

# TAYLOR COASTAL WATER & SEWER DISTRICT

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## MINUTES OF REGULAR COMMISSION MEETING

February 23, 2021

1. The meeting was held at the District Building at 3:00 PM on February 23, 2021. Present were: Commissioners Lynn Aibejeris, Gennie Malone, Willi Huxford, Steve Brown, and Diane Carlton. TCWSD Staff present were Kristi Hathcock and Lynette Senter. Chairman Aibejeris called the meeting to order at 3:00 p.m.
2. Commissioner Steve Brown led in prayer and the pledge of allegiance to the flag.
3. The meeting was available for call-in guests but closed to in-person guests. Instructions were given regarding the call-in procedures. The floor was opened for non-agendaed items – there were none.
4. Travis Covington from Dewberry called in to give the Board an update on the Water Improvements Project. We are getting close in the funding process and will be working towards the next steps. One of the Indian tribes has asked for a cultural survey of the well area, but we will still be able to move ahead with the remainder of the project while this is being performed. The required advertising period is nearing an end and will check off one more of the requirements.
5. Approval of minutes from the January 26, 2021 Board Meeting - 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 presented. Commissioner Brown offered a second. Chairman Aibejeris asked for further discussion. There was none. By unanimous vote of the remaining Commissioners, the motion was approved.**
6. **Staff and Committee Reports**
  - a. **Directors Report – Kristi Hathcock** - Kristi reported the Water and Sewer sales for the month of January 2021 were \$57,264.98, \$45.65 above the budget estimate of \$57,219.37. There were no past-due customers. There were no turned off accounts. There was one change in membership at Cedar Island. There were seventeen adjustments totaling \$18.75. There were one mis-read meter adjustment totaling \$18.64, one other adjustment for another sewer adjustment approved at January's board meeting totaling \$87.03, four late fee adjustments totaling \$44.26, eight non-potable water/second meter adjustments totaling \$168.82, and three transfer fee adjustments totaling \$300.00. **Commissioner Huxford made a motion to accept the Director's Report for January 2021. Commissioner Malone 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 none.

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- c. **Financial Reports – Lynette Senter**– The sales including new memberships for the month of January 2021 were \$57,264.98, \$45.65 over the budget estimate of \$57,219.33. Exception expenses include \$666.00 for diesel tank insurance, \$358.58 for office expense, and \$495.70 for lab testing due to the tank maintenance. Total Expenses for January 2021 were \$25,052.13. We received \$102.15 in customer repair reimbursement. Total Net Income for January 2021 was \$32,315.00. **Commissioner Malone made a motion to accept the Financial Report for January 2021. Commissioner Brown offered a second. Chairman Aibejeris called for further discussion. There was none. By unanimous vote, the motion was approved**
- d. **Water Audits** – There was no water audit available for January 2021 due to the water tank maintenance.
- e. **Other Office Manager Items- Lynette Senter**
- (1) Our Audit is scheduled for the week of March 8, 2021. We will work with a Quick-Books expert after the audit is complete.
  - (2) Due to all of the rain, the replacement of the air valves at the WWTP has been slow, and the painting has been delayed, but everything should be done by next month. We had to order new floats for the tank at the plant after 12 years and they have been installed.
  - (3) The VFD at the water plant did not start back up after a recent power outage. Ron's Electric and the manufacturer got together and have fine-tuned the VFD programming to cover this type of situation in the future. Ron's Electric is also going to be programming the Auto Dialer to alert Ron if the VFD has any future problems. It was never included in the Auto Dialer system previously.
  - (4) We are going to be scheduling a weed spray at the WWTP sprayfield in March.
  - (5) E-One the manufacturer of our grinder pumps has divided their service areas and we are now going to be serviced by WASCON instead of F.J. Nugent. Mike Blitzkof has started working for WASCON and will still be handling our account. We may benefit by getting some discounts in the future as WASCON is a much larger distributor for E-One.
  - (6) In December 2020, we received an auto read meter to be used to demonstrate how much data we could get from them. Ron installed it at Mr. John Morris's account on Cedar Island as he tends to have a lot of water usage. The reports we got that give us a lot of data and if we are successful with our auto-read meter program, we feel it will help us in the future to help with the increased water theft problem we see occurring.
  - (7) When Melvin was preparing the two new lots at Dekle Beach (Cliff Hunter/David Murrah) for future home construction, the holding tanks, lids, wagger vents and piping that were in the ground were damaged beyond use. We have gotten quotes to replace the equipment and will be providing them to Melvin. Once the customers are ready

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and the District receives payment for these tanks, we will get them ordered for their future installation.

- (8) At the suggestion of Commissioner Carlton, we have prepared a letter that gives guidelines about divisions of lots and parcels within the District's service area. We will be sending to all local Real Estate Brokers, the Property Appraisers Office, the Tax Collector's Office, Taylor County Building and Planning, and the Taylor County Manager. We will also be posting this letter on our website.
- (9) The Board's insurance companies have been notified of the letter from Mr. Curtis discussing litigation.
- (10) Lori Reichard has almost finished her treatment and has been told she is "cancer free". She is still looking forward to being a board member and said she should have the go ahead in late March or early April.

**7. New Business**

- a. Dave Dall – Appeal of water-only service request decision by the Board on January 26, 2021. Mr. Dall called in to ask the board to reconsider their decision not to allow a water only account for his property at Cedar Island. The Board questioned Mr. Dall about what kind of use he intended for this hookup and he indicated that he would be entertaining clients. Mr. Dall also said he would be placing a construction/utility trailer on the property to hold landscaping tools and that a composting toilet would be inside. The Board pointed out that a "non-potable" or second meter account is only available after an original water and sewer account is established. Mr. Dall requested another copy of the District's Rules and Regulations and expressed his disappointment that he would not be able to obtain this type of account. The Board directed office staff to send Mr. Dall a copy of the Rules & Regulations.
- b. Mr. Ray Curtis - addressing the matter of water and sewerage to the property located at 22645 Fish Creek Highway, Perry, FL 32348. Mr. Curtis did not call into the meeting.

**8. Old Business**

- a. Suwanee River Water Management District System Loss Monitoring Agreement – The Agreement has been reviewed by our Attorney and will need to be signed by the Chairman and returned to SRWMD. This will allow us to begin planning our Neighborhood Meter Project.
- b. Tony Brown – Connection Exemption - Mr. Brown has completed and recorded his Connection Exemption and provided a copy to the District. He has been working with the County Health Department and Taylor County Building and Planning for service alternatives.
- c. Update on Hurricane Hermine repairs expenses and Public Assistance from the Florida PA – there have been no updates from the State.

**9. Closing Remarks Commissioners/Staff**

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

**10. Motion to Adjourn**

**Chairman Aibejeris requested a Motion to Adjourn. Commissioner Carlton made a motion to adjourn the meeting. Commissioner Malone offered a second. The meeting adjourned at 3:56 P.M.**

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Board Actions:

- 1. Approval of the minutes of the January 26, 2021, regular Board Meeting
- 2. Approval of the January 2021 Directors Reports
- 3. Approval of the January 2021 Financial Reports

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

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