

# 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

March 27, 2018 3:00 p.m.

1. The meeting was held at the District Building at 3:00 PM on March 27, 2018 present were: Commissioners Lynn Aibejeris, Steve Brown, Nancy Geohagan, Gennie Malone and Roger Weste. Commissioner 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. Richard Powell, Willie Huxford, Felicity Appel and Kevin Easton were the guests present.
4. Felicity Appell of Dewberry-Preble-Rish spoke with the Board on the progress of the proposed water improvements project. She gave an estimated figure of \$11,000,000 for the entire project, which included areas outside of the coastal high hazard area, an elevated tank and a new well. The Board questioned the need for an elevated tank and she said we could use a large storage tank and pumping system which would lower the cost. The Board also discussed the possibility of Taylor County sharing the financial responsibility of providing water for firefighting capabilities. Felicity said she would continue working on rerouting lines to eliminate dead ends as well as revising the plans and would be back at a future date to present more information. Kevin Easton of Dewberry-Preble-Rish performed the environmental impact survey and found only one gopher tortoise burrow which would need to be re-located in the wellhead protection area.
5. Approval of minutes for the regular commission meeting January 23, 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 as presented. Commissioner Brown offered a second. Chairman Aibejeris asked for further discussion. There was none. By unanimous vote the motion was approved.**
6. **Staff and Committee Reports**
  - a. **Director Report – Lynette Senter** - Lynette reported the Water and Sewer sales for February were just under the budgeted amount. There were three turned off accounts and one new account. The adjustments for the month totaled \$1,042.25 due to the freezing weather. The water loss ratio was reported at 18.44%. There were no questions from the commissioners. **Chairman Aibejeris asked for a motion to accept the report. Commissioner Geohagan 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 Assistant Office Manager Items - Lynette Senter – None**
  - c. **Financial Reports –Diane Carlton** – Diane reported that water and sewer sales for the month of February 2018 were \$44,039.33. Total expenses were \$31,689.21. We received \$475.69 in other income. The net income for the month was \$13,826.26. The exception expense items for the month included \$1,724.74 which was for Jones Edmonds performing the groundwater monitoring. A copy of the February 2018 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**

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7. Mr. Richard Powell presented the 10-1-2016 to 9-30-2017 Financial Report and Audit. He stated that it was a clean audit with no concerns.

8. **New Business**

- a. A copy of our Rules & Regulations and additional District information was given out to the Board Members for their review. The Board will review this package and discuss at a future date.
- b. Mr. Willie Huxford's application for a Board position has been presented to the County for approval.
- c. Office Manager Diane Carlton reminded Commissioners Brown, and Malone that their board term would expire in May 2018. The Commissioners signed letters to be presented to the Taylor County Board of County Commissioners in April. Commissioner Tuten was absent and therefore could not sign his application but verbally expressed his desire at our January 2018 meeting to continue to serve.
- d. Mr. Bruce Heartsfield's request to have a water membership converted to a non-potable account was discussed and the Board determined that it was not transferrable and Mr. Heartsfield would have to pay the necessary fees for a non-potable meter.
- e. Only three applications were received for the Field Assistant position. The Board asked that we re-advertise to increase the pool of applicants.
- f. Tractor operation and repair issues were discussed and the Board suggested that we look for another company to provide maintenance and repairs.

9. **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 submitted requests for reimbursements for the wagger vent project but have not heard anything regarding these. We are preparing an extension request to ask for additional time to prepare further requests for reimbursement as they become necessary.
- 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. The reimbursement will equal 55% of the cost
- c. Update on the Search Grant Application and EPA grant application for Water Improvements - The engineers are still working on the plans and specifications for the improvements. We received our 1<sup>st</sup> billing from them this month and will submit a request for reimbursement from the State Revolving Grant Fund.
- d. Wagger Vent Project Update - Diane reported that the Field Staff will be notified that they must complete at least 25 or more wagger vent installations per week until the project is complete. They may have to work beyond their average 4 hours per day to complete this project by May 31, 2018.

10. **Closing Remarks Commissioners/Staff**

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

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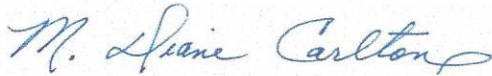
11. **Motion to Adjourn**

**Chairman Aibejeris requested a Motion to Adjourn. Commissioner Geohagan made a motion to adjourn the meeting. Commissioner Malone offered second. The meeting adjourned at 5:21 P.M.**

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Board Actions:

1. Approval of the minutes of the January 23, 2018 regular Board Meeting
2. Approval of the February 2018 Directors Report
3. Approval of the February 2018 Financial Reports



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