

TAYLOR COASTAL WATER & SEWER DISTRICT

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MINUTES OF REGULAR COMMISSION MEETING

April 22, 2014

1. The meeting was held at the District Building at 3:00 PM on April 22, 2014 present were:
 - a. COMMISSIONERS: Lynn Aibejeris, Steven Brown, Jim Poppell, Gennie Malone and Troy Thompson, Commissioner Shawna Beach was absent.
 - b. TCW&SD STAFF: Ronald Bennett, Diane Carlton and Lynette Senter.
2. Chairman Lynn Aibejeris called the meeting to order and declared a quorum present.
3. The meeting was opened with prayer and the Pledge of Allegiance to the Flag led by Commissioner Steven Brown.
4. Commissioner Aibejeris welcomed guest Mike Biletzskov. Mike explained that Nick Abbatiello from Water Resource Technologies was in route and that he would speak to the board about what their company could do in regard to repairing our own pumps. Mike stated that Ron Bennett had contacted him in reference to 29 District Grinder Pumps that he and his staff could not repair. Ron Bennett requested to speak. Ron said he had contacted Water Resources to see what they could offer in regard to repairing 29 failed pumps that we cannot repair due to lack of tools and knowledge. He advised the commission board that he felt this was a crisis situation. We are nearing our busy time of the year. We must have replacement pumps on the floor and ready to go. He expressed that he felt it might be less expensive to the district to have pumps repaired rather than buy the rebuilt ones at \$1,700.00 each. Nick Abbatiello arrived at the meeting and began his presentation. He advised the board that they would pick up the pumps, go through each one and expects that the repair of the pumps with a one year warranty could be accomplished at probably around \$1,000.00 each. Therefore an estimated savings of \$600.00 to \$700.00 per pump. He included that they would also offer complimentary training to our staff. He then offered questions. Commissioner Troy Thompson asked him how long of a turnaround would this be and when does the warranty start. Nick responded that they would break it into a couple of stages. Once the pump is hand the expected turnaround would be a few weeks. The warranty would start when the pump goes into the ground. Commissioner Thompson asked what the expected life of the rebuilt pumps is. Nick responded 5 to 8 years. Chairman Aibejeris thanked them and asked that they present a proposal in writing. They advised that they would go ahead and pick up the pumps and give us a written proposal before doing any work. Chairman Aibejeris asked the board for discussion. The board discussed the offer. They also reviewed the current balance sheet to determine where the monies would come from to pay the expense. Office Manager Diane Carlton explained that there is \$15,784.33 in reserve savings that has never been classed. The money was placed in the reserve account years ago when a certificate of deposit matured. The other monies could come out of depreciation reserves. **Commissioner Troy Thompson made a motion that the District accept the offer from Water Resource Technologies to pick-up the pumps and diagnose the repair cost to determine the cost and the District will authorize them to proceed with the repairs. Commissioner Jim Poppell offered a second. Chairman Aibejeris asked for any other discussion. There was none. The motion passed unanimously.** Chairman Aibejeris then entertained that we needed a motion to advise where the monies will come from to pay for the repairs. **Commissioner Troy Thompson made a motion that the \$15,784.33 in reserves that has not been designated for any other use be transferred to the operating account and be used for grinder pump repair and that the balance of funds needed for the repair of these pumps be transferred from the depreciation reserve account. Commissioner Gennie Malone offered a second. Chairman Aibejeris asked for discussion. There was none. The motion passed unanimously.**
5. Chairman Aibejeris asked if everyone had electronically received and reviewed the minutes of the March 25, 2014 board meeting All Commissioners acknowledged they had. The Chairman called for a motion to accept the minutes as presented. **Commissioner Gennie Malone made a motion to accept the minutes as presented. Commissioner Troy Thompson offered a second. Chairman Aibejeris called for discussion. There was none. The motion was unanimously approved.**
6. Staff and Committee Reports
 - a. Water Operations – Ronald Bennett. Overall the water operations have been good. We did find a leak at Dekle Beach at an old abandoned meter which resulted in an estimated 500,000 gallons of water loss. We have made the repair. This should bring the water loss ratio within normal range next month. We have completed tearing out the wall at the water treatment plant so that Utility Services can resurface the tank. We installed 2 new water meters with the grinder pump installations. He then asked for questions. There was none. .

