

TAYLOR COASTAL WATER & SEWER DISTRICT

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MINUTES OF REGULAR COMMISSION MEETING

March 25, 2014

1. The meeting was held at the District Building at 3.00 PM on March 25, 2014 present were:
 - a. COMMISSIONERS: Lynn Aibejeris, Shawna Beach, Steven Brown, Jim Poppell, Gennie Malone and Troy Thompson.
 - b. TCW&SD STAFF: Ronald Bennett and Diane Carlton. Lynette Senter was absent.
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 Steven Brown.
4. Commissioner Aibejeris welcomed Curt Rawls as a guest and gave him an opportunity to speak. Mr. Rawls introduced himself as a former Taylor County resident owning property at Dekle Beach. He stated he was in attendance to ask the board to reconsider the decision to require a mandatory grinder pump installation on his lot at Dekle Beach. He asked that he be allowed to continue to have a water only account. He said he did have a building on his property but that it did not have toilet facilities. He further stated that he comes over to his property only six or seven times a year and that he could not justify the expense of a grinder pump station or the monthly expense to have one. He closed by saying that he wasn't going to stay for discussion or a decision but would like the board to please allow him to continue to have a water only service.

The board thanked him for his thoughts and concerns. Chairman Aibejeris asked for discussion. After discussion the commissioners by consensus agreed that no exceptions would be made and that no properties in the coastal high hazard area would be allowed to have a water only account. The commissioners requested that the office staff prepare a letter thanking Mr. Rawls for his attendance and let him know that they would not make an exception.

5. Chairman Aibejeris asked if everyone had electronically received and reviewed the minutes of the February 25, 2014 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 Steven Brown 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. (1) We have seen an increase in usage. On Saturday this past week-end we pumped 88,000 gallons. (2) DEP has approved our disinfection plan and the Lead and Copper Plan. I will be attending a seminar in May to help me prepare and understand the CCR report that is due in July of each year. (3) The storage tank at the water plant needs some repair. I will be contacting Utility Tank Service to do this. I must tear the wall out from around the tank so that they can get to it to prepare and paint the area that is affected.
 - b. Waste Water Operations – Ronald Bennett – (1) I have been busy ordering the necessary parts for the upcoming grinder pump installations. Once the contractor begins, I will be overseeing the installs. (2) We are continuing to have problems with our nitrates. The number one blower keeps tripping out. I will be pulling the pump and sending it to a vendor in Lake City to see if it can be repaired. They will pick it up and give us a quote on how much the repair will be or if it can be repaired. (3) Mr. Anderson still has not placed the trap in the sprayfield to capture the hogs that are damaging the area. I have contacted him and he expects to be able to place the pen by next week. (4) We are beginning to see a lot of grinder pump failures. I have 15 on the floor for repair and had to scrap 3 this week. We are going to have to do something soon or I fear I will be coming up short on replacement pumps. Chairman Aibejeris asked for any discussion or questions. Commissioner Poppell addressed the grinder pump failures. He requested that the office staff seek counsel, perhaps the auditor or any other individual who can give us advice for funding this area and escrowing for future repairs and replacements. Chairman Aibejeris asked that this be put in motion form. **Commissioner Poppell made a motion that the staff seek counsel from our auditor and other individuals who could offer advice on funding and escrows for grinder pump repair and replacement. This should be done immediately. Commissioner Gennie Malone offered a second. Chairman Aibejeris asked for the discussion. There was none. The motion was unanimously passed.**

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- c. Directors Report – Diane Carlton for Lynette Senter. Water and Sewer Sales for the month of February 2014 were \$31,793.43. We have a total of 454 accounts. There were 840,400 gallons of water sold, 1,140,000 gallons pumped and 55,615 gallons used for flushing lines. This gives us a water loss ratio of 21.40% which is very high. I contacted Ron and advised him that we must have a leak. We discussed that it may be hard to determine if we do have a leak due to the large amount of rainfall we have had. However he will be actively looking for the reason for the large amount of water. There was one new service connection. There was only one past due account and that account is now current. We had four accounts turned off due to customer request. The total adjustments for the month were \$(139.24). The adjustments included \$8.00 for posting errors, \$200.00 in transfer fees, \$38.00 for a one-time adjustment request, \$200.00 in disconnect fees, \$225.00 in reconnect fees and \$139.24 for a lien filed on the Betty Hansen account. Commissioners had discussion concerning the water loss ratio and also expressed that it might be difficult to detect a leak due to the high water. They by consensus advised Ron to pursue finding the loss since the ratio had been increasing over the past several months. There were no other questions or comments from the commissioners. **A motion was made by Commissioner Gennie Malone to accept the Billing Report as presented. Commissioner Shawna Beach 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 February 2014 were \$31,793.43 which was almost reached our budgeted amount of \$31,835.75. Total expenses for the month were \$25,955.82 which was less than the budgeted amount by \$108.22. The exception expense items for the month included \$7,477.00 paid to Powell and Jones for our annual audit, \$53.70 to Perry Newspapers for the commission seat vacancy advertisement. We earned other income that included \$.55 in interest on deposits, \$64.19 in customer paid grinder pump repairs and \$30,250.00 was collected from customers that will be installing a grinder pumps. This money will be paid out to the contractor and vendors for the installations which we expect to start in early April. The net income for the month of February 2014 was \$5,902.35. 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 Troy Thompson to accept the Financial Reports. Commissioner Steven Brown offered a second. Chairman Aibejeris asked for discussion. There was none. The motion was unanimously approved.**
- 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 April 10, 2014 to answer questions concerning our Restore Act Project request. .

