

TAYLOR COASTAL WATER & SEWER DISTRICT

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MINUTES OF REGULAR COMMISSION MEETING

April 24, 2018 3:00 p.m.

1. The meeting was held at the District Building at 3:00 PM on April 24, 2018 present were: Commissioners Lynn Aibejeris, Steve Brown, Benjye Tuten, Gennie Malone, Roger Weste and Willi Huxford. Commissioner Nancy Geohagan 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. Felicity Appel with Dewberry Preble-Rish was the only guest present.
4. Felicity Appell of Dewberry-Preble-Rish spoke with the Board on the progress of the proposed water improvements project. She stated that she was putting the final touches on the project and would have reports for the District and all board members. The Board also discussed the possibility of Taylor County sharing the financial responsibility of providing water for firefighting capabilities.
5. Approval of minutes for the regular commission meeting March 27, 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 Huxford 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 March were just over the budgeted amount. There were no turned off accounts and one new account. The adjustments for the month totaled \$417.17. There were no questions from the commissioners. **Chairman Aibejeris asked for a motion to accept the report. Commissioner Brown 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** – Our water audits for the past few months have shown an increase in our water loss percentage. Ron and David will be investigating for leaks. Account transfer procedures were discussed and will be updated in our Rules & Regulations and presented to the Board at the May meeting.
 - c. **Financial Reports –Diane Carlton** – Diane reported that water and sewer sales for the month of March 2018 were \$45,657.93. Total expenses were \$70,077.27. We received \$2,539.69 in other income. The net income for the month was (\$20,879.65). The exception expense items for the month included \$25,999.98 in expenses to Dewberry Preble-Rish for the proposed water improvements project. We have applied for reimbursement for these expenses through the State Revolving Grand Funds. A copy of the March 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 Huxford made a motion to accept the Financial Reports as given. Commissioner Weste 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** – The Florida Retirement System employer contribution rate will be increasing from 7.9% to 8.26% in July. The trees that are close to District Office need to be removed to prevent damage from falling limbs and trees. Commissioner Tuten stated he would get a quote.

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7. **New Business**

- a. Applications were reviewed and interviews have been scheduled for the new Field Assistant. Commissioner Brown and Commissioner Huxford will be attending as well as Ron Bennett and Lynette Senter.
- b. Property owned by Mitch Mitchell at Cedar Island has one water and sewer hookup but two residences. A previous customer had the same situation and the Board decided to apply the same solution which was to require another water service to be installed and a monthly payment for sewer services to be collected.
- c. The Board discussed the current employment for Ron Bennett. It was decided that the current contract would be allowed to expire and alternative arrangements would be made. An increase in hours worked per week will be required with compensation to remain the same.

8. **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 requested an extension for processing of any further claims but have not yet been approved.
- b. Update EPA Grant # XP 00D45516 Congressionally Mandated Project (Waste Water Equipment Purchase) This grant is almost closed. The final draw has been applied for. We will have 90 days from March 31, 2018 to complete closeout documents and report required.
- c. Update on the Search Grant Application and EPA grant application for Water Improvements – The engineers will be providing the District and Board with final plans for review.
- d. Wager Vent Project Update – Field staff have completed most of the beaches area. Difficult installations are being worked on and should be completed by May 31, 2018.

9. **Closing Remarks Commissioners/Staff**

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

10. **Motion to Adjourn**

Chairman Aibejeris requested a Motion to Adjourn. Commissioner Brown made a motion to adjourn the meeting. Commissioner Malone offered second. The meeting adjourned at 5:30 P.M.

Board Actions:

1. Approval of the minutes of the March 27, 2018 regular Board Meeting
2. Approval of the March 2018 Directors Report
3. Approval of the March 2018 Financial Reports



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