

# TAYLOR COASTAL WATER & SEWER DISTRICT

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## MINUTES OF REGULAR COMMISSION MEETING

May 25, 2021

1. The meeting was held at the District Building at 3:00 PM on May 25, 2021. Present were: Commissioners Lynn Aibejeris, Gennie Malone, Steve Brown, Willi Huxford, Diane Carlton, and Lori Reichard. Commissioner Dave Dall was absent. 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. There were no guests. There were no non-agendaed items.
4. Travis Covington from Dewberry called in to give the Board an update on the Water Improvements Project. Travis explained to the Board that they are working steadily towards the end of the permitting process. They are finishing the geologists report and site visit reports. A preliminary DEP report should be available in the next few weeks. The Neighborhood Meter Project is also moving well. Travis has been in contact with a pipe supplier and a permitting fee will need to be sent to Suwanee River Water Management District as the next step.
5. Approval of minutes from the April 27, 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 Huxford offered a second. Chairman Aibejeris asked for further discussion. There was none. By unanimous vote, 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 April 2021 were \$79,136.62, \$21,917.29 above the budget estimate of \$57,219.33. There was one past-due customer at Ezell Beach. There were no turned off accounts. There were four changes in membership; one at Dekle Beach, one at Keaton Beach, and two at Cedar Island. There were twenty-nine adjustments totaling \$422.86. There was one mis-read meter adjustment for a Second Meter that zeroed out, one data input error totaling \$60.00, one other adjustment totaling \$132.12, three late fee adjustments totaling \$20.58, fifteen second meter adjustments totaling \$337.64, seven transfer fee adjustments totaling \$700.00, and one one-time adjustment totaling \$572.52. **Commissioner Huxford made a motion to accept the Director's Report for April 2021. Commissioner Brown 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.

**TAYLOR COASTAL WATER & SEWER DISTRICT**  
**MINUTES OF REGULAR COMMISSION MEETING**  
Page 2 of 4

- c. **Financial Reports – Lynette Senter**– The sales including new memberships for the month of April 2021 were \$79,136.62, \$21,917.29 over the budget estimate of \$57,219.33. Exception expenses include \$142.97 for returned payments and bank charges, \$375.65 for extra office supplies, \$17,233.68 for increased administrative salaries, \$1,990.00 for postage stamps, and a \$5,000.00 payment for Dewberry water improvements project work. Total Expenses for April 2021 were \$46,346.80. We received \$44.00 in interest income and \$329.95 in customer repairs reimbursement. Total Net Income for April 2021 was \$33,163.77. **Commissioner Malone made a motion to accept the Financial Report for April 2021. Commissioner Carlton offered a second. Chairman Aibejeris called for further discussion. There was none. By unanimous vote, the motion was approved.**
- d. **Water Audits** – The water audit for April 2021 shows an estimated water loss of 11.21%. Repairs were made to a leak at the WWTP which caused a loss of approximately 43,200 gallons.
- e. **Other Office Manager Items-** Lynette Senter
- 1) There will be a grinder pump tank price increase due to a resin shortage. Our full installation packages will go up approximately \$219.47 each until the shortage is resolved.
  - 2) Water Tank Maintenance – tanks @ Cedar Island. We received an estimate of \$3,675 to do the cleanout and routine maintenance. We pay an annual maintenance fee but that does not cover cleanouts. I questioned the way the maintenance contract was set up 5 years ago and they agreed to waive this fee of \$3,675.
  - 3) On May 8, we had someone on the porch at the District Office late at night. The Taylor County Sheriff's office responded quickly to my call and the person was removed.
  - 4) A security plan was received last week and will be reviewed, and additional information provided to the Board at the June meeting.
  - 5) An updated door intercom system is being reviewed. Additional information will be provided to the Board at the June meeting.
  - 6) WWTP Tank repairs are complete. The welder has been back out to re-weld and reinforce the gratings, so they have a better base to rest on. They will continue to paint as they have time and weather permits.
  - 7) Kevin Lamar from Anderson Columbia has requested water from our system. They are working on the bridge down the road and would like the ability to fill their tanker truck with 1,500 gallons at a time. I spoke with Ron who confirmed that there would not be a problem in using the Dekle Beach hydrant under his supervision. A proposed charge of \$75.00 per fill was discussed and authorized by the Board.
  - 8) We had a leak at Cedar Island on Egret Road. It has been fixed.
  - 9) We had a leak at our well piping. A welder came and made emergency repairs and it is holding for now. We have ordered the parts necessary to fix the problem, but it will require that the well be shut down and the system put on bypass, so we are trying to make sure everything is ready for that.
  - 10) Lynette Full-Time Report. Lynette explained that the full-time hours are working so much better for the District workload. Both Kristi and Lynette are more productive,

