

TAYLOR COASTAL WATER & SEWER DISTRICT

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

www.tcwsd.org

MINUTES OF REGULAR COMMISSION MEETING

December 15, 2014

1. The meeting was held at the District Building at 3.00 PM on December 15, 2014 present were:
 - a. COMMISSIONERS: Lynn Aibejeris, Steven Brown, Gennie Malone, Jim Poppell, Troy Thompson and Joel Singletary. COMMISSIONER Shawna Beach was absent.
 - b. TCW&SD STAFF: Ronald Bennett, Diane Carlton and Lynette Senter were present.
 - c. Guests: There were no guests present.
2. Chairman Aibejeris called the meeting to order and declared a quorum.
3. The meeting was opened with prayer and the Pledge of Allegiance to the Flag led by Commissioner Brown.
4. Staff and Committee Reports
 - a. Water Operations- Ronald Bennett - Ronald reported that Water Operations have been running well. However he reported that the flow has been very low at one point this month it was only 25,000 gallons.
 - b. Waste Water Operations- Ronald Bennett –Ronald reported that Waste Water operations are going well. However due to the low flow we will probably have to buy food for the plant.
 - c. Directors Report – Lynette Senter. Water and Sewer Sales for the month of October were \$40,926.57. We have 458 accounts. We gave credits for adjustments in the amount of \$101.81. There were no past due accounts over 30 days. There was one account turned off due to customer request. The water loss ratio for the month was 11.35% which was a result of 1,218,000 gallons of water pumped, 1, 051,000 gallons of water sold and 28,000 gallons used for flushing lines. This gave us an unaccounted loss of 138,200 gallons. Sales for the month of November were \$39,296.89 with 458 accounts. We gave credits for adjustments in the amount of \$439.13. There were 4 accounts past due more than 30 days in the amount of \$160.35. There was one account turned off due to customer request. The water loss ratio for November was 12%. We pumped 1, 120,000 gallons; sold 953,000 gallons used 32,600 gallons flushing lines. This resulted in an unaccounted water loss of 134,400 gallons. An opportunity for questions was given. There were none. **Commissioner Malone made a motion to accept the Director's reports for the month of October 2014 and November 2014. Commissioner Brown 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 – Lynette reported that calls concerning the sewer rate increase and grinder pump fee have slowed. She also reported she had updated the website and our face book page. She invited the commissioners to visit the sites.
 - e. Financial Reports: Office Manager – Diane Carlton – Sales for the month of October were \$40,926.57 which is over the budget amount. Total expenses for the month were \$29,947.55 which resulted in a net ordinary income of \$10,979.02. Exception expense items paid were legal fees in the amount of \$1,095.00 paid in connection with the Jimmy Metts grinder pump installation and \$4,102.90 was paid to Utility Service Co for the annual tank maintenance for the Cedar Island 5000 gallon tanks. Sales for the month of November were \$39,296.89 which is less than the budgeted amount of \$39,777.50. Total expenses for the month were \$21,847.62 which gives a net ordinary income of \$17,449.27. There was no exception expense items paid this month. However we did received a refund of premium on the workers compensation insurance premium in the amount of \$735.00. There was an opportunity given for questions. There was none. **Commissioner Steven Brown made a motion to approve the financial reports for October 2014 and November 2014. Commissioner Singletary provided a second. Chairman Aibejeris asked for further discussion. There was none. The motion was unanimously approved.**
 - f. Other Office Manager Items – Diane advised the board that the auditors would be performing the annual audit on December 22, 23, 29, 30 and 31. She also provided the board a copy of a letter that was received by Dustin Hinkle which concerns the Districts 2009 Special Appropriations grant in the amount of \$291,000. The letter requires that we make application for use of these funds within 45 days of December 5, 2014 or lose them. She advised the board that financially the district could not provide the 45% matching funds requirement without borrowing more monies and that she did not think that this would be good to do at this time. The other option would be to request that Taylor County provide us with financial assistance to cover the matching fund part. The District needs to inform Taylor County and EPA of the District's intent. **Commissioner Thompson made a motion that the office staff contact Mr. Hinkle and ask him to discuss the option with the Taylor County board of Commissioners if there was any way that they**

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could financially assist us with the matching funds. If they cannot, then we wish to relinquish the funds due to the lack of matching funds. Commissioner Singletary provided a second. Chairman Aibejeris asked for any further discussion. There was none. The motion was unanimously approved.

