

TAYLOR COASTAL WATER & SEWER DISTRICT

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

www.tcwsd.org

MINUTES OF REGULAR COMMISSION MEETING

May 27, 2014

1. The meeting was held at the District Building at 3.00 PM on May 27, 2014 present were:
 - a. COMMISSIONERS: Steven Brown, Jim Poppell, Gennie Malone and Shawna Beach. Commissioner Lynn Aibejeris and Commissioner Troy Thompson were absent
 - b. TCW&SD STAFF: Ronald Bennett, Diane Carlton and Lynette Senter.
2. Vice Chairman Malone 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 Poppell.
4. Vice Chairman Malone welcomed Will Roy Cooley. Mr. Cooley introduced himself as a resident of Thomasville, Georgia but owning a home at Dekle Beach. He told the board that he was a good neighbor but apparently I've done something that I am not supposed to do. I do not want this to ever happen again. He stated that he and his wife arrived at his Dekle Beach property last Wednesday afternoon. Shortly after arrival they discovered that the water meter had been removed. He then told the commissioners that sometime in April that Andy Jackson owner of the lot adjacent to him asked him if he could use his water and electricity for his RV unit. Mr. Cooley said he told Mr. Jackson that yes it would be ok to use the utilities because after all you allowed my daughter to use your lot to park her RV unit on last year. Mr. Cooley stated I found out Wednesday that you can't do that and added that he did remember sometime in April he got a letter from your office staff member Mrs. Carlton and she advised me that I may be in violation of your rules and regulations by sharing water. He said he spoke with Mr. Jackson about the letter and Mr. Jackson advised him that he would take care of it, so he said he forgot about the letter. He then said when he came to his property on Wednesday he discovered that the water meter had been removed. He came to this office to see why. Mrs. Carlton advised me it was due to water sharing. She also told me it would cost \$300.00 to reconnect my service and I needed to know that I was to no longer share water with Mr. Jackson or any other lot owner. She gave me a copy of what she said was the District's Rules and Regulations; however to me it doesn't appear to be rules or regulations. Mr. Cooley also stated that he was told by office staff that his meter was read on Friday evening and then again on Monday morning and that 100 gallons of water had been used. He said he didn't understand how the conclusion was made that Mr. Jackson used the water. He told the board that when he left his property on Friday that he had mowed and gotten grass on/in Mr. Jackson's barrels and that he had intended to wash them out for Mr. Jackson but forgot about it. So Mr. Jackson asked him if he could wash them out and he stated he told him he could because after-all I am the one that got the grass on them. He also stated he has an ice machine and that his daughter and her family came to the property on Saturday afternoon and used the bathroom and bathed. He told the board that he had come today to ask that you do one of two things. (1) Put in writing to me how you came to the conclusion that Mr. Jackson used my water so that if he doesn't pay me back the fee I was charged that I will have documentation to take him to court or (2) refund the \$300.00 charged to me. He then thanked the commission for the opportunity to speak and left the meeting. Vice Chairman Malone opened the floor for discussion. Current rules provide that the customer will be notified in writing when sharing is noted. After a brief discussion and by consensus the board advised the office staff to write Mr. Cooley a letter to thank him for appearing and explaining his situation and to advise him that we stand behind our policy to disconnect service for the violation of sharing water service to an adjacent property owner and that the \$300.00 fee is at our current rate and will not be refunded. **Commissioner Poppell made a motion that the office staff will amend the Rules and Regulations of the District to ensure that the language in reference to the policy concerning the sharing of water and or sewer services be written so that it clearly states the policy and the fee for this violation. He requested that the language be specific to state that sharing of services from one property owner to another is not allowed. The customer will be notified in writing when suspicion is noted. If they do not correct or contact this office the services will be disconnected and a disconnect fee of \$75.00 will be charged. If the service is restored the reconnection fee will be \$225.00. The rates are subject to change. Commissioner Steven Brown offered a second. Vice-Chairman Malone asked for any further discussion. There was none the motion passed unanimously.**
5. Vice-Chairman Malone asked if everyone had electronically received and reviewed the minutes of the April 22, 2014 board meeting All Commissioners acknowledged they had. The Chairman called for a motion to accept the minutes as presented. **Commissioner Shawna Beach made a motion to accept the minutes as presented. Commissioner Steven Brown**

TAYLOR COASTAL WATER & SEWER DISTRICT
MINUTES OF REGULAR COMMISSION MEETING

Page 2 of 3

offered a second. Vice Chairman Malone called for discussion. There was none. The motion was unanimously approved.

