

# TAYLOR COASTAL WATER & SEWER DISTRICT

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[www.tcwsd.org](http://www.tcwsd.org)

## MINUTES OF REGULAR COMMISSION MEETING

September 23, 2014

1. The meeting was held at the District Building at 3.00 PM on September 23, 2014 present were:
  - a. COMMISSIONERS: Lynn Aibejeris, Shawna Beach, Steven Brown, Gennie Malone, Jim Poppell and Troy Thompson.
  - b. TCW&SD STAFF: Ronald Bennett, Sean Murphy, Diane Carlton and Lynette Senter.
  - c. Board Attorney: Mike Smith
  - d. 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. The Public Hearing for the Rate Increase and Grinder Pump Maintenance Fee began at 6:05 p.m. Mr. Ricky Crews went over the proposed increase which would raise the sewerage rates by \$2.50 per thousand gallons, change the 4,000 gallon minimum to 3,000 gallons, and add a \$12.50 per account per month grinder pump maintenance fee. There were no members of the public present to speak about the increase. There was some discussion by the Commissioners regarding postponing the rate increase or lowering the amount of the increase, but Mr. Crews explained that the District should have implemented this increase and grinder pump fee several years ago. There was also some discussion about implementing an annual cost of living rate increase for both water and sewer but that discussion was tabled for another meeting. The fees for reconnect and disconnect were also adjusted to account for the rate increase. The disconnect fee for water and sewer is now \$200.00 and the reconnect fee is \$300.00. The public hearing was declared closed. **Commissioner Brown made a motion to implement the rate increase and grinder pump fee effective for the October billing cycle. Commissioner Malone 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 August 26, 2014 meeting. All Commissioners acknowledged they had. The Chairman called for a motion to accept the minutes as presented. **Commissioner Beach 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.**
5. Staff and Committee Reports
  - a. Water Operations- Ronald Bennett - Ronald reported that Water Operations have been going fast. Shawn is working well and is picking up skills fast. A new backflow prevention plan has been received and is being implemented.
  - b. Waste Water Operations- Ronald Bennett – Fan repairs are being performed. Parts will need to be ordered to repair some grinder pumps.
  - c. Directors Report – Lynette Senter. Water and Sewer Sales for the month of August 2014 were \$36,507.93. We have a total of 456 accounts. There were 2,459,000 gallons of water pumped, 1,998,450 gallons sold and 16,780 gallons used for flushing lines. This gives a water loss of 443,770 gallons and a loss ratio of 18.05%. There were no new service connections for the month. We had four accounts 31 to 60 day past due and three of those has now paid current. There were two turn-offs for the month. The total adjustments for the month were (\$20.06). The adjustments included \$183.75 for water line damage, \$13.39 for data input error, \$609.40 for other adjustment, \$6.52 for late fee adjustment, \$132.00 for Non-potable water/second meter. An opportunity for questions was given. There were none. **A motion was made by Commissioner Thompson to accept the Billing Report as presented. Commissioner Malone 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 would like to create a District Facebook page that will help put a better public face on the District as well as allow us to communicate with our customers. The consensus of the Board Members was that it would be a good thing for the District.
  - e. Financial Reports: Office Manager – Diane Carlton - Total sales for the month of August 2014 were \$36,507.93 which was \$4,672.18 over the anticipated budget amount of \$31,835.75. Total expenses for the month were \$22,213.74 which was under the budgeted amount of \$26,598.17. Total net income for the month was \$13,722.45. 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 Malone to accept the Financial Reports. Commissioner Beach**

TAYLOR COASTAL WATER & SEWER DISTRICT  
MINUTES OF REGULAR COMMISSION MEETING

Page 2 of 2

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

- f. Other Office Manager Items – Joel Singletary has applied for the vacant Board seat and should be appointed by the Taylor County Board of Commissioners at their first October meeting. On October 7<sup>th</sup>, we will be having a meeting here at the District Office by the DOT and utilities that will be affected by the walking path to be constructed from Keaton Beach to Dark Island. We did receive notice from the Florida Reemployment Division that the denial of benefits to Jim Gooding has been upheld. He will have until October 17, 2014 to appeal.
6. OLD BUSINESS
- a. Review of documents for approval of installing a grinder pump on County right-of-way. The documents have been sent to Mr. Metts/Mr. Fender for completion and copies of these documents have been sent to the County. Mr. Mike Smith and Mr. Conrad Bishop are to meet to draw up a hold-harmless agreement to protect the District. The County Engineer is to review the placement plan prepared by Ron Bennett.
  - b. Update on EPA Grant Funding (\$750,000) – Diane Carlton – Diane reported that she has prepared a request for the \$35,963 in grinder pump repairs to be reimbursed at their 33% reimbursement. Reimbursement may be possible for installation of the fencing at the WWTP, and several other items.
  - c. Update on Taylor County Restore Act Project Proposal -Troy Thompson - Troy reported that he understood that we were still in the running, but that no funds had yet been released by BP. Taylor County may be eligible for \$480,000. Mr. Devane said it was still being discussed at the County level but no decisions have been made regarding the applications for funding that have been received.
7. NEW BUSINESS
- a. The proposed budget for the 2014-2015 fiscal year was presented. Discussion was held regarding the health insurance reimbursement for employees, which will be paid tax free if they can provide proof of insurance, or taxed if the employee is not insured. Building improvements have also been added to the budget including funds for building skirting, updating the bathroom, and pressure washing of the building and decks. Employee wages/compensation were discussed with an hourly increase for Lynette Senter and other employee wages will be reviewed accordingly. **A motion was made by Commissioner Malone to approve the 2014-2015 budget as presented. Commissioner Brown offered a second. Chairman Aibejeris asked for discussion. There was none. The motion was unanimously approved.**
8. CLOSING REMARKS – COMMISSIONERS/STAFF – There were none.
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 4:50 p.m.
  - b. The next regularly scheduled meeting will be held on Tuesday, October 28, 2014 at 3:00 p.m.

**Board Actions:**

- a. Approve Minutes from August 26, 2014 meeting
- b. Approve Directors Report for August 2014
- c. Approve Financial Reports for August 2014
- d. Approve to implement a sewer rate increase and a grinder pump fee service charge of \$12.50 effective October 2014 billing
- e. Approve the 2014-15 Fiscal Year Budget

**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