

# TAYLOR COASTAL WATER & SEWER DISTRICT

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## MINUTES OF REGULAR COMMISSION MEETING

July 22, 2014

1. The meeting was held at the District Building at 3.00 PM on July 22, 2014 present were:
  - a. COMMISSIONERS: Lynn Aibejeris, Shawna Beach, Steven Brown, Gennie Malone, Jim Poppell and Troy Thompson.
  - b. TCW&SD STAFF: Ronald Bennett, Diane Carlton and Lynette Senter.

Chairman 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 Poppell.

3. There were no guests present.

4. Chairman Aibejeris asked if everyone had electronically received and reviewed the minutes of the June 24, 2014 meeting. All Commissioners acknowledged they had. The Chairman called for a motion to accept the minutes as presented. **Commissioner Beach made a motion to accept the minutes as presented. Commissioner Malone offered a second. Chairman Aibejeris called for discussion. There was none. The motion was unanimously approved.**

### 5. Staff and Committee Reports

- a. Water Operations- Ronald Bennett- Ronald reported that Water Operations were going well. He expressed that we had pumped allot of water for the month of June. He reported that he has been working on his Lead and Copper sampling plan and has not been able to meet the number of homes that EPA require to be sampled. He requested that if any of the board members would be willing to participate in the sampling to please let him know. Ronald then asked that the commissioner approve the advertisement of the vacant Water/Wastewater Trainee Position. He requested that the position hourly pay be approved at \$10.00 per hour and 24 hours per week. **Commissioner Thompson made a motion to advertise the Water/Wastewater Trainee position in the Perry Newspapers with a starting pay of \$10.00 per hour at 24 hours per week. Commissioner Malone offered a second. Chairman Aibejeris asked for discussion there was none. The motion was unanimously approved.**
- b. Waste Water Operations- Ronald Bennett – Ronald reported that the wastewater department was having a lot of grinder pump repair and change-outs. A lot of the problem is due to excessive grease building up in the pumps. Several of the commissioners questioned him if the customers that continued to have the same issue time and time again were being billed for at least a service call and if there was a written policy in place regarding the habitual repairs of the same household/business pumps. District staff advised that there was nothing in writing. **Commissioner Poppell made a motion that the District enacts a written policy to be a part of the rules and regulations of the district. This written policy will be used for procedure purpose so that customers who continually have service calls due to excessive grease shutting down and/or damaging a grinder pump will all be addressed in the same manner. (1) A warning letter will be written to the customer advising them of the issue causing the pump to fail. The District will notify the customer in writing upon the first incident of excessive grease in a grinder pump that has resulted in repair and or replacement that if this occurs a second time that they will be charged a \$250.00 service charge fee. The customer will also be given a copy of the written grinder pump user instructions. (2.) If the customer has the issue a second time they will be billed the \$250.00 charge and advised in writing that if the event occurs a second time that they will be billed for the full price of a new pump at the current cost at the time and a \$250.00 service charge fee. The effective date of this rule will be once it is posted in the rules and regulations. Commissioner Malone offered a second. Chairman Aibejeris asked for discussion. There was none. The motion was unanimously approved.**
- c. Directors Report – Lynette Senter. Water and Sewer Sales for the month of June 2014 were \$33,474.96. We have a total of 459 accounts. There were 1,613,000 gallons of water pumped, 1,596,000 gallons sold and 15,400 gallons used for flushing lines. This gives a water loss of 1,000 gallons and a loss ratio of .06%. There were no new service connections for the month. We had two accounts 31 to 60 day past due and one of those has now paid current. There were no turn-offs for the month. The total adjustments for the month were (\$274.93). The adjustments included \$25.33 for data input errors, (\$19.68) Late fee adjustments, (\$130.40) Non-Potable Water Adjustment, (\$450.18) Onetime adjustment requests in the amount of (\$112.18), (\$16.00) and (\$321.60). The (\$16.00) is actually a non-potable water adjustment processed in the wrong area. There were 2 reconnect fees for a total amount of \$300.00. An opportunity for questions was given. There were none. **A motion was made by Commissioner Brown to accept the Billing Report as**