6. Staff and Committee Reports

- a. Water Operations – Ronald Bennett. Ronald reported that we are selling lot water. In 10 hours we had pumped over 100,000 gallons. He also mentioned the water audit continues to show an unacceptable loss ratio and he feels that this is due to his not correctly estimating water use for line flushing. He reported that he has been working on water inventory and will be ordering replacement inventory. He asked for questions. There was none. .
- b. Waste Water Operations – Ronald Bennett –. Ronald reported that things in the wastewater area are running good. He stated that he received 7 rebuilt grinder pumps yesterday from Water Resources. The plant is running smooth and the bugs are alive and well. We are continuing to have an issue with the blower motors and I am continuing to resolve the issue. The sprayfield is now being mowed by our staff. The hog rooting has decreased due to Mr. Anderson's trapping of the hogs. He reported that the air conditioner unit had a problem and a service call was required for a repair. He advised he will have the truck in for service next month. He then asked for questions. There was none.
- c. Directors Report – Lynette Senter. Water and Sewer Sales for the month of April 2014 were \$31,808.22. We have a total of 454 accounts. There were 1,591,000 gallons of water pumped, 1,189,700 gallons sold and 174,900 gallons used for flushing lines. This gives a water loss of 226,400 gallons and a loss ratio of 14.23%. There were no new service connections. We had three accounts past due for the month in the amount of \$586.36. They have now paid current. We had two accounts turned off per customer request. The total adjustments for the month were \$515.40. The adjustments included \$(9.60) for non-potable water, transfer of owner fee's \$300.00 and \$225.00 in reconnect fees. An opportunity for questions was given. There were none. **A motion was made by Commissioner Shawna Beach to accept the Billing Report as presented. Commissioner Steven Brown offered a second. Vice-Chairman Malone called for discussion. There was none. The motion was unanimously approved.**
- d. Other Assistant Office Manager Items-Lynette Senter- Lynette advised the Annual Drinking Water Quality Report was completed by Ronald Bennett and that the notice was posted on the billing notices this month as to the availability of the report.
- e. Financial Reports: Office Manager – Diane Carlton - Total sales for the month of April 2014 were \$31,808.22 which was just shy of the \$31,835.75 that was anticipated. Total expenses for the month were \$20,144.76. This was less than the anticipated \$26,427.53. The exception expense items paid this month included an electrical expense due to the generator problem at the Water Treatment plant in the amount of \$275.00 and the purchase of a metal detector for locating lines in the amount of \$739.65. Other income earned was \$.74 interest income resulting in a net income for the month of April 2014 to be \$11,664.20. An April 30, 2014 balance sheet was provided to the commissioners for information. There were no questions from the Commissioners. Vice Chairman Malone asked for a motion to accept the Financial Reports as presented. **A motion was made by Commissioner Brown to accept the Financial Reports. Commissioner Beach offered a second. Vice Chairman Malone asked for discussion. There was none. The motion was unanimously approved.**
- f. Other Office Manager Items (1) A notice was received from Re-employment Assistance that Jim Gooding is appealing his denial of benefits. He states he was still under contract to read meters and that it was not a part of his job duties. (2.) I attended the County Commission meeting last Tuesday for the re-appointment of Commissioner Malone, Brown and Poppell. I did advise the county that we had stopped advertising for the open board position vacated by Lee Bennett and asked that they assist us with appointing someone to fill the vacancy. Commissioner Page was to contact several individuals to see if they had an interest. The position will remain open until an appointment is made.

7. OLD BUSINESS

- a. Update on SPA Grant (\$300,000.00) (Water/Sewer Improvements Funding) – Diane Carlton – There was nothing reported. Commissioner Poppell asked that this item be removed from the agenda until we begin to take action. By consensus the other commissioners agreed.
- b. Updates Regarding Mandatory Sewer Connection for Water Only Accounts in the Coastal High Hazard Area – Diane Carlton– I have not received all invoices for the installations. It does appear that we will refund a portion of the \$5,500.00 to the customers due to the number of installations creating a lesser cost for the materials used. I will not issue the refunds until all invoices are in and paid. On July 1, 2014 we will issue disconnect orders for all of the accounts in the coastal high hazard area that have not complied. Update on EPA Grant Funding- (\$750,000.00) Diane Carlton – An extension of the draw period was requested since we do not have the quotes necessary to submit for a final request. The request is to extend until 12/31/2014. The balance of funds remaining is \$131,301.63. I anticipate matching funds to be \$59,085.73. I continue to remind you that an approval from EPA requires that the funds requested have to be tied to the scope of the original project. The key words they keep using 'is' to be approved for use of these monies you must be within the original purpose of the project and within the scope of the environmental review. '
- c. Update on Taylor County Restore Act Project Proposal -Troy Thompson - Troy was absent therefore there was no update.

TAYLOR COASTAL WATER & SEWER DISTRICT
MINUTES OF REGULAR COMMISSION MEETING

Page 3 of 3

8. NEW BUSINESS - There were none.
9. CLOSING REMARKS – COMMISSIONERS/STAFF – There were none.
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 4:40 p.m.
 - b. The next regularly scheduled meeting will be held on Tuesday, June 24, 2014 at 3:00 p.m.

Board Actions:

- a. Approve Minutes from April 22, 2014 meeting
- b. Approve Directors Report for April 2014
- c. Approve Financial Reports for April 2014
- d. Approve a motion to amend the rules and regulations to clearly state the policy and the consequences for sharing of services from one property to another.

Action Items:

- a. Continue to explore ways to make sewer connections more affordable
- b. Ron Bennett is to present to the board the 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.
- f. Contact our CPA and any other professional that can give us an opinion on what to do concerning increasing revenues to cover grinder pump repair expenses and replacements and other wastewater expenses that are continuing to increase this will be ongoing.
- g. Office staff are to furnish Commissioner Poppell with EPA Grant Documents
- h. Revise the Districts Rules and Regulations in an effort to make them clear to the customers and the district staff and commissioners.

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