

TAYLOR COASTAL WATER & SEWER DISTRICT

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

www.tcwsd.org

MINUTES OF REGULAR COMMISSION MEETING

April 28, 2015

1. The meeting was held at the District Building at 3.00 PM on April 28, 2015 present were:
 - a. COMMISSIONERS: Lynn Aibejeris, Shawna Beach, Steven Brown, Gennie Malone, Jim Poppell, Troy Thompson and Joel Singletary.
 - b. TCW&SD STAFF: Ronald Bennett, and Lynette Senter were present. TCW&SD STAFF: Diane Carlton was absent.
2. Chairman Aibejeris called the meeting to order and declared a quorum and welcomed guest Ricky Crews and Cliff McKeown from Southeastern RCAP.
 1. The meeting was opened with prayer and the Pledge of Allegiance to the Flag led by Commissioner Brown.
 2. Mr. Ricky Crews discussed with the Board the need to implement an annual cost increase for water/sewer. He also discussed the financial impact that an account suspension program would have on the District. **Commissioner Singletary made a motion to create an Ordinance adding an annual rate increase of 3% to be adjusted accordingly. Commissioner Malone offered a second. Chairman Aibejeris called for discussion. There was none. The motion was unanimously approved.**
 3. Chairman Aibejeris asked if everyone had electronically received and reviewed the minutes of the February 24, 2015 and March 30, 2015 meetings. All Commissioners acknowledged they had. The Chairman called for a motion to accept the minutes as presented. **Commissioner Malone made a motion to accept the minutes as presented. Commissioner Brown offered a second. Chairman Aibejeris called for discussion. There was none. The motion was unanimously approved.**
4. Staff and Committee Reports
 - a. Water Operations- Ron Bennett - Ron reported that both our 6" is still positive for bacteria. He and Sean are still pursuing leaks and the Board discussed ways to help with the leak detection and keeping better track of the blow-offs. Ron stated that he could use a metering system for the blow-offs and the Board agreed that he should purchase what was needed to start a test program. There was some discussion about neighborhood meters and the Board agreed that this would be an improvement to the system and asked Ron to look into it. Ron discussed Sean Murphy's great progress on the job and asked to give Sean a \$2.00 per hour raise. **Commissioner Malone made a motion to give Sean Murphy a \$2.00 per hour raise. Commissioner Thompson offered a second. Chairman Aibejeris called for discussion. There was none. The motion was unanimously approved.**
 - b. Waste Water Operations - Ron Bennett – Ron reported the problems at the lift stations are continuing. The pumps need to be replaced sometime in the near future. Lynette Senter explained to the Board that because the EPA Grant is still open, there is the possibility of purchasing the needed pumps and then applying for partial reimbursement under the Grant. **Commissioner Thompson made a motion to purchase the needed pumps for the lift stations. Commissioner Brown offered a second. Chairman Aibejeris called for discussion. There was none. The motion was unanimously approved.** Ron mentioned the need for another vehicle to be used in conjunction with the wastewater truck. The Board agreed to think about this and possibly explore the purchase of a small used truck. A new grinder pump install has been requested at Dekle Beach and the Board has asked Ron to perform the install if possible. There were further discussions by Ron and the Board regarding personnel matters.
 - c. Directors Report – Lynette Senter. There were no exceptions to the Directors Reports for February and March. **Commissioner Thompson made a motion to accept the Director's reports for the months of February and March 2015. Commissioner Beach offered a second. Chairman Aibejeris asked for further discussion. There was none. The motion was unanimously approved.**
 - d. Other Assistant Office Manager Items - Lynette Senter - None.
 - e. Financial Reports: Office Manager – Lynette Senter for Diane Carlton – There were no exceptions to the Financial Reports for the months of February and March 2015. **Commissioner Singletary made a motion to approve the financial reports for February and March 2015. Commissioner Malone provided a second. Chairman Aibejeris asked for further discussion. There was none. The motion was unanimously approved.**

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- f. Other Office Manager Items – none.

- 5. OLD BUSINESS
 - a. Update on EPA Grant Funding (\$750,000) – Lynette Senter for Diane Carlton – Due to an extended illness on the part of an EPA employee, we were asked to extend the grant to July 1, 2015. We complied and the extension was granted.

 - b. Update on DOT/Keaton Beach to Dark Island Walking/Bicycling Trail- Lynette Senter for Diane Carlton – Construction agreements are being signed and plans are moving forward.

- 6. CLOSING REMARKS – COMMISSIONERS/STAFF – General comments.

- 7. MOTION TO ADJOURN
 - a. Commissioner Malone made a motion to adjourn. Commissioner Beach 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, July 28, 2015 at 3:00 p.m.

Board Actions:

- a. Approve minutes of the February 24, 2015 and March 30, 2015 board meetings**
- b. Approve the February and March 2015 Directors Reports**
- c. Approve the Financial Reports for February and March 2015**
- d. Approve creating an ordinance for automatic rate increase each year**

Actions Items:

- a. Continue to explore ways to make sewer connections more affordable
- b. Ron Bennett will 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 WW 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