

TAYLOR COASTAL WATER & SEWER DISTRICT

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

MINUTES OF REGULAR COMMISSION MEETING

July 23, 2019 3:00 p.m.

1. The meeting was held at the District Building at 3:00 PM on July 23, 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 guest present was Trevor Burch with Dewberry.
4. The floor was opened for non-agendaed items. There were no non-agendaed items.
5. Trevor Burch explained to the Board that due to other ongoing projects he had not yet completed the Preliminary Engineering Report. He apologized and said that he was getting back to work on it and hopefully will have it ready for review at the next board meeting.
6. Approval of minutes for the regular commission meeting on June 25, 2019. Chairman Aibejeris asked if everyone had reviewed the minutes and if there was a motion to approve. **Commissioner Huxford made a motion to accept the minutes. Commissioner Spradley 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 Hathcock** - Kristi reported the Water and Sewer sales for the month of June were \$51,294.40, \$5,992.24 over the budgeted amount of \$45,302.16. There were no turned off accounts. There was one past-due account totaling (\$202.10). There was one change in membership totaling (\$3,000.00). There were twenty adjustments totaling (\$594.74). There was one misread meter adjustment totaling (\$55.53), one debit account for a returned check (\$110.34), one data input error totaling (\$168.66), fourteen non-potable adjustments totaling (\$758.96), three one-time adjustments totaling (\$99.87), and two pool fillings totaling (\$159.12). Chairman Aibejeris called for a motion to accept the Director's Report as given. **Commissioner Malone 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 Hathcock** – Kristi has upgraded the board packet folders to reusable vinyl folders. Please, return the teal blue board packet folders to her after the meeting.

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- c. **Financial Reports – Lynette Senter** – Lynette reported that water and sewer sales for the month of July were \$51,294.40, \$5,992.24 over the budgeted amount of \$45,302. Total expenses were \$33,066.48. Exception expenses were \$174.53 for legal services ad, \$320.00 for mowing, \$9,255.00 for grinder pump installation expenses, and \$1,635.61 for sewer replacement parts. Total Other Income was \$7,167.80 which included \$6,000.00 for customer grinder pump sales and \$1,167.80 in interest income. Total Net Income for June 2019 was \$28,337.92. 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 Huxford 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 released from Jury Duty in Tallahassee for the month of July. 2. Ron's Electric has now re-routed the wires for the door camera system. 3. I have gotten a quote for office painting from Gary Allen. Mike Aarons is coming by today or tomorrow to give me a quote. 4. We did not receive any response to our ad for legal services. Mike Smith and I discussed his continuation and he assured me that he will let us know in plenty of time when he is retiring. 5. I have ordered computers from HP and took advantage of their early to school discounts. We have received the monitors and shared drive but are still waiting on the desk tops. I have also purchased a new printer for the billing postcards to put into use when we transfer to our new computers. RVS gave me their recommendation for a new printer and offered to sell it to us for \$900.00 plus shipping but I shopped around and found it on Amazon for \$699.00 with free shipping. Once the office is painted and we are moved back in we will begin our transfer to the new computers. 6. Additional repairs are needed on the Sewer Truck. I got an estimate to fix the instrument cluster, work on the hydro booster which is connected to the power steering. This estimate is \$1,046.45. 7. The Water Audit for June 2019 will be corrected and presented next month. 8. Corrections to the audit have been made. General Journal entries making the requested corrections have been completed except for the outstanding credit card balances. Marian assured me that at our Audit in November (which we have already scheduled) those will be adjusted properly.

- 8. **New Business - None**

- 9. **Old Business**
 - a. We have gotten an approval from the contractor at Florida Public Assistance for an additional \$11,503.03. The contractor has indicated that they are still working on the financial end of our Hurricane Hermine reimbursement.
 - b. Kristi has scanned invoices and work orders in anticipation of beginning the request for reimbursement for Hurricane Michael.
 - c. Ron has sketched out a new plan for the generator protection. It will include a 15x15 pad with a cover and posts. We have gotten a quote for \$900.00 from Tommy Moench to construct the cover and he will start next week. A revised quote for the concrete pad was requested from Shannon Millinor and will be here at the end of the week.

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- d. Our joint workshop with the County Commissioners is scheduled for Tuesday July 30, 2019 at 6:00 p.m. We discussed some talking points for the meeting with the County Commissioners. The board appointed Lynette Senter to be the spokesperson for the board at the County Commissioners meeting.
- e. Our bank accounts have now all been transferred to Capital City Bank. We are waiting for the check reading machine to arrive which will help eliminate trips to Perry to make deposits.
- f. The lift station repairs are scheduled and will be completed by the end of today.
- g. TAW came and did a trouble shooting to the sprayer for the spray field at the WWTP. On July 25, 2019, TAW will return to fix the sprayer. The diagnostics and the design of the new one was approximately \$1,000 and the finished design with new parts is estimated to be \$6,000. A brand new pump replacement pump would be \$19,000.
- h. A rough draft for the budget was presented and discussed. A final draft of the budget will be included in the August Board package and discussed during our next meeting on August 27, 2019.

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 Malone made a motion to adjourn the meeting. Commissioner Carlton offered a second. The meeting adjourned at 4:44 P.M.

Board Actions:

- 1. Approval of the minutes of the June 25, 2019 regular Board Meeting
- 2. Approval of the June 2019 Directors Report.
- 3. Approval of the June 2019 Financial Reports



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