

# TAYLOR COASTAL WATER & SEWER DISTRICT

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## MINUTES OF REGULAR COMMISSION MEETING

September 24, 2013

1. The meeting was held at the District Building at 3.00 PM on September 24, 2013 present were: COMMISSIONERS: Lynn Aibejeris, Shawna Beach, Gennie Malone, Jim Poppell and Troy Thompson. Commissioner's Lee Bennett and Steven Brown were absent. TCW&SD STAFF: Ronald Bennett, Diane Carlton, Jim Gooding, David Morgan and Lynette Senter. Roger Morgan was absent. Chairman Lynn 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 Gennie Malone.
3. Commissioner Aibejeris welcomed guests Mike Biletztkov of Water Resources Technology and Glenn Senter a customer and resident of Dekle Beach and new Board Commissioner Shawna Beach.
4. Mike Biletztkov of Water Resources Technology requested that he be allowed to present a more detailed proposal on building a grinder pump data base and maintenance program for the district. He offered that they could build a data base for our grinder pumps at a cost of approximately \$15,750.00 and explained that it is in the outline that he would leave with the district staff. For the maintenance offer he stated that last month they had picked up 4 of our grinder pumps. They diagnosed the pumps and proposed a repair quotation, which he would be leaving with the staff also. The estimates total approximately \$3,800.00 for the four pumps with a 45 day warranty on the repairs. He explained that if we were to enter into a maintenance program with them they would charge us \$3.00 for each grinder pump we have in the ground estimated at 450 pumps which would be a charge of \$1,350.00 per month plus a 15% discount on the parts to repair any pump.. They would perform all of our repairs and include a 6 month warranty rather than 45 days. They would pick-up and deliver back to us any pumps that need repair. In this agreement they would also trouble shoot any electrical grinder pump connections. The board requested that the information be left with Ron Bennett and David Morgan, they are to review it and come back to the board with a recommendation at the next board meeting.

Chairman Aibejeris requested that she be allowed to address a non-agendaed item. She stated that the Districts service truck belongs to the District and on several occasions she has been approached that the truck has been seen outside of the service area. She referred to a similar discussion at a previous meeting and wanted to revisit this again. She requested comments from other commissioners. Commissioner Poppell asked why the field employees did not share the vehicle. Jim Gooding stated that it would be hard to share between water and sewer since each department uses different tools and that he had always used his personal truck and been reimbursed mileage and he would like to continue to do that. Commissioner Jim Poppell stated he had rather not pay mileage and that he was requesting that the employees use the service vehicle as effectively and efficiently as possible. He further stated that he would like for all field employees to use the service truck when you can. It was also discussed about the cost of the monitor. An estimate of \$ 129.00 to \$199.00 and batteries once a month was given by Glenn Senter. Glenn also added that this was a monitor that you could not pull up on your computer to see the vehicle. It is a recorder the information is on a log. The day, time and location of the vehicle should be shown on the log. Chairman Aibejeris asked if there was a motion to purchase a monitor for the service truck. **Commissioner Jim Poppell made a motion that the District purchase a monitor for the service truck once the new fiscal year begins on October 1, 2013. Commissioner Gennie Malone offered a second. Chairman Aibejeris asked for further discussion. There was none. The motion was unanimously approved.**

5. Chairman Aibejeris asked if everyone had electronically received and reviewed the minutes of the August 27, 2013 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 asked for any further discussion. There was none. The minutes were unanimously approved.**

### 6. Staff and Committee Reports

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**a. Water Operations – Jim Gooding** Jim reported that the water department operations have been smooth with the exception of budgeting. He advised that the company that he had been working with to install cabinets at the Water Treatment Plant is not a licensed and insured company as the board had requested. He requested that the board consider transferring the \$1,482.00 allocated for the purchase and installation of cabinets for the Water Treatment Plant in this year's budget to next fiscal year's budget. After discussion **a motion was made by Commissioner Troy Thompson that the \$1,482.00 in this fiscal year 2012-2013 budget for the purchase and installation of cabinets for the Water Treatment Plant be transferred to next fiscal year's budget 2013-2014. Advertisement shall be made and the requirement of license and insurance should be included in the request for bids. Jim Poppell offered a second. Chairman Aibejeris called for further discussion. There was none. The motion unanimously passed.**

