

TAYLOR COASTAL WATER & SEWER DISTRICT
18820 BEACH ROAD
PERRY, FLORIDA 32348
Phone/Fax: (850) 578-3043
www.fcwsd.org

REGULAR COMMISSION MEETING AGENDA
Tuesday, June 28, 2016
3:00 pm

- 1) Meeting called to order and a quorum established
- 2) Prayer and the Pledge of Allegiance to the Flag
- 3) Welcome guests and open floor for comments for non-agendaed items
- 4) Approval of the minutes from the May 24, 2016 regular board meeting
- 5) Staff and Committee Reports
 - a. Water Operations – Ronald Bennett
 - b. Sewer Operations – Ronald Bennett
 - c. Update on DOT/Keaton Beach to Dark Island Trail Walk Project-Ronald Bennett
 - d. Director’s Report – Lynette Senter
 - e. Other Assistant Office Manager Items- Lynette Senter
 - f. Update on Pay Clix software – Lynette Senter
 - g. Financial Reports – Diane Carlton
 - h. Other Office Manager Items – Diane Carlton
- 8) New Business
 - a. Request from Geralda Blalock and Chuck Blalock for the board to consider allowing them to use one-grinder pump for four (4) RV-units that have been approved by Taylor County Building and Planning for placement on their property located at the corner of Cedar Island Road and County Road 361.
 - b. Review proposed budget for the 2016-2017 fiscal year so that it can be presented for approval at the July 2016 board meeting.
- 9) Old Business
 - a. Discuss the Contract for Services Agreement that is under review by Attorney Mike Smith for the District and Preble-Rish Inc Consulting Engineers & Surveyors for proposed Water Improvements/and funding for the improvements.
- 10) Closing Remarks Commissioners/Staff
- 11) Motion to Adjourn

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MINUTES OF REGULAR COMMISSION MEETING

May 24, 2016 3:00 p.m.

1. The meeting was held at the District Building at 3:00 PM on May 24, 2016 present were:
COMMISSIONERS: Lynn Aibejeris, Steve Brown, Nancy Geohagan, Gennie Malone were present.
Commissioner Benjye Tuten was absent.
TCW&SD STAFF: Ronald Bennett, Diane Carlton and Lynette Senter were present.
Chairman Lynn Aibejeris called the meeting to order and declared a quorum present.
2. Commissioner Steve Brown led in prayer and the pledge of allegiance to the flag.
3. Chairman Aibejeris welcomed guests Debra Preble, of Preble Rish and Dustin Hinkle, the Taylor County Administrator.
4. Dustin Hinkel stated he had visited the Keaton Beach boat-ramp today since the Taylor County Commission would be discussing all of the issues that they have in regards to the ramp at the work-shop meeting this evening. The concern arises over the fact that St. Joe Bay will be closed to scalloping this season and the Keaton Beach marina is no longer open. He explained that a committee had been formed to make recommendations to the Taylor County Commissioners in resolving the over-flow expected at the ramp and traffic congestion. At this time they have recommended that the county has 2 staff to attend the ramp and assist people with launching and that the Taylor County Sheriff's office will have a presence to assist with traffic flow and such. The Florida Wildlife Commission will also have a presence to assist with traffic in the main canal of Keaton. He stated that this is not a fix to the issues this ramp is having but hopefully this will help and in the long run perhaps a permanent fix will come about. The committee will meet weekly and address concerns reported from staff and law enforcement and the general public.

Mr. Hinkel then addressed the issue addressed in the letter sent to the Taylor County Commissioners by Taylor Coastal Water and Sewer District (a copy of the letter is attached to the minutes) in regard to the Taylor County Commissioners request to change the process for processing applications for future Taylor Coastal Water and Sewer District commissioners and the accusation that the district staff was culling applications presented to them for open commission seats. Dustin stated that the Taylor County Commission would like the potential commissioner to complete an application. He also stated that Taylor County would like to be able to place the advertisement and application on the County's website as well as receive applications at the County. It would not prevent the district from accepting and offering applications since the districts ordinance states that the district can accept and recommend applicants for the open positions. Dustin provided a copy of the county proposed application. The district commissioners agreed to make the requested change to include Taylor County Board of Commissioners accepting applications at the Administrative office and that they place a printable copy of the application and the open position description on the county web-site. The District will do the same and the districts advertisement will include in the newspaper advertisement that the application can be obtained at the county's locations or the Districts locations and that the applications can be received at either location. The district's office staffs pointed out that the application had one error on it and requested that Taylor County correct that error which was the name of the District and forward us a copy of the corrected application for our print and website. The district commissioners and staff thanked Dustin for attending our meeting, invited him to come again and offered the district's office for Taylor County Commission Workshop meetings especially if the meeting involved business with the beaches of Taylor County.
5. Debra Preble – Review the Master Service Agreement and obtain the signature of Authorized Representative. – Ms. Preble stated that the agreement is a general continuing service agreement and does not authorize payments. Once the agreement is signed and a field and office visit to visit your staff, we will determine the needs, we will discuss individual tasks and the fee will be negotiated. If I do don't find any money, you don't owe me any money. She suggested that we have our attorney review. If he has questions or wants changes he can contact her directly.