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- b. Waste Water Operations – Ronald Bennett – (1) The Grinder Pump installations have been going well. Mr. Padgett is doing a fine job. The electrician should be finished tomorrow. All of the yard restoration has been completed with the exception of one. The day to day operations of the Waste Water plant are going well. He then asked for questions. Commissioner Thompson asked for a report on the nitrogen/bug issue. Ron reported all is well and under control. Commissioner Aibejeris asked about the hog rooting at the sprayfield. Ron responded that Mr. Anderson was continuing to catch hogs but that the rooting was still very bad. Commissioner Aibejeris asked when he anticipated completing his training hours to obtain his waste water operator license. He responded that it would be in June. There were no other questions. The commissioners offered appreciation to Ron for doing a good job.
- c. Directors Report – Lynette Senter. Water and Sewer Sales for the month of March 2014 were \$31,232.86. We have a total of 452 accounts. There were 1,742,000 gallons of water pumped, 1,115,700 gallons sold and 536,225 gallons used for flushing lines. This gives us a water loss of 90,075 gallons and a loss ratio of 5.17%. There were no new service connections this month. We had only one account past due for the month in the amount of \$7.72. We had no turn offs for the month. . Total adjustments for the month were (\$1,776.22). The adjustments included \$28.00 for misread meter, \$28.00 data input errors, \$18.63 late fee adjustment, \$200.00 transfer fee change of owner, \$100.00 transfer fee renter, \$2, 861.30 onetime adjustment request from Sabrina Paulk at Dark Island, she had a major water line leak, \$450.00 in reconnect fees and \$353.71 for a collection account that was paid in full. There were no questions or comments from the commissioners. **A motion was made by Commissioner Gennie Malone to accept the Billing Report as presented. Commissioner Troy Thompson offered a second. Chairman Aibejeris called for discussion. There was none. The motion was unanimously approved.**
- d. **Other Assistant Office Manager Items-Lynette Senter-** Lynette advised the commissioners that she had sent a copy of the grinder pump fact sheet in this month’s billing notices. She also expressed that she wanted to let the commissioners know what a good job that Keith Roushon was doing with the meter readings. She stated she has not had to issue any re-reads and he is very observant as to leaks, water sharing and etc. Commissioner Poppell asked that this information be placed in Keith’s employee file.
- e. Financial Reports: Office Manager – Diane Carlton - Total Sales for the month of March 2014 were \$33,232.86 which was \$1,397.11 more than anticipated. Total expenses for the month were \$22,796.59. This was \$3,792.38 less than anticipated. The exception expense items paid this month included advertising in the amount of \$107.40, insurance premium for a commissioner bond \$101.00 and directors & officers liability insurance in the amount of \$1,040.91, worker’s compensation insurance in the amount of \$3,285.00 and \$1,497.56 for the annual water tank maintenance contract on the 10, 0000 gallon pressure tank. Other income earned was \$406.42 in interest income resulting in a net income for the month of March 2014 to be \$10,229.87. 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 Jim Poppell offered a second. Chairman Aibejeris asked for discussion. There was none. The motion was unanimously approved.**
- f. Other Office Manager Items (1). On 4-14-14 we received notice that due to our appeal, we will not have to pay re-employment benefits to Jim Gooding. (2). A letter was mailed to Will Roy Cooley and the adjacent property owner Andrew Jackson in regard to a violation of the district’s policy concerning sharing services. Mr. Cooley is sharing water with Mr. Jackson. He has been given 30 days to cure this violation or his service will be disconnected. Mr. Jackson was offered services and given an estimated cost for those services. (3) Joan Douglas of S. E. Rural Community Assistance Project, Inc. visited with me this month and is scheduled to be a guest at the May 27, 2014 board meeting. She will provide board training at the meeting. She has also been asked to assist us with a rate study. I hope that she will be able to share information about what she proposes for our rate structure at that meeting as well. I have provided her with all the information that she requested with the exception of a capital improvement plan which should define our future needs and goals. (4.) I advertised in the Perry Newspapers in January, February and March for the vacant commission seat created by Lee Bennett’s resignation in January. I had no response to the ads. I am requesting that you give me direction. Chairman Aibejeris asked for discussion. She advised that she thought that perhaps the Taylor County Board of Commissioner’s could eliminate that position since they only have 5 members and we have been operating without this position since January. It was by consensus that the commission board requested that I contact the county for advice on what to do when you have no response. (5). The office staff has had some frightful events lately due to suspicious acting visitors. I am requesting that the board consider doing something that would offer us a more secure working environment. Discussion was made. A resolve was not obtained. The office staff should make suggestions with a cost estimate.
7. OLD BUSINESS
- a. Update on SPA Grant (\$300,000.00) (Water/Sewer Improvements Funding) – Diane Carlton – The commissioners were reminded that the matching funds estimated for this grant is \$529,090.90. We must have an engineered plan to submit an application for use. Two years ago Mitauer and Associates tried working with us to make an application for using the funds but nothing ever materialized.

