

TAYLOR COASTAL WATER & SEWER DISTRICT

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MINUTES OF REGULAR COMMISSION MEETING

October 25, 2016 3:00 p.m.

1. The meeting was held at the District Building at 3:00 PM on October 25, 2016 present were:
COMMISSIONERS: Steve Brown, Nancy Geohagan, Gennie Malone and Benjye Tuten. Commissioner Lynn Aibejeris was absent.
TCW&SD STAFF Present were Ronald Bennett, Diane Carlton and Lynette Senter.
Vice-Chairman Malone called the meeting to order at 3:20 p.m. and declared a quorum present.
2. Commissioner Steve Brown led in prayer and the pledge of allegiance to the flag.
3. There were no guests present. Vice-Chairman Malone asked if anyone had any non-agendaed items to discuss. There was none.
4. **Approval of the Minutes for the regular commission meeting September 27, 2016.** Vice-Chairman Malone asked if everyone had reviewed the minutes of the meeting and if there was a motion to accept. **Commissioner Nancy Geohagan made a motion to accept the minutes as written. Commissioner Benjye Tuten offered a second. Vice-Chairman Malone asked for further discussion. There was none. The motion carried unanimously.**
5. **Staff and Committee Reports**
 - a. **Water Operations-Ronald Bennett** Ronald reported the water department was running smooth. Usage is down due to the season so he is doing a lot more line flushing. There were no questions from the commissioners.
 - b. **Sewer Operations-Ronald Bennett**-Ronald reported that Sewer Department is still having daily reports of failing grinder pumps and this probably will continue as people begin to spend more time at their 2nd homes. He mentioned that we have had 3 applications for employment since Sean Murphy resigned. Two of the applicants have one or both water and sewer licenses. We have not yet posted an open position. I am uncertain at this time if I want a trainee or if the district might be able to hire additional operators since salary would be an issue.
 - c. **Director Report-Lynette Senter**-Lynette reported that the Water and Sewer sales for September were \$43,012.24 with 484 active accounts. There are no past due accounts. The adjustments for the month totaled \$3,885.34 in credits to customer accounts. Most of the credits were due to water line breaks from Hurricane Hermine. She asked if there were questions. There were none. **Vice Chairman Malone asked for a motion to accept the report. Commissioner Benjye Tuten made a motion to accept the Director's Report as presented. Commissioner Steve Brown offered a second. Vice-Chairman Malone called for further discussion. There was none. The motion passed unanimously.**
 - e. **Other Assistant office Manager Items-Lynette Senter**-Nothing was reported.
 - f. **Update on Pay Clix Software-Lynette Senter**- Lynette reported that the pay clix program is slowing becoming a hit even though there are charges to the customer for paying with a credit card or by e-check. This continues to cut down on billing costs since the customer can have the bill e-mailed to them and forgo a paper billing. We have had quite a few choose this option. The system has also cut down on manual posting of payments which also saves money.
 - g. **Financial Reports -Diane Carlton** - Diane reported that sales for the month of September \$43,012.24 this is just a little over what we had budgeted for. Total Expenses for the month were \$145,995.14 which is way over budget the cost of inventory replaced thru September 30 is \$102,115.03 this leaves \$43,880.11 in other expenses for the month. She asked if anyone had questions. There was none. Chairman Aibejeris called for a motion to accept the Financial Report as given. **Commissioner Steve Brown made a motion to accept the Financial Report as given. Commissioner Nancy Geohagan offered a second. Vice-Chairman Malone called for further discussion. There was none. The motion carried unanimously.**
 - h. **Other Office Manager Items-Diane Carlton**- Diane reported that a letter had been sent to Sean Murphy requesting that he advise us if he planned to return to work. Before he received the letter, the very next day his keys, phone and credit card were in the night-drop box. It is assumed that he has resigned.

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6. **NEW BUSINESS**

There was none.

7. **Old BUSINESS**

- a. Update on Hurricane Hermine repairs, expenses and Public Assistance from FEMA and the State of Florida – Ron –Bennett and Diane Carlton The staff reported that they are still completing paper-work and gathering information so the request for assistance can be submitted. Ron reported he is still continuing to have grinder-pump failures.
- b. Update o EPA Grant # XP 00D45516 Congressionally Mandate Project (Waste Water Equipment Purchase) Diane reported that she planned to request an extension. Due to all the monies the District has spent due to Hurricane Hermine damage we do not have monies for our 45% match.

8. **Closing remarks Commissioner/Staff** Lynette Senter advised the board that the Estate property of Betty Hansen has been using water from an adjacent property owner. The owner has been sent a letter advising him it is against District rules to share water across property lines.

9. **Vice-Chairman Malone requested a Motion to Adjourn. Commissioner Benjye Tuten made a motion to adjourn the meeting. Commissioner Nancy Geohagan offered a second. The meeting was adjourned at 4:41 p.m.**

Board Actions:

- 1. Approval of the minutes of the October 25, 2016 board meeting.
- 3. Approve the October 2016 Directors Report.
- 4. Approve the October 2016 Financial Reports.

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

