

TAYLOR COASTAL WATER & SEWER DISTRICT

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

MINUTES OF REGULAR COMMISSION MEETING

May 24, 2016 3:00 p.m.

1. The meeting was held at the District Building at 3:00 PM on May 24, 2016 present were:
COMMISSIONERS: Lynn Aibejeris, Steve Brown, Nancy Geohagan, Gennie Malone were present.
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 guests Debra Preble, of Preble Rish and Dustin Hinkle, the Taylor County Administrator.
4. Dustin Hinkel stated he had visited the Keaton Beach boat-ramp today since the Taylor County Commission would be discussing all of the issues that they have in regards to the ramp at the work-shop meeting this evening. The concern arises over the fact that St. Joe Bay will be closed to scalloping this season and the Keaton Beach marina is no longer open. He explained that a committee had been formed to make recommendations to the Taylor County Commissioners in resolving the over-flow expected at the ramp and traffic congestion. At this time they have recommended that the county has 2 staff to attend the ramp and assist people with launching and that the Taylor County Sheriff's office will have a presence to assist with traffic flow and such. The Florida Wildlife Commission will also have a presence to assist with traffic in the main canal of Keaton. He stated that this is not a fix to the issues this ramp is having but hopefully this will help and in the long run perhaps a permanent fix will come about. The committee will meet weekly and address concerns reported from staff and law enforcement and the general public.

Mr. Hinkel then addressed the issue addressed in the letter sent to the Taylor County Commissioners by Taylor Coastal Water and Sewer District (a copy of the letter is attached to the minutes) in regard to the Taylor County Commissioners request to change the process for processing applications for future Taylor Coastal Water and Sewer District commissioners and the accusation that the district staff was culling applications presented to them for open commission seats. Dustin stated that the Taylor County Commission would like the potential commissioner to complete an application. He also stated that Taylor County would like to be able to place the advertisement and application on the County's website as well as receive applications at the County. It would not prevent the district from accepting and offering applications since the districts ordinance states that the district can accept and recommend applicants for the open positions. Dustin provided a copy of the county proposed application. The district commissioners agreed to make the requested change to include Taylor County Board of Commissioners accepting applications at the Administrative office and that they place a printable copy of the application and the open position description on the county web-site. The District will do the same and the districts advertisement will include in the newspaper advertisement that the application can be obtained at the county's locations or the Districts locations and that the applications can be received at either location. The district's office staffs pointed out that the application had one error on it and requested that Taylor County correct that error which was the name of the District and forward us a copy of the corrected application for our print and website. The district commissioners and staff thanked Dustin for attending our meeting, invited him to come again and offered the district's office for Taylor County Commission Workshop meetings especially if the meeting involved business with the beaches of Taylor County.
5. Debra Preble – Review the Master Service Agreement and obtain the signature of Authorized Representative. – Ms. Preble stated that the agreement is a general continuing service agreement and does not authorize payments. Once the agreement is signed and a field and office visit to visit your staff, we will determine the needs, we will discuss individual tasks and the fee will be negotiated. If I do don't find any money, you don't owe me any money. She suggested that we have our attorney review. If he has questions or wants changes he can contact her directly.

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6. Approval of the minutes from the April 26, 2016 Special Called meeting, the April 26, 2016 Regular meeting and the May 16, 2016 Special Called meeting.. Chairman Aibejeris asked if everyone had reviewed the minutes of the meetings 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.**

7. 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. The staff is spending a lot of time on locates and assurance that no sewer line cuts are made by the contractor of the Keaton Beach-Dark Island Trail Walk. He said the contractor has done an outstanding job with the project.
 - c. Director’s Report – Lynette Senter- Lynette reported that sales for the month of April 2016 for Water and Sewer were \$41,994.82. There are no past due accounts over 30 days. She reported the water loss ratio to be 13.54%. 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 April 2016 be accepted as presented. Commissioner Nancy Geohagan 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 the Pay Clix software has been sent to RVS and once RVS approves payments by credit cards can be accepted. She anticipates we will be able to use in July. The online billing capability is still in process.
 - f. Financial Repots – Diane Carlton – Diane reported that net income for the month of April 2016 was \$25,750.30, this includes interest income, income from the purchases of grinder pump installations and the interest expense of \$4,704.65 that was entered as an expense twice.. She advised that there were 3 exception items on the expense report; one was the interest that was entered as an expense twice, the purchase of 28 rolls of postage stamps at \$952.00 and the error with QuickBooks set-up that places the administrative-office staff payment in the water/wastewater wages. This item will be corrected soon. The account will assist me in correcting this. 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- Diane advised the district commissioners that customer Geralda Blalock and her son Chuck had requested that the board consider allowing them to connect six RV’s to one grinder pump. This request was made in the afternoon of May 23, 2016. This request will be under new Business for the June 28, 2016 meeting.

8. New Business - There was none.

9. Old Business –
 - a. Update on DOT/Keaton Beach to Dark Island Trail Walk Project-Ron Bennett - Ron addressed this item under his staff and committee reports. The District Commissioners requested that office staff relocate this item on the next agenda to be covered in Staff and Committee Reports-Ron Bennett.

10. CLOSING REMARKS COMMISSIONER/STAFF - There was none.

11. MOTION TO ADJOURN **Commissioner Gennie Malone made a motion to adjourn the meeting. Commissioner Steve Brown offered a second. The meeting was adjourned at 4:55 pm.**

Board Actions:

1. Approved Preble-Rish, Inc agreement to be signed by Chairman Aibejeris once Attorney Mike Smith reviews the agreement and if he has no concerns.
2. Approve the minutes of the April 26, 2016 special called meeting and the April 26, 2016 regular board meeting and May 16, 2016 special called meeting.
3. Approve the Directors Report for April 2016

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4. Approve the Financial Report for April 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

