

TAYLOR COASTAL WATER & SEWER DISTRICT

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MINUTES OF REGULAR COMMISSION MEETING

October 27, 2015

1. The meeting was held at the District Building at 3.00 PM on October 27, 2015 present were:
 - a. COMMISSIONERS: Lynn Aibejeris, Steven Brown, Nancy Geohagen, Gennie Malone, Joel Singletary and Troy Thompson,
 - b. TCW&SD STAFF: Ronald Bennett, Diane Carlton and Lynette Senter.
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 guests John and Becky Minix who are property owners at Keaton Beach and Ricky Crews with Southeast Rural Community Assistance Project Inc
 - a. Chairman Aibejeris offered an opportunity for Mr. and Mrs. Minix to speak. Mr. Minix advised the board that he rents a property located at Keaton Beach and had made a request to Ron Bennett to relocate the grinder pump on the property and he thought the \$1,500.00 quote was too high for relocating the pump since the owner was not allowed to choose where the pump was to be located initially. After a brief discussion the board advised Mr. Minix that we could not move the grinder pump unless the owners requested it and that the cost to relocate would be \$1,500.00 because it requires not only relocating the pump but removing the pump and then re-installing.
 - b. Chairman Aibejeris offered Mr. Ricky Crews an opportunity to speak. He advised the board that he was here to bring some good news that he had received from USDA-RD. He stated that they had contacted him and asked that he help get word out that they have grant monies and loan monies available and are anxious to get monies to those who have needs. He advised that we should contact them as soon as possible to see if we could get some of these monies for the water improvements that we need. The board instructed the Office Manager, Diane Carlton and the Field Supervisor to work together to see if we can get some of those monies, especially grant funds.
5. Chairman Aibejeris asked if everyone had electronically received and reviewed the minutes of the July 28, 2015 regular scheduled board meeting and the special called board meeting on September 1, 2015. All Commissioners acknowledged they had. The Chairman called for a motion to accept the minutes as presented. . **Commissioner Joel Singletary made a motion to accept the minutes as presented. Commissioner Gennie Malone offered a second. Chairman Aibejeris called for discussion. There was none. The motion was unanimously approved.**
6. Staff and Committee Reports
 - a. Water Operations –Ron Bennett – Ron reported that with the exception of a fitting in the 5000 Gallon Cedar Island Hydro Tank bursting and resulting in a positive reading for iron bacteria in our customers water at Cedar Island, Dark Island and Fish Creek water operations are running smoothly. He provided the board with a copy of 2 DEP flyers that were posted and delivered to the customers in the September billing. In addition to this requirement more labs will be required by DEP on a quarterly basis for 4 quarters which will result in additional charges to the District for this issue. He stated that due to this issue and of his opinion that the tank should be cleaned. He stated our tank service provider quoted \$2,450.00 to do this and requested that the board approve this request. After discussion, **Commissioner Nancy Geohagen made a motion that the board approved the cleaning of the 5000 gallon Hydro tank at Cedar Island and that the monies for this maintenance expense be taken from contingency funds since it was not included in this fiscal year's budget. Commissioner Troy Thompson offered a second. Chairman Aibejeris called for discussion. There was none. The motion was unanimously approved.**
 - b. Sewer Operations – Ron Bennett. Ron reported that sewer operations were going well. He explained that all duplexes and quads had been inspected and repaired if necessary. He also stated that a new pump was placed into service at the Keaton Beach Boat Ramp due to one of the pumps failure. When the pump was diagnosed the repair would cost more than half of what a new pump would and after discussion with Chairman Aibejeris their decision was to purchase the new pump.

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c. Director's Report – Lynette Senter – Lynette asked the board if there were any questions concerning the July, 2015, August 2015 and September 2015 directors reports that were provided to them in the board package that was e- mailed to them. Commissioner Geohagen asked about the collection accounts shown on the director's reports. Lynette explained that if a customer fails to pay the account balance and service is disconnected that the District files a lien on the property. The collection account is eventually paid when service is requested to be resumed. There were no other questions. **Chairman Aibejeris called for a motion to accept the Directors Reports; Commissioner Gennie Malone offered a motion to accept the director's reports for July, August and September 2015. Commissioner Troy Thompson offered a second. Chairman Aibejeris asked for further discussion. There was none. The motion was unanimously approved.**

d. Other Assistant Office Manager Items – Lynette Senter – Lynette explained to the board that she was working on a price quote from RVS software service to see if we convert to postcard billing what kind of savings we would incur. She also mentioned that Frank Russell a customer at Keaton Beach had approached her about an early payment discount. After a brief discussion the board by consensus advised Lynette that at this time the District could not offer a discount for early payments. She had no other items to discuss.

