

# TAYLOR COASTAL WATER & SEWER DISTRICT

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## MINUTES OF REGULAR COMMISSION MEETING

November 18, 2013

1. The meeting was held at the District Building at 3.00 PM on November 18, 2013 present were:
  - a. COMMISSIONERS: Lynn Aibejeris, Lee Bennett, Steven Brown, Gennie Malone and Troy Thompson. Commissioners Shawna Beach and Jim Poppell were absent.
  - 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 Steven Brown.
4. There were no guests present.
5. Chairman Aibejeris requested discussion of a non-agendaed item. She asked if any of the board or staff had received a response from Frank Russell with the information he had that could help us offer grinder pump installations at a lower cost than we are currently having to charge our customers. Commissioner Troy Thompson responded he had not heard from Frank but would try to contact him. He also remarked that he felt certain that especially when we purchase the back-hoe part for our tractor that we could reduce costs by installing the pumps ourselves and just having to contract the electrical part. No other comments were made.
6. Chairman Aibejeris requested discussion of another non agendaed item. Since last board meeting we received one letter from a property owner in Dekle Beach who has said that we cannot force him to hook up to the sewer. After discussion by the board, we will prepare a letter from Chairman Aibejeris indicating that if he refuses to hook up, we will disconnect his water.
7. Chairman Aibejeris asked if everyone had electronically received and reviewed the minutes of the October 22, 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 Lee Bennett offered a second. Chairman Aibejeris asked for any further discussion. There was none. The minutes were unanimously approved.**
8. Staff and Committee Reports
  - a. Water Operations – Ronald Bennett. Ron discussed the contractor caused line break and subsequent leak at the Keaton Beach Boat Ramp and issuance of Boil Water Notice and Rescission. Monthly line clearing and flushing was completed. There was a problem with the chlorine injectors but it was resolved the next day. 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. There was discussion regarding employee issues in the Water Department.
  - b. Wastewater Operations – Ronald Bennett. The Bypass at the WWTP has been completed in preparation for the sandblasting and painting project. Grinder pumps are being repaired as time permits and 17 new helmets will be required for further repair. There have been numerous issues with the blowers at the plant but are being worked on with the help of electrician BJ Hires. An additional sludge haul may be needed this year. The spray field has been mowed using our new mower and tractor. Ron reported that Roger Morgan has resigned he has hired Keith Roushon as the new trainee.
  - c. Directors Report – Lynette Senter. Water and Sewer Sales for the month of October were \$30,346.66. We have a total of 455 accounts. 1,465,000 gallons of water were pumped with 958,900 gallons being sold. This resulted in a water loss ratio of 26.07% which will be investigated by Ron Bennett. There were no net changes in membership. There is one past due customer for a small amount. We had two turned off accounts at the customer's request. Adjustments totaled \$617.03. **A motion was made by Commissioner Troy Thompson 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.**