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6. Approval of the minutes from the April 26, 2016 Special Called meeting, the April 26, 2016 Regular meeting and the May 16, 2016 Special Called meeting.. Chairman Aibejeris asked if everyone had reviewed the minutes of the meetings and if there was a motion to accept. **Commissioner Gennie Malone made a motion to accept the minutes as written. Commissioner Steve Brown offered a second. The Chairman asked if there was any further discussion. There was none. The motion passed unanimously.**

7. Staff and Committee Reports
 - a. Water Operations – Ronald Bennett- Ron updated the board on the water operations by stating that everything was in good shape and there were no issues to report.
 - b. Sewer Operations – Ronald Bennett – Ron stated that wastewater operations are good. The staff is spending a lot of time on locates and assurance that no sewer line cuts are made by the contractor of the Keaton Beach-Dark Island Trail Walk. He said the contractor has done an outstanding job with the project.
 - c. Director’s Report – Lynette Senter- Lynette reported that sales for the month of April 2016 for Water and Sewer were \$41,994.82. There are no past due accounts over 30 days. She reported the water loss ratio to be 13.54%. She asked if there were any questions. There was none. Chairman Aibejeris asked if there was motion to accept the Directors Report as presented. **Commissioner Gennie Malone made a motion that the Directors Report for April 2016 be accepted as presented. Commissioner Nancy Geohagan offered a second. Chairman Aibejeris asked for further discussion. There was none. Chairman Aibejeris called for a vote. The motion passed unanimously.**
 - e. Other Assistant Office Manager Items – Lynette Senter- Lynette reported the Pay Clix software has been sent to RVS and once RVS approves payments by credit cards can be accepted. She anticipates we will be able to use in July. The online billing capability is still in process.
 - f. Financial Repots – Diane Carlton – Diane reported that net income for the month of April 2016 was \$25,750.30, this includes interest income, income from the purchases of grinder pump installations and the interest expense of \$4,704.65 that was entered as an expense twice.. She advised that there were 3 exception items on the expense report; one was the interest that was entered as an expense twice, the purchase of 28 rolls of postage stamps at \$952.00 and the error with QuickBooks set-up that places the administrative-office staff payment in the water/wastewater wages. This item will be corrected soon. The account will assist me in correcting this. She asked for questions. There were none. Chairman Aibejeris called for a motion to accept the financial reports. **Commissioner Steve Brown made a motion to accept the financial reports as presented. Commissioner Nancy Geohagan offered a second. Chairman Aibejeris asked for further discussion. There was none. The motion passed unanimously.**
 - g. Other Office Manager Items- Diane advised the district commissioners that customer Geralda Blalock and her son Chuck had requested that the board consider allowing them to connect six RV’s to one grinder pump. This request was made in the afternoon of May 23, 2016. This request will be under new Business for the June 28, 2016 meeting.

8. New Business - There was none.

9. Old Business –
 - a. Update on DOT/Keaton Beach to Dark Island Trail Walk Project-Ron Bennett - Ron addressed this item under his staff and committee reports. The District Commissioners requested that office staff relocate this item on the next agenda to be covered in Staff and Committee Reports-Ron Bennett.

10. CLOSING REMARKS COMMISSIONER/STAFF - There was none.

11. MOTION TO ADJOURN **Commissioner Gennie Malone made a motion to adjourn the meeting. Commissioner Steve Brown offered a second. The meeting was adjourned at 4:55 pm.**

Board Actions:

1. Approved Preble-Rish, Inc agreement to be signed by Chairman Aibejeris once Attorney Mike Smith reviews the agreement and if he has no concerns.
2. Approve the minutes of the April 26, 2016 special called meeting and the April 26, 2016 regular board meeting and May 16, 2016 special called meeting.
3. Approve the Directors Report for April 2016

TAYLOR COASTAL WATER & SEWER DISTRICT
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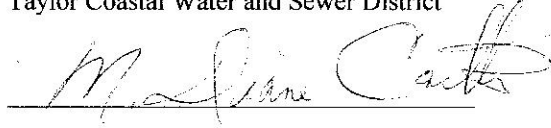
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4. Approve the Financial Report for April 2016

