

# TAYLOR COASTAL WATER & SEWER DISTRICT

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## MINUTES OF REGULAR COMMISSION MEETING September 25, 2018 3:00 p.m.

1. The meeting was held at the District Building at 3:00 PM on September 25, 2018 present were: Commissioners Lynn Aibejeris, Steve Brown, Gennie Malone, Roger Weste, Willi Huxford, and Nancy Geohagan. Commissioner Diane Carlton 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. Guests present were Trevor Burch with Dewberry, County Commissioner Steve Spradley, and Michael E. Newman.
4. Approval of minutes for the regular commission meeting August 28, 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 Weste offered a second. Chairman Aibejeris asked for further discussion. There was none. By unanimous vote the motion was approved.**
5. Trevor Burch of Dewberry spoke about continuing the work on the Water Improvements PER. There was discussion about the different phases of the project and the possibility of doing just the work on the water treatment facility in the first phase. Trevor will be working towards having a new PER available by November. Lynette and Trevor have discovered that the \$204,000 from Florida DEP will help to cover the design phase for the water treatment plant. The Board indicated that they would like to see the costs of the different phases as well as a total cost. There was some discussion regarding feedback from the community regarding the cost of fire protection in the beaches area. Commissioner Steve Spradley asked that we appear before the Taylor County Board of County Commissioners to possibly request some financial assistance with that portion of the plan. He also mentioned that we might be eligible for some of the BP money that has been set aside. This money has been earmarked for possible purchases of land to provide more boat ramps for the area, but there is a portion of the funds for infrastructure.
6. **Staff and Committee Reports**
  - a. **Director Report – Kristi Woods** - Kristi reported the Water and Sewer sales for August were \$5,386.64 over the budgeted amount. There were no turned off accounts, there were two past due accounts which the customers have paid, and one new membership at Cedar Island. The adjustments for the month were \$3.02 for mis-read meter, \$300.59 for non-potable accounts, \$200.00 for property transfers, \$4,010.18 for water leaks, and \$34.00 for a brass check valve supplied to a customer. These adjustments totaled \$4,115.59. The Commissioners asked if the water leaks were investigated and repaired and Lynette confirmed that each of the homeowners had plumbers or workers that helped them. Chairman Aibejeris called for a motion to accept the Director's Report as given. **Commissioner Huxford 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.**

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- b. **Other Billing Clerk Items – Kristi Wood – None**
- c. **Financial Reports – Lynette Senter** – Lynette reported that water and sewer sales for the month of August were \$49,489.97 which was \$5,386.64 over the budgeted amount. Total expenses were \$73,209.68 which included a final payment to Utility Services of \$39,980.87 for tank repairs. We received \$8,117.19 in other income which included \$6,000.00 for customer grinder pump sales and \$2,117.19 in customer repairs. The net income for the month was (\$15,602.52). 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 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** – Lynette explained to the Board that there have been several instances of trash, food, toilet paper and debris left behind the District Office. Installing a camera system was discussed and Lynette will purchase a system and get it installed. We have completed an Audit by the Florida Retirement System. It was found that overpayments have been made for the past three years which will result in a refund to the District and employees. The septic tank use at Keaton Beach by Glenda Padgett has been corrected Russell Belcher's grinder pump has now been moved and placed on his property. We had a problem with the water storage tank where a coupling was deteriorating so Ron called the service company and coordinated a repair with a local welder. Our tank had to be drained and placed on bypass and Ron accomplished this while also replacing some outdated fittings at the same time. Labs were done on two consecutive days and the tank was placed back into service on day three. A sewer leak was found on Cormorant Lane and repaired the same afternoon. Lynette complimented Kristi Woods on the great job she has been doing. Lynette requested that we go ahead and pay off the \$2,753.57 reimbursement to Taylor County for the past retirement loan as it would save time issuing the checks each month and the Board agreed that it should be done.

