

TAYLOR COASTAL WATER & SEWER DISTRICT

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MINUTES OF REGULAR COMMISSION MEETING January 22, 2019 3:00 p.m.

1. The meeting was held at the District Building at 3:00 PM on January 22, 2019 present were: Commissioners Lynn Aibejeris, Steve Brown, Gennie Malone, Willi Huxford, Diane Carlton and Nancy Geohagan. Commissioner Roger Weste was absent. TCW&SD STAFF present were: Lynette Senter and Kristi Woods. 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 two guests present, Trevor Burch with Dewberry and Robert Peterson with Empire Pipe and Supply Company.
4. The floor was opened for non-agendaed items. Chairman Aibejeris expressed her thanks for the card she received from the District Office and the Board.
5. Trevor Burch discussed the SPRINGS funding application that was submitted in January. This is approximately \$2,000,000 in funding from Suwanee River Water Management District that requires no local match. This program is designed to reduce water loss and usage which could affect the springs located within the District boundaries. Our water loss and water wastage each month would hopefully be reduced by using these grant monies for upgrading our equipment. In March, we will be applying for funding through SRWMD with the Regional Initiative Valuing Environmental Resources (RIVER) program. This is a local government cooperative funding program that provides an opportunity for local governments to obtain cost-share funding for projects that foster the District's core mission of reducing water loss. The funding available is between \$75,000 and \$100,000. The neighborhood meter project and possibly an electronic meter program were discussed with SRWMD who expressed enthusiasm for both projects and their potential for reduced water loss. Although, they usually do not fund meter replacements we will include this option in our project. Trevor will be working on the Phasing of the Water Improvements project to allow the best use of any funds we might receive. The SPRINGS funding award information should be available in the third quarter of this year. However, due to the government shut down the whole process may be a bit slower this year.
6. Robert Peterson from Empire Pipe and Supply Company spoke to the Board about Radio Read Water Meters. Mr. Peterson was contacted by Trevor during his information gathering process for our neighborhood meter project. Mr. Peterson then contacted Lynette and asked to make a presentation to our Board. Mr. Peterson explained how radio read meters work and the process by which they collect the customer's data. A meter reader drives by each meter in our District and a notebook computer in the vehicle records the information from the meter. This information is uploaded to the Cloud and is then available to the District Office to download and prepare billings for each month. Very detailed reports can be accessed including hourly usage by each customer. Mr. Peterson also discussed blow-off meters that can be installed with landscape timers so that the blow offs are done on a regular basis during early morning hours with a precise record of the gallons used. The system used by Empire is easily adapted

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by our current billing system, RVS. Mr. Peterson discussed current customers his company services and presented reports prepared for both big and small water companies. He answered numerous questions from the Board Members and also suggested that the Board Members visit a small installation at St. George Island if they would like to see the meters in use. Mr. Peterson estimated that the approximate cost of each meter would be \$205. Our personnel could install the meters or Empire can provide a crew for an additional cost. The implementation cost including hardware, software, reader and interface with RVS would be approximately \$18,000 plus the additional per meter charge. The Board Members thanked Mr. Peterson for providing them with this information and expressed interest pursuing this type of project in the future.

7. Approval of minutes for the regular commission meeting on December 11, 2018. 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 with a correction to page 2 from “got to received”. Commissioner Geohagan offered a second. Chairman Aibejeris asked for further discussion. There was none. By unanimous vote the motion was approved.**

8. **Staff and Committee Reports**

- a. **Director Report – Kristi Woods** - Kristi reported the Water and Sewer sales for December were \$45,419.55, \$1,117.37 above the budgeted amount of \$44,302.18. There were no turned off accounts. There were three past-due accounts, #431 Melvin Bowden for \$345.06, #236 Guy Gibson for \$215.23, and #286 William J. Sullivan for \$278.92. All past due accounts have now been paid. There was one new account Mark Graham at Keaton Beach. There were 13 adjustments totaling (\$2,499.63). Four adjustments of (\$236.64) for other adjustments, three adjustments of (\$39.37) for late fees, two adjustments of (\$35.80) for non-potable use, one adjustment totaling (\$100.00) for owner transfer, two one-time adjustments of (\$2,374.98) for water leaks, and one Payclix payment of (\$87.16) for a Payclix payment error due to a software update. Commissioner Huxford had a question about a total on page 2 of the Director’s Report and asked that the Office Staff find out an answer from RVS. Chairman Aibejeris called for a motion to accept the Director’s Report as given. **Commissioner Huxford 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.**
- b. **Other Billing Clerk Items – Kristi Woods** – Kristi asked that an adjustment be made to Tom Baumgardner’s account in the amount of \$57.28 for someone leaving a hose on. Mr. Baumgardner has already received a one-time adjustment, but Kristi explained that in the past the Board allowed an adjustment to the sewer charge but required that the customer pay for all water lost. **Commissioner Carlton excused herself from the vote due to family connections. Commissioner Geohagan made a motion to grant the adjustment to Mr. Baumgardner’s sewer charges. Commissioner Malone offered a second. Chairman Aibejeris called for further discussion. There was none. By unanimous vote the motion was approved.**
- c. **Financial Reports – Lynette Senter** – Lynette reported that water and sewer sales for the month of December were \$45,419.55, \$1,117.37 above the budgeted amount of \$44,302.18. Total expenses were \$23,969.95. Exception expenses were \$4,480.03 for Hurricane Michael repairs, \$425.00 for backflow testing, and -\$3,477.54 for FRS overpayments. We received other income of \$6,000.00 for

