

TAYLOR COASTAL WATER & SEWER DISTRICT

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MINUTES OF REGULAR COMMISSION MEETING

July 24, 2018 3:00 p.m.

1. The meeting was held at the District Building at 3:00 PM on July 24, 2018 present were: Commissioners Lynn Aibejeris, Steve Brown, Gennie Malone, Roger Weste, Willi Huxford and Nancy Geohagan. 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 Trevor Burch with Dewberry, and County Commissioner Steve Spradley.
4. Steve Spradley, County Commissioner for our District spoke with the Board regarding the County's budget process.
5. Trevor Burch of Dewberry spoke about continuing the work on the Water Improvements PER. He has been working with an engineer from Tallahassee and has discovered a few discrepancies in the PER but they are working through them. The DEP comments are still being addressed and USDA has passed the PER onto the State Engineer who may attend our August meeting.
6. Approval of minutes for the regular commission meeting June 26, 2018. Chairman Aibejeris asked if everyone had reviewed the minutes and if there was a motion to approve. **Commissioner Malone made a motion to accept the minutes. Commissioner Huxford offered a second. Chairman Aibejeris asked for further discussion. There was none. By unanimous vote the motion was approved.**
7. Approval of minutes for the special called meeting July 10, 2018. 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 Malone offered a second. Chairman Aibejeris asked for further discussion. There was none. By unanimous vote the motion was approved.**
8. **Staff and Committee Reports**
 - a. **Director Report – Lynette Senter** - Lynette reported the Water and Sewer sales for June were over the budgeted amount. There was one turned off account, one past due account, and no new memberships. The adjustments for the month totaled \$423.07. There were no questions from the commissioners. Chairman Aibejeris called for a motion to accept the Director's Report as given. **Commissioner Brown made a motion to accept the Director's Report as presented. Commissioner Geohagan 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** – None
 - c. **Financial Reports – Lynette Senter** – Lynette reported that water and sewer sales for the month of June 2018 were \$46,317.79. Total expenses were \$48,672.64. We received \$254,553.90 in other income which included \$243,111.46 from FEMA for reimbursement of Hurricane Hermine expenses. The net income for the month was \$254,553.90. 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.**
 - d. **Other Office Manager Items- Lynette Senter** – None.
9. **New Business**
 - a. Utility easements and setbacks were discussed. The Board determined that the easement states a radius of 10 feet around the grinder pump should be enforced. They also asked that the grinder pumps be installed within 10 feet of the front of the property. This will allow for easier servicing of our equipment.

- b. The vacant Board Position will be advertised in August so the position can be filled in September.
- c. Lynette Senter reported that she will advertise for a Billing Clerk in the Perry Newspapers the 3rd and 8th of August to take her place when she assumes Diane's position. This will allow her to train someone gradually and give room for advancement. Lynette asked Commissioner Malone to assist with the interview process and Commissioner Malone accepted her request. There was no other discussion.
- d. Discussion was held regarding the \$396,167.89 in funds recently received from FEMA for reimbursement of Hurricane Hermine expenses. **Commissioner Huxford made a motion that we transfer \$390,000 of that money into our contingency reserve account. Commissioner Geohagan seconded the motion. Chairman Aibejeris called for further discussion. There was none. By unanimous vote the motion was approved.**
- e. Discussion was held regarding the appointment of a new Board Secretary. **Commissioner Brown made a motion that Lynette Senter be the new Board Secretary upon Diane Carlton's retirement. Commissioner Geohagan seconded the motion. Chairman Aibejeris called for further discussion. There was none. By unanimous vote the motion was approved.**

10. **Old Business**

- a. The 2018-19 Budget was presented to the Board for review. The Budget included a 2.5% rate increase effective 10-1-18. **Commissioner Geohagan made a motion that we accept the Budget as presented. Commissioner Malone seconded the motion. Chairman Aibejeris called for further discussion. There was none. By unanimous vote the motion was approved.**
- b. Update on Hurricane Hermine repairs/expenses and Public Assistance from the Federal Emergency Management Agency and the State of Florida – We have requested an extension and will apply for reimbursement of the remaining expenses incurred.
- c. Trevor updated us on the Search Grant Application and EPA grant application for Water Improvements – Final plans have been submitted to DEP for review and the first DEP review is in process. (Presented in Item #5)
- d. Information was provided to Commissioner Weste regarding the rotation of testing at each beach each month. A copy of the testing schedule was presented for in the Board Package.
- e. The Wager Vent Project has been completed. We understand that a few might have been missed and expect that the customers will notify us.

11. **Closing Remarks Commissioners/Staff**

- a. The Commissioners expressed thanks to staff. 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 Geohagan offered second. The meeting adjourned at 4:50 P.M.

Board Actions:

- 1. Approval of the minutes of the June 26, 2018 regular Board Meeting
- 2. Approval of the minutes of the July 10, 2018 special Board Meeting
- 3. Approval of the June 2018 Directors Report
- 4. Approval of the June 2018 Financial Reports
- 5. Approval of a transfer of \$390,000 FEMA funds received to our reserve account.
- 6. Approval of the 2018-19 Budget as presented



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