

# TAYLOR COASTAL WATER & SEWER DISTRICT

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## MINUTES OF REGULAR COMMISSION MEETING

October 22, 2013

1. The meeting was held at the District Building at 3.00 PM on October 22, 2013 present were:  
COMMISSIONERS: Lynn Aibejeris, Steven Brown, Gennie Malone, Jim Poppell and Troy Thompson.  
Commissioners Lee Bennett and Shawna Beach were absent.  
TCW&SD STAFF: Ronald Bennett, Diane Carlton, Jim Gooding, David Morgan and Lynette Senter. Roger Morgan was absent. 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 Steven Brown.
3. Commissioner Aibejeris welcomed Frank Russell as a guest and offered him an opportunity to speak. Mr. Russell stated he has a vacant lot at Keaton Beach that currently has water only. He advised that he received a letter from the district several months ago advising him that he would have to install a grinder pump or lose his water service on that lot. He explained that he had approached Mrs. Carlton at the district office prior to the receipt of the letter in an attempt to install a grinder pump that he had purchased from Joe Anderson for \$2700.00. He stated that the pump was left over from the last grinder pumps installed for the district by Anderson Columbia. He stated he did not install the pump due to the \$2,500.00 quote he received from Mrs. Carlton. He asked the board to consider allowing him to negotiate with his own contractor to install his pump. He stated he felt confident that he could have a grinder pump installed for less than \$2,500.00. Mr. Russell also requested that he be allowed to go over the bids that the District solicited for grinder pump installations.

Office Manager Diane Carlton responded to Mr. Russell's request expressing that she was very much aware that the cost for the grinder pump installations seemed high. She advised him that the District is continuing to explore ways to offer a less expensive cost for installations. She explained further that the District has currently negotiated a lower price for the people affected by the mandatory connection. The contractor has agreed to reduce the cost of installations based on increments of five installations, 5 would be less than one and 10 would be less than five and etc. She added that she could not quote the exact amount since she did not have the quote in hand but the charge would go down considerably. She also explained to Mr. Russell that the \$2,500 quote for a single installation included the electricians' fee.

Chairman Aibejeris asked Mr. Russell if he would be willing to share his estimates with the District. She stated that if the cost is lower that the District would make an effort to certify the contractor to work for us so that we could over see the installation. She advised Mr. Russell that the District could not authorize him or anyone else to "hire" and oversee the installation of grinder pumps for the district, because once the pump is installed and connected to the sewer it becomes the District's property and responsibility for repairs.

Commissioner Troy Thompson responded to Mr. Russell. He told him he sympathized with him. He requested that Mr. Russell get us the information and let us work directly with the contractor and electrician that he receives the lower quotes from. He added that this would benefit others too. The District must oversee the installation and make sure that it is to our standards.

Commissioner Jim Poppell thanked Mr. Russell for bringing this up. He added that the District will further discuss this matter and strive to get a lower cost. Mr. Russell stated he would appreciate the boards help and closed by expressing his Thanks.

Chairman Aibejeris congratulated employee Ron Bennett on his promotion to field supervisor.

Chairman Aibejeris also mentioned the following non-agendaed items.

1. Placing a monitor on the service truck. She stated she would like to see this accomplished by next meeting.
2. She requested that the office staff gather information to clearly identify what the district is paying for in the salary that the water and wastewater operators receive.
3. She asked that the Cost of Living Raise Policy for employees be reviewed at next board meeting for consideration to be changed to a performance based raise.



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5. Chairman Aibejeris asked if everyone had electronically received and reviewed the minutes of the September 24, 2013 and the special workshop meeting held October 16, 2013. 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 Troy Thompson offered a second. Chairman Aibejeris asked for any further discussion. There was none. The minutes were unanimously approved.**

6. **Staff and Committee Reports**

**a. Water Operations – Jim Gooding–** Jim reported that the water department had a steady month. He advised that the inventory for year end was completed this month and turned into the office staff. He reported that Melvin Bowden who lives at Ezell Beach had reported a leak in front of his home. The leak was repaired without any issues.

**b. Wastewater Operations – David Morgan/Ron Bennett-** Ron reported that the Waste Water Department has been very busy with lots of things happening. The Cummins representative came to test the generator. He reported that they have been working to put together the bypass that will be required for the upcoming tank painting project. Grinder pump parts were ordered and grinder pumps were repaired. He advised that the pump repair at the boat ramp is still fully completed but that it should be finished soon. Maintenance is being addressed daily. We will be doing visual inspections and soon have in writing reports/forms to document the procedures.

