

TAYLOR COASTAL WATER & SEWER DISTRICT

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MINUTES OF REGULAR COMMISSION MEETING

January 23, 2018 3:00 p.m.

1. The meeting was held at the District Building at 3:00 PM on January 23, 2018 present were: Commissioners Lynn Aibejeris, Steve Brown, Nancy Geohagan, Gennie Malone and Benjye Tuten. 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 present.
4. Approval of minutes for the regular commission meeting December 12, 2017. Chairman Aibejeris asked if everyone had reviewed the minutes and if there was a motion to approve. **Commissioner Malone made a motion to accept the minutes as presented. Commissioner Geohagan 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 December were just over the budgeted amount. There were 3 past due customers. One of those accounts has been disconnected. John Morris of Cedar Island purchased a non-potable water meter. The adjustments for the month totaled 19 resulting in adjustment income of \$7.34. 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 Tuten offered a second. Chairman Aibejeris called for further discussion. There was none. By unanimous vote the motion was approved.**
 - b. **Other Assistant Office Manager Items - Lynette Senter – None.**
 - c. **Financial Reports –Diane Carlton** – Diane reported that water and sewer sales for the month of December 2017 were \$44,582.49. Total expenses were \$24,789.49. We received \$163,011.47 in other income which included \$162,417.20 received for reimbursement of Hurricane Hermine expenses, \$483.46 in interest income and \$110.81 in customer repairs.. The net income for the month was \$182,804.47. The exception expense items for the month included \$38,000 for wagger vent kits and \$18,000 for twelve new grinder pumps. A copy of the December 2017 balance sheet was presented to the commissioners. There were no questions from the commissioners. 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 Geohagan offered a second. Chairman Aibejeris called for further discussion. There was none. By unanimous vote the motion was approved.**
 - d. **Other Office Manager Items-Diane Carlton -None**
6. **New Business**
 - a. Policy 2018-1 Print, Copy and Fax Policy was presented to the board by Lynette for approval. The policy sets the fees that the district will charge for printing, copying and faxing. In the past the district has never charged for these services, however due to an increase of people requesting these services the District staff is requesting the board approve the nominal fees as presented in the policy. **Chairman Aibejeris asked if there were any questions. There was none. Commissioner Malone made a motion accept the policy as presented. Commissioner Geohagan offered a second. The motion was approved by unanimous vote.**
 - b. Policy 2018-02 Building Usage Policy & Procedures for Community Events and Meetings. Lynette Senter presented the policy for approval. After discussion. **Chairman Aibejeris asked for a motion.**

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Commissioner Geohagan made a motion to accept the policy as presented. Commissioner Malone offered a second. Chairman Aibejeris called for further discussion. There was none. By unanimous vote the motion was approved.

- c. Office Manager Diane Carlton reminded Commissioners Brown, Malone and Tuten that their board term would expire in May 2018. She asked if they would be willing to serve another term. All three Commissioners stated they would like to be reappointed for another term. Diane advised she would place the request on the Taylor County Board of County Commissioners board agenda for their meeting in March requesting approval for all to serve another term.

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 received two checks totaling \$162,417.20 on 12-4-17 and we still have invoices to submit by 3-31-18 to be considered for reimbursement. We have had no news on monies for the mitigation request for wagger vents.
- b. Update EPA Grant # XP 00D45516 Congressionally Mandated Project (Waste Water Equipment Purchase) We have applied for an extension so that we may use the remaining monies for the wagger vent purchases and it was approved for 3 months or until March 31, 2018. We should be billed by F.J. Nugent prior to March 2018 and be able to request that the remaining monies be reimbursed to us for purchase of the remaining number of wagger vents needed.
- c. Update on the Search Grant Application and EPA grant application for Water Improvements – The engineers is still working on the plans and specifications for the improvements. We received our 1st billing from them this month and will work with the state to be reimbursed for the expense.
- d. Wagger Vent Project Update – Diane reported that the field staff has not installed many during this month. She advised that she had spoke to Field Supervisor Ron Bennett and told him they must begin to work at completing this project prior to Hurricane Season 2018. The remainder of the vents needed have been ordered and expected to be delivered later this month.

8. **Closing Remarks Commissioners/Staff**

- a. 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 4:21 P.M.

Board Actions:

- 1. Approval of the minutes of the December 12, 2017 regular Board Meeting
- 2. Approval of the December 2017 Directors Report
- 3. Approval of the December 2017 Financial Reports

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