e. Financial Reports – Diane Carlton – Diane advised the commissioners that overall the District had a good year financially; our income was more than anticipated even though the expenses were a little more than anticipated. Diane asked the commissioners if they had any questions or concerns regarding the profit and loss budget performance for July thru September 2015 and the expense breakdown for the same period, the Profit and Loss Budget performance for fiscal year October 2014 through September 2015 or the September 30, 2015 balance sheet that had been e-mailed to them. Commissioner Joel Singletary mentioned that he thought it would be a good idea for the District to bid out insurance expenses next year and to inquire about other phone service providers. There were no other questions offered. **Chairman Aibejeris called for a motion to accept the Financial Reports. Commissioner Gennie Malone offered a motion to accept the financial reports as presented for July, August and September 2015. Commissioner Joel Singletary offered a second. Chairman Aibejeris asked for further discussion. There was none. The motion was unanimously approved.**

f. Other Office Manager Items – Diane Carlton- There was none presented.

7. NEW BUSINESS

a. Consider for approval the 2015 -2016 Board Meeting Calendar- Commissioner Joel Singletary expressed that in his opinion that the quarterly board meetings are not good for the district. He stated he felt like the district should go back to monthly meetings. Chairman Aibejeris asked if this was a motion, **Commissioner Singletary responded that he would like to make a motion that the board meeting calendar as presented be changed to a meeting every month on the 4th Tuesday of the month at 3:00 pm and special meetings called as needed. Commissioner Gennie Malone offered a second. Chairman Aibejeris asked for further discussion. There was none. The motion was unanimously approved.**

b. Discuss Employee Evaluations and consider wage increases per district policy. The board was presented a copy of the district's policy for employee Annual Coast of Living Increase and a copy of the notice from the government advising that there will be no cost of living increase for the year of 2016, since the district's policy is to offer increases based on the government cost of living increase there will be no increase in wages for 2016. In discussion the board agreed that each manager should evaluate their employees once a year in December and request wage increases based on performance evaluations if the manager seemed that it be appropriate.

c. Review IRS mileage reimbursement rate- The IRS mileage rate has increased from \$.56 per mile to \$.575 per mile. **Commissioner Troy Thompson made a motion that the District continue to follow the IRS Mileage table for mileage reimbursement and to increase the reimbursement amount to \$.575 per mile. Commissioner Steve Brown offered a second. Chairman Aibejeris asked for further discussion. There was none. The motion was unanimously approved.**

d. Discussion of 1 grinder pump servicing 2 dwellings for Cedar Island customer Rick Stokes. Office Manager Diane Carlton advised the board that Mr. Rick Stokes had phoned the office and wanted to know why he has only one grinder pump servicing 2 dwellings on his property and why he is paying 2 bills. He further stated that he was interested in selling his guest house that is on the property. He requested us to place an additional pump on his primary dwelling since the pump that is there is located on the part of the property that would be sold with the quest house. He was advised that the cost to install another pump would be \$5,500.00. He stated he felt the district should bear this expense. Field staff made a visit to Mr. Stokes property. It was determined that the reason that only one pump was in place is that there was only one septic tank on the property. He was advised that USDA would only allow one grant funded grinder pump per septic tank at the initial installations and also that the quest house was only a boat house at that time. Mr. Stokes was advised that he would have to pay for a grinder pump installation to his

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primary property if he wanted 2 pumps to service the property. The board agreed with office and field staff as to their decision and discussion with Mr. Stokes.

8. OLD BUSINESS

- a. Update on DOT/Keaton Beach to Dark Island Road Walkway – Diane Carlton

Diane did not have anything to update. She stated she hoped we would hear from the state and the engineering firm soon.

9. CLOSING REMARKS COMMISSIONERS AND STAFF – There was none.

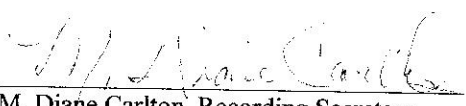
10. MOTION TO ADJOURN- **Commissioner Malone offered a motion for the meeting to adjourn, Commissioner Joel Singletary offered a second. The motion was unanimously approved. The meeting was adjourned at 5:15 p.m.**

Board Actions:

- a. Approve Minutes for July 28 2015 regular board meeting and the minutes of the September 1, 2015 special called board meeting
- b. Approved the cleaning of the 5000 gallon hydro tank located at Cedar Island for a cost of \$2,450.00 and to transfer \$2,450.00 to the operating checking for this expense from contingency funds.
- c. Approve Directors Reports for July 2015, August 2015 and September 2015
- d. Approve Financial Reports for July 2015, August 2015 and September 2015

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 and maintenance staff to create maintenance files for all Water and WW equipment
- d. 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.


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