

TAYLOR COASTAL WATER & SEWER DISTRICT

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MINUTES OF REGULAR COMMISSION MEETING

December 12, 2017 3:00 p.m.

1. The meeting was held at the District Building at 3:00 PM on December 12, 2017 present were: Commissioners Lynn Aibejeris, Steve Brown, Nancy Geohagan, and Gennie Malone. Commissioner Benjye Tuten was absent.

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. Commissioner Steve Brown led in prayer and the pledge of allegiance to the flag.
3. Approval of minutes for the regular commission meeting November 14, 2017. Chairman Aibejeris asked if everyone had reviewed the minutes and if there was a motion to approve. **Commissioner Geohagan made a motion to accept the minutes as presented. Commissioner Brown offered a second. Chairman Aibejeris asked for further discussion. There was none. By unanimous vote the motion was approved.**
4. **Staff and Committee Reports**
 - a. **Director Report – Lynette Senter** - Lynette reported the Water and Sewer sales for October were slightly less than budgeted. We had 3 past due customers. We had no new customers for the month. We had 9 adjustments totaling \$1,057.38. There were no questions from the commissioners. **Chairman Aibejeris asked for a motion to accept the report. Commissioner Malone made a motion to accept the Director's Report as presented. Commissioner Geohagan 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** – None.
 - c. **Financial Reports –Diane Carlton** – Diane reported that water and sewer sales for the month of November 2017 were \$43,512.92. Total expenses were \$83,625.68. There was \$19,526.71 in Other Income. The net income for the month was -\$20,586.05. The exception expense items for the month included \$38,000 for wagger vent kits and \$18,000 for twelve new grinder pumps. A copy of the November 30, 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 Brown made a motion to accept the Financial Reports as given. Commissioner Malone offered a second. Chairman Aibejeris called for further discussion. There was none. By unanimous vote the motion was approved.**
 - d. **Other Office Manager Items-Diane Carlton**
 1. Diane announced her retirement date to be effective August 31, 2018.
 2. A letter was received from Representative Nelson congratulating us on our Grant award for the Water Improvements Project.
 3. Further personnel issues were discussed and the Board made a decision to have the Field Supervisor and his staff report to Lynette Senter effective immediately as this will alleviate some of the duties of Diane during her retirement transition.
5. **New Business**

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- a. The revised 2018 Board Meeting and Holiday Calendar was presented. **Commissioner Geohagan made a motion to accept the Board Calendar. Commissioner Malone offered a second. Chairman Aibejeris called for further discussion. There was none. By unanimous vote the motion was approved.**
- b. Discussion of the allocation of Hurricane Hermine Public Assistance Funds Received. Diane recommended that we leave \$94,000 in the checking account to replenish the funds spent on hurricane related repairs and to move the remaining \$67,642.20 into our Contingency Reserve Account. **Commissioner Geohagan made a motion to accept the recommendation. Commissioner Malone offered a second. Chairman Aibejeris called for further discussion. There was none. By unanimous vote the motion was approved.**
- c. Discussion of COLA increase. Diane recommended that no COLA increase be offered this year due to the recent pay increases implemented earlier this year. **Commissioner Geohagan made a motion to accept this recommendation. Commissioner Brown 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 received two checks totaling \$162,417.20 on 12-4-17 and we still have invoices to submit by 3-31-18 to be considered for reimbursement. No news on mitigation request for wagger vents.
- 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 wagger vents. A request for reimbursement of \$20,900.00 has been submitted. This amount represents 55% of the total purchase cost of 100 wagger vent kits in the amount of \$38,000.00. We will continue to order vent kits as needed and hope to use the remaining monies in this grant for that project. We have applied for an extension so that we may use the remaining monies for the wagger vent purchases, however we have not received approval as of yet.
- c. Update on the Search Grant Application and EPA grant application for Water Improvements – No update given – Engineers working on proposals.
- d. Wagger Vent Project Update – 64 total have been installed. Ron – 4, David – 12, and Doug 37. Discussion with Ron will continue to keep these installations occurring in a timely manner. Inspections were done by Mike Blitzkof of Nugent and he indicated the recent installations were being done correctly for the most part, with only 2 needing touch up with the Marine glue.

8. **Closing Remarks Commissioners/Staff**

- a. Commissioner Geohagan made a suggestion that the Office Staff receive bonuses of \$100 each as a thank you for all their hard work. **Commissioner Geohagan made a motion to give the bonuses. Commissioner Malone offered a second. Chairman Aibejeris called for further discussion. There was none. By unanimous vote the motion was approved.**
- b. The Commissioners expressed thanks to staff. There were no other comments.

9. **Motion to Adjourn**

Chairman Aibejeris requested a Motion to Adjourn. Commissioner Geohagan made a motion to adjourn the meeting. Commissioner Malone offered second. The meeting adjourned at 4:53 P.M.

Board Actions:

1. Approval of the minutes of the November 14, 2017 regular Board Meeting
2. Approval of the November 2017 Directors Report

(Minutes are considered to be in draft form until approved by the District Commission.)

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3. Approval of the November 2017 Financial Reports
3. Approval of the corrected 2018 Board Calendar
4. Approval of the Allocation of Hurricane Hermine Funds
5. Approval of no COLA increase this year
6. Approval of a \$100 bonus to Office Staff

A handwritten signature in blue ink that reads "M. Diane Carlton". The signature is fluid and cursive, with the first name "M." and last name "Carlton" clearly legible.

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