

TAYLOR COASTAL WATER & SEWER DISTRICT

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MINUTES OF REGULAR COMMISSION MEETING

April 23, 2019 3:00 p.m.

1. The meeting was held at the District Building at 3:00 PM on April 23, 2019 present were: Commissioners Lynn Aibejeris, Steve Brown, Gennie Malone, Willi Huxford, Diane Carlton and Roger Weste. TCW&SD STAFF present were: Lynette Senter, Kristi Woods and Ron Bennett. 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. The guests present were Trevor Burch with Dewberry, Taylor County Manager LaWanda Pemberton, District Three Commissioner Sean Murphy, and Karen Ezell.
4. The floor was opened for non-agendaed items. There were no non-agendaed items.
5. Trevor Burch explained that our application for the Springs Grant had not been approved. He has submitted the River Grant and we are hopeful that this funding will be approved. The Water Improvements Project PER is in its final stages and Trevor hopes to have it ready for review at the May 2019 meeting. Trevor has also met with Mary Gavin with SERCAP who is helping him with the package and additional funding options.
6. Due to the large number of complaints the District has been receiving regarding recreational vehicles, the Board invited County Manager LaWanda Pemberton to attend the meeting to discuss the increasing number of recreational vehicles being placed on lots in the coastal high hazard area. Ms. Pemberton explained the County's current RV ordinance as well as how the Code Enforcement Officer handles complaints. Lynette Senter explained that the District's sewer service was originally designed for one residence per lot, with existing commercial properties engineered with multiple pumps to support them. In 2011, the County changed its ordinances to allow recreational vehicles to remain on a lot 365 days a year, effectively becoming full-time residences. The "grandfather" clause in that ordinance allowing multiple units per lot may cause future problems with our waste water treatment plant capacity. The District is also concerned about the additional RV units allowed during scallop season as they are often not required to leave after the end of the season. Park model mobile homes as well as sheds being used for residences were also discussed. The District is considering options to protect our wastewater treatment plant capacity to ensure that the original lots requiring service will have it available when needed. As this issue is very complicated, Ms. Pemberton suggested that both Boards get together for a workshop to discuss all of these concerns. and we will work towards getting that scheduled.
7. Approval of minutes for the regular commission meeting on March 26, 2019. Chairman Aibejeris asked if everyone had reviewed the minutes and if there was a motion to approve. **Commissioner Carlton made a motion to accept the minutes. Commissioner Malone offered a second. Chairman Aibejeris asked for further discussion. There was none. By unanimous vote of the remaining Commissioners, the motion was approved.**

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8. Staff and Committee Reports

- a. **Director Report – Kristi Woods** - Kristi reported the Water and Sewer sales for the month of March were \$45,930.51, \$628.38 over the budgeted amount of \$45,302.16. There were no turned off accounts. There were no past-due accounts. There were no changes in membership. There were 15 adjustments totaling (\$355.49). There was one data-input error totaling (\$3.00), one other adjustment totaling (\$111.57), one late-fee adjustment totaling (\$8.72), nine non-potable adjustments totaling (\$150.36), two transfer fee adjustments for (\$200.00) and one disconnect fee totaling (\$200.00). 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 Huxford 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.
- c. **Financial Reports – Lynette Senter** – Lynette reported that water and sewer sales for the month of March were \$45,930.51, \$628.38 over the budgeted amount of \$45,302.16. Total expenses were \$31,788.77. Exception expenses were \$1,020.00 for Bonds, \$1,620.00 for a Workers' Compensation partial premium payment, \$638.12 in Hurricane Michael expenses, \$3,000.00 payment to Dewberry for the Water Improvements Project, and \$1,662.29 for tank maintenance by Utility Service. Total Other Income was of \$1,107.14 in Interest. Our total Net Income for March 2019 was \$15,248.88. 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 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** – 1. We have advertised in the local newspaper about the vacant Board position. Ads appeared in the April 17, 2019 and April 19, 2019 issues. No calls or visitors have come in regarding the position. 2. Our Auditor began work on Monday, May 13th. She worked four days last week and indicated that she will need to return for at least one more day this week. 3. My computer's email system crashed but I have been able to recreate most of the emails that were affected. We will begin looking at new computers in the next few months after the office renovations and have acquired some additional backup drives that can help with preserving the District's data in the event of an emergency. 4. Ron has continued with his tank painting project at the water booster station. 5. David has begun painting the repaired side of the building and it will need another coat or two. 6. We will be contacting Ron's Electric to check for any electrical problems in the building. Tommy Monich, the gentlemen who repaired the side of the office would like the opportunity to give us a quote for the renovation work we need once we get the electrical system inspected. 7. We have been working with a prospective customer at Dekle Beach with possible wetlands/tidal concerns and gotten a quote from a boring contractor to bore under the road and under the tidal ditch and bring his service into his property without affecting the wetland area of the property. The property owner is continuing to work with DEP regarding access to his property. He is in the process of putting his power underground as well. He does not intend to begin the process of getting our utilities on his property until late fall. We are going to ask for some type of repair agreement from the property owner so that the District would not have the expense of digging up and repairing the road if there is a break or leak. 8. Our water audit figures have improved. Ron

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and David have found several small leaks that have been fixed and we are continuing to look for any others that might appear.

9. Old Business

- a. I spoke with the contractor that is handling the last of our Hurricane Hermine requests for reimbursements. He indicated to me that he did not think our request would be approved as he feels we already received reimbursement for the labor costs under the other payments. I asked that he notify us of this in writing as soon as he hears and if we do not receive notification by June 1st, we will close out our requests and begin the Hurricane Michael process.
- 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.
- 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 had more issues with the fuel pump. CAT power re-routed the fuel lines into the tank which caused resin to build up on the baffles. We asked CAT power about fuel tank alternatives but the information we received from them involves very costly “fixes” in the neighborhood of \$12,000 to \$16,000 and requires a crane and a fuel tank to be placed underneath the generator itself which was the original design of the system. It appears that the reason we got this generator at such a reasonable price was because the original fuel tank/system was not included. Ron has begun work with Danny Ezell who has indicated that he has a system that can be manufactured for us, which will hang on the wall and not require a separate containment system. Danny also indicated to me that our generator really needs to be in an enclosed building like the generator at the WWTP. It will not only eliminate fuel problems, but will make our equipment last much longer.

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 Carlton offered a second. The meeting adjourned at 5:15 P.M.

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Board Actions:

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

A handwritten signature in blue ink, reading "Lynette Taylor Senter". The signature is written in a cursive style with a large initial "L".

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