Action Items that need to be completed:

- 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 for water and sewer. This will be ongoing.
- 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 waste water 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



M. Diane Carlton

WATER AUDIT
Taylor Coastal Water and Sewer District

MONTH: May 2016

MASTER METER READING (entering distribution system):

Current:	178,305			
Previous:	176,739			
	1,566,000	(x 1000)	=	1,566,000
				<i>Gallons Pumped</i>

UNMETERED WATER

GALLONS

#1	Booster Station	
	a. Tank Drain	
	b. Air-Charge adjustments (200gpm)	
	c. Chlorine adjustment -- storage	63,000
#2	Line flushing (summary)	
	a. North	74,175
	b. South	
	c. Flush Hydrant Test	
#3	Broken lines	
#4	Water Treatment Plant	
	a. Clear 10K tank	5,000
	b.	
	Known unmetered water :	41,000
		1,525,000

Water sold (customer meters) per Director's Report (gallons)

Total Water Sold	(1,253,000
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Estimated Water Loss, gallons

	272,000
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Gallons pumped **less** known unmetered water & water sold.

Estimated Water Loss (%)

	17.37%
--	--------

Equals loss (gallons) divided by pumped (gallons)

desire ≤ 10%

Directors Report

Taylor Coastal Water & Sewer Distr

Water Sold This Month

1,253,000 Gallons

Water Used for Fire and Flushing Line

41,000 Gallons

	Amount (\$)	# Of Accounts
Total Water	14,848.31	475
Total Sewage	22,095.62	457
Total Grinder Pump Fee	5,824.98	456
Total LATE FEE	161.22	21
Total Adjustments	202.98	16
Total Current Charges	43,133.11	477
<hr/>		
Amount Past Due 1-30 Days	1,318.10	17
Amount Past Due 31-60 Days	21.86	2
Amount Past Due Over 60 Days	0.00	
Amount Of Overpayments/Prepayments	-14,619.92	122
Total Receivables	29,853.15	461
<hr/>		
Total Receipts On Account	37,808.44	366
Net Change in Memberships	1,000.00	1
Amount of All Memberships	191,720.00	401
Amount of All Deposit 2	3,000.00	2
Turned Off Accounts (Amount Owed)	-1,180.95	134
Collection Accounts (Amount Owed)	-1,180.95	127
Number Of Unread (Turned On) Meters		
Average Usage For Active Meters	2,578	486
Average Water Charge For Active Meters	30.55	475

Usage Groups	Gallons	# Of Accounts	Usage	Gallons	% Of Usage	% Of Sales
Over 50,000		0		0	0.00	0.00
40,001-50,000		0		0	0.00	0.00
30,001-40,000		1		31,000	2.47	0.79
20,001-30,000		1		28,000	2.23	0.69
10,001-20,000		25		333,000	26.58	8.78
8,001-10,000		7		64,000	5.11	1.92
6,001-8,000		21		159,000	12.69	5.29
4,001-6,000		35		188,000	15.00	7.77
2,001-4,000		67		230,000	18.36	13.30
1-2,000		166		220,000	17.56	31.70
Zero Usage		163		0	0.00	29.77
<hr/>						
Total Meters		486		1,253,000	100.00	100.00

Directors Report

Taylor Coastal Water & Sewer Distr

Monthly Reconciliation

Ending Receivables (Last Month)		24,528.48
Sales this Month	+	42,930.13
Adjustments this Month		202.98
Less Payments this Month	-	37,808.44
	=	<u>29,853.15</u>
Total Receivables		29,853.15
Ending Memberships (Last Month)		193,720.00
Changes this Month		1,000.00
	=	<u>194,720.00</u>
Total Memberships		194,720.00

2:17:13PM

Turned Off Accounts

Taylor Coastal Water & Sewer Distr

ACCT#	NAME	SERVICE ADDRESS	ROUTE	TURN-OFF DATE	MONTHS INACTIVE
617	BORLAND, BRADLEY LYNN	150 CEDAR ISLAND ROAD	3	05/18/16	0

1 Accounts turned off since 05/01/2016

All Customers

Taylor Coastal Water & Sewer Dist.

PAST DUE LIST

Taylor Coastal Water & Sewer Distr.

