

TAYLOR COASTAL WATER & SEWER DISTRICT

18820 BEACH ROAD
PERRY, FLORIDA 32348
Phone/Fax: (850) 578-3043

www.tcwsd.org

MINUTES OF REGULAR COMMISSION MEETING

June 28, 2016 3:00 p.m.

1. The meeting was held at the District Building at 3:00 PM on June 28, 2016 present were: COMMISSIONERS: Lynn Aibejeris, Steve Brown, Nancy Geohagan and Gennie Malone. Commissioner Benjye Tuten was absent.
TCW&SD STAFF: Ronald Bennett, Diane Carlton and Lynette Senter were present.
Chairman Lynn Aibejeris called the meeting to order and declared a quorum present.
2. Commissioner Steve Brown led in prayer and the pledge of allegiance to the flag.
3. Chairman Aibejeris welcomed guest Debra Preble of Preble Rish.
Debra Preble advised the commission board that the Master Service agreement still has not been resolved with the district's attorney. She stated she would contact Mr. Smith tomorrow by telephone and address the issues he has with the agreement. –Ms. Preble reminded the commissioners that the agreement is a general continuing service agreement and does not authorize payments. She again stated that if I don't find any money then you won't owe any money.
4. Approval of the minutes from the May 24, 2016 regular meeting. Chairman Aibejeris asked if everyone had reviewed the minutes of the meetings and if there was a motion to accept. **Commissioner Nancy Geohagan made a motion to accept the minutes as written. Commissioner Gennie Malone 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 updated the board on the water operations by stating that everything was in good shape and there were no issues to report.
 - b. Sewer Operations – Ronald Bennett – Ron stated that wastewater operations are good. He stated he and David were working on preventive maintenance tasks and the documentation of.
 - c. Director's Report – Lynette Senter- Lynette reported that sales for the month of May 2016 for Water and Sewer were \$43,133.11. There are 2 accounts past due over 30 days the total balance of the two accounts are \$21.86. There was no water loss ratio given. 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 Gennie Malone made a motion that the Directors Report for May 2016 be accepted as presented. Commissioner Steve Brown offered a second. Chairman Aibejeris asked for further discussion. There was none. The motion passed unanimously.**
 - e. Other Assistant Office Manager Items – Lynette Senter- Lynette reported the Pay Clix program which will allow the district to accept credit card payment is still not complete. She stated perhaps August 2016 everything will be in place. The online billing capability is still in process.
 - f. Financial Repots – Diane Carlton – Diane reported that net income for the month of May 2016 was \$12,616.87 this includes interest income, income from the purchases of grinder pump installations and customer repairs. She advised that there is only one exception item on the expense breakdown and one of the office staff insurance stipend in the amount of \$300.00 is shown in the field staff's wages and the increase in travel/mileage expense due to the Dodge Truck being in the shop. She asked for questions. There were none. Chairman Aibejeris called for a motion to accept the financial reports. **Commissioner Steve Brown made a motion to accept the financial reports as presented. Commissioner Nancy Geohagan offered a second. Chairman Aibejeris asked for further discussion. There was none. The motion passed unanimously.**
 - g. Other Office Manager Items- Alvin Catalano has once again had to have a grinder pump replacement due to excess grease. Diane asked that the board approve the billing of the pump and labor to replace the pump to Mr. Catalano since he had already received a warning letter in February 2014 for the same issue. The board agreed that the district policy allows this. They by consensus agreed that he could make monthly payments until the amount of \$1,192.20 is paid in full. Diane reported that the skirting and the insulation has been installed and has seemed to make a difference in the cooling of the District office building. She also addressed that Lee Cooper who owns a property at Cedar Island had paid for water and sewer service at Cedar Island but did not want the

TAYLOR COASTAL WATER & SEWER DISTRICT
MINUTES OF REGULAR COMMISSION MEETING

Page 2 of 2

sewer until he builds his home. She advised the board that she would return his money until he is ready for both services since the district's rules do not allow a water only account in a coastal high hazard zone.

6. New Business
 - a. Request from Geralda Blalock and Check Blalock for the board to consider allowing them to use one-grinder pump for four (4) RV units that have been approved by Taylor County Building and Planning for placement on their property located at the corner of Cedar Island Road and County Road 361. Commissioner Steve Brown had to leave the meeting. Thus this item had to be tabled until the next meeting since this created the meeting to no longer have a quorum present. This item will be placed on the agenda for the July 26, 2016 board meeting.
 - b. Review proposed budget for the 2016-17 fiscal year. The final budget will be presented for approval at the July 2016 meeting. Diane went over the budget advising that the income had been increased by 2.50%. This is a result of the resolution that was passed in 2015 allowing annual increases without public hearing. Some of the expense items have been adjusted by comparison to this year's expenses. The office staff employee wages have been increased by \$1.00 per hour each so that merit increases can be considered. The office staff has not had a merit raise in several years. The field staff will be reviewed with Ron and he should make recommendation so that those wages can be adjusted accordingly in time for the final budget presentation.
 7. Old Business –
 - a. Discuss the Contract for Services Agreement that is under review by Attorney Mike Smith for the District and Preble-Rish Inc. Consulting Engineers & Surveyors for proposed Water Improvements and the funding of the improvements. This item was addressed in the guests and open floor comments Item #3.
 8. CLOSING REMARKS COMMISSIONER/STAFF There was none.
 9. **MOTION TO ADJOURN Commissioner Gennie Malone made a motion to adjourn the meeting. Commissioner Steve Brown offered a second. The meeting was adjourned at 4:40 pm.**
-

Board Actions:

1. Authorize Debra Preble to call Attorney Mike Smith in reference to obtaining an agreeable contract for acceptance and signatures for the Water Improvement Project.
2. Approve the minutes of the May 24, 2016 regular board meeting.
3. Approve the Directors Report for May 2016
4. Approve the Financial Report for May 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 for water and sewer. This will be ongoing.
- 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
