

TAYLOR COASTAL WATER & SEWER DISTRICT

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MINUTES OF REGULAR COMMISSION MEETING

October 23, 2018 3:00 p.m.

1. The meeting was held at the District Building at 3:00 PM on October 23, 2018 present were: Commissioners Lynn Aibejeris, Steve Brown, Gennie Malone, Roger Weste, Willi Huxford, Diane Carlton and Nancy Geohagan. TCW&SD STAFF present were: Lynette Senter, Kristi Woods was absent. 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. One guest was present, County Commissioner Steve Spradley.
4. Approval of minutes for the regular commission meeting on September 25, 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 with the following corrections, Commissioner Geohagan's name was corrected throughout the minutes, and in Item 3, Michael E. Newman's name was corrected. 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 was unable to attend the meeting. Lynette explained that she and Trevor discussed getting the extension done with the DEP funding and updating the PER.
6. **Staff and Committee Reports**
 - a. **Directors Report – Lynette Senter** - Lynette reported the Water and Sewer sales for September were \$5,364.00 over the budgeted amount of \$46,103.37. There were no turned off accounts, no past due accounts, and no new memberships. There were 24 adjustments for a total of (\$348.38). 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 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 – Lynette Senter** – None
 - c. **Financial Reports – Lynette Senter** – Lynette reported that water and sewer sales for the month of September were \$51,467.37. Total expenses were \$41,669.34. We received \$1,246.50 in other income which included \$906.30 in interest, \$140.20 in Labor/Parts for a customer repair and \$200.00 from a donation by Richard Powell for Diane Carlton's retirement party, for a net income of \$11,044.53. Exception items noted were a \$3,000 payment to Dewberry for further work on the Water Improvements Project, and payments for Property and General Liability insurance that are paid in September but the insurance does not become effective until October. There was a question by Commissioner Huxford regarding the Hurricane Hermine expenses that totaled \$133,082.94 for October 2017 to September 2018. Lynette will provide the Commissioners with a detail report on those expenses at the November meeting. Chairman Aibejeris called for a motion to accept the

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Financial Report as given. **Commissioner Huxford made a motion to accept the Financial Reports as given. Commissioner Geohagan 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 that we have completed our Audit from the Florida Retirement System and will receive the notice of overpayment within the next week which will be distributed to the Employees and District. An error was discovered in our Workers' Compensation Audit resulting in a return premium to the District of \$345.98. Trevor Burch and Lynette will be attending a meeting in Live Oak on November 8, 2018 with Suwannee River Water Management District. This meeting is to discuss funding small water conservation projects. Trevor thought that our neighborhood meter project might qualify and we will be meeting with Ron to outline a preliminary plan to present to SRWMD. A new phone system and caller ID have been added to the office, and the new camera system has been received but not yet installed. We have completed the payoff to Taylor County for the Reimbursement of Retirement Liability. Some discussion was held about monthly meter readings and the possibility of hiring a new Field Assistant for water. Commissioner Carlton discussed the possibility of hiring a water trainee instead of just a field person and encourage that person to begin and complete their water operator training.

7. New Business

- a. Hurricane Michael damage/repairs – the District was extremely lucky in terms of damage. Preparation work done ahead of Hurricane Michael allowed the District to perform in an efficient and timely manner. As of 10/23/18 we have replaced 7 grinder pumps with wiring and control panels, replaced one water meter box that was damaged. We have 8 outstanding work orders for grinder pumps. The replacement of water meter lids and wagger vents will be done after the grinder pump repairs are completed. Problems with the generator were explained and the repairs have now been completed.
- b. The 2019 Board Meeting and Holiday Calendar were presented for review by the Board. Chairman Aibejeris called for a motion to accept the Calendar as presented. **Commissioner Geohagan made a motion to accept the Calendar. Commissioner Malone offered a second. Chairman Aibejeris called for further discussion. There was none. By unanimous vote the motion was approved.**

8. Old Business

- a. Update on Hurricane Hermine repairs/expenses and Public Assistance from the Federal Emergency Management Agency and the State of Florida – Our account has not been accessed by our Grant Manager since the end of August. We have requested help from our original grant assistant and are still awaiting his response.
- b. Trevor Burch updated us by email and explained that we will apply for an extension to ensure protection of our funds.

9. Closing Remarks Commissioners/Staff

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- a. The Commissioners expressed thanks to staff and the other commissioners for doing a great job. Commissioner Huxford had a question about the salary discussion at the September Board Meeting and whether it had been included in the minutes. Lynette confirmed that the discussion was mentioned in the minutes. There were no other comments.

10. Motion to Adjourn

Chairman Aibejeris requested a Motion to Adjourn. Commissioner Geohagan made a motion to adjourn the meeting. Commissioner Malone offered a second. The meeting adjourned at 4:15 P.M.

Board Actions:

1. Approval of the minutes of the September 24, 2018 regular Board Meeting
2. Approval of the September 2018 Directors Report
4. Approval of the September 2018 Financial Reports
5. Approval of the 2019 Board Meeting/Holiday Calendar



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

APPROVED 12/11/2018