**b. Wastewater Operations – David Morgan/Ronald Bennett** David reported that the sewer plant had a problem with the generator. He stated that Ron was prepared to explain the issue. Ron reported that Lynette called from the District Office and advised them that the generator had not called this week or last week. Upon checking they found it had tripped out. After trouble shooting and no resolve, Bobby Joe Hires, LLC was called. He found that the heat pump had shorted out. It has been fixed and we are back in normal operation. Commissioner Troy Thompson expressed how important it is to maintain and service all of our equipment. Ron responded that maintenance is being aggressively addressed. Ron reported that they are working on a bypass for the stabilization tank due to DEP requirement that the tank be sandblasted and painted prior to January 31, 2014. Commissioner Poppell asked the cost of this and when it was scheduled. Ron explained that he would have this information by next board meeting. There were no other questions for Ron. Chairman Aibejeris asked David to explain why he is paid a salary and an hourly pay. He responded that the salary was for the DEP required tasks and the hourly was for field work. Chairman Aibejeris then stated that the district has a need for a field supervisor and asked Ron if he would be willing to accept this position. Ron responded that he considered this a great honor but advised that he had questions and would want to know more, particularly what duties you are going to require of me. Commissioner Poppell agreed that we needed to give him and the other employees a clear communication of what is expected of each. Commissioner Thompson added that the board could not manage the employees and that the position would help the district manage its field operations more efficiently. The field manager would be responsible to the board. After further discussion, **Commissioner Poppell made a motion for the board to have a workshop to create the field manager position and job description and then present it to Ron for consideration. Commissioner Thompson offered a second. Chairman Aibejeris asked if there was any further discussion. There was none. The motion carried unanimously.**

**Directors Report – Lynette Senter**

Water and Sewer Sales for the month of August was \$33,631.08. We have a total of 456 accounts. Water pumped this month was 1,936,000, Water sold was 1,748,400, Water used for flushing lines was 139,695 and water loss was 47,905 which results in a water loss ratio of 2.47%. We have one turned off account and have 3 past due accounts 1 of those was turned off, one a lien was filed (it was turned off last month) and one has paid up to date. Total adjustments for the month were (147.27). The adjustment break-down was presented as follows: misread meters, (263.15) Returned check 206.41, Returned check fee 25.00, data input error (13.68), Non-potable water, (148.80), transfer fee/change of owner 500.00, one-time adjustment request (611.43), Disconnect fee, 75.00, Reconnect fee, 75.00 Lien fees, 20.00, Bird Island Meter adjustment, (3.12), Customer change proration 31.50 There were no questions from the Commissioners. Chairman Aibejeris asked for a motion to accept the Billing Reports as presented. **A motion was made by Commissioner Gennie Malone to accept the Billing Report as presented. Commissioner Troy 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** none

**e. Financial Reports: Office Manger – Diane Carlton**

Total Sales for the month of August 2013 were \$33,631.08. Total expenses for the month were \$24,065.91. Exception expense items for the month included payment of 4.33 in sales tax due to an employee using the credit card instead of the vender charge account, 293.90 paid to Jones Edmunds for the quarterly ground water compliance monitoring at the Waste Water Plant, 599.00 paid to home Depot for a Honda Pressure Washer, 150 paid to Dalton Electric to install an hour meter on the 8" well, and 600.00 paid to Ring Power Corporation for the annual Svc/Load Test for the generator at the water department. The total ordinary income for the month was \$9,565.17 and total net income for the month is \$9,565.74 which includes \$.57 in interest income. We received 52,044.35 in grant income which came in and was paid right out for Phase II, Part 2 construction expenses. There were no questions from the Commissioners. Chairman Aibejeris asked for a motion to accept

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the Financial Reports as presented. **A motion was made by Commissioner Gennie Malone to accept the Financial Reports. Commissioner Shawna Beach offered a second. Chairman Aibejeris asked for discussion. There was none. The motion was unanimously approved.**

