

# TAYLOR COASTAL WATER & SEWER DISTRICT

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## MINUTES OF REGULAR COMMISSION MEETING

January 27, 2015

1. The meeting was held at the District Building at 3.00 PM on January 27, 2015 present were:
  - a. COMMISSIONERS: Lynn Aibejeris, Shawna Beach, Gennie Malone, Troy Thompson and Joel Singletary.  
COMMISSIONER: Jim Poppell was in attendance by telephone COMMISSIONER: Steven Brown was absent.
  - b. TCW&SD STAFF: Ronald Bennett, Diane Carlton, Sean Murphy and Lynette Senter were present.
2. Chairman Aibejeris called the meeting to order and declared a quorum and welcomed guest Clinton Wood representing Bird Island.
3. The meeting was opened with prayer and the Pledge of Allegiance to the Flag led by Commissioner Beach.
4. Mr. Clinton Wood spoke to the Board about the possibility of TCW&SD accepting the water line that runs from Beach Road to his home on Bird Island. The Board listened to Mr. Wood and informed him that they would research the idea and get back to him as soon as they can.
5. Chairman Aibejeris asked if everyone had electronically received and reviewed the minutes of the December 16, 2014 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 Beach offered a second. Chairman Aibejeris called for discussion. There was none. The motion was unanimously approved.**
6. Staff and Committee Reports
  - a. Water Operations- Ron Bennett - Ron reported that our 8" well has tested positive for bacteria. The well was disinfected per DEP instructions and retested. The bacteria test was still positive but due to our 4-log system, our water is treated and is safe for our customers and no further action is required. We will continue to monitor the well as this problem has occurred several times throughout the years. DEP notified us that the annual testing for Nitrate/Nitrites was not performed in 2014. Our operator made immediate arrangements to perform this testing which came back fine. We will notify out customers in the February billings. Our flushing program has been stepped up to keep water from stagnating in the lines.
  - b. Waste Water Operations - Ron Bennett – Ron reported the pumps at the boat ramp lift station have both failed and are out for repair and the system is operating on bypass at this time. The system is being pumped and monitored by Ron and Sean to prevent any overflow. Ron also discussed a plan to send out for repair 3 or 4 grinder pumps per month.
  - c. Directors Report – Lynette Senter. Water and Sewer Sales for the month of December were \$37,953.22. We have 456 accounts. We gave credits for adjustments in the amount of \$590.63. There were four past due accounts over 30 days. There were no accounts turned off due to customer request. The water loss ratio for the month was 14.19% which was a result of 936,000 gallons of water pumped, 794,000 gallons of water sold and 9,150 gallons used for flushing lines. This gave us an unaccounted loss of 138,850 gallons. An opportunity for questions was given. There were none. **Commissioner Singletary made a motion to accept the Director's reports for the month of December 2014. Commissioner Thompson offered a second. Chairman Aibejeris asked for further discussion. There was none. The motion was unanimously approved.**
  - d. Other Assistant Office Manager Items - Lynette Senter - None.
  - e. Financial Reports: Office Manager – Diane Carlton – Sales for the month of December 2014 were \$37,953.22 which is under the budgeted amount of \$39,777.50. Total expenses for the month were \$27,565.76. The net ordinary income was \$10,387.46. Exception expense item of \$5,162.64 was for the District's portion of the fencing of the sprayfield. There was an opportunity given for questions. There was none. **Commissioner Thompson made a motion to approve the financial reports for December 2014. Commissioner Malone provided a second. Chairman Aibejeris asked for further discussion. There was none. The motion was unanimously approved.**
  - f. Other Office Manager Items – Diane advised the commissioners that Dustin Hinkle had completed the relinquishment of the Districts 2009 Special Appropriations grant in the amount of \$291,000. Diane is continuing to work with the Accountant on the Cash Flow reports for the District. The Accountant will be here at our February meeting to present the Financial Report.



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7. OLD BUSINESS

- a. Update on EPA Grant Funding (\$750,000) – Diane Carlton – A close-out request has been sent to EPA and Diane is working with them on the proper forms.
- b. Update on Taylor County Restore Act Project Proposal -Troy Thompson – Troy stated that we appear to be in the middle of the pack regarding the funding.
- c. Update on DOT/Keaton Beach to Dark Island Walking/Bicycling Trail-Diane Carlton – We have heard nothing from Taylor County or the State Department of Transportation., however the Taylor County Board of County Commissioners have an agenda item titled for the meeting this evening at 6:00pm.
- d. Board Meeting Calendar/Discussion-Troy Thompson- Commissioner Thompson reported that he had attended the TCBC meeting and that they approved our request to change our meetings to quarterly with the exception that if it did not work well, it would be changed back to monthly. The County will schedule a public hearing on the matter.
- e. Review IRS mileage reimbursement rate increase from \$0.56 to \$0.56.5. **Commissioner Thompson made a motion to leave the reimbursement as is. Commissioner Beach offered a second. Chairman Aibejeris asked for further discussion – there was none. The motion was unanimously approved.**

8. NEW BUSINESS

- a. Discussion of additional Grinder Pump fees for each unit of occupancy/RV per lot-Troy Thompson. Commissioner Thompson asked if it was possible to charge a grinder pump fee for each unit that occupied a property. The Commissioner discussed the matter and came to the conclusion that it would be impossible to keep track of how many units were occupying a lot at any given time and that the usage of the grinder pump by multiple units is actually better for the pump than no usage.
- b. Discussion of placing an automatic annual 2.5% increase for both facilities to help offset the rising operational costs of these facilities and to ensure the self sustainability of both facilities in the future. By adding the automatic annual increase each facility would receive a cost of living raise without having to hold special meetings. This change to the ordinance would spare the customers from having to pay a large increase if the facilities were only given an increase every few years. Diane Carlton. The Commissioners discussed this increase and decided to postpone further action until the next meeting.

9. CLOSING REMARKS – COMMISSIONERS/STAFF –Commissioner Thompson spoke with the field staff regarding customers' property. Commissioner Singletary requested that we look into purchasing a new speaker phone for meetings. There were no other comments.

10. MOTION TO ADJOURN

- a. Commissioner Malone made a motion to adjourn. Commissioner Singletary offered a second. The motion was unanimously approved. The meeting was adjourned at 5:45 p.m.
- b. The next regularly scheduled meeting will be held on Tuesday February 24, 2015 at 3:00 p.m.

**Board Actions:**

- a. Approve minutes of the December 16, 2014 board meeting.**
- b. Approve the December 2014 Directors Reports**
- c. Approve the Financial Reports for December 2014**
- d. Table the approval of the 2015 Board Meeting calendar until a public hearing can be scheduled and TCBC can act on approving the Districts request to change to quarterly board meetings and special called meetings.**
- e. Leave the IRS mileage reimbursements where they are at current rate \$0.56/mile.**

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

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