**c. Directors Report – Lynette Senter**

Water and Sewer Sales for the month of September were \$31,922.45. We have 452 accounts. Water sold was 1,269,200 gallons. Water pumped was 1,269,200 gallons. Water used for flushing lines was 38,450 gallons. Other water loss was 91,350 gallons which created a water loss ratio of 6.53%. We have 3 accounts past due 31-60 days, 2 of those are expected to be paid and the other will result in a lien being filed. The adjustment breakdown was presented as follows: Data input errors \$238.39, Late fee adjustments \$6.59, Non Potable Water Adjustments, (\$162.40), Transfer fee (Change of Owner), \$100.00, Disconnect Fee, \$25.00 and Collection Account/Lien filed (\$393.35) for a Total Adjustment amount of (\$198.95). 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 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. Other Assistant Office Manager Items –Lynette Senter** none

**e. Financial Reports: Office Manger – Diane Carlton**

Total Sales for the month of September 2013 were \$31,922.45. Total expenses for the month were \$28,862.36. Exception expense items for the month included payment on freight for unanticipated repair parts in the amount of \$57.11. Auto Insurance annual premium \$1,863.00, Employee Dishonesty Bonds \$213.00, General Liability Insurance \$1,768.00 and Property Insurance in the amount of \$1,766.00 which resulted in total annual insurance premiums of \$5,610.00 being paid during this reporting month. We received a refund of \$892.00 for Workman's Compensation Insurance; the refund was due to an error in classification of one of our employees. Under Repair Maintenance for the sewer department \$2,418.25, this included repairs to the pump at the Keaton Beach Boat ramp, the generator repair and the air conditioner unit repair. The Water Department spent a total of \$1,472.84 for replacement parts. The Districts total ordinary income for the month was \$3,060.09 and their total net income for the month was \$96,249.71. However \$92,805.02 was grant funds received but they are immediately disbursed to pay Phase II Part 2 construction costs. A copy of the September 30, 2013 balance sheet was presented to the commissioners for their information and review. 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 Gennie Malone to accept the Financial Reports. Commissioner Jim Poppell offered a second. Chairman Aibejeris asked for discussion. There was none. The motion was unanimously approved.**

**f. Other Office Manager Items: Diane Carlton** - none

7. **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- We will need at least 5 installations at a time to get the discount price for installation. I do not anticipate any action until after the first of the year. She reminded the board that there are 22 accounts that are affected by this policy enforcement and they have until June 30, 2014 to comply.



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**c. Update on EPA Grant Funding- (\$750,000.00)** Diane Carlton – Due to the Government Shut-Down there is nothing to update.

**d. Update on Phase II, Part 2 Construction – Diane Carlton –** The project is complete however due to the government shut-down we have not been able to set a final inspection date. I do anticipate this happening soon after they come back to work as they too are anxious to close out the project

**e. Update on Maintenance Program – Ronald Bennett-** Ron reported that this is continuing daily and written procedures are a goal that is being worked on.

**F. Update on Taylor County Restore Act Project – Troy Thompson-** Troy advised he had not heard anything on the project

**g. Update on Keaton Beach Boat Ramp Repair of Pump No. 2 – Ronald Bennett-** The electrician should complete this tomorrow.

**h. Update of Meter Change Out program – Jim Gooding -** Jim left the meeting early and no update was given

**i. Recommendation for the Proposal's presented by Water Resource Technologies at the September 24, 2013 board meeting – Ron Bennett-** Ron recommended that the District not accept the proposals presented to the board by Water Resources Technologies. He stated he felt that he and David Morgan could do the repairs at a lesser cost but without the warranty. He stated he did not recommend the data base project be approved at this time due to the cost. He said he would like to review this later on. He did recommend that the District accept the offer of free training.

8. NEW BUSINESS

None

CLOSING REMARKS – COMMISSIONERS/STAFF No closing remarks were made

10. MOTION TO ADJOURN

**Commissioner Jim Poppell made a motion to adjourn. Commissioner Gennie Malone offered a second. The motion was unanimously approved. The meeting was adjourned at 4:35 p.m.**

**The next regularly scheduled meeting will be held on Monday, November 18, 2013 at 3:00 p.m.**

**Board Actions:**

Approve Minutes from September 24, and October 16, 2013 meetings

Approve Directors Report for September 2013

Approve Financial Reports for September 2013

**Action Items:**

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

David Morgan and Ron Bennett are to present to the board the major components of a Preventive Maintenance Program with a schedule and logs, the plan should be followed on a daily, monthly, quarterly, semi-annual or annual basis, this will be based on each specific piece of equipment as the specifications call for. This plan should also include a way to report this information to the commissioners on at least a quarterly, semi-annual or annual basis. This should be ready for review by August 27, 2013 board meeting.

The office staff will provide Balance sheets to the board on a quarterly basis at the regular board meeting

Create Maintenance Files for all Waste Water Equipment and Water Department Equipment

The Waste Water Department should provide to the board how many grinder pumps are in inventory and the condition of each.

Research should be done to see if the design flaw in the grinder pumps covers that were plastic that we are purchasing now can be replaced by Water Resource Technologies or least a discount in purchase price

Office staff will work on a manual and 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