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- b. Updates regarding mandatory sewer connection for water only accounts in the coastal high hazard area – Diane Carlton- We have installed 11 pumps. Cal Thomas at Dekle Beach is the only one remaining to be installed. He still owes \$3,500.00 toward the installation cost. The electrician has not completed his portion of the install. We have had 6 disconnect requests in reference to the mandatory hook-up and we have 6 customers that have not responded to our letter for the reduced offer. They will be disconnected on July 1, 2014 if they fail to comply. The total number of accounts affected by the mandatory hook-up was 25.
 - c. Update on EPA Grant Funding- (\$750,000.00) Diane Carlton – We received \$3,044.66 in EPA funds toward a \$7,900.00 estimated cost to purchase a back-hoe for the tractors. I need your direction as to where I am to get these funds from. We will also need to purchase a trailer to transport the equipment on. I think our best approach to receive these funds is to bundle all of the items into the final draw request and ask for 55% which I believe you can on the final draw. I have asked Ron to get with me to put together this request for submittal prior to the June 30, 2014 expiration of funds availability. The balance of funds remaining is \$131,301.63. Our matching part will be \$59,085.73. However EPA must approve the request and it has to be within the scope of the original project to be approved. The key words they keep using 'is' to be approved for use of these monies you must be within the original purpose of the project and within the scope of the environmental review. 'Commissioner Poppell requested that he be provided a copy of the documentation in reference to this grant.
 - d. Update on Taylor County Restore Act Project Proposal -Troy Thompson - Troy reported that he and Chairman Aibejeris met with the advisory board on April 10 at 6:05 pm. He stated he did not feel good about the interview.
8. NEW BUSINESS - There were none.
9. CLOSING REMARKS – COMMISSIONERS/STAFF – There were none.
10. MOTION TO ADJOURN
- a. **Commissioner Gennie Malone made a motion to adjourn. Commissioner Troy Thompson offered a second. The motion was unanimously approved.** The meeting was adjourned at 5:00 p.m.
 - b. The next regularly scheduled meeting will be held on Tuesday, May 27, 2014 at 3:00 p.m.

Board Actions:

- a. Approve Minutes from March 25, 2014 meeting
- b. Approve Directors Report for March 2014
- c. Approve Financial Reports for March 2014
- d. Approve entering into a contract with Water Resources to repair our grinder pumps that our staff cannot repair.
- e. Approve transferring \$15,784.33 from the savings reserve account that have not been designated for any other purpose to pay for grinder pump repairs and transfer the balance of the money needed to pay for the repairs from the Depreciation Reserve account..

Action Items:

- 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 to provide balance sheets to the Board on a quarterly basis
- d. Office staff and maintenance staff to create maintenance files for all Water and WW equipment
- e. Office staff to work on a policy statement for the District on how proposals, purchasing, purchase orders, bid process and inventories are to be handled.
- f. Contact our CPA and any other professional that can give us an opinion on what to do concerning increasing revenues to cover grinder pump repair expenses and replacements and other wastewater expenses that are continuing to increase this will be ongoing.
- g. Office staff are to furnish Commissioner Poppell with EPA Grant Documents

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