

TAYLOR COASTAL WATER & SEWER DISTRICT

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www.tcwsd.org

MINUTES OF REGULAR COMMISSION MEETING

February 25, 2014

1. The meeting was held at the District Building at 3.00 PM on February 25, 2014 present were:
 - a. COMMISSIONERS: Lynn Aibejeris, Shawna Beach, Jim Poppell, Gennie Malone and Troy Thompson. Steven Brown was absent.
 - 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 Jim Poppell.
4. There were no guests present
5. Chairman Aibejeris asked if everyone had electronically received and reviewed the minutes of the January 28, 2014 board meeting. All commissioners acknowledged they had. The Chairman called for a motion to accept the minutes as presented. **Commissioner Jim Poppell made a motion to accept the minutes as presented. Commissioner Gennie Malone offered a second. Chairman Aibejeris called for discussion. There was none. The minutes were unanimously approved.**
6. Staff and Committee Reports
 - a. Water Operations – Ronald Bennett. The water operations have been good with no major issues. We did have a problem with the generator on Sunday the 23r, Lynette, David and I spent 4 hours trying to trouble shoot. It was finally determined it was the power company that had an issue and not us. The generator is now working as it should. We do have several reports that are due into DEP in the next several months. The Annual Drinking Water Report and the Lead and Copper Report. The office staff and I will work together to get the reports to DEP as required.
 - b. Waste Water Operations – Ronald Bennett - Jamie Hope with Florida Rural Water Association has been assisting us with a nitrate problem that we have at the plant. We have also ordered our own testing kit so that we can test daily and get the reading to what our permit requires. This is a new requirement for the permit that was issued and took effect in December 2013. We have been busy changing grinder pumps, we have parts now to repair and we have plenty in inventory at this time. The spray field is being damaged by wild hogs rooting. We have entered into an agreement with Danny Anderson to set traps in the spray field area in hopes of relocating the hogs. However the only real way to keep them out would be to hog wire fence the entire spray field area which is 10 acres. This would be quite expensive.
 - c. Directors Report – Lynette Senter. Water and Sewer Sales for the month of January 2014 were \$30,808.21. We have a total of 456 accounts. 1,222,000 gallons of water was sold. There were no new service connections. The two past due customers have been resolved, one of those was only past due \$.82 and the other account, which is Betty Hansen who is deceased has been charged off and a utility lien filed. We expect payment once the estate is settled. We had two turned off accounts at the customer's request. Adjustments totaled credits in the amount of \$1,348.30. The largest adjustment given was for a onetime adjustment request from Jimmy Mincy for a large water loss due to a broken pipe. There were no questions or comments from the commissioners. **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. Financial Reports: Office Manager – Diane Carlton - Total Sales for the month of January 2014 were \$30,808.21 which was \$1,028.00 less than budget. Total expenses for the month were \$22,633.39 which was less than budget by \$3,955.58. Exception expense items for the month still continue to be in the repair maintenance area of the sewer department. EPA Grant funds of \$9,430.61 was immediately paid out upon receipt, interest of >40 was earned on deposit monies and \$349.82 was collected in customer repair invoices. Total Net Income for January 2014 is \$8,525.04. 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 Shawna Beach to accept the Financial Reports. Commissioner Jim Poppell offered a second. Chairman Aibejeris asked for discussion. There was none. The motion was unanimously approved.**

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- e. Other Office Manager Items: 1. We have been notified by Taylor County that Commissioner Aibejeris is to be in attendance at the Advisory Board meeting on March 13, 2014 to answer questions concerning our Restore Act Project request. 2. We received a notice that James Gooding has filed a re-employment claim. Chairman Aibejeris and Ronald Bennett will review the claim and give a response. 3. No one applied for the open position on the commission board. We will re-advertise in hopes of someone having an interest in becoming a commissioner board member. 4. I did speak with board attorney Conrad Bishop. He offered an opinion only. He felt the commission board can cut an employee's compensation as they desire as long as the employee is not a contract employee and also since we do not have a union.

7. 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- We have 3 paid in full customers and 2 partial payments. They have until February 28th to submit payment for the \$5,500.00 estimate.
- c. Update on EPA Grant Funding- (\$750,000.00) Diane Carlton – On 1-31-2014 a request was submitted for approval of funds in the amount of \$3044.66 toward the purchase of a backhoe in the amount of \$7,900.00. I have requested updates throughout this month but as of yet do not have approval. The balance of remaining funds is \$134,346.29 and the draw period will end on June 30, 2014.
- d. Update on Taylor County Restore Act Project Proposal -Troy Thompson - Troy reported that the advisory board will be meeting to further narrow down the applications. He also added that the money to fund the Restore Act has not yet been released.

8. NEW BUSINESS

- a. Commissioner Thompson would like to discuss sending a letter to all customers explaining the things that could damage the grinder pumps. It was brought to the board's attention that all customers were given a Grinder Pump User Instruction Sheet back when their pump was put in and all new customers are given the instruction sheet when they assume or open a new account. Further discussion continued and it was resolved that the Instruction sheet will be reviewed, any necessary changes will be made and that within the next couple of months that a copy of this sheet will be enclosed in the monthly billing envelope.

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

10. MOTION TO ADJOURN

- a. **Commissioner Gennie Malone made a motion to adjourn. Commissioner Jim Poppell offered a second. The motion was unanimously approved.** The meeting was adjourned at 4:30 p.m.
- b. The next regularly scheduled meeting will be held on Tuesday, March 25, 2014 3:00 p.m.

Board Actions:

- a. Approve Minutes from January 28, 2014 meeting
- b. Approve Directors Report for January 2014
- c. Approve Financial Reports for January 2014

Action Items:

- 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.
- 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.
- f. Grinder Pump Instruction Sheets shall be reviewed for revision. Once that is completed a copy of the sheets will be mailed to each customer in their billing notice envelope. This should occur within the next 2 months or no later than the April billing cycle.

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