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- d. Other Assistant Office Manager Items – It was brought to the attention of the office that water and sewer is being shared between two dwellings by Western Coastline Properties, LLC (leased by Bruce Heartsfield). A letter was written to WCP asking them to complete the appropriate documents and no response has been received.
  - e. Financial Reports: Office Manager – Diane Carlton. Total Sales for the month of November 2013 were \$30,346.66. Total expenses for the month were \$39,320.80. Exception expense items for the month included payment of \$1,549.21 for new office printers and software renewals, a credit for \$156.00 for Carlton and Senter Bonds, \$8,701.72 for repairs at WWTP and \$5,129.13 for sewer replacement parts. The total ordinary income for the month was \$30,346.66 and total net income for the month is \$-8,974.14 which includes \$1.38 in interest income. We received \$29,126.07 in grant income which came in and was paid right out for Phase II, Part 2 construction expenses. There will need to be monies transferred at a future date to cover the cost of small tools and supplies and the Office Manager suggested that the Board start to consider a small rate increase. 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 Steve Brown offered a second. Chairman Aibejeris asked for discussion. There was none. The motion was unanimously approved.**
  - f. Other Office Manager Items: Diane Carlton. Our Audit starts on Tuesday and we will have Auditors here in the offices until Friday and possibly Monday.
  - g. Transfer of Monies – Diane Carlton. Diane requested a transfer of funds - \$29,947.74 to cover the tank refurbishing and \$4,316.50 for repair of Flyght pump, and Cummins visit to the WWTP generator to come from depreciation. For a total of \$34,264.24. **A motion was made by Commissioner Troy Thompson to authorize the transfer the funds as requested by the Office Manager from the Depreciation reserve account to the Operating Account in the amount of \$34,264.24. Commissioner Gennie Malone offered a second. Chairman Aibejeris asked for discussion. There was none. The motion was unanimously approved.**
9. OLD BUSINESS
- a. Update on SPA Grant (\$300,000.00) (Water/Sewer Improvements Funding) – Diane Carlton – No real update at this time. I will continue to gather information as my time allows. I feel I need to work first to close out the grant fund we are currently drawing from. Then I can have more time to gather all the information necessary for the board to make a decision as to whether the District wants to pursue this funding since matching funds are required.
  - b. Update regarding mandatory sewer connection for water only accounts in the coastal high hazard area - Diane Carlton- 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. They have until June 30, 2014 to comply. We are requesting monies from EPA to purchase the back hoe attachment for the tractor to possibly lower the cost of grinder pump installations. A trailer will also need to be purchased and monies will be requested from grant funds. This equipment may allow the District to install the grinder pumps themselves except for the electrical hookup.
  - c. Update on EPA Grant Funding- (\$750,000.00) Diane Carlton – Sent a request to extend our draw period was sent to the EPA in August but EPA has not sent anything in writing that it would be extended. If the extension is not granted, Rural Development may have to pay more than they anticipated. The Contracted Inspector will be here on December 9<sup>th</sup>. Lynette is helping me get prices and bids for all of the equipment we are requesting.
  - 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 GP inventory and 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. Jim told Ron that there were six more to be done. Ron asked that Jim do a five-gallon bucket test on each meter prior to replacement. The Board asked Ron to check on the criteria for replacement. Lynette received a partial list of replacements and furnished to the Board. Ron will review the program and report back to Board.
  - g. Lynn Aibejeris asked Ron to review the “Accounting” that is showing up on time sheets from his Departments. Discussion was held regarding filling out work orders and time sheets.

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- 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.
  - i. Repair of KB Lift Station #2 Pump – Ron Bennett. Repairs are finished and weekly checks are being done.
  - j. Update on Truck Motoring Device - Lynette Senter. Device has been purchased and placed in Truck for first monitoring period. A report will be generated for the Board to review at next month’s meeting.
  - k. Definitions of Monthly Salary versus Hourly Work for licensed operators – Diane. After researching the Board’s past minutes she was able to determine that this was set up by TCU and passed on to the TCW&SD company. A private contractor was hired by TCW&SD to run the WWTP until David was able to obtain his operator’s license. It is believed that the salary portion came out of using this contractor. The salary covers activities performed under their DEP licenses and the hourly pay is for all other duties. Diane contacted the City of Perry and found out that their operators are only paid hourly, no salary is received. Our job descriptions for Water and WW operators are almost identical to the City’s descriptions. The City’s operators are full-time employees and also receive benefits.
10. NEW BUSINESS
- a. Policy 2010-01 Effective January 26, 2010 – Employee Wages Annual Cost of Living Increase. Commissioner Brown expressed that he was doubtful that a Performance Based raise would be able to be implemented by the District. The Board also expressed concern about whether the COLA should apply to all employees, or possibly an efficiency bonus program could be used. 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.
11. 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.
12. MOTION TO ADJOURN
- a. **Commissioner Gennie Malone made a motion to adjourn. Commissioner Troy Thompson offered a second. The motion was unanimously approved.** The meeting was adjourned at 5:45 p.m.
  - b. The next regularly scheduled meeting will be held on Tuesday December 16, 2013 at 3:00 p.m.

**Board Actions:**

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

**Action Items:**

- a. Truck monitoring device report to be prepared for Board Review
- b. Monitor meter replacement program
- c. Prepare list of water-only customer for update in January
- d. Gather salary history for employees

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

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