

TAYLOR COASTAL WATER & SEWER DISTRICT

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

www.tcwsd.org

MINUTES OF REGULAR COMMISSION MEETING

October 28, 2014

1. The meeting was held at the District Building at 3.00 PM on October 28, 2014 present were:
 - a. COMMISSIONERS: Lynn Aibejeris, Shawna Beach, Steven Brown, Gennie Malone, Joel Singletary and Troy Thompson. Commissioner Jim Poppell was absent.
 - b. TCW&SD STAFF: Ronald Bennett, Sean Murphy, Diane Carlton and Lynette Senter.
 - c. Guests: Ricky Crews, Jody DeVane

Chairman Aibejeris called the meeting to order and declared a quorum present.

2. The meeting was opened with prayer and the Pledge of Allegiance to the Flag led by Commissioner Brown.
3. Chairman Aibejeris opened the floor for election of officers. Chairman Aibejeris nominated herself to continue as Chairman with no other nominations being received, **Commissioner Malone made a motion to approve Lynn Aibejeris as Chairman, and Commissioner Brown offered a second. Chairman Aibejeris called for discussion. There was none. The motion was unanimously approved.**

Chairman Aibejeris nominated Gennie Malone as Vice-Chairman with no other nominations being received, **Commissioner Thompson made a motion to approve Gennie Malone as Vice-Chairman, and Commissioner Singletary offered a second. Chairman Aibejeris called for discussion. There was none. The motion was unanimously approved.**

Chairman Aibejeris nominated Diane Carlton as Secretary with no other nominations being received, **Commissioner Malone made a motion to approve Diane Carlton as Secretary, and Commissioner Brown offered a second. Chairman Aibejeris called for discussion. There was none. The motion was unanimously approved.**

4. Chairman Aibejeris asked if everyone had electronically received and reviewed the minutes of the September 15, 2014 Special Meeting. All Commissioners acknowledged they had. The Chairman called for a motion to accept the minutes as presented. **Commissioner Malone made a motion to accept the minutes as presented. Commissioner Thompson offered a second. Chairman Aibejeris called for discussion. There was none. The motion was unanimously approved.**

Chairman Aibejeris asked if everyone had electronically received and reviewed the minutes of the September 23, 2014 Board Meeting. All Commissioners acknowledged they had. The Chairman called for a motion to accept the minutes as presented. **Commissioner Malone made a motion to accept the minutes as presented. Commissioner Brown offered a second. Chairman Aibejeris called for discussion. There was none. The motion was unanimously approved.**

5. Staff and Committee Reports
 - a. Water Operations- Ronald Bennett - Ronald reported that Water Operations have been going well. We have received updated Cross Connection Control Plans and Emergency Response Plans from Ricky Crews. Routine maintenance, painting and flushing lines has been on-going. Sean is making great progress with his education/training. Ron attended a seminar in Jacksonville on funding availability, and attended a utility meeting regarding the bike path. More discussion will need to be had with the County and DOT regarding the funding for the work needed to move lines. Chairman Aibejeris questioned if the reserve water meters that were purchased previously had been put into operation and Ron stated that almost all of them had been used to replace non-functioning or unreadable meters in the field.
 - b. Waste Water Operations- Ronald Bennett – Have had issues with a new blower which has been returned to manufacturer for diagnostics. He has had discussion with Water Resources who would like to attend the next meeting to present a plan for repairing grinder pumps.
 - c. Directors Report – Lynette Senter. Water and Sewer Sales for the month of September 2014 were \$32,233.63. We have a total of 456 accounts. There were 1,519,000 gallons of water pumped, 1,320,000 gallons sold and 57,500 gallons used for flushing lines. This gives a water loss of 141,500 gallons and a loss ratio of 9.32%. There was one new service

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connections for the month. We have one account 31 to 60 day past due. There was one turn-off for the month. The total adjustments for the month were (\$653.44). The adjustments included \$73.60 for misread meter, \$28.15 for late fee adjustments, \$88.00 for non-potable adjustments, \$300.00 for transfer fees – change of owner, \$197.67 for a one-time adjustment request, and \$566.02 in collections/lien filed. An opportunity for questions was given. There were none. **A motion was made by Commissioner Malone to accept the Billing Report as presented. Commissioner Thompson offered a second. Chairman Aibejeris called for discussion. There was none. The motion was unanimously approved.**

