

TAYLOR COASTAL WATER & SEWER DISTRICT

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MINUTES OF REGULAR COMMISSION MEETING

May 23, 2017 3:00 p.m.

1. The meeting was held at the District Building at 3:00 PM on May 23, 2017 present were:
COMMISSIONERS: Lynn Aibejeris, Steve Brown and Gennie Malone. Nancy Geohagan and Benjye Tuten were absent.
TCW&SD STAFF present were: Diane Carlton and Ronald Bennett. Lynette Senter was absent.
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. Chairman Aibejeris welcomed guest Willie Huxford and Kyle Griffin and Felicity Appel from Preble Rish Engineers and Frank Russell, County Commissioner. Chairman Aibejeris asked if anyone had any non-agendaed items to discuss. Commissioner Russell advised the board that he would be doing his best to keep the district board updated on anything that has to do with this board and also the districts neighborhoods. Such as dredging and lights in areas that have been requested by residents of certain neighborhoods. He offered anyone to contact him if he could be assistance to this district.
4. Felicity Appel reported on the water improvement grant applications. She advised that the district application to FDEP SRF was approved for funding on May 11, 2017 in the amount of \$204,000 to be used for planning and design with 100% forgiveness. The USDA Search grant application was approved by the regional and state offices and submitted to the national office for approval on 3/31/2017 and a decision is expected in June 2017.
5. Approval of minutes for the regular commission meeting April 25, 2017
Chairman Aibejeris asked if everyone had reviewed the April 25, 2017 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. The motion carried unanimously.**
6. **Staff and Committee Reports**
 - a. **Water Operations & Sewer Operations-Ronald Bennett-** Ronald reported that everything in both departments is going well. He did advise that the sewer plant by-pass project that was done about three years ago has issues with the paint flaking and that he is in the process of trying to get a quote for the repair since the warranty no longer exists and the company that performed the work will not return his calls.
 - b. **Director Report-Diane Carlton-**Diane reported the Water and Sewer sales for April were \$44, 175.77. The adjustments for the month were credits of \$233.03. The district received 1 new water and sewer service request and two 2nd meter service requests. There are 3 accounts that were past due in the amount of \$434.36. 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 Malone offered a second. Chairman Aibejeris called for further discussion. There was none. The motion passed unanimously.**
 - d. **Other Assistant office Manager Items-Lynette Senter-**Lynette was absent
 - e. **Financial Reports –Diane Carlton –** Diane reported that income for the month of April 2017 was \$45,775.77. Total expenses were \$57,298.52. Other Income was \$6,000.00 in grinder pump sales, \$1.72 interest income and \$100.00 customer repair. The net income for the month was -\$5,510.03. A copy of the April 31, 2017 balance sheet was provided to the commissioners. The exception expense items for the month included Hurricane Hermine expenses \$22,379.90, the \$1,699.00 purchase of a replacement Diaphragm Trash Pump and the \$165.00 purchase of a battery operated meg meter that needed to be replaced. She asked if anyone had questions. There was none. Chairman Aibejeris called for a motion to accept the Financial Report as given. **Commissioner Malone made a motion to accept the Financial Reports as given. Commissioner Brown offered a second. Chairman Aibejeris called for further discussion. There was none. The motion carried unanimously.**

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f. Other Office Manager Items-Diane Carlton- Diane reported that work has begun on the proposed budget for fiscal year October 2017-September 2018. She anticipates having a draft copy of the budget for the June or July regular board meeting.

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7. **New Business**

The review of an Employee Vaccination Policy for approval – Diane Carlton

The board was presented the vaccination policy. Diane asked that they approve the policy but that the influenza vaccine is removed since it is not related to job duties and more of a seasonal vaccine. Chairman Aibejeris asked if there was a motion to approve. **Commissioner Malone made a motion to approve the policy with the removal of the influenza vaccination. Commissioner Brown offered a second. Chairman Aibejeris asked for further discussion there was none. The motion carried unanimously.**

8. a. Update on Hurricane Hermine repairs, expenses and Public Assistance from the Federal Emergency Management Agency and the State of Florida- Diane reported that our field staff did hands on installation of 4 waver vents yesterday. I will be preparing a cost estimate for FEMA for review of approval of the funding for this project. To date the district has not received any monies from state or federal governments for reimbursement of the Hurricane Hermine expenses we have incurred and still incurring.
- b. Update EPA Grant # XP 00D45516 Congressionally Mandate Project (Waste Water Equipment Purchase)
Diane reported there has not been any activity this month.

9. Closing Remarks Commissioners/Staff

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

10. 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 was adjourned at 3:46 p.m.

Board Actions:

1. Approval of the minutes of the April 25, 2017 regular Board Meeting
2. Approval of the April 2017 Directors Report.
3. Approval of the April 2017 Financial Reports
4. Approval of a Vaccination Policy for the District

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

