

TAYLOR COASTAL WATER & SEWER DISTRICT

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

MINUTES OF REGULAR COMMISSION MEETING

November 14, 2017, 2017 3:00 p.m.

1. The meeting was held at the District Building at 3:00 PM on November 14, 2017 present were: Commissioners Lynn Aibejeris, Steve Brown, Nancy Geohagan, Gennie Malone and Benjye Tuten.

TCW&SD STAFF present were: Diane Carlton and Lynette Senter. Chairman Aibejeris called the meeting to order at 3:00 p.m. and declared a quorum present.
2. Annual Election of Officers. **Commissioner Tuten made a motion to retain the current slate of Officers. Commissioner Brown offered a second. Chairman Aibejeris asked for further discussion. There was none. By unanimous vote the motion was approved.**
3. Commissioner Steve Brown led in prayer and the pledge of allegiance to the flag.
4. Debra Preble, engineer with Preble- Rish Engineering was our only guest. Chairman Aibejeris asked if anyone had any non-agendaed items to discuss. There were none.
5. Debra Preble gave an update on the status of the Search Grant Application and the EPA grant application for Water Improvements. Both have been executed - \$60,000 for Planning and \$234,000 for Design. At a kickoff meeting on November 6, 2017 where Ron Bennett, Rick Crews, Diane Carlton, I and 2 others from our firm met to discuss and prioritize what we thought were the 3 top needs of the district. The group agreed on three items that are of top priority for the initial water improvement project. Those three items are a new well, an elevated storage tank and looping water lines etc. to reduce water system losses.
6. Approval of minutes for the regular commission meeting October 24, 2017. 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 as presented. Commissioner Geohagan offered a second. Chairman Aibejeris asked for further discussion. There was none. By unanimous vote the motion was approved.**
7. **Staff and Committee Reports**
 - a. **Director Report – Lynette Senter** - Lynette reported the Water and Sewer sales for October were more than budgeted. We had no past due customers. We received 1 new customer for the month. We had 13 adjustments totaling \$286.00. There were no questions from the commissioners. **Chairman Aibejeris asked for a motion to accept the report. Commissioner Geohagan made a motion to accept the Director's Report as presented. Commissioner Malone offered a second. Chairman Aibejeris called for further discussion. There was none. By unanimous vote the motion was approved.**
 - b. **Other Assistant Office Manager Items - Lynette Senter** – A local resident has made a request to use the District building once a month for a group meeting. One Commissioner and Lynette will be participating. As an employee will be available to open and close the building, the Board did not see a problem with granting this access. Further use of the building will be discussed in the future.
 - c. **Financial Reports –Diane Carlton** – Diane reported that water and sewer sales for the month of October 2017 were \$46,721.44. Total expenses were \$46,359.82. There was no Other Income. The net income for the month was \$361.62. The exception expense items for the month included \$3,627.01 for the down payment, tax, tag and title for the new Water Department Chevy Truck, \$1,201.50 for Legal Expenses from Mike Smith, and \$2,121.33 for repairs to the Wastewater Truck. A copy of the October 31, 2017 balance sheet was presented to the commissioners. She asked if anyone had questions. There were none. 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 Brown offered a second. Chairman**

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Aibejeris called for further discussion. There was none. By unanimous vote the motion was approved.

f. Other Office Manager Items-Diane Carlton-

1. Wager vent installation is still going slower than expected due to personnel issues. Diane will meet with Ron and help outline a work schedule so that we can continue to get these installed.
2. Tool loss and replacement has been on the rise. Commissioner Tuten suggested that each field employee be given a tool kit and be personally responsible for losses.
3. Discussion was held regarding installation of a time clock for Field Personnel.
4. Further personnel issues were discussed and Commissioner Tuten will be meeting with Diane to work on these.

6. New Business

- a. The 2018 Board Meeting and Holiday Calendar was presented. **Commissioner Brown made a motion to accept the Board Calendar. Commissioner Geohagan offered a second. Chairman Aibejeris called for further discussion. There was none. By unanimous vote the motion was approved.**

7. Old Business

- a. Update on Hurricane Hermine repairs, expenses and Public Assistance from the Federal Emergency Management Agency and the State of Florida- Diane reported that we have continued to provide FEMA with more information as requested, but still have not received any money.
- b. Update EPA Grant # XP 00D45516 Congressionally Mandated Project (Waste Water Equipment Purchase) Diane reported she has begun to use the balance of this money to purchase the wager vents. A request for reimbursement of \$20,900.00 has been submitted. This amount represents 55% of the total purchase cost of 100 wager vent kits in the amount of \$38000.00. We will continue to order vent kits as needed and hope to use the remaining monies in this grant for that project. It is anticipated that an extension of the draw period will be necessary since it expires on December 31, 2017.

8. Closing Remarks Commissioners/Staff

The Commissioners expressed thanks to staff. There were no other comments.

9. Motion to Adjourn

Chairman Aibejeris requested a Motion to Adjourn. Commissioner Malone made a motion to adjourn the meeting. Commissioner Brown offered second. The meeting adjourned at 5:04 p.m.

Board Actions:

1. Approval of the minutes of the September 22, 2017 regular Board Meeting
2. Approval of the September 2017 Directors Report
3. Approval of the September 2017 Financial Reports



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