

TAYLOR COASTAL WATER & SEWER DISTRICT

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www.tcwsd.org

MINUTES OF REGULAR COMMISSION MEETING

August 26, 2014

1. The meeting was held at the District Building at 3.00 PM on August 26, 2014 present were:
 - a. COMMISSIONERS: Lynn Aibejeris, Shawna Beach, Steven Brown, Gennie Malone, Jim Poppell and Troy Thompson.
 - b. TCW&SD STAFF: Ronald Bennett, Diane Carlton and Lynette Senter.
 - c. Board Attorney: Mike Smith

Chairman Aibejeris called the meeting to order and declared a quorum present.

2. The meeting was opened with prayer and the Pledge of Allegiance to the Flag led by Commissioner Brown.
3. There were no guests present.
4. Chairman Aibejeris asked if everyone had electronically received and reviewed the minutes of the July 22, 2014 meeting. 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.**
5. Discussion of Grinder Pump installation for Mr. Jimmy Metts. Board Chairman, Lynn Aibejeris has asked Attorney Mike Smith to help the Board with this matter, as a conflict exists with our former Board Attorney Conrad Bishop. Mr. Smith indicated that it there may be a conflict with the Districts' funding agency guidelines if we were to install a grinder pump on County property. Mr. Smith also indicated that in his opinion, installation of Mr. Metts' grinder pump should not be completed until either Mr. Metts or Taylor County provide the District with a survey showing the property ownership, and/or the proper documents to hold the District harmless. Mr. Smith requested that the Office provide him with documents to assist with his research and will get back to the Board as soon as he can.
6. Staff and Committee Reports
 - a. Water Operations- Ronald Bennett - Ronald reported that Water Operations were going well. He reported that he will be performing our Lead and Copper sampling in September. Ron informed the Board that a Water/Wastewater Trainee, Shawn Murphy, has been hired.
 - b. Waste Water Operations- Ronald Bennett – Working on some maintenance plans.
 - c. Directors Report – Lynette Senter. Water and Sewer Sales for the month of July 2014 were \$35,428.79. We have a total of 459 accounts. There were 1,970,000 gallons of water pumped, 1,919,651 gallons sold and 32,725 gallons used for flushing lines. This gives a water loss of 17,624 gallons and a loss ratio of .90%. There were no new service connections for the month. We had four accounts 31 to 60 day past due and three of those has now paid current. There was one turn-off for the month. The total adjustments for the month were \$173.25. The adjustments included \$30.18 for late fee adjustment, \$78.89 non-potable, \$100.00 transfer fee, \$99.40 one-time adjustments. An opportunity for questions was given. There were none. **A motion was made by Commissioner Malone to accept the Billing Report as presented. Commissioner 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 – Dr. Hamdan had a large water loss due to a broken pipe on the customer's side. He has already received a one-time adjustment, and the office requested an adjustment for the sewer charges as the water went into the ground. The Board agreed that a sewer adjustment could be granted. Lynette thanked the Board for funding the installation of the door security system.
 - e. Financial Reports: Office Manager – Diane Carlton - Total sales for the month of July 2014 were \$35,428.79 which was \$3,593.04 over the anticipated budget amount of \$31,835.75. Total expenses for the month were \$20,663.82 which was under the budgeted amount of \$26,598.17. Total net income for the month was \$14,765.66. An opportunity for questions was given. There were none. Chairman Aibejeris asked for a motion to accept the Financial Reports as presented. **A motion was made by Commissioner Malone to accept the Financial Reports. Commissioner Brown offered a second. Chairman Aibejeris asked for discussion. There was none. The motion was unanimously approved.**
 - f. Other Office Manager Items – Reminded the Board that a large transfer from the savings will be happening to pay our once a year loan payments. A proxy is available for anyone attending the Tri-County Electric Annual Meeting.

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7. OLD BUSINESS

- a. Update on EPA Grant Funding (\$750,000) – Diane Carlton –Diane reported that she has prepared a request for the \$35,963 in grinder pump repairs to be reimbursed at their 33% reimbursement. Reimbursement may be possible for installation of the fencing at the WWTP.
- b. Update on Taylor County Restore Act Project Proposal -Troy Thompson - Troy reported that he understood that we were still in the running, but that no funds had yet been released by BP. Taylor County may be eligible for \$480,000.

8. NEW BUSINESS

- a. The proposed budget has been prepared and was sent to the Board for review. Customer late fees has been added as an income source as it has not been considered in the past, and we do receive some income from this source. A line item for Employee Medical reimbursement has been added to help employees pay for their mandatory health insurance costs and to encourage employees to remain in the employment of the District. Legal and professional fees have been increased, licensing and permitting costs have been reduced, and employee pay increases have been included. The office will continue to refine where needed and would appreciate any comments and/or changes from the Board. The Board discussed the public hearing that will be held at the September meeting regarding rate increases and grinder pump fees. The assistance of attorney Mike Smith was discussed. **A motion was made by Commissioner Malone to hire Mike Smith as the Board's attorney. Commissioner Beach offered a second. Chairman Aibejeris asked for discussion. There was none. The motion was unanimously approved.**

9. CLOSING REMARKS – COMMISSIONERS/STAFF – There were none.

10. MOTION TO ADJOURN

- a. **Commissioner Malone made a motion to adjourn. Commissioner Brown offered a second. The motion was unanimously approved.** The meeting was adjourned at 4:50 p.m.
- b. The next regularly scheduled meeting will be held on Tuesday, September 23, 2014 at 3:00 p.m.

Board Actions:

- a. Approve Minutes from July 22, 2014 meeting
- b. Approve Directors Report for July 2014
- c. Approve Financial Reports for July 2014

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