

TAYLOR COASTAL WATER & SEWER DISTRICT

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MINUTES OF REGULAR COMMISSION MEETING

July 28, 2015

1. The meeting was held at the District Building at 3.00 PM on July 28, 2015 present were:
 - a. COMMISSIONERS: Lynn Aibejeris, Steven Brown, Gennie Malone, Jim Poppell, Troy Thompson and Joel Singletary. Commissioner Shawna Beach was absent.
 - b. TCW&SD STAFF: Diane Carlton, Sean Murphy and Lynette Senter were present. TCW&SD STAFF: Ron Bennett was absent.

Chairman Aibejeris called the meeting to order and declared a quorum present. She welcomed guest and board attorney Mike Smith.

2. The meeting was opened with prayer and the Pledge of Allegiance to the Flag led by Commissioner Brown.
3. Rick Crews of South East Rural Community Assistance Program--Discussion of approved Ordinance No. 2015-01 or the Automatic annual 2.5% increase for both Water and Sewer effective each beginning October 1, 2015.
Rick was unable to attend the meeting Diane Carlton presented the increase to the commissioners stating that the minimum water rate would increase from \$28.00 to \$28.70 and the minimum sewer rate would increase from \$39.65 to \$40.64 per month. A copy of the increases per 1000 gallons increments was provided.
4. Board attorney Mike Smith provided training to the board on Government in the Sunshine and presented the District with a 2015 Government-In-The-Sunshine Manual.
5. Chairman Aibejeris asked if everyone had electronically received and reviewed the minutes of the April 28, 2015 regular scheduled meeting and requested a motion for approval. **Commissioner Joel Singletary made a motion to accept the April 28, 2015 minutes as presented. Commissioner Troy Thompson offered a second. Chairman Aibejeris called for a vote. The motion carried unanimously.** Chairman Aibejeris asked for a motion to accept the minutes of the special called June 10, 2015 meeting. **Commissioner Gennie Malone made a motion to accept the June 10, 2015 minutes as presented. Commissioner Steven Brown offered a second. The chairman called for a vote. The motion was unanimously approved.**
6. Staff and Committee Reports
 - a. Water Operations-Sean Murphy for Ronald Bennett- Sean Murphy reported that all fire hydrants have been covered with garbage bags due to suspected water theft at the Ezell beach fire hydrant. It is also believed that the voc and soc contamination that was detected in the recent labs was a result of the water truck not using proper backflow prevention. A copy of a letter to Taylor County Fire and Rescue, Perry Fire Department, County Administrator, Dustin Hinkle, Emergency Management, Stephen Spradley and Florida Forest Services was provided to the commissioners for information on the district's current policy for use of our hydrants. He advised that the District would be placing locks on all of the hydrants to make sure that our water supply is protected and to make sure we are made aware of the use. Once the locks have been placed, another letter will be sent to all of the aforementioned to advise them of the procedure for using the hydrants. The Hydro tank is scheduled for a clean out and inspection the later part of September.
 - c. Sewer Operations-Sean Murphy for Ronald- The 20 HP pump at the Keaton Beach lift station is being returned to TAW for warranty work. This pump is continuing to fail. Ron is recommending that we go ahead and buy a new pump at an approximate cost of \$17,000.00. A total of 5 grinder pumps have been installed this quarter. Ron has advised that the grinder pump repair program with Water Resources is working well. Usually four a month are picked up, repaired and returned to us which keeps our inventory in place. Ron has been looking into a maintenance plan to address air relief valves on sewer lines. He plans to put this in place soon with him and David working together until he feels comfortable that David can handle this on his own.
7. Director's Report – Lynette Senter - Lynette presented April, May and June 2015 Directors reports. She advised the board that sales were \$127,119.98 for the 2nd quarter of this year. An opportunity was given for questions, there were none.

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Chairman Aibejeris called for a motion to accept the Director's reports for April, May and June 2015, **a motion was made by Commissioner Jim Poppell. Commissioner Gennie Malone offered a second. Chairman Aibejeris called for a vote. The motion carried unanimously.**

Other Assistant Office Manager Items - Lynette advised the commissioners that the office has had several complaints from customers stating that we are not charging all the customers that have quads and duplexes the correct grinder pump fee. She advised the board that according to our policy that we should be charging a fee for each pump not for each service. After a brief discussion it was the consensus of the board that office staff corrects this error at the next billing.

Financial Reports-Diane Carlton Diane presented an April through June 2015 quarterly Profit & Loss Budget Performance along with a total expense report. She reported income for the quarter was \$131,119.98, we had budgeted \$119,332.50. Expenses were \$137,961.34 compared to a budgeted amount of \$99,150.74. However included in the expenses is GP installation expenses of 18,836.03 and grinder pump repairs in the amount of \$20,974.49 which actually creates a difference of \$999.92 to the good. The purchase of the Dodge Dakota in the amount of \$12,400 was unanticipated. An opportunity was given for questions. There was none. Chairman Aibejeris called for a motion to approve the financial reports as presented. **Commissioner Malone made a motion to accept the financial reports as presented. Commissioner Thompson offered a second. The Chairman called for a vote. The motion carried unanimously.**

Other Office Manager Items – Diane Carlton-None was presented.

8. New Business

Presentation of Proposed 2015 to 2016 Fiscal Year Budget and request for approval-Diane Carlton-The commissioners were given a copy of the balanced proposed fiscal year budget. After discussion Chairman Aibejeris asked for a motion to accept the proposed budget, **Commissioner Troy Thompson made a motion to accept the budget as presented, a second was offered by Commissioner Brown. Chairman Aibejeris called for a vote. The motion carried unanimously.**

9. Old Business a. Update on EPA Grant Funding (\$750,000.00)-Diane Carlton- Diane advised the board that the grant was closed out on April 27 2015.

Updates on DOT/Keaton Beach to Dark Island Walkway- We have not had any conversation with DOT or Taylor County as when the project will begin. .

10. Closing Remarks Commissioners/Staff - There was none.

11. Motion to Adjourn- **Commissioner Poppell made a motion to adjourn. A second was offered by Commissioner Malone. The meeting was adjourned at 5:25 p.m.**

Action Items:

Approval of April 28, 2015 board minutes

Approval of June 10, 2015 board minutes

Approval of Directors Reports for April, May, June 2015

Approval of April May and June 2015 Financial Reports

Approval of 2015-2016 Fiscal year Budget

BY:



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