

# TAYLOR COASTAL WATER & SEWER DISTRICT

18820 BEACH ROAD  
PERRY, FLORIDA 32348  
Phone/Fax: (850) 578-3043  
[www.tcwsd.org](http://www.tcwsd.org)

## MINUTES OF REGULAR COMMISSION MEETING

August 22, 2017 3:00 p.m.

1. The meeting was held at the District Building at 3:00 PM on August 22, 2017 present were:  
COMMISSIONERS: Lynn Aibejeris, Steve Brown, Gennie Malone and Benjye Tuten. Nancy Geohagan was absent.  
  
TCW&SD STAFF present were: Diane Carlton and Lynette Senter. Chairman Aibejeris called the meeting to order at 3:00 p.m. and declared a quorum present.
2. Commissioner Steve Brown led in prayer and the pledge of allegiance to the flag.
3. There were no guests. Chairman Aibejeris asked if anyone had any non-agendaed items to discuss. There were none.
4. Approval of minutes for the regular commission meeting July 25, 2017. Chairman Aibejeris asked if everyone had reviewed the July 25, 2017 minutes and if there was a motion to approve. **Commissioner Malone made a motion to accept the minutes as presented. Commissioner Brown offered a second. Chairman Aibejeris asked for further discussion. There was none. By unanimous vote the motion was approved.**
5. **Staff and Committee Reports**
  - a. **Director Report – Lynette Senter** - Lynette reported the Water and Sewer sales for July were \$50,030.85. There was one new service connection request. There are 2 accounts past due over 30 days for a total of \$25.62. There was one account turned off due to owner's request. Adjustments totaled credits of \$88.26. There were no questions from the commissioners. **Chairman Aibejeris asked for a motion to accept the report. Commissioner Malone made a motion to accept the Director's Report as presented. Commissioner Brown offered a second. Chairman Aibejeris called for further discussion. There was none. By unanimous vote the motion was approved.**
  - c. **Other Assistant office Manager Items - Lynette Senter – There was nothing reported.**
  - d. **Financial Reports –Diane Carlton** – Diane reported that water and sewer sales for the month of July 2017 were \$50,030.85. Total expenses were \$42,891.63. Other Income was \$6,101.73 which included \$6000.00 for a grinder pump installation charge, \$100.00 in customer repair fees and \$1.73 in interest income. The net income for the month was \$13,240.95. The exception expense items for the month included mowing expense of \$960.00 due to 2 mows for the month, Hurricane Hermine expenses of \$12,771.64 and replacement parts for the water department in the amount of \$1,469.15. A copy of the July 31, 2017 balance sheet was presented to the commissioners. She asked if anyone had questions. There was none. Chairman Aibejeris called for a motion to accept the Financial Report as given. **Commissioner Brown made a motion to accept the Financial Reports as given. Commissioner Malone offered a second. Chairman Aibejeris called for further discussion. There was none. By unanimous vote the motion was approved.**
  - f. **Other Office Manager Items-Diane Carlton-**
    - (1) One hundred Wager vents have been ordered to stop the infiltration of water during coastal flooding; the plan is to begin installation the 1<sup>st</sup> of October. We plan to start with Dekle Beach.
    - (2) A transfer of \$79,020.27 was transferred from savings reserve to the operating checking account so that the September 1 payments to USDA can be made. This is for the 3 loans that we have.
    - (3) We have been trying to get the Marina Road repaired because of a bore that was done and a water main cut when we were installing water and sewer service. The hole is too large for us to repair properly. We received 2 quotes. The lowest quote is \$2,500.00. Melvin Bowden was the low bidder.

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- (4) Our field staff cut Fairpoint Communication lines when repairing a water main leak. Someone at Fairpoint had coded on the computer that the lines were marked. Our staff saw no markings and continued with the repair even when they saw no markings. Ron saw that he nicked a line but thought it was abandoned and covered it up without contacting Fairpoint Communications. Internet service was interrupted for about 45 customers at Keaton Beach. Fairpoint was very disappointed that we did not contact them to verify that the line was abandoned. I have addressed this with Ron Bennett. He will in the future always contact the utility.
- (5) A letter was sent to Don Everett advising him of your decision to not approve a water only service account for him. Shortly after that Mr. Troy Thompson phoned and advised that Don Everett had advised him that he may be deposed for court since he was on the board that approved water service accounts be discontinued in the High Hazard Coastal Area.
- (6) Commissioner Frank Russell has contacted us to request use of the District building for a town hall meeting to be held on August 24, 2017. We will post on our web-site that there may be more than one of our commissioners at this meeting. Please attend if you can.

6. NEW BUSINESS

- a. Proposal to cease offering transferring accounts into the name of renters due to book-keeping issues and customer relationship issues. Office Manager Diane Carlton requested that the district change the current policy of transferring accounts into renter's names. She advised that it is the property owner's responsibility for payment and that we are book-keeping for the owner of the property. Often we have unpleasant moments especially when renters leave and another one moves in and there is an outstanding balance that the previous renter refuses to pay.  
**Commissioner Tuten offered a motion to accept this request. Commissioner Malone offered a second. Chairman Aibejeris asked if there was any further discussion. There was none. By unanimous vote the motion was approved.**

7. Old Business

- a. Update on Hurricane Hermine repairs, expenses and Public Assistance from the Federal Emergency Management Agency and the State of Florida- Diane reported that we have supplied most of the documentation requested but have not received any monies.
- b. Update EPA Grant # XP 00D45516 Congressionally Mandated Project (Waste Water Equipment Purchase) Diane reported she will be using this money to purchase the wagger vents to help with salt water intrusion caused by coastal flooding. This is due to the fact that we still have not been approved for mitigation monies requested from FEMA. The need to get this project going is long overdue since it has been almost one year since Hurricane Hermine caused so much damage to our sewer department.
- c. Update on the status of the Search Grant Application and the EPA grant application for Water Improvements – Both applications have been approved. Preble-Rish Engineering has requested that you consider passing the resolution that they have prepared. (A copy is in your package.) to complete the application for funding. **Commissioner Brown offered a motion to approve the resolution as written by Preble-Rish Engineering. Commissioner Malone offered a second. Chairman Aibejeris asked if there was any further discussion. There was none. By unanimous vote the motion was approved.**

8. Closing Remarks Commissioners/Staff

The Commissioners expressed thanks to staff. There were no other comments.

9. Motion to Adjourn

**Chairman Aibejeris requested a Motion to Adjourn. Commissioner Malone made a motion to adjourn the meeting. Commissioner Tuten offered a second. The meeting adjourned at 4:05 p.m.**

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Board Actions:

1. Approval of the minutes of the July 25, 2017 regular Board Meeting
2. Approval of the July 2017 Directors Report
3. Approval of the July 2017 Financial Reports
4. Approval to change the Rules and Regulations of the District to no longer offer transfer of account to a renter of a property. The account will remain in the owner's name.
5. Approval of a resolution pledging to apply to the Florida Department of Environmental Protection for a State Revolving Fund grant to finance the Taylor Coastal Water and Sewer District Water System Improvements Project, that the Manager Diane Carlton is authorized to sign the grant application and to provide the assurances and commitments required and that Manager Diane Carlton is designated as the Authorized Representative to execute the grant agreement and that Manager Diane Carlton is designated as the Authorized Representative to represent the District in carrying out the District's responsibilities under the grant agreement.

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

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