

TAYLOR COASTAL WATER & SEWER DISTRICT

18820 BEACH ROAD
PERRY, FLORIDA 32348
Phone/Fax: (850) 578-3043
www.tcwsd.org

MINUTES OF REGULAR COMMISSION MEETING

January 26, 2021

1. The meeting was held at the District Building at 3:00 PM on January 26, 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 – Commissioner Huxford ask that the District send a sympathy card to Mr. Joe Boyd’s family.
4. Richard Powell with Powell & Jones called in to present the 2018-2019 Audit. He reviewed the financial information and explained to the Board that there were no concerns and that it was a clean audit.
5. Travis Covington from Dewberry called in to give the Board an update on the Water Improvements Project and the Neighborhood Meter Project. Travis explained to the Board that the Water Improvements Project steps are being completed and the required advertising has been started. He feels the process is moving very well and it is just a matter of time and completing the steps as they come along. The River Grant Agreement is being reviewed by Trevor. He is also working on the technical side of things such as locating where the meters will be installed, reviewing specifications and planning. Lynette will provide an Affidavit of Advertising when one is required.
6. Approval of minutes from the October 27, 2020 Board Meeting - Chairman Aibejeris asked if everyone had reviewed the minutes and if there was a motion to approve. **Commissioner Huxford 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.**
9. **Staff and Committee Reports**
 - a. **Directors Report October – Kristi Hathcock** - Kristi reported the Water and Sewer sales for the month of October 2020 were \$47,799.48, \$9,119.89 below the budget estimate of \$57,219.37. There was one past-due customer on the Truck Route. There were no turned off accounts. There was one change in membership at Cedar Island for a non-potable/second water meter. There were nineteen adjustments totaling \$97.41. There were three mis-read meter adjustments totaling \$74.97, three data input errors totaling \$100.00, one other adjustment due to unexplained water loss totaling \$286.40, seven non-potable water/second meter adjustments totaling \$136.04, and five transfer fee adjustments totaling \$500.00.

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- b. **Directors Report November – Kristi Hathcock** – Kristi reported the Water and Sewer sales for the month of November 2020 were \$49,105.49, \$1,113.84 below the budget estimate of \$57,219.33. There were no past-due customers. There was one turned off account on Lindsey Island Road on the Truck Route. There was one change in membership at Cedar Island. There were fifteen adjustments totaling \$401.96. There was one mis-read meter adjustment totaling \$27.96, one data input error due to an error on the September meter reading sheets totaling \$9.00, one other adjustment for a Wager Vent replacement totaling \$197.00, nine non-potable water/second meter adjustments totaling \$257.99, three transfer fee adjustments totaling \$300.00, and one disconnect fee totaling \$200.00.
- c. **Directors Report December – Kristi Hathcock** - Kristi reported the Water and Sewer sales for the month of Decembers 2020 were \$49,535.65, \$683.68 below the budgeted estimate of \$57,219.33. There was one past-due customer at Keaton Beach. There was one turned off account on the Truck Route. There was one change in membership at Keaton Beach. There were twenty-one adjustments totaling \$227.27. There were two other adjustments due to a Payclix error and a leak in a customer’s meter box totaling \$124.78, six late fee adjustments totaling \$103.44, nine non-potable water/second meter adjustments totaling \$324.05, three transfer fee adjustments totaling \$300.00, and one water-only disconnect fee totaling \$25.00. Chairman Aibejeris called for a motion to accept the Director’s Report as given. **Commissioner Malone made a motion to accept the Director’s Report for October, November, and December. Commissioner Huxford offered a second. Chairman Aibejeris called for further discussion. There was none. By unanimous vote, the motion was approved.**
- d. **Other Billing Clerk Items – Kristi Hathcock** – There were two other billing clerk item –
- (1) On Thomas and Lori Reichard’s account #294, Payclix charged them twice and we did a late fee adjustment and other adjustment to correct it.
 - (2) On October 23, 2020, I called the Lundy’s to warn them that they had a high-water usage of 30,000 gallons. They explained that they found a broken pipe in their front yard. Mrs. Lundy asked for an adjustment to her bill. Because the Lundy’s had a one-time adjustment on 2/18/2014 and one sewer adjustment on 8/5/2015, I explained that I could ask the Board for another sewer adjustment. Their total bill is \$544.68 and their 6-month average showed usage of 4,000 gallons of water per month. A sewer credit of \$87.03 could be applied, making their new bill \$457.65 and she would have to pay for all the water used. Commissioner Carlton stated she did not see a problem with giving them another sewer adjustment and the other commissioners agreed with Commissioner Carlton. **Commissioner Carlton made a motion to give the Lundy’s the second sewer adjustment. Commissioner Brown offered a second. Chairman Aibejeris called for further discussion. There was none. By unanimous vote, the motion was approved.**
- e. **Financial Reports October – Lynette Senter**– The sales including new memberships for the month of October 2020 were \$48,099.48, \$9,119.89 below the budget estimate of \$57,219.37. Exception expenses included \$709.95 for Quick Books payroll updates, \$6,620.00 for new grinder pump purchases, \$5,735.18 for water tank maintenance agreements. Total Expenses for October 2020 were \$42,496.82. We received \$30,000 EPA Grant Revenue for monies paid for the water improvements project engineering expenses. Total Net Income for October 2020 was - \$35,602.66.
- f. **Financial Reports November – Lynette Senter**- The sales including new memberships for the month of November 2020 were \$56,105.49, \$1,113.84 below the budget estimate of \$57,219.33.

