

TAYLOR COASTAL WATER & SEWER DISTRICT

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MINUTES OF REGULAR COMMISSION MEETING

November 13, 2018 3:00 p.m.

1. The meeting was held at the District Building at 3:00 PM on November 13, 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 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. One guest was present, Trevor Burch with Dewberry.
4. The floor was opened for non-agendaed items. Commissioner Huxford asked that the minutes for September 25, 2018 be revised and that the discussion regarding salary increases for Lynette Senter and David Morgan and the working hour decrease for Ron Bennett be detailed in those minutes. Commissioner Carlton stated that the more detail provided the better, as it provides a history. **Commissioner Huxford made a motion amend the September 25, 2018 minutes to include the discussion of salaries and hours. Commissioner Carlton offered a second. Chairman Aibejeris asked for further discussion. There was none. By unanimous vote the motion was approved.**
5. Trevor Burch spoke about the continuing work on the Water Improvements Project. He apologized that our project was being slowed down by his problems with Hurricane Michael but the Board assured him that they were thankful he and his family were okay. Trevor hopes to have our project ready in the early part of January 2019 for review by the Board and then submittal to DEP by the end of January 2019. Trevor discussed the meeting that he and Lynette attended with Suwanee River Water Management District on November 8, 2019. At that meeting, we discussed the possibility of applying for two different funding projects to help offset the neighborhood meter project as well as to supplement the funding already received for the water improvements project. One project ties into the spring's protection program and the other to the water conservation program. Trevor and Lynette will be working together to gather the information necessary to apply for whatever funding is offered and asked for the Board's assistance in locating nearby springs. SRWMD also mentioned the Restore Act Funding by BP that Taylor County will be receiving. Part of that money is supposed to be used for infrastructure and may be a possible source of future funding for the District. Commissioner Carlton indicated that the District had contacted the County regarding these funds several years ago but we were not given any indication that the District would be eligible.
6. Approval of minutes for the regular commission meeting on October 23, 2018. Chairman Aibejeris asked if everyone had reviewed the minutes and if there was a motion to approve. **Commissioner Carlton made a motion to accept the minutes as long as a detail of the corrections made was included. These corrections were Item 6 a. "There were 24 adjustments for a total of (\$348.38)", and Item 6d. "camera system has been received but not yet installed". Commissioner Geohagan offered a second. Chairman Aibejeris asked for further discussion. There was none. By unanimous vote the motion was approved.**

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7. Staff and Committee Reports

- a. **Director Report – Kristi Woods** - Kristi reported the Water and Sewer sales for October were \$39,010.03, \$8,293.15 below the budgeted amount of \$47,303.18. There was one turned off account #5 Richard Wheeler at his request, one past-due account #236 Guy Gibson for \$88.12, and no new memberships. There were 64 adjustments totaling \$10,063.72. 45 adjustments totaling \$3,662.84 were for Hurricane Michael water losses. We followed the past Hurricane Hermine adjustment procedure which used a 12-month customer average. Commissioner Huxford questioned the use of a 12-month average versus a 3 or 6 month average as he thought the 12-month average skewed towards the customer. 2 adjustments were for misread meters totaling \$6,259.53, 4 adjustments for data input errors totaling \$45.54, 2 adjustments for late fees totaling \$19.73, 9 adjustments for non-potable water meters totaling \$367.16, and 2 adjustments for property transfers totaling \$200.00. Commissioner Carlton asked if the customer receiving the adjustment for \$6,250.44 had received that bill and we confirmed that they did and called us immediately. Kristi has now been shown how to pull a report for out-of-ordinary billings and will be able to check for these problems in the future. Commissioner Carlton asked about a line item on the Directors Report for All Deposit 2 for \$4,500.00 and Kristi and Lynette will investigate. There were no further questions from the commissioners. Chairman Aibejeris called for a motion to accept the Director's Report as given. **Commissioner Geohagan 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 – Kristi Woods** – None
- c. **Financial Reports – Lynette Senter** – Lynette reported that water and sewer sales for the month of October were \$39,010.03, \$8,293.15 below the budgeted amount of \$47,303.18. Total expenses were \$75,164.43. Exception expenses were \$1,628.75 for several software licenses which renewed in October, \$1,962.66 for Gas/Oil/Diesel which included \$1,550.25 for diesel at the WWTP to get ready for Hurricane Michael, \$37,770.00 for Hurricane Michael repairs, \$930.25 for extra Aqua Gold and Chlorine, and \$4,554.22 for the renewal of the Cedar Island Tank Maintenance Contracts. We received other income of \$274.88 for moving a sewer control box for Bruce Ratliff, \$96.56 for moving a sewer control box for Jimmy Cravey, and a customer refund of \$1,324.09 to Cliff Hunter who has decided not to move his grinder pump, resulting in a total other income of (\$952.65). Our total Net Income for October 2018 was -\$37,105.90. There were no questions from the commissioners. A detailed report for the Hurricane Hermine expenses for 10-1-2017 to 9-30-2019 period was also provided in the board package to answer any questions that were asked at the October 2018 meeting regarding this item in the Profit & Loss Budget Report for October 2018. Chairman Aibejeris called for a motion to accept the Financial Report as given. **Commissioner Malone made a motion to accept the Financial Reports as given. Commissioner Brown 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 the Florida Retirement System has finished our audit computations and issued credit invoices to the District. She contacted FRS and requested that the invoices be paid to the District and not used as credit for future payments