ACCT#	RT NAME	CURRENT	1-30	31-60	61+	LAST PAYMENT	TOTAL
98	1 LEE, KAREN	89.39	81.84	7.37		250.00 3/7/16	178.60
566	6 GIBSON, T WILKIE	90.02	83.29	14.49		300.00 2/22/16	187.80
Total Receivables:		29,853.15	179.41	21.86			
Accounts Listed:		2	165.13	0.00			\$366.40

All Customers Age 2 Accounts

Taylor Coastal Water & Sewer Dist.

CHANGES IN MEMBERSHIP

Taylor Coastal Water & Sewer Distr

Acct #	Name	Service Address	Deposit #	Reason	Previous Date	New Amount	Date	Change
617	BORLAND, BRADLEY LYI	150 CEDAR ISLAND ROAI	1	New Membership	\$0.00	\$1,000.00	5/16/2016	\$1,000.00
1	Accounts using code for	New Membership				\$1,000.00		
0	Accounts using code for	Membership Increase						
0	Accounts using code for	Apply to Balance						
0	Accounts using code for	Refund						
0	Accounts using code for	Other						
0	Accounts using code for	Transfer						
	Net Change:					1,000.00		0.00

All Customers
Taylor Coastal Water & Sewer Dist.

ADJUSTMENTS

Tuesday, May 31, 2016

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Taylor Coastal Water & Se

ACCT.#	NAME	CODE	AMOUNT	APPROVAL	DATE
471	LANDERNEAU, JOEY V.	1	(\$103.45)		5/3/16
471	LANDERNEAU, JOEY V.	1	\$34.11		5/4/16
	2 Total Adjustments		(\$69.34)	For Adjustment 1	
271	THOMAS, EDWARD B.	9	(\$81.84)	mdcc	5/9/16
4-8-16 payment posted to acct 281 in error					
281	LUNDY, JIMMY	9	\$81.84	mdcc	5/9/16
Acct 271 4-8-16 payment posted to this acct in err					
471	LANDERNEAU, JOEY V.	9	\$35.23	LTS	5/4/16
Misread Meter					
	3 Total Adjustments		\$35.23	For Adjustment 9	
253	BELL, NANCY	10	(\$32.19)	LTS	5/23/16
Water leak at customer shut-off					
352	KEATON BEACH GAS & GI	10	(\$107.57)	LTS	5/4/16
Sewerage adjustment for water leak					
	2 Total Adjustments		(\$139.76)	For Adjustment 10	
271	THOMAS, EDWARD B.	12	(\$8.18)	mdcc	5/9/16
4-8-16 paymnet posted to acct 281 in error					
	1 Total Adjustments		(\$8.18)	For Adjustment 12	
147	JOHNSON, KEN	13	(\$26.64)	NP	5/23/16
NP					
181	SADOUSKY, ROBERT	13	(\$59.94)	LTS	5/23/16
NP					
225	WILLIAMS, JAMES T. Jr.	13	(\$46.62)	LTS	5/23/16
NP					
300	SCHAMBEAU, GERALD	13	(\$33.30)	LTS	5/23/16
NP					
331	MCLEAN, BETH	13	(\$6.66)	LTS	5/23/16
NP					
359	MOORMAN, WILLIAM/MAI	13	(\$16.81)	LTS	5/23/16
NP					
	6 Total Adjustments		(\$189.97)	For Adjustment 13	
100	MASON, VERLYN	14	\$100.00	mdcc	5/3/16
From V. Mason to Sidney Hill, Jr.					
223	JKSW INVESTMENTS LLC	14	\$100.00	LTS	5/20/16
GILL TO JKSW					
351	AMBROZY, NORMAND	14	\$100.00	LTS	5/13/16
Ambrozy to Miller					
370	STANTON, TIM	14	\$100.00	LTS	5/23/16
Wheeler to Stanton					
598	3 D INVESTMENTS LLC	14	\$100.00	LTS	5/20/16
HALL TO 3 D INVESTMENTS					
	5 Total Adjustments		\$500.00	For Adjustment 14	
100	MASON, VERLYN	20	\$75.00	mdcc	5/3/16
Reconnect Water Fee					
	1 Total Adjustments		\$75.00	For Adjustment 20	

1. (69.34) Adjustment for mis-read meter
9. 35.23 Data input error
10. (139.76) Other adjustment

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2:15:20PM

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Taylor Coastal Water & Se

INVT.#	NAME	CODE	AMOUNT	APPROVAL	DATE
12.	(8.18) Late fee adjustment				
13.	(189.97) Non-potable water/second meter				
14.	500.00 Transfer fee (chg of owner)				
20.	75.00 Reconnect fee				

16 Accounts

20Total Adjustments

\$202.98

All Customers

***** Taylor Coastal Water & Sewer Dist.