

# TAYLOR COASTAL WATER & SEWER DISTRICT

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

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

## MINUTES OF REGULAR COMMISSION MEETING

January 28, 2014

1. The meeting was held at the District Building at 3.00 PM on January 28, 2014 present were:
  - a. COMMISSIONERS: Lynn Aibejeris, Shawna Beach, Jim Poppell (by telephone), Gennie Malone and Troy Thompson. Steven Brown was absent. Lee Bennett resigned from the board on January 27, 2014.
  - 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 Gennie Malone.
4. There were no guests present
5. Richard Powell of Powell & Jones CPA presented the audit of the last fiscal year of 2012-2013. Mr. Powell expressed to the board that expenses for the year had greatly increased for the fiscal year, particularly wages and repair/maintenance. He noted that if this continues then the board would need to look at increasing rates. He provided hard copies and an electronic copy of the audit. The District staff shall post the audit on the Districts web site as soon as possible.
6. Chairman Aibejeris asked if everyone had electronically received and reviewed the minutes of the December 16, 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 Shawna Beach offered a second. Chairman Aibejeris called for discussion. There was none. The minutes were unanimously approved.**
7. Staff and Committee Reports
  - a. Water Operations – Ronald Bennett. Ron told the Board that he and David and Keith are in the process of reading meters and everything seems to be going well. Ron then discussed some personnel matters and explained that he had done everything he could to resolve the problems. Commissioner Poppell asked Ron a series of questions to help him make his decision. The Board assured Ron that they were behind him 100% and asked Ron to resolve the problems as soon as possible. The water system appears to be running fine, but Ron will let the Board know of any problems he discovers. 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 from last month.
  - b. Wastewater Operations – Ronald Bennett. The sandblasting and painting project at the WWTP has been completed with only minor touch ups needed. He has order additional parts from Water Resources so that repairs can be completed on existing grinder pumps. The blowers are still having issues but Ron is working with the electrician, B.J. Hires to fix this. Ron is working with Jim Ross to replace some conduit with a new fiberglass material that resists corrosion and weather.
  - c. Directors Report – Lynette Senter. Water and Sewer Sales for the month of December 2013 were \$. We have a total of 456 accounts. 1,021,200 gallons of water was sold. There were no net changes in membership. The three past due customers are being resolved. We had two turned off accounts at the customer's request. Adjustments totaled \$1,131.17. **A motion was made by Commissioner Shawna Beach 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.**
  - d. Financial Reports: Office Manager – Lynette Senter. Total Sales for the month of November 2013 were \$32,269.62 which was slightly above the budget figure. Total expenses for the month were \$27,687.37. Exception expense items for the month included payment of \$1,380.00 for postage, \$2,474.40 for Repair/Maintenance for Sewer, and \$1,775.00 for the sludge hauling. The total ordinary income for the month was \$32,269.62 and total net income for the month is 4,583.08 which includes \$.83 in interest income. 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 Shawna Beach offered a second. Chairman Aibejeris asked for discussion. There was none. The motion was unanimously approved.**
  - e. Other Office Manager Items: Lynette Senter. We have a pest problem at the District Office and need to have a pest control program put into place. The Board agreed and told us to go ahead and make the arrangements. **A motion**



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**was made by Commissioner Gennie Malone to get quotes. Commissioner Troy Thompson offered a second. Chairman Aibejeris asked for discussion. There was none. The motion was unanimously approved.**

8. OLD BUSINESS

- a. Update on SPA Grant (\$300,000.00) (Water/Sewer Improvements Funding) – Diane Carlton – No update.
- b. Update regarding mandatory sewer connection for water only accounts in the coastal high hazard area – Diane Carlton- In working with the vendor and the contractor we have been able to reduce the cost of the mandatory grinder pump installations to an estimate of \$5,500.00 if we have at least (5) five installations at a time. It is recommended that the District send a letter to the affected customers and offer the discounted estimate of \$5,500.00. We have still to be approved for the monies to assist with the back-hoe purchase. It is felt that this is a cost that would be difficult for us to beat. After discussion the board agreed that this cost would be difficult to beat and asked that the staff prepare a letter and mail to the customer offering the reduced cost to install the grinder pump.
- c. Update on EPA Grant Funding- (\$750,000.00) Diane Carlton – We were notified that our request to extend the draw period for the \$134,346.29 to June 30, 2014 was approved. We now need to begin submitting request for approvals on equipment and inventory purchases. Commissioner Troy Thompson asked that we go forward with a request to purchase a back hoe for the tractor.
- d. Update on Taylor County Restore Act Project Proposal -Troy Thompson - Troy reported that the Restore Board has met and we are in the middle of a pool of applications. He also added that the money to fund the Restore Act has not yet been released.
- e. Salary and hourly pay for discussion was continued. The board agreed that at this time no change would be made but stressed the need for the water and sewer department to be especially attentive to not working any hours unless something had to be done. Commissioner Troy Thompson asked if the board would want to consider the annual cost of living increase for any of its employees. Office Manager Diane Carlton recommended that no increase be given at this time due to the fact that a lot of monies is being spent in sewer maintenance and repair and employee wages last year as the audit indicated.

9. NEW BUSINESS

- a. Consider proposals for Pest Control for the District Office – Diane Carlton (3) proposals for pest control was presented for consideration. They were: Live Oak Pest Control, Inc. \$50.00 for the initial and \$35.00 monthly, Messick Pest Control, \$25.00 for the initial and \$25.00 monthly, The Roach Coach, \$65.00 for the initial and \$30.00 monthly. **Commissioner Troy Thompson made a motion that we go with the lowest bid, messick pest Control since they were the lowest bid. Commissioner Shawna Beach offered a second. Chairman Aibejeris asked for discussion. There was none. The motion was unanimously approved.**

10. CLOSING REMARKS – COMMISSIONERS/STAFF – There were none.

11. MOTION TO ADJOURN

- a. **Commissioner Troy Thompson made a motion to adjourn. Commissioner Gennie Malone offered a second. The motion was unanimously approved.** The meeting was adjourned at 5:14 p.m.
- b. The next regularly scheduled meeting will be held on Tuesday, February 25, 2014 at 3:00 p.m.

**Board Actions:**

- a. Approve Minutes from December 16, 2013 meeting
- b. Approve Directors Report for December 2013
- c. Approve Financial Reports for December 2013

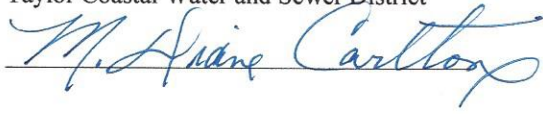
**Action Items:**

- a. Continue to explore ways to make sewer connections more affordable
- b. Ron Bennett and David Morgan are to present the major components of a daily, monthly, quarterly and semi-annual or annual preventative maintenance program.
- c. Office staff to provide balance sheets to the Board on a quarterly basis
- d. Office staff and maintenance staff to create maintenance files for all Water and WW equipment
- e. Office staff to 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

A handwritten signature in blue ink, reading "M. Diane Carlton", is written over a horizontal line.