

# TAYLOR COASTAL WATER & SEWER DISTRICT

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## MINUTES OF REGULAR COMMISSION MEETING

December 17, 2019 3:00 p.m.

1. The meeting was held at the District Building at 3:00 PM on December 17, 2019 present were: Commissioners Lynn Aibejeris, Gennie Malone, Willi Huxford, Diane Carlton, and Steve Spradley. Commissioner Steve Brown was absent. TCW&SD STAFF present were: Lynette Senter and Kristi Hathcock. Chairman Aibejeris called the meeting to order at 3:00 p.m.
2. Commissioner Malone led in prayer and the pledge of allegiance to the flag.
3. The guests present were Glenn Senter, Beth Shealy, and Cindy Simpson.
4. The floor was opened for non-agendaed items – there were none.
5. Beth Shealy, Keaton Beach resident and Real Estate Professional asked the Board questions about parcels of property that she has listed for sale. She expressed concern about the number of hook-ups available for larger properties. The Board explained the original design of the wastewater system did not include anything other than existing homes, businesses and platted lots within each subdivision. The original design did not include any type of development parcels as the federal government is not in the business of funding development. The Board agreed to ask Rural Development about a parcel at the end of Marina Road to see if any more hook-ups could be provided. Keaton Beach resident Cindy Simpson asked about a particular parcel on Keaton Beach Drive that is owned by her and her husband. The Board also agreed to ask Rural Development about her property.
6. Trevor Burch from Dewberry was unable to attend the meeting. Lynette explained that Trevor was still working on the comments he has received from the PER as well as applying for the SPRINGS grant program again. Trevor will be at our January meeting to present his updates.
7. Board Attorney, Mike Smith asked to appear via telephone call to address Board concerns. Mr. Smith indicated to the Board that they were under no obligation to meet with our funding agency and USDA/Rural Development at this time to discuss any renegotiation of our loans. The Board thanked Mr. Smith for his help and Mr. Smith indicated that he would communicate with Mr. Ray Curtis regarding this situation. **Commissioner Spradley made a motion to accept the advice and recommendation of the Board's Attorney concerning discussions with USDA/Rural Development Loan Conditions. Commissioner Carlton offered a second. Chairman Aibejeris asked for further discussion. There was none. By unanimous vote of the remaining Commissioners, the motion was approved.**
8. Approval of minutes for the regular commission meeting on November 19, 2019. 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. Commissioner Huxford offered a**

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**second. Chairman Aibejeris asked for further discussion. There was none. By unanimous vote of the remaining Commissioners, the motion was approved.**

**9. Staff and Committee Reports**

- a. **Director Report – Kristi Hathcock** - Kristi reported the Water and Sewer sales for the month of November were \$47,609.34, \$7,732.00 below the budgeted amount of \$55,341.34. There were no past-due customers. There was one turned off account, Lyle #279. There were no changes in memberships. There were nineteen adjustments totaling (\$92.23). There was one misread meter adjustment totaling (\$18.18), three debit accounts for returned checks totaling (551.25), two returned payment fees totaling (\$10.00), two data input error adjustments for \$87.16 that were put into the wrong account which have been corrected and zeroed out, two other adjustments totaling (\$83.44), five non-potable water/second meters totaling (\$372.32), one transfer fee totaling (\$100.00), and one disconnect fee for water and sewer totaling (\$200.00). Chairman Aibejeris called for a motion to accept the Director's Report as given. **Commissioner Huxford made a motion to accept the Director's Report for November 2019 as presented. Commissioner Spradley 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 Hathcock** – There were no other billing clerk items.
- c. **Financial Reports – Lynette Senter** – Lynette reported that the sales including new memberships for the month of November were \$47,609.34, \$7,732.00 under our budgeted amount of \$55,341.34. Exception expenses were \$880.91 for RVS Software, \$1,432.50 for legal expenses, \$3,085.00 for surge suppressor at the WWTP, and \$6,000.02 to Dewberry for the water improvements project. Total Net Income for November 2019 was -\$2,209.87. Chairman Aibejeris called for a motion to accept the Financial Reports as given. **Commissioner Huxford made a motion to accept the Financial Reports for November 2019 as presented. Commissioner Spradley 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**
  - 1) The Audit was finished in three days and went well. Our report will be ready after the first of the year as they have to wait on the Florida Retirement System to update their information.
  - 2) We have started moving the new computers into the office and it is going well.
  - 3) Consolidated Communications has finished the installation of our direct internet line. It is much more reliable and a lot faster than our old connection.
  - 4) I am finishing the report for the USDA project regarding the lots that were hooked up to the system. I wanted to make sure we had all the information they requested including maps and legal descriptions. This should be ready for submittal by Friday.
  - 5) We have placed an ad in the newspaper and put a notification on our website for the vacant commissioner position. The ad ran Friday, December 13 and will run again on Wednesday, December 18. I advised LaWanda Pemberton of the vacancy and sent her a copy of the application.

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- 6) Our water tank underwent its annual maintenance last week. The hydrants had to be run to keep the pressure of the water from the well from breaking any lines. Everything was completed and put back into service last Friday after we received clearance from Flowers Labs and DEP.
- 7) We will begin work on the renewal of our WWTP license in early January.
- 8) Marian Powell, our Auditor has found us a QuickBooks expert that will be able to come after January (she has had a baby) and help us get our QuickBooks program updated and organized so our reports will be in order.
- 9) Two leaks were discovered this month and have been fixed. This should help improve the numbers on our upcoming water audits.

**10. New Business**

- a. Lynette met with George Glover from Florida Rural Water Association on Monday, December 9 to discuss their offer of creating an Asset Management Plan for our Water and Wastewater Systems. This Asset Management Plan will be completed free of charge and has become a requirement for federal funding programs. Mr. Glover will appear at our January 2021 meeting for a small “kick-off” program and the board will need to do a resolution accepting their assistance.

**11. Old Business**

- a. The Hurricane Hermine Public Assistance has been closed out and we are awaiting confirmation that everything has been done.
- b. We are waiting on Florida Public Assistance to begin our Hurricane Michael request for reimbursement.
- c. New service request questions are being received from parcel owners. We explained to them that we need to review each request and will respond appropriately.
- d. WWTP repairs are nearly complete. A welder will be coming in January to finish up some repairs while our system is at its lowest flow. This will enable our tank to be pumped down long enough for the work to be done.
- e. Four Rivers is working with Jones Edmonds and E-1 directly on the design of the Keaton Beach Marina RV Park. The District is copied on all of their communication.

**12. Closing Remarks Commissioners/Staff**

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

**13. Motion to Adjourn**

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**Chairman Aibejeris requested a Motion to Adjourn. Commissioner Huxford made a motion to adjourn the meeting. Commissioner Malone offered a second. The meeting adjourned at 4:13 P.M.**

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Board Actions:

1. Approval of the minutes of the November 17, 2019 regular Board Meeting
2. Approval of the November 17, 2019 Directors Report
3. Approval of the November 17, 2019 Financial Reports
4. Approval of a Motion to accept the advice of the Board's Attorney regarding discussion with USDA/Rural Development and our Loan Conditions.

A handwritten signature in blue ink that reads "Lynette Taylor Senter". The signature is written in a cursive, flowing style.

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