**TAYLOR COASTAL WATER & SEWER DISTRICT  
MINUTES OF REGULAR COMMISSION MEETING**

Page 3 of 4

and better able to fulfill requests by customers and the Board. This three-month trial will end on May 31<sup>st</sup> and Lynette proposed continuing her position as full time (37.5 hours per week). Lynette also requested a salary increase to \$55,000 per year and be given the title of District Manager. **Commissioner Malone made a motion to accept continuation of the full-time position, an increase in salary to \$55,000 and to change the Office Manager title to District Manager. Commissioner Brown offered a second. Chairman Aibejeris called for further discussion. There was none. By unanimous vote, the motion was approved.**

- 11) A tentative Budget will be ready review for the June Board Meeting.

**4. New Business**

- a. Workshop with County Commissioners requested by LaWanda Pemberton, County Manager. The Board discussed attending a workshop with the County Commissioners to discuss the limitations to our USDA-RD funding. A suggestion was made to invite Commissioner Michael Newman to our June meeting to answer questions and address any concerns he has and allow him to share information with his Board. Lynette will email and call Commissioner Newman.
- b. Review of Personnel Policy Manual Update. We have updated and revised the previous manual. **Commissioner Huxford made a motion to accept the revised Personnel Policy Manual. Commissioner Malone offered a second. Chairman Aibejeris called for further discussion. There was none. By unanimous vote, the motion was approved.**
- c. Review of Parcel #06825-300 service availability. This parcel has never had water or sewer and is not a part of any subdivision. The Board determined that water and sewer service would not be available to this parcel but that it would be eligible for the Exemption process. **Commissioner Carlton made a motion to deny water and sewer service for this parcel. Commissioner Brown offered a second. Chairman Aibejeris called for further discussion. There was none. By unanimous vote, the motion was approved.**
- d. Rate Increase for 2021-22 and Grinder Pump Fee. A 3% rate increase for water and sewer service effective October 1, 2021 was discussed as well as an increase from \$12.50 to \$15.00 per month. **Commissioner Carlton made a motion to raise the water and sewer rates by 3% and increase the grinder pump fee from \$12.50 to \$15.00 per month effective October 1, 2021. Commissioner Huxford offered a second. Chairman Aibejeris called for further discussion. There was none. By unanimous vote, the motion was approved.**
- e. Review of 2020 Consumer Confidence Report. Our annual CCR has been completed and approved by DEP. The report has been placed on our website, a copy has been sent to the Taylor County Health Department and a comment was added to our May billing cards.

**8. Old Business**

- a. Review of District Rules & Regulations. Lynette presented the comments that were sent in via email from Commissioner Dall as he was absent from the meeting. A final review was

**TAYLOR COASTAL WATER & SEWER DISTRICT  
MINUTES OF REGULAR COMMISSION MEETING**

**Page 4 of 4**

completed, and a few updates and suggestions will be implemented. The final copy will be presented at the June 22, 2021 meeting for approval.

- b. Review of Proposed District Rules of Procedure. A final copy was reviewed and approved by the Board. **Commissioner Malone made a motion to accept the District Rules of Procedure effective June 1, 2021. Commissioner Huxford offered a second. Chairman Aibejeris called for further discussion. There was none. By unanimous vote, the motion was approved.**

**9. Closing Remarks Commissioners/Staff**

- 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 Malone made a motion to adjourn the meeting. Commissioner Carlton offered a second. The meeting adjourned at 4:30 P.M.**

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Board Actions:

- 1. Approval of the minutes of the April 27, 2021, regular Board Meeting
- 2. Approval of the April 2021 Directors Reports
- 3. Approval of the April 2021 Financial Reports
- 4. Approval of District Manager title and salary increase for Lynette Senter
- 5. Approval of the Personnel Policy Manual Update
- 6. Denial of Service to Parcel #06825-300
- 7. Approval of a 3% rate increase for water and sewer and a \$2.50 increase in the grinder pump fee.
- 8. Approval of the District Rules of Procedure.



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