

# TAYLOR COASTAL WATER & SEWER DISTRICT

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## MINUTES OF REGULAR COMMISSION MEETING

September 22, 2020

1. The meeting was held at the District Building at 3:00 PM on September 22, 2020. Present were: Commissioners Lynn Aibejeris, Gennie Malone, Willi Huxford, Steve Brown, and Diane Carlton. TCW&SD STAFF present were Kristi Hathcock and, Lynette Senter. Chairman Aibejeris called the meeting to order at 3:00 p.m.
2. Commissioner Steve Brown led in prayer and the pledge of allegiance to the flag.
3. There was one guest, Trevor Burch with Dewberry. The floor was opened for non-agendaed items – there were none.
4. Trevor Burch – Update on Water Improvements Project. Trevor explained that we are in the final stages of the PER. We still need to have a public hearing, a resolution accepting the PER, and a biological assessment. The public hearing will be scheduled for our October 27, 2020, with the resolution to be passed after that. The biological assessment was being performed today and Trevor had already received a preliminary report that everything looked great. Trevor discussed bringing a Task Order for the Design Phase to the next meeting to allow for continuity of service from Dewberry and the Board reacted favorably. He mentioned that he was glad to hear that we had had our Asset Management Plan completed and felt that it would be a great help to the District. Commissioner Huxford inquired whether Trevor would be able to implement this report in his work and he said he might be able to use the mapping tools. Trevor has also been working with Suwanee River Water Management District regarding some funding for a few neighborhood meters. He is hopeful we may receive funding for up to three and possibly more in the future.
5. Minutes:
  - a. Approval of minutes from the August 12, 2020 Board Workshop – Chairman Aibejeris asked if everyone had reviewed the minutes and if there was a motion to approve. Commissioner Carlton asked that a correction be made to page two, item 7, last paragraph, “If their temperature is normal for 24 hours without the help of fever reducing medicine, they may return to work. If their fever continues for more than two days, they need to go get tested”. **Commissioner Carlton made a motion to accept the minutes with the above corrections. Commissioner Malone offered a second. Chairman Aibejeris asked for further discussion. There was none. By unanimous vote of the remaining Commissioners, the motion was approved.**
  - b. Approval of minutes from the August 25, 2020 Board Meeting - Chairman Aibejeris asked if everyone had reviewed the minutes and if there was a motion to approve. Commissioner Carlton asked that the following corrections be made: Item 6 on Page 2 explaining the correction made to the May 26, 2020 minutes, Item 7, Page 2, line 4 changing was to were, Item 7, Page 3, line 2

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changing was to were, Item 7, page 3, second paragraph, line 2 changing three to two, and line 3 adding a comma after Beach, and removing the word and, Item 8i, Page 6 changing the last sentence to read "If we continue to receive no applications, we may consider discontinuing advertising, Item 8j, Page 6, adding the words "due to the previous six month income report, with \$5,000 being applied to Legal Services and \$5,000 being applied to wastewater treatment plant repairs" after \$10,000. **Commissioner Malone made a motion to accept the minutes with the above corrections. 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.**

**6. Staff and Committee Reports**

- a. **Director Report – Kristi Hathcock** - Kristi reported the Water and Sewer sales for the month of August 2020 were \$54,326.48, \$1,013.85 below the budgeted amount of \$55,340.33. There were no past due customers. There were no turned off accounts. There was one change in membership for a non-potable meter at Dekle Beach. There were thirty-one adjustments totaling \$334.52. There was one mis-read meter adjustment that zeroed out, one debit account for a returned check totaling \$87.16, four data input errors that zeroed out, one late fee adjustment totaling \$8.72, seventeen non-potable water/second meters totaling \$443.92, six transfer fee adjustments totaling \$400.00, and one reconnect fee totaling \$300.00.

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 for August. 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 none.

- c. **Financial Reports – Lynette Senter**– reported that the sales including new memberships for the month of August 2020 were \$54,326.48, \$1,013.85 below the budget amount of \$55,340.33. Exception expenses included \$8,832.20 for legal expenses, \$675.00 for two mowings, and \$1,159.25 for water replacement parts. Total Expenses for August 2020 were \$33,843.11. Total Net Income for August 2020 was \$20,483.37.

Chairman Aibejeris called for a motion to accept the Financial Reports as given. **Commissioner Huxford made a motion to accept the Financial Report for August 2020 as presented. Commissioner Malone offered a second. Chairman Aibejeris called for further discussion. There was none. By unanimous vote, the motion was approved.**

- d. **Water Audits** – The Water Audit for August 2020 showed an estimated water loss of 2.86%. Monitoring all line flushing and non-metered water use more closely has made a favorable impact on our numbers.

