

# TAYLOR COASTAL WATER & SEWER DISTRICT

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## MINUTES OF REGULAR COMMISSION MEETING December 11, 2018 3:00 p.m.

1. The meeting was held at the District Building at 3:00 PM on December 11, 2018 present were: Commissioners Steve Brown, Gennie Malone, Roger Weste, Willi Huxford, Diane Carlton and Nancy Geohagan. Commissioner Lynn Aibejeris was absent. TCW&SD STAFF present were: Lynette Senter and Kristi Woods. Vice Chairman Malone 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. There were no guests present.
4. The floor was opened for non-agendaed items. Commissioner Huxford asked that the District send Commissioner Aibejeris a get well card. Lynette said she would take care of it and sign everyone's names.
5. Approval of minutes for the regular commission meeting on November 13, 2018. Vice-Chairman Malone asked if everyone had reviewed the minutes and if there was a motion to approve. **Commissioner Geohagan made a motion to accept the minutes with a correction to page 3 from "received to receive". Commissioner Brown offered a second. Vice-Chairman Malone asked for further discussion. There was none. By unanimous vote the motion was approved.**
6. Approval of minutes for the regular commission meeting on October 23, 2018. Vice-Chairman Malone asked if everyone had reviewed the minutes and if there was a motion to approve. **Commissioner Huxford made a motion to accept the minutes. Commissioner Geohagan offered a second. Vice-Chairman Malone asked for further discussion. There was none. By unanimous vote the motion was approved.**
7. Approval of minutes for the regular commission meeting on September 25, 2018. Vice-Chairman Malone asked if everyone had reviewed the minutes and if there was a motion to approve. **Commissioner Carlton made a motion to accept the minutes. Commissioner Brown offered a second. Vice-Chairman Malone asked for further discussion. There was none. By unanimous vote the motion was approved.**
8. **Staff and Committee Reports**
  - a. **Director Report – Kristi Woods** - Kristi reported the Water and Sewer sales for November were \$45,542.12, \$1,239.94 above the budgeted amount of \$45,302.18. There was one turned off account #394 Tommy Neeley at his request, one past-due account #297 Keaton Beach Gas & Grill RV Park for \$559.71, and one new account William and Bonnie Rich at Cedar Island. There were 6 adjustments totaling (\$691.32). One adjustment of (\$18.18) for a misread meter, one adjustment of (\$9.09) for cleaning a water line, one adjustment of (\$9.09) for non-potable use, two adjustments

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totaling \$200.00 for owner transfers, and one one-time adjustment of \$706.53 for a broken water line. Commissioner Carlton asked about the large adjustment and Kristi explained that some digging had been done on an adjacent property near the fence that appeared to have damaged the water line. The break has been repaired. Vice-Chairman Malone called for a motion to accept the Director's Report as given. **Commissioner Carlton made a motion to accept the Director's Report as presented. Commissioner Huxford offered a second. Vice-Chairman Malone called for further discussion. There was none. By unanimous vote the motion was approved.**

- b. **Other Billing Clerk Items – Kristi Woods** – Kristi asked that an adjustment be made to Richard Feagle's account in the amount of \$207.64 for a large leak. Mr. Feagle has received a one-time adjustment in the past but Kristi explained that in the past the Board allowed an adjustment to the sewer charge but required that the customer pay for all water lost. **Commissioner Carlton made a motion to grant the adjustment to Mr. Feagle. Commissioner Brown offered a second. Vice-Chairman Malone called for further discussion. There was none. By unanimous vote the motion was approved.**
- c. **Financial Reports – Lynette Senter** – Lynette reported that water and sewer sales for the month of November were \$46,542.12, \$1,239.94 above the budgeted amount of \$45,302.98. Total expenses were \$45,825.02. Exception expenses were \$811.26 for RVS Software renewal, \$666.00 for the Diesel Tank insurance renewal, \$10,094.00 for Hurricane Michael repairs, \$3,565.00 for Generator repairs, and \$3,000.00 for a payment towards the Water Improvements Project. We received other income of \$6,000.00 for the purchase of a grinder pump. Our total Net Income for November 2018 was \$10,717.10. Commissioner Carlton asked that we adjust the budget to account for personnel wages that increased and other minor changes and Lynette said she would discuss with the Auditor. Vice-Chairman Malone called for a motion to accept the Financial Report as given. **Commissioner Carlton made a motion to accept the Financial Reports as given. Commissioner Huxford offered a second. Vice-Chairman Malone called for further discussion. There was none. By unanimous vote the motion was approved.**
- d. **Other Office Manager Items- Lynette Senter** – We have received our refund from the Florida Retirement System for the overpayments generated by the medical insurance stipend. David, Diane, Ron and Lynette will receive \$288.00 each, Sean Murphy will receive \$90.00, Douglas Adams will receive \$108.00 and the District will receive \$3,477.54. The checks have been prepared per the Auditor and will be signed today. The new security cameras have recorded four-wheelers coming through the woods behind the office, beside the South side of the office and out onto the Beach Road. Both times it has been late at night and they head South on Beach Road towards Keaton. We will ask the Sheriff's department to keep an extra eye on the building. We received an email from Florida Rural Water Association asking if we would like to participate in an Energy Efficiency Assessment Program. We applied and were accepted and the inspector will be here on Friday, December 14 at 10:00 AM to begin our assessment. We have come up with a design for a magnet that would be sent to all of our customers outlining the steps for dealing with a grinder pump problem. Lynette would like to attend a class in Tallahassee in February called Finance and Accounting for Non-Financial People to better understand the District's tasks and hopefully streamline, update and better utilize Quick Books. The cost is \$199.00. We received a locate from Tri County Electric for installation of a power pole for a property at 126 Cedar Island Road. This property is owned by Cal Thomas and does not currently have water or sewer. We called Danny