f. Other Office Manager Items: Diane Carlton - none

7. OLD BUSINESS

- a. **Update on SPA Grant (\$300,000.00) (Water/Sewer Improvements Funding)** – Diane Carlton- 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- Since last board meeting no one else has contacted us. We do not anticipate any installs until after the first of the year. They have until June 30, 2014 to comply.
- c. **Update on EPA Grant Funding- (\$750,000.00)** Diane Carlton - The Contractors pay request #5 has been paid. We are still in discussion concerning the use of the remaining funds. I anticipate remaining unused funds to be around \$90,000.00. We cannot request purchasing equipment until after the construction is closed out.
- d. **Update on Phase II, Part 2 Construction – Diane Carlton** – Substantial Completion was on August 1, 2013. We still have the 50 future service termination points that have to be capped at Dekle Beach. As soon as the water table goes down they can finish these and the project can be closed out.
- e. **Update on maintenance program –David Morgan-Ron Bennett** – Ron reported that he and David were working on this each day and would soon have written procedures in place
- f. **Update on Taylor County Restore Act Project Proposal-Troy Thompson-** Troy reported that he had not heard any update since our application was submitted
- g. **Update on Keaton Beach Boat Ramp Repair of Pump No. 2 David Morgan-** The pump has been picked up by TAW of Lake City, Florida. We are waiting on the repair estimate.
- h. **Update on Meter Change Out Program – Jim Gooding** Jim reported he expects to have this accomplished in the next several weeks. He is working on how to determine the 20 users that will be changed out.
- i. **Recommendation on the proposal presented at the August 2014 board meeting by Water Resource Technologies – David Morgan and Ron Bennett** Ron expressed that now that we have further information, we will review and present a recommendation at next board meeting.

8. NEW BUSINESS

- a. **Review Tractor Bids for purchase of a tractor using the approved USDA-RD grant funds-Diane Carlton**  
We received 3 bids for the purchase of a tractor. The lowest bid is from Gordon Tractor. I request that the board approve the purchase from Gordon Tractor of Madison, Florida in the amount of \$25,000.00.  
**Commissioner Troy Thompson made the motion that we accept the bid from Gordon Tractor in the amount of \$25,000.00. Commissioner Gennie Malone offered a second. Chairman Aibejeris called for any other discussion. There was none. The motion was unanimously passed.**
- b. **Discuss Budget Shortfalls for the current fiscal year-Diane Carlton** - I anticipate several area's will be over the allocated budget for this year. Mostly due to unanticipated sewer expenses. I will be able to accurately give this to you at the next meeting. However we will have exceeded our anticipated income so that money can be used to cover the shortfalls.

9. CLOSING REMARKS – COMMISSIONERS/STAFF Chairman Aibejeris thanked the employees and the commissioners that participated in the job performance evaluations. She stated that she felt it was very beneficial to all that participated. Lynette Senter requested that the board consider giving the employees a raise with any unanticipated earnings this fiscal year. No one else had any comments.

10. MOTION TO ADJOURN

**Commissioner Troy Thompson made a motion to adjourn. Commissioner Jim Poppell offered a second. The motion was unanimously approved. The meeting was adjourned at 5:35 p.m. The next regularly scheduled meeting will be held on Tuesday October 22, 2013 at 3:00 p.m.**

**Board Actions:**

- Approve Minutes from August 27, 2013 meeting
- Approve Directors Report for August 2013

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Approve Financial Reports for August 2013

Approve the purchase of a monitor for the service truck effective Oct 1, 2013

Approve the transfer of \$1,482.00 from the Water Treatment Plant Upgrades from the current fiscal year to next fiscal year so that new bids can be obtained and cabinets installed at the Water Treatment Plant

Approve the creation of a field manager position and the creation of a job description for Ron Bennett to be placed in for both water and sewer operations

Approve the purchase of a tractor and accessories from Gordon Tractor in the amount of \$25,000.00 with USDA-RD grant funds

**Action Items:**

Continue to explore ways to make sewer connection more affordable for customers that are not covered for connection under grant funding

David Morgan and Ron Bennett are to present to the board the major components of a Preventive Maintenance Program with a schedule and logs, the plan should be followed on a daily, monthly, quarterly, semi-annual or annual basis, this will be based on each specific piece of equipment as the specifications call for. This plan should also include a way to report this information to the commissioners on at least a quarterly, semi-annual or annual basis. This should be ready for review by August 27, 2013 board meeting.

The office staff will provide Balance sheets to the board on a quarterly basis at the regular board meeting

Waste Water Department and Office Staff are to Create Maintenance Files for all Waste Water Equipment and Water Department Equipment

The Waste Water Department should provide to the board how many grinder pumps are in inventory and the condition of each.

Research should be done to see if the design flaw in the grinder pumps covers that were plastic that we are purchasing now can be replaced by Water Resource Technologies or least a discount in purchase price

Office staff to work on a manual and a policy statement for the District on how proposals, purchasing, purchase orders, bid process and inventories are to be handled

Waste Water employees David Morgan and Ronald Bennett are to work with Water Resource Technology and present to the board a recommendation and proposal for grinder pump repair and the cost for creating a data base for our Waste Water Department grinder pumps

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

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