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**presented. Commissioner 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- Lynette advised the commissioners that she had corrected the billing software to bill in increments of one thousand gallons instead of one hundred gallons. She reported that the notice of the public hearing set for September 23<sup>rd</sup>, 2014 at 3pm to address rate increases was posted on the bills mailed out this month and the message will appear on the August billing too.
- e. Financial Reports: Office Manager – Diane Carlton - Total sales for the month of June 2014 were \$33,474.96 which was \$1,639.21 over the anticipated budget amount of \$31,835.75. Total expenses for the month were \$26,093.82 which was just under the budgeted amount of \$26,427.53. Total net income for the month was \$7,668.73. This included \$223.41 interest income and \$64.18 in customer repair income. Exception expense items paid this month included \$564.00 to Auto Owners insurance for additional workman's compensation insurance premium. In the Repair Maintenance Sewer area \$1,855.64 was paid for the repair and hook up for one of the pumps at the Keaton Beach lift station. \$2,425.48 was paid for a new blower at the waste water treatment plant. \$1,775.00 was paid for the 2<sup>nd</sup> sludge haul for this fiscal year. There were no other exceptions for the month. An opportunity for questions was given. There were none. Chairman Aibejeris asked for a motion to accept the Financial Reports as presented. **A motion was made by Commissioner Malone to accept the Financial Reports. Commissioner Thompson offered a second. Chairman Aibejeris asked for discussion. There was none. The motion was unanimously approved.**
- f. Other Office Manager Items (1) We received 2 quotes for fire extinguisher service. (a.) Tri Co Fire and Safety \$499.65 which includes getting us in compliance. This will include replacing 5 extinguishers, recharging one and hydro testing another. The annual inspection fee will be \$60.00 for all three locations. (b.) Automatic Fire Systems quote \$156.00 for annual service. **Commissioner Thompson made a motion that we accept Tri Co Fire and Safety quote for \$499.65 which includes an annual service quote of \$60.00. Commissioner Malone offered a second. Chairman Aibejeris asked for discussion. There was none. The motion carried unanimously.** (2) The engineering firm that was hired by Taylor County for the walking path project has contacted us for copies of our maps showing our water/sewer lines, etc. We were able to provide this to them by contacting Jones Edmunds for assistance. (3.) A copy of an e-mail received from Taylor County, Dustin Hinkel is in your package to advise us about the situation with the vent pipes that have fallen over, been run over or removed. The board discussed this briefly and advised Ronald Bennett to begin servicing this issue as soon as possible. Ron advised them that he would begin to walk the area in the coming weeks and establish a schedule to take care of the issue. He advised he had ordered the couplings to make these repairs and just received them. He will begin the work immediately. (4.) The office and field staff needs direction as to what you wish to do with the 3 water only accounts that are affected by the mandatory grinder pump installation. We have requested information from all three of them but have had no response. We have kept their water service on due to the fourth of July holiday and each one of them was spoken to on the phone in regard to the courtesy of the service because of the holiday. There was discussion as to the customers making no effort to contact us and that they had all been given one year to comply with the request. By consensus the commissioners agreed to have the 3 customer's disconnected. They are Clukie, Holton and Metts. (5) We have had no response from Danny Grinder in reference to the letter sent to him on July 7, 2014 concerning the power pole permit issued to Andy Jackson without contacting the district regarding the water and sewer service. We have also had no response from Conrad Bishop, Dustin Hinkel or Danny Grinder on the e-mail that was issued to them concerning the power approval without the owner being required to use the services of water and sewer.

5. OLD BUSINESS

- a. Update on EPA Grant Funding (\$750,000) – Diane Carlton –Diane reported that we received approval to extend the draw period on the grant funds until 12/31/2014. She asked the board to approve transferring \$4,855.34 from the operating account to the money market construction account so that the purchase of the back-hoe attachment for the tractor could be completed. EPA approved their portion of the purchase in April of this year. This purchase really needs to be completed for this fiscal year. Ronald Bennett should go ahead and order the equipment. **Commissioner Malone offered a motion to transfer four thousand eight hundred fifty-five and 34/100 dollars from the operations account to the money market account so that the back-hoe attachment purchase could be completed and requested that Ronald Bennett order the equipment so that the purchase can be completed. Chairman Aibejeris asked for discussion. There was none. The motion was unanimously approved.** The balance of funds remaining is \$131,301.63. The anticipated matching funds needed are \$59,085.73.
- b. Update on Taylor County Restore Act Project Proposal -Troy Thompson - Troy reported that he has not heard any update from the committee.
- c. Update on Employee Benefits-Shawna Beach-Ronald Bennett – Shawna Beach passed out information from Taylor County's Insurance program which detailed costs for different scenario's of coverage as an example for the District to consider in offering insurance benefits to our employees. She briefly discussed the benefits also. She also offered examples of outside vendors for examples of what the cost would be. Ronald Bennett shared his information he



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obtained by going online to apply for coverage in the open market. He expressed that premiums ranged from \$400.00 to \$660.00 per month for coverage. There was further discussion but no decision was made for the District to offer insurance benefits to the employees at this time.


6. District Rules and Regulations for review and approval – Lynette Senter The amended rules were presented by Lynette for approval. The board made recommendation that in section III that water only service is only sold to properties that are outside of the costal high hazard area and to commercial accounts that use irrigation only and the ice house that produces ice only. The revised rate chart should also be corrected to show charges are at 1000 gallon increments instead of 100 gallon increments. The rate chart should be a part of the rules and regulations. **Commissioner Thompson made a motion that the rules and regulations presented be accepted with the recommended changes being made. Commissioner Malone offered a second. Chairman Aibejeris asked for further discussion. There was none. The motion was unanimously approved.**
7. NEW BUSINESS  
There was none
8. CLOSING REMARKS – COMMISSIONERS/STAFF – There were none.
9. MOTION TO ADJOURN
  - a. **Commissioner Malone made a motion to adjourn. Commissioner Poppell offered a second. The motion was unanimously approved.** The meeting was adjourned at 4:35 p.m.
  - b. The next regularly scheduled meeting will be held on Tuesday, August 26, 2014 at 3:00 p.m.

**Board Actions:**

- a. Approve Minutes from June 24, 2014 meeting
- b. Approve Directors Report for June 2014
- c. Approve Financial Reports for June 2014
- d. Approve a motion to transfer four thousand eight hundred fifty-five and 34/100 dollars from the operations account to the money market account so that the back-hoe attachment purchase could be completed

**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.



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