

TAYLOR COASTAL WATER & SEWER DISTRICT

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MINUTES OF REGULAR COMMISSION MEETING

March 26, 2019 3:00 p.m.

1. The meeting was held at the District Building at 3:00 PM on March 26, 2019 present were: Commissioners Lynn Aibejeris, Steve Brown, Gennie Malone, Willi Huxford, Diane Carlton and Roger Weste. Commissioners Nancy Geohagan 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 was one guest present, Trevor Burch with Dewberry.
4. The floor was opened for non-agendaed items. There were no non-agendaed items.
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 May board meeting. The Springs Application has been completed and submitted and the River Grant will be submitted in April. Notification of any award of funding will be in the third to fourth quarter of 2019. Trevor discussed the possibility of engaging a lobbyist for help with funding, and possibly engaging Florida Rural Water as well.
6. Approval of minutes for the regular commission meeting on February 26, 2019. 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. Commissioner Weste offered a second. Chairman Aibejeris asked for further discussion. There was none. 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 February were \$46,424.17, \$1,122.00 over the budgeted amount of \$45,302.17. There were no turned off accounts. There were no past-due accounts. There were two new accounts, #660 Giddens for water and sewer, and #661 Slawitschka for water and sewer. There were 20 adjustments totaling (\$30.00). There were two mis-read meter adjustment for (\$9.09), two data input error adjustments which cancelled each other out, three other adjustments for (\$206.93), one late fee adjustments totaling (\$8.72), six Non-Potable adjustments totaling (\$157.52), and three transfer fee adjustment for \$300.00 and two one-time adjustments for (\$361.60). Chairman Aibejeris called for a motion to accept the Director's Report as given. **Commissioner Carlton 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** – There were no other Billing Clerk Items.

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- c. **Financial Reports – Lynette Senter** – Lynette reported that water and sewer sales for the month of February were \$46,424.17, \$1,122.00 over the budgeted amount of \$45,302.17. Total expenses were \$37,876.07. Exception expenses were \$2,150.46 for repair to the bed of the sewer truck, Customer Grinder Pump Installation Expenses of \$9,255.00 and \$4,673.23 for generator repairs. Total Other Income was of \$12,016.50. We received other income of \$12,000.00 for the purchase of customer grinder pumps, \$1.55 for interest, and \$15.00 miscellaneous income from Kristi Woods purchase of a file cabinet from the District. Our total Net Income for February 2019 was \$22,564.60. 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 Brown 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** – (1) Commissioner Geohagan has spoken with me and will be submitting her resignation to the Board. Once I receive her letter, I will place an ad in the paper. (2) Our Audit has finally been scheduled for April 8th and we just received their requests for information and will be working on that. (3) Kristi's computer crashed last week but we were able to get it up and back in service within a day so that our billings could go out normally. Carbonite is still restoring files onto it, but it is a very slow process as our Internet speed is pretty low. (4) Tommy Monich is coming tomorrow to do our outside repair for \$250.00. He does not paint, so one of the guys will have to paint it when he is done. (5) David has pressured washed our porch and walkway. I have spoken with Ron about spraying the porch with deck protector. (6) Prospective customer at Dekle Beach with possible wetlands/tidal concerns. We are working with him to get everything in order before proceeding with his service.

8. New Business

- a. We would like to advertise for some renovations to be done to the inner office. We are having some additional problems with the lights refusing to come on, flickering, and making loud popping noises. Their flickering seems to also be affecting our computer monitors, and I suspect might have something to do with Kristi's computer crashing during a Window's update. The most important work would be to update the wiring and lighting. Kristi and I can set up shop out in the large office while the work is being done.

9. Old Business

- a. Florida Public Assistance still has not reviewed the last Request for Reimbursement for Hurricane Hermine that was prepared by their contractor. I have notified them that we need this reviewed and approved or denied, so that we can get this project closed out.
- 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 and Trevor is working towards having the application ready for review at the May meeting.

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- c. Hurricane Michael requests for reimbursement will begin when Hurricane Hermine requests are closed.
- d. The Neighborhood Meter Project/Springs Grant was discussed by Trevor Burch.
- e. The generator at the Water Treatment Plant seems to be behaving these past few weeks. We ordered a fuel filtering system which took several weeks to arrive. Ron installed it this morning and we will monitor it for a few weeks to make sure it is a positive addition. As of today, we have spent \$10,349.65 on repairs which began in November 2018. I have started a letter to the Manager of the Ring Power location that we have been dealing with but have not had a chance to complete it.

10. Closing Remarks Commissioners/Staff

- 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 Brown offered a second. The meeting adjourned at 4:08 P.M.

Board Actions:

- 1. Approval of the minutes of the February 22, 2019 regular Board Meeting
- 2. Approval of the February 2019 Directors Report.
- 3. Approval of the February 2019 Financial Reports



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