

# TAYLOR COASTAL WATER & SEWER DISTRICT

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## MINUTES OF REGULAR COMMISSION MEETING

February 26, 2019 3:00 p.m.

1. The meeting was held at the District Building at 3:00 PM on February 26, 2019 present were: Commissioners Lynn Aibejeris, Gennie Malone, Willi Huxford, Diane Carlton and Roger Weste. Commissioners Steve Brown and Nancy Geohagan were 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 Gennie Malone led in prayer and the pledge of allegiance to the flag.
3. There was one guest present, Trevor Burch with Dewberry.
4. The floor was opened for non-agendaed items. Commissioner Carlton told the Board about the State of Florida Verizon Plan that allows employees and now Board Members to obtain a discount on their Verizon plans. Chairman Aibejeris expressed an interest in pursuing this discount.
5. Trevor Burch presented the Board with a Probable Timeline for the Water Improvements Project and the funding sources he has identified. Trevor is hopeful that he will have the applications available for review at the March board meeting. He has been working on a design of approximately 9 neighborhood meters and is exploring the possibility of merging this project into Phase 1 to be able to use the design funds that are available. Trevor apologized for the slowness at which the project is proceeding. The Board assured him that we were not looking to rush into any large projects and were satisfied with the information that has been generated so far. Notification of any award of funding will be in the third to fourth quarter of 2019.
6. Approval of minutes for the regular commission meeting on January 22, 2019. Chairman Aibejeris asked if everyone had reviewed the minutes and if there was a motion to approve. **Commissioner Huxford made a motion to accept the minutes with a correction to Item 8c water and sewer sales. Commissioner Carlton offered a second. Chairman Aibejeris asked for further discussion. There was none. Commissioner Weste abstained as he was absent from the January 22, 2019 meeting. By unanimous vote of the remaining Commissioners, the motion was approved.**
7. **Staff and Committee Reports**
  - a. **Director Report – Kristi Woods** - Kristi reported the Water and Sewer sales for January were \$45,031.49, \$270.68 under the budgeted amount of \$45,302.17. There were no turned off accounts. There were three past-due accounts, #236 Guy Gibson for \$209.11, #566 Wilkie T. Gibson for \$278.92, and #68 James Musslewhite for \$273.99. All past due accounts have now been paid. There were two new accounts, #659 Jason Hubbard for water and sewer, and #658 D.L. White's non-potable second meter. There were 14 adjustments totaling (\$305.89). There were six data input error adjustments which cancelled each other out, one Other Adjustment for (\$55.53), three late fee adjustments totaling (\$27.63), two Non-Potable adjustments totaling (\$42.96), one Transfer Fee

