

TAYLOR COASTAL WATER & SEWER DISTRICT

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www.tcwsd.org

MINUTES OF REGULAR COMMISSION MEETING

June 25, 2013

1. The meeting was held at the District Building at 3.00 PM on June 25, 2013 present were:
COMMISSIONERS: Lynn Aibejeris, Lee Bennett, Billy Ezell, Gennie Malone, Jim Poppell and Troy Thompson. Commissioner Cornell Silveira was absent.
TCW&SD STAFF: Ronald Bennett, Diane Carlton, Jim Gooding, David Morgan and Lynette Senter.
Chairman Lynn Aibejeris called the meeting to order and declared a quorum present.
2. The meeting was opened with prayer and the Pledge of Allegiance to the Flag led by Commissioner Gennie Malone.
3. Chairman Aibejeris welcomed guest Glenn Senter and gave him the opportunity to speak. He stated he had no issues to address.
4. Chairman Aibejeris asked if everyone had electronically received and reviewed the minutes of the May 6, 2013 and May 28, 2013 meetings. All commissioners acknowledged they had. The Chairman called for a motion to accept the minutes as presented. **Commissioner Lee Bennett made a motion to accept the minutes as presented. Commissioner Jim Poppell offered a second. Chairman Aibejeris asked for any further discussion. There was none. The minutes were unanimously approved.**
5. **Staff and Committee Reports**
 - a. **Water Operations – Jim Gooding**
Jim reported to the board that he had no issues with the operations at the Water Treatment Plant or in the field. He reported he has spent a lot of time working on his budget and a budget resolution request. He requested that the board approve a resolution to move a total of \$2,088.00 from the replacement parts water expense account and that \$500.00 of that money be placed in the supplies/small tools account and \$1,588 be placed in the system plant upgrades water. He also requested that any water department funds unspent in the current year be transferred into the subsequent years budget and that \$2,000.00 of the replacement part monies be reserved toward the new no lead parts replacement as required by DEP beginning January 2014. After discussion **Commissioner Lee Bennett made a motion that a resolution is adopted to move \$2,088.00 from the replacement parts budget for water and that \$500.00 of those monies be transferred to supplies/ tools water and that \$1,588.00 be transferred system/ plant upgrades water. Commissioner Jim Poppell offered a second. The chairman asked for further discussion. There was none. The resolution was unanimously approved.**
 - b. **Wastewater Operations – David Morgan/Ron Bennett**
David reported that the waste water department had to shut down service for 4 hours on Keaton Beach Drive due to the discovery of a grinder pump close to Hodges Park not being connected to the main line. It appeared this happen in Phase I Construction. With the assistance of all water and sewer employees the repair went well. There is only one valve on the Keaton Beach Drive. He stated that he will be requesting a proposal in the future to add more valves on Keaton Beach Drive.
Ron thanked the board for the opportunity he has been given to work towards becoming a dual operator. He stated he looked forward to his future here at the District.
 - c. **Directors Report – Lynette Senter**
Water and Sewer Sales for the month of May 2013 were \$31,503.29. We served 457 accounts. Water pumped was not available to report. Water sold was 1,213,900 gallons. Water used for flushing lines was not available to report. Water loss and the ratio could not be determined due to the unavailable reports. There were no accounts past due over 30 days. Total adjustments for the month were \$160.55. The adjustment break-down was presented as follows: Other Adjustments, which included payments reversal due to posting to wrong account which resulted in \$0.00, Other adjustments (\$148.00) which included (\$40.80) for a pool filling, (\$79.20) for a customer misunderstanding about water/sewer cost and a (\$28.00) charge reversal since account had been established only 2 days prior to meter reading. Late Fee Adjustments were (\$19.56), Non-potable water adjustments (\$57.60), change of owner transfer fees \$200.00, disconnect service fee water \$25.00, One Time Adjustment request (\$149.87), Reconnect Fees \$450.00, Lien Fees \$20.00 and Collection account with a

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lien filed (\$134.42) disconnect water and sewer service fees \$150.00. There were no questions from the Commissioners. Chairman Aibejeris asked for a motion to accept the Billing Reports as presented. **A motion was made by Commissioner Troy Thompson 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. Other Assistant Office Manager Items –Lynette Senter

The Commissioners were presented a copy of the Districts Consumer Confidence Report. Lynette explained that this report is an annual report required by DEP. She further explained that the report was posted on the Districts Web Site and our customers were notified on the June billing statement that the report is available for viewing on the web site and a hard copy can be obtained by contacting the District Office. She had no other information to share.

e. Financial Reports: Office Manger – Diane Carlton

Total Sales for the month of June were \$31,503.29. Total expenses for the month were \$39,945.75. The actual expenses shown are in error and will be adjusted by \$10,424.90 and is expected to be reduced some more once the costs for these installations are confirmed. This adjustment changes the total expenses for the Wastewater Department to \$3,003.22 and the Districts total expenses for the month to \$29,520.85 and a net ordinary income of \$1,982.44. Other Income for the month included EPA grant monies, USDA grant monies 1 customer purchased grinder pump and installation and \$.57 interest income. The grant monies are a wash they come in and immediately are paid out for Phase II, Part 2 construction expenses. Commissioner Poppell and Thompson expressed that a purchase order system may need to be put place to help resolve the accounting issue for grinder pumps installations and other issues of this kind. Diane stated she would work to put a purchase order system in place for the District and requested input from any of the commissioners that could offer any suggestions or assistance. She stated she would also be working to clean up in discrepancies in the Waste Water Department due to the change in our we do customer purchased grinder pump installations now verses how they were handled in the past. There were no other 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 Gennie Malone offered a second. Chairman Aibejeris asked for discussion. There was none. The motion was unanimously approved.**

f. Other Office Manager Items: Diane Carlton - The Office Manager had no other items to report.

