

TAYLOR COASTAL WATER & SEWER DISTRICT

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MINUTES OF REGULAR COMMISSION MEETING

January 28, 2020

1. The meeting was held at the District Building at 3:00 PM on January 28, 2020 present were: Commissioners Lynn Aibejeris, Gennie Malone, Willi Huxford, Diane Carlton, Steve Brown and Steve Spradley. TCW&SD STAFF present was Kristi Hathcock, Lynette Senter was absent. 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 guest present was Trevor Burch from Dewberry.
4. The floor was opened for non-agendaed items:

Commissioner Carlton spoke of two non-agendaed items that she wants put back on the agenda for future discussion:

- a. RV Properties - Commissioner Carlton would like the RV Issues and reduction of expenses to the District because of those RV units be discussed again and be added to the Agenda. She suggested that information be added to our billing system indicating what type of structure if any occupies each customer's lot. Commissioner Carlton also discussed the possibility of a letter being sent to all customers explaining that under the District's Rules and Regulations, water and sewer service will be provided to one RV unit per lot or parcel. The District could agree to follow Taylor County's guidelines of one extra RV unit during scallop season, but that the extra unit would have to be removed at the close of the season. If the extra RV unit is not removed, the District would disconnect water and sewer service to the property. Commissioner Carlton suggested that the Board review the existing Rules & Regulations and Ordinances and revise, add, correct and update our documents. Commissioner Spradley reminded the Board that this was put on hold last summer and was suggested that it be revisited after the first of the year. Commissioner Spradley recalled that there was discussion about giving the property owners 12 months to comply, but that due to the repair costs we are incurring we might want to move this time frame up. Commissioner Carlton suggested that the letter we send reminds the customer that we only service one residential unit per lot or parcel except during scallop season when one additional RV unit be added. Commissioner Huxford asked that when we notify the customers and remind them that they need to abide by the rules and regulations of the District. A copy of the rules and regulations may need to be provided to each customer. He suggested that we try and do it this year. Commissioner Carlton stated that Ron and David note how many campers occupy each lot and parcel. Commissioner Spradley reminded the Board that in addition to the RV's, there are non-conforming structures which are also using water and sewer services. He also stated that while it is not the District's responsibility to enforce the County's regulations, it would be to

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the District's advantage to put these properties on notice as well. Kristi brought up the idea that using photographic evidence would be helpful in the process. The Board decided that we could go ahead with the project and collect the photos as we go along.

- b. Developers – Commissioner Carlton brought up the subject of development with the District. Due to the recent discovery that no hookups within the District that were not included in the original plan are available, development within the District is not possible at this time due to the restrictions of our funding agreements. Requests for individual hookups will still be reviewed for compliance. Commissioner Spradley suggested that we review and update policies on a regular basis. Commissioner Carlton says we need some investigation about whether or not small sewer systems may be installed within the confines of the District and the District have to take over their operations. Commissioner Carlton would like copies of any documents pertaining to development within the District to be put into the Board Package to be reviewed, discussed, deleted or updated if necessary. A copy of the current Rules & Regulations will also be included to be reviewed and updated.

- 5. Trevor Burch began his report by commenting on the non-agendaed items discussion. Trevor suggested that we possibly have a feasibility study done by Florida Rural Water to see what impact a small development – 10 units or so would have on the District. It would include the capacity of the current plant and the effects on the District's operations. Taking over separate small plants could be detrimental to the finances of the District due to the increased cost of personnel, equipment, and operations without seeing much revenue return. Trevor suggested that we contact Florida Rural Water to ask for assistance or possibly contact an outside party to get this kind of study done. Having a study of this kind would enable the District to form a plan for future development. Commissioner Carlton explained to Trevor that USDA-RD has indicated to us that the current loan agreements will not allow us to add connections. Trevor stated that it might be possible to have the developer pay for all the infrastructure related to their development. He told the Board that it was good to be proactive on this and be ready for whatever the future might bring.

The Water Improvement Project has been updated as far as he can complete. Trevor has reached out to SRF, but has not been able to get in touch with them in the past several weeks. SRF had some comments that Trevor did not understand, and he feels they are missing the point of what we are trying to accomplish. He has narrowed down everything that Trevor needs from SRF and he will be trying to schedule a meeting with them to get this done and move with to the next step. Trevor will be setting up a meeting with Cheryl Minsky and an SRF engineer to finalize the report. He also explained that there was a miscalculation that showed an elevated tank was less expensive than a ground storage tank, so he has revised that portion of the report. We are ready to resubmit as soon as hears back from SRF. Trevor did reapply for the Springs grant with Suwannee River Water Management District and he is waiting to hear back from them in a few months. Our application is a long shot because we are not in the basin management area or a priority focus area. We do have springs, but they are not first water magnitude which is what Suwannee River Water Management District is looking for. SRWMD like our project but we don't necessarily fit the checkboxes for what the State is looking to accomplish. The River grant may be another possibility in the coming months. We still are looking at SRF monies which would require a match. SRF believed in our project and were willing to extend the financing after our project revisions.

