

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

**REGULAR COMMISSION MEETING AGENDA**  
**Tuesday, November 14, 2017**  
**3:00 p.m.**

1. Meeting called to order and a quorum established
2. Election of Officers – Left off of October Agenda
3. Prayer and the Pledge of Allegiance to the Flag
4. Welcome guests and open floor for comments for non-agendaed items
5. Update on the status of the Search Grant Application and the EPA grant application for Water Improvements-Debby Preble (Old Business)
6. Approval of Minutes from the regular commission meeting October 24, 2017
7. Staff and Committee Reports
  - a. Director’s Report – Lynette Senter
  - b. Other Assistant Office Manager Items- Lynette Senter
  - c. Financial Reports – Diane Carlton
  - d. Other Office Manager Items – Diane Carlton
8. New Business
  - a. Approval of 2018 Board Meeting and Holiday Calendar
9. Old Business
  - a. Update on Hurricane Hermine repairs, expenses and Public Assistance from FEMA and the State of Florida-Diane Carlton
  - b. Update on EPA Grant # XP 00D45516 Congressionally Mandated Project (Waste Water Equipment Purchases) - Diane Carlton
10. Closing Remarks Commissioners/Staff
11. Motion to Adjourn

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## MINUTES OF REGULAR COMMISSION MEETING

October 24, 2017 3:00 p.m.

1. The meeting was held at the District Building at 3:00 PM on October 24, 2017 present were: Commissioners Lynn Aibejeris, Steve Brown, Nancy Geohagan and Gennie Malone. Benjye Tuten 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 September 26, 2017. Chairman Aibejeris asked if everyone had reviewed the September 26, 2017 minutes and if there was a motion to approve. **Commissioner Geohagan 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 September were less than budgeted. We had 4 past due customers who are now current. We received 2 new customers for this month. We had 11 adjustments totaling \$177.78. 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 Geohagan 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 September 2017 were \$44,392.52. Total expenses were \$70,931.18. Other Income was \$14,982.33 that included \$12,000.00 in grinder pump sales, \$482.33 in interest and \$2,500.00 in miscellaneous income which was the first of two payments, one in October and one in November, for the purchase of the District’s truck by Ron Bennett for \$3,558.09. The net income for the month was -\$11,556.38. The exception expense items for the month included \$6,498.00 insurance premium for the next fiscal year, \$405.50 legal expense for grant document review, \$2,378.02 workers’ compensation insurance for next fiscal year, \$1,058.09 Yarborough Tire bill for repairs to the Dodge Dakota, and \$35,500.00 Hurricane Hermine expenses for the wager vent kits. . A copy of the September 30, 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. Wager vent installation is going slower than expected due to personnel issues. Diane will meet with Ron and help outline a work schedule so that we can continue to get these installed.
6. **New Business - None**

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MINUTES OF REGULAR COMMISSION MEETING  
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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 continued to provide FEMA with more information as requested, but still have not received any money.
- b. Update EPA Grant # XP 00D45516 Congressionally Mandated Project (Waste Water Equipment Purchase) Diane reported she has used some of this money to begin the purchase of wayer vents. 55% of the \$35,000.00 purchase amount will be submitted for reimbursement to the District.
- c. Update on the status of the Search Grant Application and the EPA grant application for Water Improvements – A kickoff Preliminary Engineering meeting will be held on November 6, 2017 at the District Office at 1:00 P.M.

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 Geohagan offered second. The meeting adjourned at 3:45 p.m.**

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Board Actions:

1. Approval of the minutes of the September 22, 2017 regular Board Meeting
2. Approval of the September 2017 Directors Report
3. Approval of the September 2017 Financial Reports

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



# Directors Report

Taylor Coastal Water & Sewer Distr

## Water Sold This Month

973,000 Gallons

	Amount (\$)	# Of Accounts
Total Water	16,220.02	494
Total Sewage	23,086.98	474
Total Grinder Pump Fee	5,849.98	472
Total LATE FEE	278.46	34
Total Adjustments	286.00	13
<b>Total Current Charges</b>	<b>45,721.44</b>	<b>496</b>
<hr/>		
Amount Past Due 1-30 Days	1,531.49	20
Amount Past Due 31-60 Days	0.00	
Amount Past Due Over 60 Days	0.00	
Amount Of Overpayments/Prepayments	-18,564.21	162
<b>Total Receivables</b>	<b>28,688.72</b>	<b>440</b>

Total Receipts On Account	43,904.04	408
Net Change in Memberships	1,000.00	1
Amount of All Memberships	216,270.00	429
Amount of All Deposit 2	4,500.00	6
Turned Off Accounts (Amount Owed)	-1,313.45	142
Collection Accounts (Amount Owed)	-1,313.45	128
Number Of Unread (Turned On) Meters		1
Average Usage For Active Meters	1,908	510
Average Water Charge For Active Meters	31.80	494

Usage Groups	Gallons	# Of Accounts	Usage	Gallons	% Of Usage	% Of Sales
Over 50,000		1	70,000		7.19	2.48
40,001-50,000		0	0		0.00	0.00
30,001-40,000		2	70,000		7.19	1.78
20,001-30,000		2	53,000		5.45	1.26
10,001-20,000		11	154,000		15.83	3.83
8,001-10,000		3	27,000		2.78	0.78
6,001-8,000		9	68,000		6.99	2.18
4,001-6,000		31	163,000		16.75	6.57
2,001-4,000		54	184,000		18.91	10.29
1-2,000		136	184,000		18.91	25.09
Zero Usage		261	0		0.00	45.73
<b>Total Meters</b>		<b>510</b>	<b>973,000</b>		<b>100.00</b>	<b>100.00</b>

# Directors Report

Taylor Coastal Water &amp; Sewer Distr

## Monthly Reconciliation

Ending Receivables (Last Month)		26,871.32
Sales this Month	+	45,435.44
Adjustments this Month		286.00
Less Payments this Month	-	43,904.04
	=	<u>28,688.72</u>
Total Receivables		<b>28,688.72</b>
Ending Memberships (Last Month)		218,270.00
Changes this Month		1,000.00
	=	<u>219,270.00</u>
Total Memberships		<b>220,770.00</b>

Reprinted for:

# PAST DUE LIST

ACCT#	RT NAME	CURRENT	1-30	31-60	61+	LAST PAYMENT	TOTAL
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Total Receivables: **28,688.72**

Accounts Listed:

All Customers Age 2 Accounts

Taylor Coastal Water & Sewer Dist.