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as some of the employees have left or retired. We are waiting for their response as to when we will receive this refund and accounting. The new security cameras have been installed and are working very well. They are motion sensitive and record after business hours. Ron has made adjustments to the fuel tank at the water treatment plant so that we should not have any of the problems we were experiencing in the past. We have received our invoice for the work that was performed on the generator and they are only billing us for the estimated amount and nothing for the other trips and work that was necessary to correct their initial problems. The October Water Audit was corrected and shows a water loss of 15.77%. Lynette explained that Kristi Woods would be completing her 90-day probationary period on Thursday, November 15, 2018. Kristi has learned her duties very well and is handling customers and their questions and problems more confidently. She has assisted Ron with an overhaul of his inventory system and is establishing a maintenance program for the District's vehicles, tractor and golf cart. She keeps the office neat and clean and organized. Lynette asked that Kristi receive a \$90.00 per month raise, which works out to be approximately \$1.00 per hour. Kristi works 22.5 hours per week and approximately 4 weeks each month. Her current salary is \$1,170.00 (\$12.00 per hour) plus \$300.00 medical stipend for a total of \$1,470.00. Commissioner Carlton expressed her displeasure with the amount of the salary increase and suggested that a 2% or 3% increase would be more acceptable. Chairman Aibejeris asked Commissioner Carlton if she would like to make a motion and Commissioner Carlton declined. The Board discussed past salary increases which were based on the annual cost of living adjustments each year. **Commissioner Weste made a motion to give Kristi Woods a \$90.00 per month salary increase. Commissioner Brown offered a second. Chairman Aibejeris called for further discussion. Commissioner Huxford asked if this would be an every 90-day occurrence and Lynette answered no. Commissioners Weste, Brown, Malone and Geohagan voted for the increase. Commissioners Carlton and Huxford voted against. The motion was approved 4 to 2.**

8. New Business

- a. The Neighborhood Meter Project was discussed by Trevor Burch in item 5 above.

9. 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 finally been contacted by the new contractor for Florida PA regarding our last request for reimbursement. They asked for some additional information which we have provided and we are now waiting to hear from them to see if everything has been approved.
- b. Update on the status of the Search grant Application and EPA grant application for Water Improvements – this project was discussed by Trevor Burch in item 5 above. We have received approval of our extension request from Cheryl Minskey at Florida DEP.
- c. Hurricane Michael repairs are being taken care of as the customer notifies us. We have repaired/replaced 29 grinder pumps as of November 14, 2018. We still have approximately 6 to repair/replace, 8 wagger vents to replace, 6 water meter lids to replace. We have repaired 2 water

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problems. We will be applying with Florida PA to start the process of reimbursement for our expenses incurred during Hurricane Michael.

10. Closing Remarks Commissioners/Staff

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

11. 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 4:16 P.M.

Board Actions:

- 1. Approval to Amend the September 25, 2018 Board Meeting Minutes
- 2. Approval of the minutes of the October 23, 2018 regular Board Meeting
- 3. Approval of the October 2018 Directors Report
- 4. Approval of the October 2018 Financial Reports
- 5. Approval of a \$90.00 per month salary increase for Kristi Woods



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

APPROVED 12/11/2018