**7. New Business**

- a. Election of Officers to be effective 10-01-2018. **Commissioner Geohagan made a motion to continue the Board as it stands. Commissioner Huxford offered a second. Chairman Aibejeris called for further discussion. There was none. By unanimous vote the motion was approved.**
- b. Salary increases to be effective 10-01-2018. Lynette discussed her recommendations for salary increases for the employees. Lynette made a proposal that Ron Bennett not receive any salary increase at this time but instead have his hours reduced from 7.5 to 5.5 hours per day. Continuation of this reduction would be contingent upon Ron being able to complete the District's work in a timely manner. Ron is technically a 24/7 employee and has always been available when called for emergencies and after hours work. Commissioner Huxford expressed concern with the reduction in hours at the salary Ron received. Commissioner Geohagan stated that she thought it wasn't productive to have him stay if there wasn't anything to do. Commissioner Huxford stated that a 30% reduction in hours was too much and that David will have a problem with it. Lynette explained to Commissioner Huxford that David only works 4 to

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4.5 hours per day and receives a salary and hourly pay. Commissioner Geohagan mentioned that when the weather is hot the City of Perry changes their work hours to have the workers' come in earlier in the morning and work shorter hours. Commissioner Huxford stated that he was concerned with the cost to the District for Ron to come back here after he has left and Lynette explained that we do not compensate him for mileage. Commissioner Brown stated he thought that Ron would perform well and to give Lynette a chance to continue her plan of action. He does not want to micromanage the employees of the District and the Board put the Office Manager in charge to take care of the employees. Commissioner Geohagan stated that we should go with what the Office Manager has suggested and let the Office Staff monitor the situation to make sure the work is being completed. Commissioner Brown concurred. Prior to Diane leaving, she suggested giving David Morgan a salary increase and Lynette agreed to pursue that. Because the District is a unique employer Lynette called Port St. Joe, Jacksonville and Tampa as they all employ part-time wastewater operators and asked about their hourly rates. The hourly rate ranged from \$28 to \$32 per hour but they did not receive any base salary. Lynette proposed that David's base salary would increase from \$1,301.21 to \$1,561.45 – an increase of \$261.00 (20%) per month but his hourly rate would remain the same at \$18.22 per hour. Commissioner Huxford asked about the possibility of having David work a 7.5 hour day but after some discussion it was decided that his current 5.5 hour work day was the best plan for David. Finally, Lynette asked the Board to increase her salary by 25% effective 9/1/2018. This would make her salary approximately \$130.00 per month more than Diane's salary when she left. She explained that she had redesigned the structure of the Office and that Kristi was a Billing Clerk not an Assistant Office Manager which meant that Lynette would still be doing many of the same duties as well as performing Office Manager duties. Commissioner Brown asked how many hours a week the office staff works and Lynette explained that we are scheduled to work 22.5 hours per week but that she works whatever time is needed including 5 days a week to make sure the transition goes smoothly and will continue to work extra days and/or longer hours as needed. Commissioner Huxford asked how much the increase in salary would affect the cost to the district and Commissioner Geohagan figured it at approximately \$60. Chairman Aibejeris commented that she felt that Lynette was on the right track with the employees and she felt it was the consensus of the Board was to go with the Office's recommendations.

**8. Old Business**

- a. 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 have applied for reimbursement of the remaining expenses incurred. Lynette checked the website and it indicated that we had not completed our quarterly reports. She called Florida PA and showed them where the reports had been submitted and they then marked them as received. We have requested an updated workflow and emailed everyone concerned asking for help. This is our final submittal and hope that we can get this resolved soon. Florida PA stated that they were running behind due to the storm in the Carolinas.
- b. Trevor updated us on the Search Grant Application and EPA grant application for Water Improvements. (Presented in Item #6)

**9. Closing Remarks Commissioners/Staff**

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

**10. Motion to Adjourn**

**Chairman Aibejeris requested a Motion to Adjourn. Commissioner Malone made a motion to adjourn the meeting. Commissioner Geohagan offered a second. The meeting adjourned at 4:47 P.M.**

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**Board Actions:**

1. Approval of the minutes of the August 28, 2018 regular Board Meeting
2. Approval of the August 2018 Directors Report
4. Approval of the August 2018 Financial Reports



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

APPROVED 12/11/2018