# CHANGES IN MEMBERSHIP

Taylor Coastal Water & Sewer Distr

Acct #	Name	Service Address	Report #	Report	Previous	Date	New Amount	Date	Change
644	BYERS, RICHARD & JOAN	430 FIDDLERS LANE	1	New Membership	\$0.00		\$1,000.00	10/27/2017	\$1,000.00
1	Accounts using code for	New Membership							
0	Accounts using code for	Membership Increase							
0	Accounts using code for	Apply to Balance							
0	Accounts using code for	Refund							
0	Accounts using code for	Other							
0	Accounts using code for	Transfer							
	Net Change:						1,000.00		0.00

All Customers  
Taylor Coastal Water & Sewer Dist.

# ADJUSTMENTS

Tuesday, October 31, 2017

1:42:01PM

10/31/2017

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Taylor Coastal Water & Sewer

ACCT.#	NAME	CODE	AMOUNT	APPROVAL	DATE
295	McHENRY, KENNETH	1	(\$18.38)		10/9/17
576	PEDRICK, JOYCE	1	(\$26.61)		10/6/17
594	GA FLO LLC	1	\$0.00		10/23/17
594	GA FLO LLC	1	(\$8.87)		10/23/17
	<b>4 Total Adjustments</b>		<b>(\$53.86)</b>	<b>For Adjustment 1</b>	
576	PEDRICK, JOYCE	9	(\$44.99)	mdcc	10/27/17
0 gallons of usage not 8000					
	<b>1 Total Adjustments</b>		<b>(\$44.99)</b>	<b>For Adjustment 9</b>	
34	CARLTON, CHARLES D	13	(\$6.99)	LTS	10/23/17
NP					
150	MADISON, JASON & SAMA	13	(\$167.77)	LTS	10/23/17
NP					
178	HENDERSON, ROBBIE L.	13	(\$62.92)	LTS	10/23/17
NP					
186	HILL, SIDNEY	13	(\$41.94)	LTS	10/23/17
NP					
225	WILLIAMS, JAMES T. Jr.	13	(\$83.89)	LTS	10/23/17
NP					
618	HIGH, J.D. and LESLIE	13	(\$251.64)	LTS	10/23/17
NP					
	<b>6 Total Adjustments</b>		<b>(\$615.15)</b>	<b>For Adjustment 13</b>	
8	CLIFTON, PAULA	14	\$100.00	mdcc	10/10/17
From Daphne Connor/Frank Phipps					
444	MINCHEY, JACK	14	\$100.00	LTS	10/12/17
Plair to Minchey					
597	BONDS, DONNA C	14	\$100.00	mdcc	10/31/17
from Bonds to SCR Properties 2, LLC					
616	HARPER, ROBERT SETH	14	\$100.00	MDCC	10/30/17
FROM WIGGLESWORTH TO HARPER					
	<b>4 Total Adjustments</b>		<b>\$400.00</b>	<b>For Adjustment 14</b>	
444	MINCHEY, JACK	20	\$300.00	LTS	10/12/17
Reconnect for new owner					
597	BONDS, DONNA C	20	\$300.00	mdcc	10/31/17
	<b>2 Total Adjustments</b>		<b>\$600.00</b>	<b>For Adjustment 20</b>	
1.	(\$53.86)	<b>Adjustment for mis-read meter</b>			
9.	(\$44.99)	<b>Data input error</b>			
13.	(\$615.15)	<b>Non-potable water/second meter</b>			
14.	400.00	<b>Transfer fee (chg of owner)</b>			
20.	600.00	<b>Reconnect fee</b>			

13 Accounts

17 Total Adjustments

\$286.00

All Customers

\*\*\*\*\* Taylor Coastal Water & Sewer Dist.



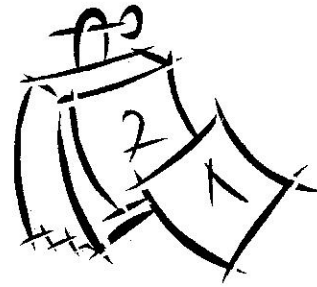


# Taylor Coastal Water & Sewer District 2018 Board Meeting Calendar

**Proposed Board Meeting dates:**

***4<sup>th</sup> Tuesday of each month at 3:00 pm (unless otherwise noted)***

January 23, 2018	July 24, 2018
February 27, 2018	August 28, 2018
March 27, 2018	September 25, 2018
April 24, 2018	October 23, 2018
May 22, 2018	November 13, 2018
June 26, 2018	December 11, 2018



*\*All Board meetings are held at the District Administration Building  
located at 18820 Beach Road.*

**The District Office will be closed for the following recognized holidays:**

<u>Holiday</u>	<u>Date Observed</u>
New Years Day (2018)	January 1
Martin Luther King, Jr. Day	January 15
Good Friday	March 30
Memorial Day	May 28
Independence Day	July 4
Labor Day	September 3
Veterans Day	November 12
Thanksgiving Holidays	November 22 and 23
Christmas Holidays	December 24 and 25