5. OLD BUSINESS

- a. Update on EPA Grant Funding (\$750,000) – Diane Carlton –Diane reported that she is continuing to work on closing out this grant. A request was made to change the matching funds portion from 38.54% to 55%. The final request to purchase a trailer for the tractor and back-hoe and a spare set of floats for the Keaton Beach Lift Station will be submitted along with a request to close the grant fund account and relinquish the remaining funds in the approximate amount of \$126,617.00. **Commissioner Thompson made a motion that we submit the final pay request and relinquish the remaining funds since we do not have the monies for the matching funds. Commissioner Singletary offered a second. Chairman Aibejeris offered further discussion. There was none. The motion was unanimously approved.**
- b. Update on Grinder Pump Installation for Jimmy Metts at Ezell Beach. Diane Carlton reported that the installation of Mr. Metts grinder pump was completed on 12-12-14. The electrical portion was completed today.
- c. Update on Taylor County Restore Act Project Proposal -Troy Thompson – Troy stated he still has not heard anything from the committee.

6. NEW BUSINESS

- a. Approve 2015 Board Meeting Calendar- Commissioner Jim Poppell expressed that he would like to see our meetings scheduled on a quarterly basis and with the option to call special meetings. All commissioners agreed. Office staff were advised to contact Taylor County and schedule this to be addressed at the next available county commission board meeting. The approval of the board meeting calendar was tabled until the request for quarterly meetings could be addressed. The District will continue to meet monthly until the request has been considered.
- b. Employee Evaluations- Chairman Aibejeris reported that she, Commissioner Malone and Commissioner Brown performed employee evaluations on November 5, 2014. A copy of the evaluations was offered to the commissioners and a chance for comments. There were no comments.
- c. Consider wage increases per District Policy 2010-1-Diane Carlton- Diane requested that the board approve a 1.7% cost of living wage increase for all employees effective with the January 2015 pay check. She advised that the district employees had not been given a wage increase since 2012. **Commissioner Thompson made a motion that all employees receive the cost of living wage increase of 1.7% effective with the January 2015 payroll. Commissioner Singletary offered a second. Chairman Aibejeris asked for further discussion. There was none. The motion was unanimously approved. .**
- d. Review IRS mileage reimbursement rate. The IRS mileage rate for reimbursement still remains at \$.56 per mile. The district is currently reimbursing at this rate.
- e. Discussion of Walking Path between Keaton Beach and Dark Island –Lynette Senter- Lynette provided the commissioners a copy of an e-mail sent to Dustin Hinkle, Taylor County Administrator by herself. The e-mail provided the commissioners with the events leading up to a conversation that she had with Shawn Lewis, the DOT employee that has been communicating with the District about the project on December 10, 2014. Lynette had provided Mr. Lewis with copies of easements that granted the district an easement for placing their water lines on the ROW that the project is planned for. Mr. Lewis advised Lynette that due to the easements that the District probably could not received in financial assistance and that they could hire someone to do the work and bill the district. After their conversation Lynette addressed the following questions to the county administrator. (1) Since this is a grant funded project, can grant funds be used to pay for the expense to relocate the lines? (2) Can the county request a medication to the plan to avoid the conflicts with the water lines? (3) Can the county provide assistance with the utility estimates summary? And (4) Can the county provide information/explanation to the DOT regarding the easement that was granted and recorded under instrument #000094788? By consensus the commissioners advised office staff to continue to work with the county and DOT to resolve the issue, but continue to advise we cannot move the lines. at our expense.

7. CLOSING REMARKS – COMMISSIONERS/STAFF –Commissioner Thompson requested that consideration be given to scheduling workshops to continue to work on revising the Districts Rules and Regulations. He asked that staff consider proposing a date for the workshop. There were no other comments.

8. 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 4:45 p.m.
- b. The next regularly scheduled meeting will be held on Tuesday January 27, 2015 at 3:00 p.m.

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Board Actions:

- a. Approve minutes of the October 28, 2014 board meeting and the November 17, 2014 board meeting.**
- b. Approve the October 2014 and November 2014 Directors Reports**
- c. Approve the Financial Reports for October 2014 and November 2014**
- d. Table the approval of the 2015 Board Meeting calendar and request from Taylor County Commission Board to change the requirement of monthly board meetings to quarterly board meetings and special called meetings.**
- e. Approve a 1.7% cost of living wage increase for all employees effective with the January 2015 payroll.**
- f. Advise office staff to continue to work with Taylor County and DOT to resolve the issue with the conflict of the water lines with the bike trail project. But not at the districts expense.**

1.

b.

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