7. OLD BUSINESS

- a. Update on SPA Grant (\$300,000.00) (Water/Sewer Improvements Funding) – Diane Carlton – In order to apply for use of these funds the board will need to make a decision regarding matching funds. We will need approximately \$529,090.90 in matching funds.
- b. Update regarding mandatory sewer connection for water only accounts in the coastal high hazard area – Diane Carlton- We have 12 paid in full customers and 1 partial payment. Installations are schedule to begin in early April or as soon as all the parts are in.
- 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. In order to exhaust these funds we will have to spend \$244,265.98. The board will need to decide where this money will come from or if you want to return these monies as we did with USDA. Remember USDA was providing the matching funds on all other previous draws.
- d. Update on Taylor County Restore Act Project Proposal -Troy Thompson - Troy reported that the advisory board will be meeting with Chairman Aibejeris and that he plans to be in attendance also. He requested that notice be posted that he and she will be in attendance at this meeting on April 10 at 6:05 pm.

8. NEW BUSINESS

- a. Discuss County Right of Way Issue at Ezell Beach in reference to grinder pump placement/installations.

Diane Carlton - The office received a request from Ezell Beach property owner Debra M. Scheuerman asking that we provide a letter to the county stating that water and sewer is available on her property. She advised this would be necessary so that she could get a permit from the county to park a RV on the property. Ron went to the property. He could not determine if enough property was available to place a grinder pump on. The county was contacted. Danny Griner of the building and planning department used his aerial maps and advised us that the majority of this property was road right of way and wet land. After hearing this we are now faced with a question that perhaps Jimmy Metts property may be affected in the same way. Mr. Metts has already paid the fee for a grinder pump to be installed. So we asked Danny to look at Mr. Metts property and give us an opinion as to whether the property would

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have enough land to place a grinder pump on without encroaching on road right of way. He advised that Mr. Metts property seemed to be mostly county road right of way. He added that the deck on the property is encroaching on the right of way and the county is pursuing having it removed.

I am requesting that you give us direction on how to proceed with requests from property owners that are possibly in this situation. More specifically if you want us to proceed with the installation of the grinder pump for Mr. Metts. The board had discussion. They resolved that Mr. Metts money will be returned. He must provide us with documentation that the pump can be installed without encroaching on the county right of way. When the documentation is received the District will proceed with providing him service. He will be reminded that if a grinder pump is not installed on the property by June 30, 2014, that his water service will be discontinued

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

10. MOTION TO ADJOURN

- a. **Commissioner Gennie Malone made a motion to adjourn. Commissioner Troy Thompson offered a second. The motion was unanimously approved.** The meeting was adjourned at 4:37 p.m.
- b. The next regularly scheduled meeting will be held on Tuesday, April 22, 2014 at 3:00 p.m.

Board Actions:

- a. Approve Minutes from February 25, 2014 meeting
- b. Approve Directors Report for February 2014
- c. Approve Financial Reports for February 2014
- d. Approve staff to seek immediate counsel from our auditor and any other individuals who can offer advice on funding and escrows for grinder pump repair and replacement.

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.
- g. Send a letter to Curt Rawls
- h. Send a letter to Jimmy Metts and return his monies placed on deposit for a grinder pump installation. Request that he provide documentation that he has property to place a pump on without encroaching on county road right of way.
- i. Contact our CPA and any other professional that can give us an opinion on what to do concerning increasing revenues to cover grinder pump repair expenses and replacements and other wastewater expenses that are continuing to increase.

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