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the purchase of a grinder pump, \$1,072.81 for interest, and \$393.96 for customer repairs. Total Other Income was \$7,466.77. Our total Net Income for December 2018 was \$29,016.37. Chairman Aibejeris called for a motion to accept the Financial Report as given. **Commissioner Carlton made a motion to accept the Financial Reports as given. Commissioner Huxford offered a second. Chairman Aibejeris called for further discussion. There was none. By unanimous vote the motion was approved.**

- a. **Other Office Manager Items- Lynette Senter** – We had an Energy Efficiency Assessment performed by Florida Rural Water Association on Friday, December 14, 2018, and should receive our report sometime in late January. We have ordered the magnets for our customers as well as labels that will be placed on the grinder pump control boxes. The class in Tallahassee for Finance and Accounting for Non-Financial people was full and I am on a notification list for future classes. A letter has been sent to County Commissioner Sean Murphy requesting that he review the granting of a power pole permit to Cal Thomas on his property at Cedar Island. Commissioner Murphy has not yet replied. We have two legal size file cabinets we have cleared out of the office. Ron can use one at the Water Plant and Kristi would like to purchase the other one for her personal use. The Board agreed that \$15.00 would be the cost to Kristi and she will pay when she picks it up. As of January 22, 2019 we have completed the repairs that we know of that were caused by Hurricane Michael. We have replaced 36 Grinder Pumps, 11 wagger vents, 2 water meters, 7 water meter lids, and 3 grinder pump lids. As soon as our claims for Hurricane Hermine are complete, we will prepare a submittal to Florida PA for Hurricane Michael. We have experienced more generator problems since our repairs in November, 2018. Ring Power is sending another technician to examine the generator and give us an estimate for any further work. Ron and David discovered a leak in the piping at the Boat Ramp Lift Station that was caused by a design/installation flaw when the lift station was originally installed. Ron has designed a repair that will not require that we hire an outside contractor to fuse the piping, but will require excavation with our backhoe. David was notified by DEP in late December that they were going to do an inspection at the WWTP. He discovered that our backflow testing had not been completed for 2018 as we did not receive a reminder from the previous tester. David called our original backflow tester and he agreed to come out the next day and get it done before our scheduled DEP inspection. After the backflow testing was complete, it was suggested that we have a rebuild of the backflow devices performed sometime in the next few years. I asked him to send us a quote for the work and will include it in the budget for 2019-2020. We have received payments totaling \$80,725.56 from Florida Public Assistance for the remainder of our Hurricane Hermine expenses that were submitted. Lynette asked if the Board wanted those monies moved from the regular checking account into reserves but the Board said they would review this allocation next month. Commissioner Carlton asked that we review and possibly amend the Annual COLA policy for employee raises. Former Commissioner Lee Bennett has passed away, and Lynette will send a card from the District Office and Board.

9. New Business

- a. None

10. Old Business

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- b. Update on Hurricane Hermine repairs/expenses and Public Assistance from the Federal Emergency Management Agency and the State of Florida – We have received payment of \$80,725.56 and are in the process of reviewing any past claims that need to be amended.
- c. Update on the status of the Search grant Application and EPA grant application for Water Improvements – Trevor discussed the progress as well as additional funding sources.
- d. Hurricane Michael repairs that we have been made aware of are now complete. Once the Hurricane Hermine public assistance request is finished we will begin the application process with Florida PA to obtain reimbursement for Hurricane Michael repairs.

11. Closing Remarks Commissioners/Staff

- a. The Commissioners expressed thanks to staff and other commissioners for doing a great job. There were no other comments.

12. Motion to Adjourn

Chairman Aibejeris requested a Motion to Adjourn. Commissioner Huxford made a motion to adjourn the meeting. Commissioner Malone offered a second. The meeting adjourned at 5:25 P.M.

Board Actions:

- 1. Approval of the minutes of the December 11, 2018 regular Board Meeting
- 2. Approval of the December 2018 Directors Report.
- 3. Approval of the \$57.28 adjustment for Tom Baumgardner
- 4. Approval of the December 2018 Financial Reports



BY: Lynette Taylor Senter, Recording Secretary
Taylor Coastal Water and Sewer District