

# TAYLOR COASTAL WATER & SEWER DISTRICT

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

[www.tcwsd.org](http://www.tcwsd.org)

## MINUTES OF REGULAR COMMISSION MEETING

December 16, 2013

1. The meeting was held at the District Building at 3.00 PM on December 16, 2013 present were:
  - a. COMMISSIONERS: Lynn Aibejeris, Steven Brown, Jim Poppell Gennie Malone and Troy Thompson. Commissioners Lee Bennett and Shawna Beach were absent.
  - b. TCW&SD STAFF: Ronald Bennett 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. There were no guests present.
5. Chairman Aibejeris asked if everyone had electronically received and reviewed the minutes of the November 18, 2013 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 Steve Brown offered a second. Chairman Aibejeris asked for any further discussion. There was none. The minutes were unanimously approved.**
6. Staff and Committee Reports
  - a. Water Operations – Ronald Bennett. Ron told the Board that he and David and Keith are in the process of reading meters and everything seems to be going well. Ron then discussed some personnel matters and explained that he had done everything he could to resolve the problems. Commissioner Poppell asked Ron a series of questions to help him make his decision. The Board assured Ron that they were behind him 100% and asked Ron to resolve the problems as soon as possible. The water system appears to be running fine, but Ron will let the Board know of any problems he discovers. The meter replacement program will be monitored by Ron to determine where the appropriate replacements need to be made. Ron will look into higher than normal water loss ratio from last month.
  - b. Wastewater Operations – Ronald Bennett. The sandblasting and painting project at the WWTP has been completed with only minor touch ups needed. He has order additional parts from Water Resources so that repairs can be completed on existing grinder pumps. The blowers are still having issues but Ron is working with the electrician, B.J. Hires to fix this. Ron is working with Jim Ross to replace some conduit with a new fiberglass material that resists corrosion and weather.
  - c. Directors Report – Lynette Senter. Water and Sewer Sales for the month of October were \$32,269.62. We have a total of 456 accounts. 1,021,200 gallons of water was sold. There were no net changes in membership. The three past due customers are being resolved. We had two turned off accounts at the customer's request. Adjustments totaled \$1,131.17. **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. Financial Reports: Office Manager – Lynette Senter. Total Sales for the month of November 2013 were \$32,269.62 which was slightly above the budget figure. Total expenses for the month were \$27,687.37. Exception expense items for the month included payment of \$1,380.00 for postage, \$2,474.40 for Repair/Maintenance for Sewer, and \$1,775.00 for the sludge hauling. The total ordinary income for the month was \$32,269.62 and total net income for the month is 4,583.08 which includes \$.83 in interest income. 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 Troy Thompson offered a second. Chairman Aibejeris asked for discussion. There was none. The motion was unanimously approved.**
  - e. Other Office Manager Items: Lynette Senter. We have a pest problem at the District Office and need to have a pest control program put into place. The Board agreed and told us to go ahead and make the arrangements. **A motion was made by Commissioner Gennie Malone to get quotes. Commissioner Troy Thompson offered a second. Chairman Aibejeris asked for discussion. There was none. The motion was unanimously approved.**

## 7. OLD BUSINESS

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- a. Update on SPA Grant (\$300,000.00) (Water/Sewer Improvements Funding) – Lynette Senter – No real update at this time.
- b. Update regarding mandatory sewer connection for water only accounts in the coastal high hazard area – Lynette Senter - We will be contacting the original list of water-only customers in January to firm up a list of who will be purchasing a Grinder Pump. We have also discussed writing a letter to lot owners who paid a fee years ago but have never become a customer. We are hopeful that there will be grant funds to help purchase a backhoe so that the District Staff can do the installs.
- c. Update on EPA Grant Funding- (\$750,000.00) Lynette Senter – We are still awaiting the extension of our draw period. The EPA Contracted Inspector was here on December 9<sup>th</sup> and completed his inspections the same day.
- d. Update on Phase II, Part 2 Construction – Diane Carlton. Construction is finished, just waiting on the paperwork.
- e. Update on maintenance program –Ronald Bennett. Working on maintenance schedule for routine work. Has added weekly inspections at lift stations and generator. Ron is doing most of this on his own with help from Keith. Water maintenance program will be worked on after problems are under control at WWTP.
- f. Update on Meter Replacement Program – Ronald Bennett. Ron has not had the time to work on this program but will review and get back to the Board. He does not intend to replace any more meters at this time.
- g. Vehicle Mileage Tracker report – Lynette. Reports were presented in the Board packages for review.
- h. Update on Taylor County Restore Act Project Proposal -Troy Thompson - Troy reported that the Restore Board will not be meeting until January, but that they were supposed to have their “short list” for that meeting. The money to fund the Restore Act has not yet been released.

8. NEW BUSINESS

- a. Policy 2010-01 Effective January 26, 2010 – Employee Wages Annual Cost of Living Increase. There was some discussion about changing this policy and compensation plans in general. The Board discussed the different types of hourly and salary options and decided that they will look at the Estimate of Earnings from the Auditor and review again at the December Meeting.
- b. The proposed Board Meeting and holiday calendar were presented and accepted.
- c. Lynette Senter asked that the District Office be closed for the week of Christmas. Billings will go out as normally and we will monitor the phone messages.
- d. The Board agreed to reduce the mileage reimbursement amount from \$.56.5 per mile to \$.56 per mile.
- e. The Auditor will be coming to our January 2014 meeting to present the audit.
- f. The Board agreed to maintain the current slate of officers and extend their terms to expire September 30, 2014.

9. CLOSING REMARKS – COMMISSIONERS/STAFF – Commissioner Malone expressed her appreciation for Ron’s initiative in finding ways to save money by reusing parts and getting work done on a more timely basis. Chairman Aibejeris also asked Ron to remind Jim about mileage to and from work.

10. MOTION TO ADJOURN

- a. **Commissioner Jim Poppell made a motion to adjourn. Commissioner Steve Brown offered a second. The motion was unanimously approved.** The meeting was adjourned at 4:35 p.m.
- b. The next regularly scheduled meeting will be held on Tuesday, January 22, 2014 at 3:00 p.m.

**Board Actions:**

- a. Approve Minutes from November 22, 2013 meeting
- b. Approve Directors Report for November 2013
- c. Approve Financial Reports for November 2013

**Action Items:**

- a. Continue to explore ways to make sewer connections more affordable
- b. Ron Bennett and David Morgan are to present the major 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.

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