

TAYLOR COASTAL WATER & SEWER DISTRICT

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www.tcwsd.org

MINUTES OF REGULAR COMMISSION MEETING

April 26, 2016 3:00 p.m.

1. The meeting was held at the District Building at 3:00 PM on April 26, 2016 present were: COMMISSIONERS: Lynn Aibejeris, Steve Brown, Nancy Geohagan, Gennie Malone, Troy Thompson and Benjye Tuten were present. Commissioner Joel Singletary was absent. TCW&SD STAFF: Diane Carlton, and Lynette Senter. Ronald Bennett was absent. Chairman Lynn Aibejeris called the meeting to order and declared a quorum present.
2. There was no prayer or pledge since it was given at the 2:00 p.m. special called meeting.
3. Chairman Aibejeris welcomed guests Debra Preble, of Preble Rish and Rick Crews with Southeast Rural Community Assistance Project, Inc. Debra asked if the board intended to make a decision on their choice of firms for the RFQ for Water Funding. Chairman Aibejeris said yes she would like the commission to go ahead and make a decision. **Commissioner Nancy Geohagan made a motion that the District accept the Preble-Rish Inc RFQ. Commissioner Troy Thompson offered a second. Chairman Aibejeris asked if there was any further discussion. There was none. Chairman Aibejeris called for a vote. The motion passed unanimously.**
4. Approval of the minutes from the March 22, 2016 regular board meeting. Chairman Aibejeris asked if everyone had reviewed the minutes of the March 22, 2016 meeting and if there was a motion to accept. **Commissioner Gennie Malone made a motion to accept the minutes as written. Commissioner Steve Brown offered a second. The Chairman asked if there was any further discussion. There was none. The motion passed unanimously.**
5. Staff and Committee Reports
 - a. Water Operations – Ronald Bennett- Ron was absent
 - b. Sewer Operations – Ronald Bennett – Ron was absent
 - c. Update on DOT/Keaton Beach Trail Walk/Bike path project – Ron Bennett – Ron was absent
 - d. Director’s Report – Lynette Senter- Lynette reported that sales for the month of March 2016 for Water and Sewer were \$40,729.12. There are no past due accounts over 30 days. She reported the water loss ratio to be 10.78%. She asked if there were any questions. There was none. Chairman Aibejeris asked if there was motion to accept the Directors Report as presented. **Commissioner Troy Thompson made a motion that the Directors Report for March 2016 be accepted as presented. Commissioner Gennie Malone offered a second. Chairman Aibejeris asked for further discussion. There was none. Chairman Aibejeris called for a vote. The motion passed unanimously.**
 - e. Other Assistant Office Manager Items – Lynette Senter- Lynette reported that the RVS billing software has been fixed. We can now bill for late charges. She reported that we anticipated that the district lost about \$900.00 in late fees due to the software glitch. The Pay Clix software should be up and running in July. It is about 90% complete. The online billing capability is still in process.
 - f. Financial Repots – Diane Carlton – Diane reported that net income for the month of March 2016 was \$10,046.89 which included interest income, customer repair income and income from the purchase of a grinder pump installation. She advised that there were 2 exception expenses on the expense report that are annual payments. They were for Workman Comp Insurance and Utility Services which service our water tanks. She then asked for questions. There were none. Chairman Aibejeris called for a motion to accept the financial reports. **Commissioner Gennie Malone made a motion to accept the financial reports as presented. Commissioner Benjye Tuten offered a second. Chairman Aibejeris asked for further discussion. There was none. The motion passed unanimously.**
 - g. Other Office Manager Items- Diane Carlton Diane shared a copy of a letter with the commissioners that the District had received letter from Howard Sims who is a part-time resident of Cedar Island. She expressed that the letter was well written and that the District received some good information from him. We plan to add his suggestions to our boil water notice procedure. She advised the commissioners that we still have 2 vacant positions on our board after advertising. She requested that if anyone has knowledge of anyone that has an interest to please encourage them to apply. The Taylor County Commission did re-appoint Lynn Aibejeris and Nancy Geohagan at the April 19, 2016 meeting. The office has been trying to make the application for the

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SAAP funds that we were contacted about in February. The web-site has some issues and we have not been able to complete the application. We will continue to work on this. Diane advised the commissioners that she had contacted Senator Bill Montford office in regard to the newspaper article in the Wednesday, March 9, 2016 article. His office staff has provided us with a copy of the House Bill. They also verified that the appropriations are for Sewer Construction. She reported the Special Districts website bill was not approved by the legislature. Diane then invited the commissioners to attend the Taylor County Emergency Management Hurricane Preparedness event on Thursday April 28, 2016 at the Taylor County High School gymnasium for 5-7 PM.

6. New Business
 - a. Discussion of and proposals for the replacement of the transmission in the 2005 Dodge Dakota Service Truck. The District received 3 proposals for the repair of the Dodge Service Truck. One of the quotes was only for parts. The other two were for the remand transmission, other parts and installation of. The office staff provided a Kelly Blue Book Value of the truck in the amount of \$3,000.00 to \$4,000.00 dollars. After discussion and by consensus the commissioners did not want to put \$3,000.00 into a \$3,000.00 to \$4,000.00 vehicle. Commissioner Benjye Tuten offered to check with some of his vendors that he uses for his business and get back with the office staff on his findings.
7. Old Business There was none.
8. CLOSING REMARKS COMMISSIONER/STAFF There was none.
9. **MOTION TO ADJOURN Commissioner Troy Thompson made a motion to adjourn the meeting. Commissioner Gennie Malone offered a second. The meeting was adjourned at 5:22 pm.**

Board Actions:

1. Approved Preble-Rish, Inc to provide the services requested for the water improvement project.
2. Approve the minutes of the March 22, 2016 board meeting
3. Approve the Directors Report for March 2016
4. Approve the Financial Report for March 2016

Action Items that need to be completed:

- a. Continue to explore ways to make sewer connections more affordable
- b. Ron Bennett is to present to the board the components of a daily, monthly, quarterly and semi-annual or annual preventative maintenance program
- c. Office staff will provide balance sheets to the Board on a quarterly basis
- d. Office staff and maintenance staff will create maintenance files for all water and waste water equipment
- e. Office staff will work on a policy statement for the District on how proposals, purchasing, purchase orders, bid process and inventories are to be handled.

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