- e. **Other Office Manager Items- Lynette Senter**

(1) Our Chlorine pump that was not running has been repaired at no charge and returned to us.

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- (2) Our door unlocking system was unable to be repaired. I am hesitant to purchase another wired system as our wiring is 7 years old at this point. I am looking for a new system that will work wirelessly. This would allow the office staff to unlock the door with their phones and the field staff to enter with theirs.
- (3) Richard Powell will be scheduled at our next meeting – hopefully on a call-in basis.
- (4) We are working with SRF to close out the grant for the Water Improvements Project and get our reimbursement.
- (5) We are working on a Compliance Study for USDA.
- (6) Both David and Jeremy now have iPhones and are learning to use them. This allows us to text them regarding service calls and locates. This saves the field staff trips back and forth to the office.

**7. New Business**

a. Future Service Requests:

- (1) Jeffrey Ryan Parcel ID 07045-000 – Mr. Ryan’s lot was inadvertently left off the map when the plans were prepared for Phase I. Later, service was run by the owner of Lindsey Island past Mr. Ryan’s lot and further down Lindsey Island. Chairman Aibejeris called for a motion to grant service to Jeffrey Ryan. **Commissioner Huxford made a motion to grant service to Jeffrey Ryan. Commissioner Brown offered a second. Chairman Aibejeris called for further discussion. There was none. By unanimous vote, the motion was approved.**
- (2) Patricia Hansen Parcel ID 07079-020 – Ms. Hansen’s lot was originally given a grant funded grinder pump because it had a water service and septic tank. The adjacent lot (also owned by Ms. Hansen) was not given a future connection. Service was moved from the original lot to the adjacent lot (at owner cost) to construct a home, leaving the original lot with no future connection. Chairman Aibejeris called for a motion to grant service to Patricia Hansen. **Commissioner Carlton made a motion to grant service to Patricia Hansen. Commissioner Huxford offered a second. Chairman Aibejeris called for further discussion. There was none. By unanimous vote, the motion was approved.**

- b. We have had one application to be on the Board. I have sent this to the County to be presented at the meeting on October 5<sup>th</sup>.
- c. October 5<sup>th</sup> is the date for the Public Hearing on the amendment to revise the County Ordinance. Our Attorney, Joe Boyd has worked with Conrad Bishop and Ray Curtis to make the proper changes to the ordinance. Both protects the District and allows future service for customers the District is unable to service.

**8. Old Business**

- a. Update on Hurricane Hermine repairs, expenses and Public Assistance from the Florida PA - Hurricane Hermine closeout is still incomplete as the state is not processing any submittals from the contractors.

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- b. An updated RV count is being conducted during this meter reading process. We will present updated numbers to the Board when they are received.
- c. Public Hearing for Water Improvements Project –We will be scheduling this for our October 27, 2020 meeting. Advertising will be in the Perry newspapers, online, and posted at businesses in the community. The public will be able to attend via telephone.
- d. Public Hearing for Additional Sewage Access Fee – We will be scheduling this for our October 27, 2020 meeting. Advertising will be in the Perry newspapers, online, and posted at businesses in the community. The public will be able to attend via telephone.
- e. A copy of a letter written by the District’s former Engineer; John Gentry was included in your board package as requested by the commissioners at our August 2020 meeting. This letter explains the installation of one grinder pump for four “cabins” at Keaton Beach.
- f. Confirmation for the board of the Special Dependent District status held by Taylor Coastal Water & Sewer District as requested by the commissioners at our August 2020 meeting.

**9. Closing Remarks Commissioners/Staff**

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

**10. Motion to Adjourn**

**Chairman Aibejeris requested a Motion to Adjourn. Commissioner Carlton made a motion to adjourn the meeting. Commissioner Malone offered a second. The meeting adjourned at 4:45 P.M.**

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**Board Actions:**

- 1. Approval of the minutes of the August 12, 2020 Board Workshop.
- 2. Approval of the minutes of the August 25, 2020, regular Board Meeting
- 3. Approval of the August 2020 Directors Reports
- 4. Approval of the August 2020 Financial Reports
- 5. Approved water and sewer service to Jeffrey Ryan – Parcel #07045-000
- 6. Approved water and sewer service to Patricia Hansen – Parcel #07079-020



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