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Exception expenses included \$887.95 for the annual RVS Software, \$263.00 for bond renewals, and \$749.06 for the water truck toolboxes. Total Expenses for November 2020 were \$24,469.88. Total Net Income for November 2020 was \$31,635.61.

- g. **Financial Reports December – Lynette Senter** – The sales including new memberships for the month of December 2020 were \$56,535.65, \$683.68 below the budget estimate of \$57,219.33. Exception expenses included \$108.23 for bank charges, \$131.05 for shipping two valves, \$16,910.58 for the wastewater tank air system repair, \$1,005.84 for replacement parts for the sewer system, \$1,330.52 for tank upgrade parts, \$951.11 for new water meters. Total expenses for December 2020 were \$48,020.03. Total Net Income for December 2020 was \$8,515.82. **Commissioner Malone made a motion to accept the Financial Report for September, October and November 2020 as presented. Commissioner Brown offered a second. Chairman Aibejeris called for further discussion. There was none. By unanimous vote, the motion was approved.**
- h. **Water Audits** – The Water Audit for October, November and December 2020 are show large water losses due to work being done at the water plant and hydrants being opened to maintain pressure during repairs.
- i. **Other Office Manager Items-** Lynette Senter
- (1) Mr. Powell will get our audit scheduled as soon as possible. We are reviewing Quick Book experts to help consolidate the past versions of the software and organize our files.
 - (2) We have purchased a new iPad for using our call-in meeting software and to work with virtual meetings. The old iPad got a new charger and is still working well as a time clock but because the software cannot be updated, it is basically only useful as a time clock.
 - (3) Due to continued unauthorized use of District water faucets, we have placed locks over the faucets at the corner of this building and near the sign. We have seen more people stopping at the test faucet near the road but because it does not have threads, no one can use a hose to fill a large tank.
 - (4) The repairs/replacement of the air system at the WWTP tank is about 75% complete. All the piping and welding is finished, but the replacement of the air valves and painting is being done as the guys have time. Each PVC air pipe must be re-done and attached. Jeremy is using Ospho and paint to cover the newly constructed air piping.
 - (5) The VFD at the water plant is fully operational and is working great.
 - (6) Jeremy has received his WWTP training book and is beginning his studies. We had to wait until December to receive the book due to COVID-19 shutdowns in California where the book is published.
 - (7) Our Attorney, Mr. Joe Boyd passed away unexpectedly in early January. His associate Mr. J.D. Durant has offered to take over our account and is going to be familiarizing himself with our files.
 - (8) We would like to “test run” changing the Office Manager position from part-time to full time for the next 90 days. The number of phone calls here at the office has very easily doubled, and we have been dealing with a large increase in the number of potential new customers, property transfers, questions from future customers, regular customers, realtors, appraisers, etc. The work for the two new water projects will begin to add to our tasks as well. During the 90-days, the current salary will be

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increased to match the additional hours. After 90-days we will meet with the Board to review the test run and its results. If the results are positive, we will discuss an increase in salary and a possible new title.

