissioner Lee Bennett 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 members who sign on the District accounts at the Citizens Bank of Perry were reminded to go by and sign the new signature cards. This was a result of the resignation of Commissioners Senter and Carlton and the addition of the new board members replacing them. The commissioners were reminded of the annual Tri-County Electric meeting to be held in September. If anyone has an interest in going we can authorize you to vote on behalf of the District. No one responded with a desire to go.

7. **OLD BUSINESS**

a. Update on SPA Grant (\$300,000.00) (Water/Sewer Improvements Funding) – Diane Carlton- I had conversation with Natalie Ellington, the infrastructure section chief for EPA. She advised me that she would be happy to assist me with information concerning the application of this grant. She verified that the monies were appropriated for both water and sewer improvements and that matching funds are required. I will continue to gather information as my time allows. I feel I need to work first to close out the grant fund we are currently drawing from. Then I can have more time to gather all the information necessary for the board to make a decision as to whether we wish to pursue this funding.

b. Update regarding mandatory sewer connection for water only accounts in the coastal high hazard area Diane Carlton- Since last board meeting no one else has contacted us. Six customers have confirmed they will install a grinder pump, but 2 of the six want to wait until next year. We need at least 5 installations at a time to get the discount of \$1,300.00. 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 #4 has been submitted. We are still in discussion concerning the use of the remaining funds. I anticipate funds approximately \$90,000.00 will be remaining after construction is complete. . A submittal will be made to request that we be allowed to purchase equipment with the remaining funds. A request to extend the draw period

TAYLOR COASTAL WATER & SEWER DISTRICT
MINUTES OF REGULAR COMMISSION MEETING

Page 3 of 4

until June 30, 2013 is being prepared for Chairman Aibejeris to sign. Unlike USDA-RD, EPA has indicated that they want us to use all of the funds remaining. They encouraged us to request the extension of the draw period. **d. Update on Phase II, Part 2 Construction – Diane Carlton** – As a result of the substantial completion inspection conducted on August 20th Jones Edmunds has found the project to have met the requirements of substantial completion effective on August 1st. The punch list was sent out August 23. The contractor is generally finished, he has to complete all of the punch list items and install the termination points as part of change order #2. Jones Edmunds mentioned going ahead and closing out, however I have advised them we could not close out until all the work is completed. The 50 termination points cannot be installed until the water table drops due to water in the future connection boxes.

8. NEW BUSINESS

- a. Taylor County Restore Act – Troy Thompson- Commissioner Thompson briefed the board on his request to have the office staff to complete an application to Taylor County by August 30, 2013 so that we can be considered for some of the monies that the county anticipates receiving from BP due to the oil spill. We have applied to purchase equipment that we know we will have to replace in the future. The application was completed and will be submitted to Taylor County for consideration. He stated he felt like we had a good opportunity to be approved.
- b. Request Two (2) Water Plant Completion Project Requests –Request (1) Jim Gooding requested that the commission board approve \$3,935.00 for the installation of a central air and heat unit. He asked the board to transfer monies from the tank maintenance budget to cover this cost. After a brief discussion as to the necessity to add a unit to a plant where personnel are not there for more than 30 minutes to 1 hour at the most during any one day.
(2) Jim requested that the commission board consider transferring monies from the tank maintenance budget in the amount of 1,482.00 for the purchase and installation of cabinets at the Water Treatment Plant from Dixie Cabinets. After discussion, **Commissioner Jim Poppell made a motion that \$1,482.00 be transferred from Water Tank Maintenance to the Water System Plant Upgrades budget to cover the expense of purchase and installation of cabinets at the Water Treatment Plant, but before payment to Dixie Cabinet can be made that a copy of their license and insurance be provided to the District Office. Commissioner Troy Thompson offered a second. Chairman Aibejeris asked for any more discussion. There was none. The motion was unanimously approved.**
- c. Replacing Worn Water Meters Request – Jim Gooding- The objective of my request is to have accurate measurement of water sold and use that must be reported to DEP and SRWMD. He stated that the industry standard is to upgrade water meters at least every 10 years. He estimated that this project should increase water revenues about 3% or (\$10,500.00 per year) **Commissioner Troy Thompson made the motion to approve this request Commissioner Lee Bennett offered a second. Chairman Aibejeris asked for any further discussion. There was none. The motion was unanimously approved.**
- d. 2013-2014 Fiscal Year Budget
The budget proposed budget was still \$7,674.00 short upon presentation by Diane Carlton. Commissioner Jim Poppell asked that we go to each account that had requested an increase and see if we could work from there. This was done and expense items were re-visited and adjusted to balance. **Commissioner Gennie Malone offered a motion to accept the budget for next fiscal year with the changes, Commissioner Lee Bennett offered a second. Chairman Aibejeris called for discussion. There was none. The motion was unanimously approved.**
- e. Waste Water Treatment Plant Tour – David Morgan **Commissioner Troy Thompson made a motion that this item be removed from the agenda. Commissioner Jim Poppell offered a second. Chairman Aibejeris asked for discussion. There was none. The motion was unanimously approved.**

9. CLOSING REMARKS – COMMISSIONERS/STAFF Commissioner Jim Poppell requested that everyone welcome Commissioner Steven Brown, of Cedar Island to the board. He also congratulated Ron Bennett for passing his sewer license test and all the effort he was putting forth to become a dual operator.

10. MOTION TO ADJOURN

Commissioner Gennie Malone made a motion to adjourn. Commissioner Steven Brown offered a second. The motion was unanimously approved. The meeting was adjourned at 5:55 p.m. The next regularly scheduled meeting will be held on Tuesday September 24, 2013 at 3:00 p.m.

Board Actions:

TAYLOR COASTAL WATER & SEWER DISTRICT
MINUTES OF REGULAR COMMISSION MEETING

Page 4 of 4

Approve Minutes from July 23, 2013 meeting

Approve Directors Report for July 2013

Approve Financial Reports for July 2013

Approve that \$1,482.00 from Water Tank Maintenance to Water Plant/System Upgrades to purchase cabinets and installation at the Water Treatment Plant

Approve the budget for next fiscal year 10/1/2013 to 9/30/2013

Approve the removal of the Sewer Plant tour from today's agenda

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 daily, 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.

The office staff will provide Balance sheets to the board on a quarterly basis at the regular board meeting

Create Maintenance Files for all Waste Water Equipment and Water Department Equipment

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 that we are purchasing now can be replaced by Water Resource Technologies or least a discount in purchase price

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

Waste Water employees David Morgan and Ronald Bennett are to work with Water Resource Technology and present to the board a recommendation and proposal for grinder pump repair and the cost for creating a data base for our Waste Water Department grinder pumps

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