

# TAYLOR COASTAL WATER & SEWER DISTRICT

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## MINUTES OF REGULAR COMMISSION MEETING

February 24, 2015

1. The meeting was held at the District Building at 3.00 PM on February 24, 2015 present were:
  - a. COMMISSIONERS: Lynn Aibejeris, Shawna Beach, Steven Brown, Gennie Malone, Troy Thompson and Joel Singletary. COMMISSIONER: Jim Poppell was absent.
  - b. TCW&SD STAFF: Ronald Bennett, Sean Murphy 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 Richard Powell, the Auditor for the District.
3. The meeting was opened with prayer and the Pledge of Allegiance to the Flag led by Commissioner Brown.
4. Mr. Richard Powell Richard Powell of Powell & Jones CPA presented the audit for fiscal year Oct 2013 -September 2014. Mr. Powell expressed to the board that the adjustments for depreciation were greater this year and that the only way to cover that would be to raise rates by a large amount which is not in the District's best interest. There were no questions from the commissioners.
5. Chairman Aibejeris asked if everyone had electronically received and reviewed the minutes of the January 27, 2015 meeting. All Commissioners acknowledged they had. The Chairman called for a motion to accept the minutes as presented. **Commissioner Thompson made a motion to accept the minutes as presented. Commissioner Malone offered a second. Chairman Aibejeris called for discussion. There was none. The motion was unanimously approved.**
6. Staff and Committee Reports
  - a. Water Operations- Ron Bennett - Ron reported that both our 6" and our 8" well tested positive for bacteria. We are protected by our 4-log system, and our water is treated and is safe for our customers and no further action is required. Ron will have the type of bacteria tested at our next testing day to determine if the bacteria is from rust or coliform. Our customers have been notified regarding the missed Nitrate/Nitrite testing. Sean has finished his first Water training book and has sent his test in for grading.
  - b. Waste Water Operations - Ron Bennett – Ron reported the lift station is back in service utilizing one pump. He will be returning the other pump as it was damaged as it was being lowered into the station. Ron indicated that he was planning to send out approximately 4 pumps per month to be fixed by Water Resources. He mentioned the Thank You letter that was sent to the City of Perry for their help during our pump problem. Commissioner Aibejeris mentioned to Ron that she had concerns about old hook-ups being left open over at the Marina campground. Ron will check on this and possibly write a letter asking that they be capped off.
  - c. Directors Report – Lynette Senter. Water and Sewer Sales for the month of January were \$40,860.31. We have 459 accounts. We gave credits for adjustments in the amount of \$43.13. There were two past due accounts over 30 days. There was one account turned off due to customer request. The water loss ratio for the month was 7.06%. An opportunity for questions was given. There were none. **Commissioner Singletary made a motion to accept the Director's reports for the month of January 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 – Sales for the month of January 2015 were \$41,860.31 which is over the budgeted amount of \$39,777.50. Total expenses for the month were \$21,554.67. The net ordinary income was \$20,305.64. There was an opportunity given for questions. Commissioner Singletary asked a question about including grant monies on the financial statement. Lynette Senter responded that we were working with the auditor to generate that report. **Commissioner Malone made a motion to approve the financial reports for December 2014. Commissioner Thompson provided a second. Chairman Aibejeris asked for further discussion. There was none. The motion was unanimously approved.**
  - f. Other Office Manager Items – none.

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7. OLD BUSINESS

- a. Update on EPA Grant Funding (\$750,000) – Lynette Senter for Diane Carlton – Should be closed out 3-31-15.
  - b. Update on Taylor County Restore Act Project Proposal -Troy Thompson – Troy stated that he would like this removed from the Old Business due to the fact that nothing new appears to be happening.
  - c. Update on DOT/Keaton Beach to Dark Island Walking/Bicycling Trail- Lynette Senter for Diane Carlton – An email was received from Dustin Hinkel stating that the DOT would be funding the line work for the trail. Commissioner Singletary stated that he had spoken with County Commissioner Devane who stated that the DOT financing the work and that TCW&SD would have to pay them back. The Board requested that we contact the County for clarification.
  - d. Board Meeting Calendar/Discussion – The County held a public hearing and approved our request for quarterly Board meetings. They asked that we notify our customers with a billing insert, and place an announcement on our website. Commissioner Singletary stated that he thought we should still meet monthly. After further discussion it was determined that we would try the quarterly meetings and if it didn't work, we would resume monthly meetings. **Commissioner Brown made a motion to change our meetings to quarterly and approve the proposed calendar. Commissioner Thompson offered a second. Chairman Aibejeris asked for further discussion – there was none. The motion was approved 5 to 1, with Commissioner Singletary voting against the motion.**
  - e. A proposed Ordinance No. 2015-01 was prepared updating usage rates and the connection charges. This Ordinance also included an automatic 2.5% increase for water and sewer. There was discussion among the Commissioners of changing the wording from an automatic annual increase to an increase that would be reviewed and voted on each year. The office staff will discuss this with Ricky Crews from Southeast RCAP who originally suggested that an annual increase of 2.5% be added to the Ordinances for both facilities to help offset the rising operational costs of these facilities and to ensure the self sustainability of both facilities in the future. Office staff will bring his suggestions to the next meeting.
  - f. Bird Island – The Commissioners reviewed the reports prepared by the Field Engineer and Office Staff, and the comments from Jones Edmonds. After some discussion it was agreed that the District could not take on the financial obligations of this water line and instructed the Office to send Mr. Wood a letter.
8. CLOSING REMARKS – COMMISSIONERS/STAFF – Commissioner Singletary asked about pursuing grant funding that is available. He is going to talk with a grant writer he knows and get further information. There were no other comments.
9. MOTION TO ADJOURN
- a. Commissioner Thompson made a motion to adjourn. Commissioner Singletary offered a second. The motion was unanimously approved. The meeting was adjourned at 4:30 p.m.
  - b. The next regularly scheduled meeting will be held on Tuesday, April 28, 2015 at 3:00 p.m.

**Board Actions:**

- a. Approve minutes of the January 27, 2015 board meeting.**
- b. Approve the January 2015 Directors Reports**
- c. Approve the Financial Reports for January 2015**
- d. Approve the 2015 Board Meeting calendar**

**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.

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