

# TAYLOR COASTAL WATER & SEWER DISTRICT

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## MINUTES OF REGULAR COMMISSION MEETING

May 28, 2019 3:00 p.m.

1. The meeting was held at the District Building at 3:00 PM on May 28, 2019 present were: Commissioners Lynn Aibejeris, Steve Brown, Gennie Malone, Willi Huxford, Diane Carlton and Roger Weste, Commissioner Spradley 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. The guests present were Trevor Burch with Dewberry.
4. The floor was opened for non-agendaed items. There were no non-agendaed items.
5. Trevor Burch presented the Preliminary Engineering Report for review by the Board. He asked that the Board let him know if they have any questions or comments regarding the report. Trevor will be bringing Mary Gavin with SERCAP to the June Board Meeting to discuss the next steps of our process. There is a possibility that we will have to hold public meetings regarding the water improvements project but Trevor will discuss this with Ms. Gavin to find out the proper procedures.
6. Approval of minutes for the regular commission meeting on April 23, 2019. Chairman Aibejeris asked if everyone had reviewed the minutes and if there was a motion to approve. Commissioner Weste had one correction to page 2. **Commissioner Malone made a motion to accept the minutes with the correction. Commissioner Huxford 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 the month of March were \$47,296.69, \$1,994.53 over the budgeted amount of \$45,302.16. There were no turned off accounts. There were two past-due accounts, #215 Morgan for \$192.17 and #426 White for \$243.36. There were five changes in membership, #662 Bennett for Water and Sewer, #663 Weste for Water and Sewer, #664 Baumgardner for Non-potable/Second Meter, #665 Laxton for Water and Sewer, and #462 Wilkinson for Water and Sewer. There were twelve adjustments totaling (\$152.28). There was one late-fee adjustment totaling (\$11.44), seven non-potable adjustments totaling (\$236.28), and four transfer fee adjustments totaling (\$400.00). 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 Weste 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 April were \$47,296.69, \$1,994.53 over the budgeted amount of \$45,302.16. Total expenses were \$34,657.36. Exception expenses were \$250.60 advertising for vacant board position, \$275.00 for operator license renewals, \$9,570.00 for the purchase of 6 grinder pumps, \$591.89 for tools for the water truck. Total Other Income was of \$18,000.00 for customer grinder pump sales, \$1.86 for interest, and \$222.42 for customer repair payment. Total Net Income for April 2019 was \$34,646.61. Chairman Aibejeris called for a motion to accept the Financial Report as given. **Commissioner Weste made a motion to accept the Financial Reports as given. Commissioner Carlton 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. Our Auditor has finally completed her audit work. The audit will be presented at our June Board meeting. 2. Ron has finished his tank painting project at the water booster station. The pump at the Booster station failed last week during the weekly exercising that Ron performs. We have a reserve pump. Ron and I discussed the fact that this pump is rarely if ever used and it is our feeling that it should not be repaired or replaced unless the Board thinks it should be done. 3. Ron from Ron's Electric met with me and inspected the wiring, outlets and lighting here at the office. He said that he saw no problems existing with our current wiring, but the lighting needed to be changed. He inspected all of the breakers and said our outlets and switches are to code. He suggested that the current light fixtures remain in place and be retrofitted with new LED bulbs. He estimated the cost to be \$1,000 plus labor for 40 lights. I gave him the go ahead to get the lights ordered as well as a new LED motion fixture for the front porch. They were here last Friday and completed the work by Friday afternoon. 3. I will send a sympathy card to the family of Mr. Travis Beach.

**8. New Business**

- a. The owners of a lot on Jody Morgan Road have applied for water and sewer service. They are requesting that the Newly Created Lot fee be waived. I explained that this was a standard fee, but they asked that I present their request to the board. The Board discussed the waiver and determined that it would continue to follow the past protocol and require payment for the newly created lot.
- b. Citizens Bank has been acquired by another company. According to the information they sent to us, it will require that our accounts be transferred to a new company before the final acquisition. We will contact the other two local banks to determine the best place for our accounts to be placed.
- c. The employer portion of the retirement contribution will be increasing from 8.26% to 8.47% effective July 1, 2019. The employee portion will not be affected.

**9. Old Business**

- a. The contractor working for Florida PA for the Hurricane Hermine reimbursement has indicated that he will be summarizing the expenses he thought we should be reimbursed for and giving me a report by June 15<sup>th</sup>.
- b. We are pulling the invoices and work orders to begin work on entering the Hurricane Michael expenses online as soon as the Hurricane Hermine final report is done.
- c. Danny Ezell is completing our new fuel tank for the Water Treatment Plant generator. He will

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provide us with a complete system including all the filters and hoses. He is picking up the parts he needs and putting them on our account at Napa.

- d. I have emailed LaWanda to try and coordinate a workshop concerning the RV's in the coastal high hazard area, but have not yet heard back from her.

**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 Huxford made a motion to adjourn the meeting. Commissioner Malone offered a second. The meeting adjourned at 5:03 P.M.**

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Board Actions:

- 1. Approval of the minutes of the April 23, 2019 regular Board Meeting
- 2. Approval of the April 2019 Directors Report.
- 3. Approval of the April 2019 Financial Reports



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