

# TAYLOR COASTAL WATER & SEWER DISTRICT

18820 BEACH ROAD  
PERRY, FLORIDA 32348  
Phone/Fax: (850) 578-3043  
www.tcwsd.org

## MINUTES OF REGULAR COMMISSION MEETING

**June 25, 2019 3:00 p.m.**

1. The meeting was held at the District Building at 3:00 PM on June 25, 2019 present were: Commissioners Lynn Aibejeris, Steve Brown, Gennie Malone, Willi Huxford, Diane Carlton, Roger Weste, and Steve Spradley. TCW&SD STAFF present were: Lynette Senter, and Kristi Hathcock. 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, Mary Gavin with USDA Consultant with SERCAP, Marian Powell with Powell & Jones, and Elda Rogers with USDA Rural Development.
4. The floor was opened for non-agendaed items. There were no non-agendaed items.
5. Mrs. Marian Powell presented the 2017-2018 Annual Audit. There were no discrepancies and she reported a clean audit.
6. Trevor Burch and Mary Gavin discussed the Preliminary Engineering Report that is being prepared. They are also reviewing funding options through SRF and RD Grant/Loan programs. There may be a possibility of 83-90% principle forgiveness. Elda Rogers and Mary Gavin are reviewing the report and will be asking for additional information as needed. Steve Morris will be working on the environmental analysis reports. Trevor confirmed that Public Meetings are not necessary until funding methods are confirmed. Some discussion was held regarding the possible timeline of the project which can't really be determined at this time due to finishing the planning portion and going on to design and construction.
7. Approval of minutes for the regular commission meeting on May 28, 2019. Chairman Aibejeris asked if everyone had reviewed the minutes and if there was a motion to approve. **Commissioner Weste made a motion to accept the minutes. Commissioner Brown offered a second. Chairman Aibejeris asked for further discussion. There was none. By unanimous vote of the remaining Commissioners, the motion was approved.**
8. **Staff and Committee Reports**
  - a. **Director Report – Kristi Hathcock** - Kristi reported the Water and Sewer sales for the month of June were \$47,600.48, \$2,298.32 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 twenty-two adjustments totaling (\$223.70). There was one debit account for a returned check (\$101.25), eleven non-potable adjustments totaling (\$229.12), five transfer fee adjustments totaling (\$500.00), two one-time adjustments totaling (\$439.71), and one reconnect fee totaling (\$300.00). 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.**

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**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 Hathcock** – There were no other Billing Clerk Items.
- c. **Financial Reports – Lynette Senter** – Lynette reported that water and sewer sales for the month of June were \$47,600.48, \$2,298.32 over the budgeted amount of \$45,302.16. Total expenses were \$51,851.54. Exception expenses were \$14,400.00 for the purchase of new grinder pumps, \$1,325.70 for the purchase of new grinder pump control boxes, \$2,113.13 for new water meters and meter boxes, and \$1,365.00 for the new water treatment plant generator fuel system. Total Other Income was \$2.12 for interest, and \$341.52 for customer repair payment. Total Net Income for May 2019 was (\$3,907.42). 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. By unanimous vote the motion was approved.**
- d. **Other Office Manager Items- Lynette Senter** – 1. Kristi has been notified that she has Jury Duty in Tallahassee for the month of July. She will have to call in weekly to see if she will need to serve. 2. I have called Ron's Electric to come back and put a motion light up on the back porch, re-do the wiring for the door locking system/camera and add some additional outlets to the inner office. He is finishing a big project and should be here within the next week to give me an estimate and time frame. 3. I am searching for an insured painter to paint the office interiors. 4. An ad for legal services will appear in Friday's paper and next Wednesday. 5. HP is having a sale on their computers and I am reviewing the models that are available. I contacted RVS for their recommendations on a new printer for the bills and they will send me their list. The old printer is not Windows 10 compatible but I am also looking for a "work around". 6. David Cassidy – whose water we turned off in 2013 because he did not want to purchase a grinder pump attempted to have power installed on his lot at Cedar Island. When he called the County for an inspection, Danny Griner called me to confirm that he had service and when I told him they did not – he did not schedule any inspection. 7. We had a leak at Cedar Island East and lost an estimated 50,000 gallons. Ron noticed a slowly leaking valve while reading meters and scheduled a repair for Monday but it broke on Sunday and was repaired as soon as someone notified Ron about the leak.

**9. New Business**

- a. The Wastewater Treatment Plant has a sealed sprayfield pump that stopped working. Ron contacted TAW to send a technician to troubleshoot the problem. TAW has confirmed that someone will be here on Monday. In addition, we had to have some repair welding on the effluent tank at the WWTP, which has now been completed. One mixer valve at each of our two lift stations has failed. The mixer valves have been ordered and we are waiting for them to arrive.
- b. The 2018 Annual Drinking Quality Report has been completed and approved by DEP. Ron was assisted in the preparation by DEP. We have posted the report on our website, added a note to the billing cards about the report, and sent a copy to the Health Department.

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- c. We have begun work on the 2019-2020 budget and hope to have a draft to review at the July Board Meeting.

**10. Old Business**

- a. The contractor has indicated that they are still working on finalizing our Hurricane Hermine reimbursement. They evidently are overwhelmed with the backlog and are working their way through it.
- b. Kristi has scanned invoices and work orders in anticipation of beginning the request for reimbursement for Hurricane Michael.
- c. Our new fuel tank for the Water Treatment Plant generator has been completed. Danny will come back and help Ron install it once we get the generator moved. We have received a quote from Tommy Moench for extending the concrete slab at the Water Treatment Plant to 12x12 to allow better placement of the generator and installation of the new fuel system. He has also included enclosing the generator with a screened room and metal roof. This will protect the generator and fuel system as well as the operator when servicing the generator. His quote for materials and labor was \$4,250.00. The board discussed other options of covering the generator and asked us to check pricing of a carport cover, or possibly extending the existing roof.
- d. Our joint workshop with the Taylor County Board of Commissioners has been scheduled for Tuesday, July 30, 2019 at 6:00 PM. I have given you reports for both the water usage and the WWTP capacity for you to review. We will discuss talking points at our July meeting.
- e. I contacted both Wells Fargo and Capital City Bank regarding transferring our accounts. Wells Fargo cannot take our accounts without us forming a corporation and jumping through a lot of hoops. Capital City Bank finally called us and I have sent them the account information and they will review and let us know what they can offer. Our truck loan does not have to transfer and will be assumed by VyStar in July.

**11. Closing Remarks Commissioners/Staff**

- a. The Commissioners expressed thanks to staff and other commissioners for doing a great job. There were no other comments.

**12. Motion to Adjourn**

**Chairman Aibejeris requested a Motion to Adjourn. Commissioner Malone made a motion to adjourn the meeting. Commissioner Sprandley offered a second. The meeting adjourned at 5:41 P.M.**

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**Board Actions:**

- 1. Approval of the minutes of the May 28, 2019 regular Board Meeting

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2. Approval of the May 2019 Directors Report.
3. Approval of the May 2019 Financial Reports

A handwritten signature in blue ink, reading "Lynette Taylor Senter". The signature is written in a cursive, flowing style.

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