

TAYLOR COASTAL WATER & SEWER DISTRICT

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MINUTES OF REGULAR COMMISSION MEETING

May 22, 2018 3:00 p.m.

1. The meeting was held at the District Building at 3:00 PM on May 22, 2018 present were: Commissioners Lynn Aibejeris, Steve Brown, Nancy Geohagan, Gennie Malone, Roger Weste and Willi Huxford. 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. Guests present were Felicity Appel with Dewberry Preble-Rish, Bish Clark, who owns property in the area and County Commissioner Steve Spradley.
4. Felicity Appell of Dewberry-Preble-Rish provided the Board with copies of the Water Improvements Preliminary Engineering Report and discussed the highlights. She asked that the Board review their copies and contact her with any concerns. She would like to submit this to DEP in approximately two weeks. She gave an estimate of the cost of fire protection improvements at approximately \$300,000.
5. Steve Spradley, County Commissioner for our District spoke with the Board regarding the PER and the possibility of approaching the County for help with some of the fire protection expenses. Mr. Spradley expressed he would attempt to be at the Districts Board meetings monthly if at all possible.
6. Approval of minutes for the regular commission meeting April 24, 2018. Chairman Aibejeris asked if everyone had reviewed the minutes and if there was a motion to approve with one correction that Commissioner Geohagan was absent and could not have made a motion. **Commissioner Weste made a motion to accept the minutes with the correction. Commissioner Malone offered a second. Chairman Aibejeris asked for further discussion. There was none. By unanimous vote the motion was approved.**
7. **Staff and Committee Reports**
 - a. **Director Report – Lynette Senter** - Lynette reported the Water and Sewer sales for April were over the budgeted amount. There were no turned off accounts and two new non-potable accounts. The adjustments for the month totaled \$317.27. 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 Brown 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 audit for the April to May billing period has greatly improved. Ron and David found several leaking blow off pipes. They have been repaired. The Office will be designing magnets with all our contact information to be distributed to our customers along with a copy of our grinder pump instructions.
 - c. **Financial Reports –Diane Carlton** – Diane reported that water and sewer sales for the month of April 2018 were \$47,924.50. Total expenses were \$47,517.87. We received \$88,860.35 in other income. The net income for the month was \$89,144.98. The exception expense items for the month included a payment of \$16,000.00 to Dewberry Preble-Rish for the proposed water improvements project. I have applied for reimbursement for these expenses through the State Revolving Grand Fund account. A copy of the April 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 Geohagan 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.**

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- d. **Other Office Manager Items-Diane Carlton – 1.** The trees that were close to District Office have been removed per your discussion and request to have them removed last month's meeting. Mr. Padgett removed them. I believe we still have a few that should be removed to protect our district building.. We now need to have the stumps removed and the ground leveled and seeded. After some discussion it was decided to bid out this process. **2.** Myself and David Morgan reviewed the Sewerage Plant capacity on a day to day basis and it was determined that we are still below our threshold for a new plant study.

8. New Business

- a. Bish Clark appeared to request water and sewer service to a lot he owns adjacent to the Dark Island boat ramp. He has no legal access to the property. He advised the board that he had spoken to Danny Griner with Taylor County building and planning and he thought a right-of-way permit would work for Mr. Clark. The Board asked Mr. Clark to work with the County and come back to us with what Taylor County can do to help with access to this property. Then we will decide if service can be provided to him and provide him with a cost estimate for this request.
- b. Interviews were scheduled with two applicants for the Field Assistant position. One applicant failed to return our call, but Commissioner Brown, Ron Bennett and Lynette Senter did interview the other applicant. After the interview process it was decided to offer the position to that candidate. The applicant failed to return our calls regarding the position.
- c. Because the District has been unable to hire a Field Assistant, Office Staff have proposed creating a job for a Meter Reader that will be performed on a monthly basis by an outside contractor. After discussion, it was decided that the Board will advertise for this position.

9. Old Business

- a. Update on Hurricane Hermine repairs, expenses and Public Assistance from the Federal Emergency Management Agency and the State of Florida – our request for an extension until July 31, 2018 has been granted. We have also received notification that additional monies we have applied for have been approved and have been sent on for processing.
- b. Update EPA Grant # XP 00D45516 Congressionally Mandated Project (Waste Water Equipment Purchase) This grant is almost closed. Diane is in the final stages of closing out this grant with a final draw of \$9,833.55.
- c. Felicity updated us on the Search Grant Application and EPA grant application for Water Improvements – The engineers have provided the District and Board with final plans for review and she will be submitting this to DEP within the next month. (Presented in Item #4)
- d. Wager Vent Project Update – Field staff are finishing the difficult installations and barring any weather delays should be completed by May 31, 2018.
- e. The update to Section VII, Change of Ownership to the Rules & Regulations have been completed and reviewed by the Board. **Commissioner Brown made a motion to accept the revised Rules & Regulations as presented. Commissioner Huxford offered a second. Chairman Aibejeris called for further discussion. There was none. By unanimous vote the motion was approved.**

10. Closing Remarks Commissioners/Staff

- a. Commissioner Weste asked if the District could begin a rotating neighborhood testing of water. Office Staff will ask Ron to begin a program in June starting with Dekle Beach and proceeding to each community the following month.
- b. 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 Malone made a motion to adjourn the meeting. Commissioner Geohagan offered second. The meeting adjourned at 4:50 P.M.

Board Actions:

1. Approval of the minutes of the April 24, 2018 regular Board Meeting
2. Approval of the April 2018 Directors Report
3. Approval of the April 2018 Financial Reports
4. Approval of the Revised Rules & Regulations



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