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6. Approval of minutes for the regular commission meeting on December 17, 2019. Chairman Aibejeris asked if everyone had reviewed the minutes and if there was a motion to approve. **Commissioner Malone made a motion to accept the minutes. Commissioner Huxford offered a second. Chairman Aibejeris asked for further discussion. There was none. By unanimous vote of the remaining Commissioners, the motion was approved.**
7. **Staff and Committee Reports**
 - a. **Director Report – Kristi Hathcock** - Kristi reported the Water and Sewer sales for the month of December were \$47,408.08, \$7,933.28 below the budgeted amount of \$55,341.34. There was one past-due customer. There was no turned off accounts. There were no changes in memberships. There were sixteen adjustments totaling (\$144.40). There was one misread meter adjustment totaling (\$55.53), two data input errors that were put into the wrong account which have been corrected and zeroed out, one other adjustment totaling (\$4.95), one late fee adjustment totaling (\$8.72), eight non-potable water/second meters totaling (\$286.40), two transfer fees totaling (\$200.00), and one reconnect fee for water and sewer totaling (\$300.00). Chairman Aibejeris called for a motion to accept the Director's Report as given. **Commissioner Carlton made a motion to accept the Director's Report for December 2019 as presented. 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**– I discussed to the board that I was working on Taylor Coastal Water and Sewer District's Facebook page getting it up to date with everything. I told the board that I would be putting important information on our Facebook page like Flushing's of our system and when Ron does chlorine.
 - c. **Financial Reports – Kristi Hathcock for Lynette Senter**– Kristi reported that the sales including new memberships for the month of December were \$4,659.36 for Credit Card Reconciliation Discrepancies, \$625.00 for Mowing and Tree removal at the boat ramp lift station, \$442.07 for RVS postcards, \$6,420.00 for new grinder pump purchases, and -\$3,322.56 for a refund of a duplicate charge for equipment. Total Net Income for December 2019 was - \$9,618.46. Chairman Aibejeris called for a motion to accept the Financial Reports as given. **Commissioner Huxford made a motion to accept the Financial Reports for December 2019 as presented. 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- Kristi Hathcock for Lynette Senter**
 - 1) The Office Manager's new computer is now up and running. I will begin work on Kristi's transfer after the February billings.
 - 2) I have submitted the information to the USDA regarding the lots that were hooked up to the system. We will wait to see how they reply.
 - 3) We have received no applications for the vacant commissioner position.
 - 4) There was no Water Audit for December. Because of the amount of water that went through our system during our water tank maintenance, it was impossible to account for any water loss. But we did replace a blow off valve at Ezell Beach that appears to have been leaking for

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a while. A blow off valve was damaged by a vehicle that also hit a mailbox on Pelican Place and we have replaced that.

- 5) We are expecting our QuickBooks expert to begin work in February.
- 6) When Ron was doing water line blow offs at Dekle Beach and Jug Island, we stirred up a tremendous amount of rust. Dekle Beach has long run of 6" line and a small amount of usage on a monthly basis. The buildup in the lines is heavier than the other routes. Unfortunately, the Lilliot's at the corner of Dekle Beach Boulevard and Jug Island Road were doing laundry during that time and had a terrible time with rust stains on their white bedding. They called us immediately and we suggested everything we could – including Rust Out but they were unable to salvage some of their bedding. She has provided me with receipts for the items and I wanted to see what the Board would like to do about this situation. Commissioner Spradley began a motion for Lynette to continue to investigate for the dates on the receipts and for a written statement from Ron about what happened with the water line blow-off but after some discussion the Board asked that Lynette and Ron write up the incident and include receipts from the Lilliot's that included the dates and totals and bring the information back for our next meeting.

8. New Business

- a. We will have a visit in March from the Engineer who will spearhead our WWTP renewal. This renewal is being done through Florida Rural Water.

9. Old Business

- a. The close-out for Hurricane Hermine has been completed from our end and we are waiting on confirmation from Florida Public Assistance to make sure they have all of their information completed.
- b. Hurricane Michael - as of today, have not received any reply from the contractor working for Florida Public Assistance. I have called Florida Public Assistance directly and twice was referred to another contractor who had no idea what to do with my request. I finally called back Florida Public Assistance and told them I was not going to complete any other item they request until my questions are answered. I was told they were "looking into it".
- c. I looked at the map to review the request from Cindy Simpson regarding service to her ½ lot and the adjacent ½ lot at Keaton Beach. That lot did have a future connection box installed and was included in the original installation plan when it was one lot. The lot was split by the adjacent property owners and if put back together again, sewer would be available.
- d. I attended the Taylor County Board of County Commissioners meeting on December 6, 2020 because a Mr. Ray Curtis had added an agenda item to discuss the inability of our District to provide water and sewer service to JKSW. Commissioner Spradley was also in attendance.
- e. On February 3rd, George Glover from Florida Rural Water will begin work on our Asset Management Plan. He will be working with Ron, David and the office staff to gather all of the information he needs. We will have the ability to purchase a mapping service which will give the GPS coordinates of all of the Districts valves, blow offs and grinder pumps.

10. 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.

11. Motion to Adjourn

Chairman Aibejeris requested a Motion to Adjourn. Commissioner Malone made a motion to adjourn the meeting. Commissioner Huxford offered a second. The meeting adjourned at 5:00P.M.

Board Actions:

- 1. Approval of the minutes of the December 17, 2019 regular Board Meeting
- 2. Approval of the December 17, 2019 Directors Report
- 3. Approval of the December 17, 2019 Financial Reports



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