6. OLD BUSINESS

a. Update on SPA Grant (\$300,000.00) (Water/Sewer Improvements Funding) – Diane Carlton- No update was given.

b. Update regarding mandatory sewer connection for water only accounts in the coastal high hazard area Diane Carlton addressed the board. She reported that so far the response to the letter had not had as many negatives as she had thought. She thanked Commissioner Poppell for assisting with revising the letter. She stated that she was in the process of getting quotes for group installations since this would be a cost savings to the customer. If we can do 5 at a time it would save the customer some monies. We estimate perhaps one- half of the customers notified have responded back and only 2 gave us a really negative response.

c. Update on EPA Grant Funding- (\$750,000.00) Diane Carlton - The second Contractor pay request in the amount of \$124,968.99 has been processed. We received payment in the amount of \$48,163.05. The fund balance is \$207,029.70.

d. Update on Phase II, Part 2 Construction – Diane Carlton – Construction seems to be going well. We have not had any issues reported. I was unable to attend the Progress meeting held this morning at 10:00am. I anticipate being updated by the Engineers as to the progress and the change order request that was sent to USDA-RD for review to approve earlier this month. This request included adding quick disconnects to the remaining Phase I customers, replacing the conduit at the WWTP, installing the grinder pump on Gibson Road that was by-passed in the first part of Phase II construction, repairing the problem with the Boat ramp lift station and going back and installing a plug on the future connection boxes that were not plugged properly in the first part of Phase II. We will also need to provide them a request of what we wish to purchase with the \$25,000.00 that was included as a line item in this contract.

7.

NEW BUSINESS

a. Review of estimates for repair of insulation at the District Office Building and discussion concerning the skirting project for the District Office – Diane Carlton - Diane requested that these 2 items be

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postponed until next fiscal year, since no monies were budgeted for these expenses. She stated she would request funds be placed in next year's budget to proceed with these projects.

- b. **Request for additional hours – Office Manager Diane Carlton.** Diane requested that the board allow her to increase her hours to 4 days a week for the remainder of this fiscal year. She advised that she needs the additional time to finish additional work anticipated to close out the Phase II, Part 2 Construction and to pursue gathering the information concerning the SPAP Grant. She advised the board that monies were in the budget to cover this expense since no cost of living raise was given for any of the employees this fiscal year. **Commissioner Lee Bennett made a motion to 8 hours to the Office Managers current 24 hours so that the requested items could be handled. Commissioner Troy Thompson offered a second. Chairman Aibejeris asked if there was any other discussion. There was not. The motion passed unanimously.**
- c. **Request to appoint (2) commissioners to replace former Commissioners Senter and Carlton as authorized signers for the bank accounts at Citizens Bank of Perry – Diane Carlton**
Office Manger Diane Carlton requested that the Board create a resolution to remove former Commissioners Senter and Carlton as authorized signers and add two other commissioners as authorized signers. **Commissioner Lee Bennett made a motion that a resolution be written authorizing Commissioner Jim Poppell and Commissioner Troy Thompson be added as authorized signers for the Citizens Bank account and that former Commissioner Glenn Senter and Charles Carlton be removed. Commissioner Gennie Malone offered a second. Chairman Aibejeris asked for further discussion. There was none. The Resolution was passed unanimously.**
- d. **Request for the creation of a written policy to assist employees on the proper procedure for Request for Proposals. Diane Carlton**
Diane requested board approval to allow her to gather information and work toward creating a clear policy as to the Districts procedure and policy for Request for Bids and Proposals so that all staff understood the process and when to advertise and when not to. By consensus the board agreed to this project. Once it is complete it will be presented to the board for consideration for approval.
- e. **Request to schedule a workshop to work on the budget for fiscal year 2013-2014 – Diane Carlton**
The board discussed how they would handle budget this year and by consensus it was agreed upon to discuss the proposed budget at the next board meeting. They were advised by the Office Manager that the budget should be approved no later than the September 2013 meeting but preferred at the August 2013 meeting.

8. CLOSING REMARKS – COMMISSIONERS/STAFF There was none

9... MOTION TO ADJOURN

Commissioner Gennie Malone made a motion to adjourn. Commissioner Troy Thompson offered a second. The motion was unanimously approved. The meeting was adjourned at 4:39 p.m.

The next regularly scheduled meeting will be held on Tuesday August 27, 2013 at 3:00 p.m.

Board Actions:

Approve Minutes from May 6, 2013 meeting and May 28, 2013 meeting

Approve Directors Report for May 2013

Approve Financial Reports for May 2013

Approve a Resolution to transfer \$500.00 to supplies/tools water and \$1,588.00 to System Plant Upgrades water for a total of \$2,088 from Replacement Parts Water

Approve Diane Carlton, Office Manger to increase her days working by one day per week through 9/30/2013 effective this week

Approve a Resolution to add Commissioners Thompson and Poppell as authorized signers on the Citizens Bank accounts to replace former Commissioners Senter and Carlton

Action Items:

Continue to explore ways to make sewer connection more affordable for customers that are not covered for Connection under grant funding

Set up a Preventive Maintenance Schedule and Plan for the Waste Water Department

Prepare Letters for Board Review to send to Customers affected by Mandatory Sewer Connection

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

M. Diane Carlton