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Griner who told me that the permit was for a free-standing building/shed and was originally issued in March of 2018. He had no explanation as to how the permit was issued without checking with our office and told me that there wasn't anything we could do at this point. I asked him if someone brought in an RV would that affect the permit and he said yes because an RV requires a special permit which was different than a shed permit and if that happens we can pursue it then. The office has received several phone calls about the Blalock property at the corner of Cedar Island Road and Beach Road. Three different people have asked about placing RV's on the property and how many grinder pumps and water meters they would require. Each time the number of units increases. There are three individual lots totaling approximately 21,344 square feet of property. Ron stated that there are three water meter boxes installed on the Beach Road side of the lots. I explained to each caller that at this time they could receive one grinder pump and one water service per lot. If the lots were grouped together the square footage would allow for 4 RVs so if the County allowed that, we would have to review the decision. As of today we have completed the repairs that we know of that were caused by Hurricane Michael. We will have an updated total of repairs at next month's meeting. A DEP Fuel tank inspection was performed at the WWTP last week. We were deficient in a few areas but got complimented on the record keeping that David had available to them. David has already done the rust removal and painting that was mentioned. We will have to have a triennial containment integrity test, an annual operability test, and an annual overflow protection device test performed. We have contacted an inspection company in Perry (J&J) who will be calling Ron to get our inspections done. These are DEP requirements that we were never notified about and after checking with them we found out that they had old email information on file which has since been corrected. We also have to have two Underground Storage Tank Operators. One who is Class A/B and one C operator. Ron has already taken his online certification class and David will take his next week. Bruce Ratliff had a problem with his grinder pump over the weekend. He called and said the sewerage was going all over the ground out of the Tank. We sent David to investigate who found that when Mr. Ratliff was putting down his concrete – one of the heavy trucks broke the sewer line leaving the tank heading to our main line. David was unable to repair the break as the concrete was poured within two feet of the tank. I called Mr. Ratliff on Monday and explained that he would have to get someone down to cut and remove the concrete before the guys could do any repairs. Ron went this morning and outlined where the concrete needed to be cut. David met with Mr. Ratliff and Melvin this morning to make sure they understood what and where it needed to be cut. Once the concrete is cut Ron and David and I will schedule the repair. I will bill Mr. Ratliff for the repairs once they are complete.

**9. New Business**

- a. None

**10. 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 been working with the new contractor to fill in the blanks and re-supply them with some information they requested. It appears that our request will be moving up the chain towards approval.

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- b. Update on the status of the Search grant Application and EPA grant application for Water Improvements – Trevor was not available to attend the meeting and the progress of our project has slowed down somewhat due to Hurricane Michael. Trevor will be working on the additional DEP requirements and should be attending the January meeting.
- c. Hurricane Michael repairs are being taken care of as the customer notifies us. We have completed all requested repairs to grinder pumps, water meter lids, and water vents. We have begun the application process with Florida PA to obtain reimbursement.

**11. Closing Remarks Commissioners/Staff**

- a. The Commissioners expressed thanks to staff and other commissioners for doing a great job. Commissioner Weste let the Board know that he would be absent from the January 2019 meeting. There were no other comments.

**12. Motion to Adjourn**

**Vice-Chairman Malone requested a Motion to Adjourn. Commissioner Huxford made a motion to adjourn the meeting. Commissioner Geohagan offered a second. The meeting adjourned at 4:10 P.M.**

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**Board Actions:**

- 1. Approval of the minutes of the November 13, 2018 regular Board Meeting
- 2. Approval of the revised minutes of the October 23, 2018 regular Board Meeting
- 3. Approval of the revised minutes of the September 25, 2018 regular Board Meeting.
- 4. Approval of the November 2018 Directors Report.
- 5. Approval of the \$212.00 adjustment for Richard Feagle
- 6. Approval of the November 2018 Financial Reports



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