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adjustment for \$100.00 and one One-Time Adjustment for a broken water pipe for (\$279.77). Commissioner Huxford's question on the page two accounting is still being reviewed by RVS. Chairman Aibejeris called for a motion to accept the Director's Report as given. **Commissioner Weste made a motion to accept the Director's Report as presented. Commissioner Malone 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 discussed the problems that occur when customers leave account numbers off their check as this has been the cause of most of the clerical error adjustments lately. The Board asked that we place a comment on the billing card asking the customers to either write their account number on their check or include their billing stub. We will also investigate if a color comment can be added to the billing cards.
- c. **Financial Reports – Lynette Senter** – Lynette reported that water and sewer sales for the month of January were \$45,031.49, \$270.68 under the budgeted amount of \$45,302.17. Total expenses were \$42,442.29. Exception expenses were \$385.66 for two truck payments made in the same month, \$380.90 for Florida Rural Water Membership, \$369.59 for customer magnets, Hurricane Michael expenses of \$13,863.13, Customer Grinder Pump Installation Expenses of \$3,085.00 and Quarterly Groundwater Monitoring for \$1,275.29. We received other income of \$6,000.00 for the purchase of a grinder pump, \$1.37 for interest, and \$80,725.56 for Hurricane Hermine expenses from Florida Public Assistance. Total Other Income was \$86,726.93. Our total Net Income for January 2019 was \$90,616.13. Chairman Aibejeris called for a motion to accept the Financial Report as given. **Commissioner Huxford 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.**
- d. **Other Office Manager Items- Lynette Senter** – The grinder pump explanation magnets were mailed to each customer who receives a printed bill. We will be mailing out magnets to the customers who receive electronic bills in a few weeks. Commissioner Huxford has installed a soft-close toilet lid in the District bathroom. We appreciate this very much and will reimburse him for the cost of the lid. We have created a spreadsheet of all the Hurricane Michael repairs that have been done, but are still discovering a few non-working grinder pumps. These customers have not visited their properties in months and I suspect we will be coming across these as the weather warms up and people return to their homes and RVs. This spreadsheet will allow us to prepare our requests for reimbursements from Florida Public Assistance in a timely manner. We continue to have problems with the generator at the Water Treatment Plant. As of today, we have spent \$8,003.65 on repairs which began in November of 2018. I have emailed Ring Power and asked that their service manager call or email me to discuss how we can get this resolved. Florida Public Assistance has once again changed contractors. We have not yet received any information or guidance from them on the labor costs submittal that was suggested by the previous contractor. We have had a few people using the spigot located near the road here at the District Building. The use is mainly by people on bikes or hikers that stop to fill their water bottles and the occasional person with an overheated radiator. Dr. Weste observed some use and reported it to Kristi. Kristi observed them using the spigot again with their car but they have not used it again. Ron said that there is no problem with people using that spigot at this time. A hose cannot be hooked up to the spigot to draw large sums of water. Ron said we have approximately 3 of these spigots located throughout the District.

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**8. New Business**

- a. Commissioner Carlton had asked that we review and update our COLA policy. An updated policy was prepared and sent to the Commissioners for review. The date was changed so that any salary increases could be included in the budget process prior to the beginning of each Fiscal Year. Chairman Aibejeris called for a motion to accept the revised COLA policy. **Commissioner Carlton made a motion to accept the new Policy. Commissioner Weste offered a second. Chairman Aibejeris called for further discussion. There was none. By unanimous vote the motion was approved.**
- b. A letter of Authorization to Apply and Sign Documents for the Water Improvements Project was prepared as requested by USDA-RD. Chairman Aibejeris called for a motion to accept the Letter of Authorization. **Commissioner Malone made a motion to accept the Letter of Authorization. Commissioner Carlton offered a second. Chairman Aibejeris called for further discussion. There was none. By unanimous vote the motion was approved.**
- c. A proposal was presented by Empire Pipe & Supply for financing of an electronic meter program for the District. The Commissioners reviewed the offer and decided to table any discussion until the Water Improvements Project is further along.
- d. We received our Energy Efficiency Assessment performed by Florida Rural Water Association. Overall the District is doing pretty well on their energy usage. There were suggestions to replace our fluorescent lights with LED fixtures, and a recommendation about adding variable speed drivers on motors at the WWTP. I believe that changing out the fixtures is something that should be addressed with the office improvements we have in the budget for this year, and the variable speed motor suggestion be added to our next improvements project.

**9. Old Business**

- a. 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.
- b. 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.
- c. 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.
- d. The Neighborhood Meter Project/Springs grant was discussed by Trevor Burch.

**10. Closing Remarks Commissioners/Staff**

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

**11. Motion to Adjourn**

**Chairman Aibejeris requested a Motion to Adjourn. Commissioner Malone made a motion to adjourn the meeting. Commissioner Huxford offered a second. The meeting adjourned at 5:00 P.M.**

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Board Actions:

1. Approval of the minutes of the January 22, 2019 regular Board Meeting
2. Approval of the January 2019 Directors Report.
3. Approval of the January 2019 Financial Reports
4. Approval of the new COLA policy
5. Approval of the Letter of Authorization for the Water Improvements Project



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