

# TAYLOR COASTAL WATER & SEWER DISTRICT

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## MINUTES OF REGULAR COMMISSION MEETING

January 28, 2014

1. The meeting was held at the District Building at 3.00 PM on January 28, 2013 present were:
  - a. COMMISSIONERS: Lynn Aibejeris, Shawna Beach, Jim Poppell (by telephone), Gennie Malone and Troy Thompson. Steven Brown was absent. Lee Bennett resigned from the board on January 27, 2014.
  - b. TCW&SD STAFF: Ronald Bennett, Diane Carlton 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 Gennie Malone.
4. There were no guests present
5. Richard Powell of Powell & Jones CPA presented the audit for fiscal year Oct 2012-September 2013. Mr. Powell expressed to the board that expenses for the year had greatly increased from the previous fiscal year particularly in wages and the repair/maintenance area for sewer. He noted that if this continues the board would need to look at increasing rates. He advised that an electronic copy of the audit was sent to the office and should be posted on the District's web site as soon as possible. There were no questions from the commissioners.
6. Chairman Aibejeris asked if everyone had electronically received and reviewed the minutes of the December 16, 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 Shawna Beach offered a second. Chairman Aibejeris called for discussion. There was none. The minutes were unanimously approved.**
7. Staff and Committee Reports
  - a. Water Operations – Ronald Bennett. Ronald reported that we had lots of usage during the cold weather spouts from people leaving water running. He also expressed that everything is doing well with the water department as he continues to focus on the areas of concern in the sewer department.
  - b. Wastewater Operations – Ronald Bennett. - The conduit has been repaired at the wastewater plant. Jim Ross performed the work. We are continuing to have issues with the nitrate level at the plant. Florida Rural Water is to come and see if they can assist us to get a resolve for this issue. Keith Roushon is doing very well in the sewer and water area. We had another issue at the Keaton Beach Boat Ramp. An electric contactor had to be replaced in one of the pumps. We have accomplished repair of five of each of the grinder pumps for replacement pumps in inventory. David Morgan continues to do well in his daily sampling and logging for the plant but is not doing much in the maintenance area. Ronald reported he would have his required training hours for obtaining his Waste Water Operator license in May 2014.
  - c. Directors Report – Lynette Senter. Water and Sewer Sales for the month of December 2013 were \$31,043.85. We have a total of 458 accounts. 870,000.00 gallons of water was sold. There were no net changes in membership. The five past due customers have been contacted and expected to pay. We had no turn-offs for the month. Adjustments totaled \$472.47. **A motion was made by Commissioner Shawna Beach to accept the Billing Report as presented. Commissioner Gennie Malone offered a second. Chairman Aibejeris called for discussion. There was none. The motion was unanimously approved.**
  - d. Financial Reports: Office Manager – Diane Carlton. Total Sales for the month of December 2013 were \$31,043.85 which was slightly below the anticipated budget figure. Total other income for the month was grant monies of 15,039.06, interest income \$204.60 and charges for a line cut in the amount of \$989.54. Total expenses for the month were \$60,650.86. Exception expense items for the month includes \$32,708.02 for repair/maintenance sewer, salary and wages water/wastewater \$1,335.43 and postage in the amount of \$1,380.00 due to knowledge of postage rates increasing in January 2014. . The total ordinary income for the month was -\$29,607.01 and total net income for the month was -\$13,373.81. The quarterly balance sheet was presented to the board for their review. 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.**

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**Commissioner Shawna Beach offered a second. Chairman Aibejeris asked for discussion. There was none. The motion was unanimously approved.**

- e. Other Office Manager Items: Diane Carlton- None.

8. OLD BUSINESS

- a. Update on SPA Grant (\$300,000.00) (Water/Sewer Improvements Funding) – Diane Carlton – No update.
- b. Update regarding mandatory sewer connection for water only accounts in the coastal high hazard area – Diane Carlton- In working with the vendor and the contractor we have been able to reduce the cost of the mandatory grinder pump installations to an estimate of \$5,500.00 if we have at least (5)five installations at a time. It is recommended that the District send a letter to the affected customers and offer the discounted estimate of \$5,500.00. It is felt that this is a cost that would be difficult for us to beat. After discussion the board agreed. The staff was instructed to prepare a letter to send out to the affected customers.
- c. Update on EPA Grant Funding- (\$750,000.00) Diane Carlton – We were notified that our request to extend the draw period to June 30, 2014 was approved. We have a balance of \$134,346.29. We now need to begin submitting request for approvals on equipment and inventory purchases. Commissioner Troy Thompson asked that we go forward with a request to purchase a back hoe for the tractor.
- d. Update on Taylor County Restore Act Project Proposal -Troy Thompson - Troy reported that the Restore Board has met and we are in the middle of a pool of applications. He also added that the money to fund the Restore Act has not yet been released.
- e. Salary and hourly pay for discussion was continued. The board agreed that at this time no change would be made but stressed the need for the water and sewer department to be especially attentive to not working any hours unless something had to be done. Commissioner Troy Thompson asked if the board would want to consider the annual cost of living increase for any of its employees. Office Manager Diane Carlton recommended that no increase be given at this time due to the fact that a lot of monies have to be spent in the sewer maintenance and repair area.

9. NEW BUSINESS

- a. Consider proposals for Pest Control for the District Office – Diane Carlton (3) proposals for pest control was presented for consideration. They were: Live Oak Pest Control, Inc. \$50.00 for the initial and \$35.00 monthly, Messick Pest Control, \$25.00 for the initial and \$25.00 monthly, The Roach Coach, \$65.00 for the initial and \$30.00 monthly. **Commissioner Troy Thompson made a motion that we go with the lowest bid, Messick Pest Control since they were the lowest bid. Commissioner Shawna Beach offered a second. Chairman Aibejeris asked for discussion. There was none. The motion was unanimously approved.**

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

11. MOTION TO ADJOURN

- a. **Commissioner Troy Thompson made a motion to adjourn. Commissioner Gennie Malone offered a second. The motion was unanimously approved.** The meeting was adjourned at 5:14 p.m.
- b. The next regularly scheduled meeting will be held on Tuesday, February 25, 2014 at 3:00 p.m.

**Board Actions:**

- a. Approve Minutes from December 16, 2013 meeting
- b. Approve Directors Report for December 2013
- c. Approve Financial Reports for December 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: M. Diane Carlton, Recording Secretary  
Taylor Coastal Water and Sewer District