- d. Other Assistant Office Manager Items - Lynette Senter – We have received many calls regarding the rate increase and Grinder Pump Fee which has been added to the bills. Once explanations were given as to why this was necessary, the majority of the callers/visitors understood the need.
- e. Financial Reports: Office Manager – Diane Carlton - Total sales for the month of September 2014 were \$33,233.63 which was \$1,397.88 over the anticipated budget amount of \$31,835.75. Total expenses for the month were \$29,255.31 which was over under the budgeted amount of \$26,427.49. Total net income for the month was \$6,849.87. An opportunity for questions was given. There were none. Chairman Aibejeris asked for a motion to accept the Financial Reports as presented. **A motion was made by Commissioner Brown to accept the Financial Reports. Commissioner Malone offered a second. Chairman Aibejeris asked for discussion. There was none. The motion was unanimously approved.**
- f. Other Office Manager Items – Employee Evaluations need to be scheduled. Commissioners Malone and Brown volunteered to perform these and Chairman Aibejeris asked to attend. D&B contacted us regarding the District’s rating but it was felt that nothing needed to be done regarding this. Kerry Puhl Mowing damaged a manhole cover and has been billed for repairs. Our audit has been scheduled for December 22, 23, 29 and 30. We have gotten several complaints regarding the early meeting time, but the Commissioners feel that if someone really wants to attend, they will make arrangements to do so. Educating customers about our Grinder Pumps was discussed and as we already sent out one flyer this year, and the information is on the website, we will add it to the Facebook page. We have had a volunteer from the Community offer to pass out flyers, but as we have very few full time residents, the Board felt that assistance was not needed. Citizens Bank has been notified to update the authorized signers on the signature cards since Mr. Lee Bennett still remains an authorized signer. I have been instructed by the bank to send to them the boards instruction to unanimously approve the removal of Mr. Bennett and that all other signers are to remain authorized. **Commissioner Gennie Malone made the motion to remove Mr. Bennett from the accounts as an authorized signer and to retain the others. Commissioner Shawna Beach offered a second. The chairman called for a vote or further discussion. There was none. The motioned was unanimously approved.**

6. OLD BUSINESS

- a. Update on EPA Grant Funding (\$750,000) – Diane Carlton –Diane reported that she is working on closing out this loan and received two quotes for fencing the sprayfield at the WWTP. As a percentage of the cost will have to be paid by the Board. Chairman Aibejeris asked for a motion to approve payment for the fencing. **A motion was made by Commissioner Thompson to accept the low bid from. Commissioner Singletary offered a second. Chairman Aibejeris asked for discussion. There was none. The motion was unanimously approved.**
- b. No communication from Mr. Mike Smith, Mr. Conrad Bishop or Taylor County has been received since October 6th regarding the installation of Mr. Metts’ grinder pump. As over \$1,600 has already been spent in legal fees for Mr. Metts’ situation, the Office was hesitant to call Mr. Smith. County Commissioner Jody DeVane stated that he would call the County Manager to see about the situation and the consensus of the Commissioners was that the Office needed to send an email to Mr. Smith for a status report. Diane agreed to contact Mr. Smith immediately.
- c. Update on Taylor County Restore Act Project Proposal -Troy Thompson - Troy reported that he had been out of the loop regarding this situation but would make a few calls to get an update.

7. NEW BUSINESS

- a. Board training was conducted by Mr. Ricky Crews.

8. CLOSING REMARKS – COMMISSIONERS/STAFF – Taylor County Board of Commissioner Jody DeVane advised the District that a septic tank that was not abandoned was discovered at the Joan Mershman property near the Hot Dog Stand. Mr. Bennett advised him that he would check into this immediately. There were no other remarks.

9. MOTION TO ADJOURN

- a. **Commissioner Malone made a motion to adjourn. Commissioner Thompson offered a second. The motion was unanimously approved.** The meeting was adjourned at 6:10 p.m.
- b. The next regularly scheduled meeting will be held on Monday, November 17, 2014 at 3:00 p.m.

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Board Actions:

- a. Approve Board Officers
- b. Approve Minutes from September 15, 2014 special meeting
- c. Approve Minutes from September 23, 2014 meeting
- d. Approve Directors Report for September 2014
- e. Approve Financial Reports for September 2014
- f. Approve to accept the lowest bid submitted by Padgett Lawn Care, LLC for sprayfield fencing and to use undesignated monies from the operating checking account in the amount of \$5,162.64 for the District's matching fund requirement.
- g. Approve the changes to the District's Rules and Regulations with the effective date of October 1, 2014.r

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