10. New Business

- a. Service Request by Marlinda Bullock for Bill & Martha Hargesheimer Parcel #06642-508. The home is on one parcel and there is an adjacent parcel that they wanted to know if service would be available if they split that off. We checked our maps and David checked to be sure there was no future connection box. The Board discussed providing service and because the original property would be split, decided that a new service connection would not be available.
- b. The existing Rules & Regulations need to be updated to include our rate increase that was effective October 1, 2020. We are currently including an updated rate sheet with the existing Rules & Regulations. The Board asked that we postpone this discussion until we discuss the Grinder Pump Fee under Old Business.
- c. Mr. Clinton Wood requested that the District accept the water line that runs down Bird Island Road. Mr. Wood's previous request was in January 2015 and the Board discussed if any changes had occurred since that time. The Board reviewed the information that was gathered in 2015. After some discussion, the Board agreed that a letter be sent to Mr. Wood indicating that the District could not take over the water line on Bird Island Road.
- d. Mr. Dave Dall who owns two lots on Cedar Island (34 and 35 at the corner of Cedar Island Road and Osprey Circle, has requested a water only account. We explained that the District has only three water only accounts. There are two landscaping meters that are attached to other existing water and sewer accounts, and one business water only meter for the ice machine located on Beach Road as it produces no effluent and provides a service to the community. We also gave Mr. Dall a letter that was written by Mr. Conrad Bishop when the District began requiring water only accounts to hook into the sewer system. Mr. Dall explained that he was going to do a controlled burn and needed water. The District Office gave Mr. Dall permission for a one-time use of water from an adjacent lot for a controlled burn in November 2020. Emails from Mr. Dall were included in the board package for the Board to review. After review and discussion, the Board denied Mr. Dall's request for water only service.
- e. A letter from Mr. Ray Curtis was received by the District Office on Tuesday, January 19, 2021 regarding water hookups at 22645 Fish Creek Highway. This letter was presented to the Board for informational purposes only and has been forwarded to Boyd & Durant for review.
- f. We have received a draft SRWMD System Loss Monitoring Agreement to review. This agreement is for the \$100,000 we have been pledged for some of the neighborhood meter project. The District will expend the funds needed for this project and will apply for reimbursement when we have completed the different phases of work. The District is going to be doing most of the work in-house with some assistance from Melvin Bowden for placement of the meter vaults. The draft is under review by Trevor and the office staff and will be presented later for approval.

11. Old Business

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- a. Grinder Pump Fee review – after some discussion, the Board asked that further study be made regarding the grinder pump fee and that we bring more information and updates to our rules and regulations to the May 2021 meeting. **Commissioner Carlton made a motion to postpone review of the Grinder Pump Fee and changes to the Rules and Regulations until the May 2021 Board Meeting. Commissioner Huxford offered a second. Chairman Aibejeris called for further discussion. There was none. By unanimous vote, the motion was approved.**
- b. Update on Hurricane Hermine repairs, expenses, and Public Assistance from the Florida PA – There is still no progress with Florida Public Assistance. They are not processing any submittals from contractors. I am going to do the Quarterly Reports which are all zeros and moving on.
- c. Tony Brown Parcel ID# 07021-050 request for service – this request was discussed at our October 2020 meeting and the Board asked that this request be reviewed by our attorney Mr. Boyd. Mr. Boyd responded via email in November, but because no Board Meetings have been held until today, we were unable to respond to Mr. Brown’s request until the Board could discuss the attorney’s response. Mr. Boyd indicated that the District cannot grant such service so long as the District does not have a definitive answer from USDA-RD concerning development. The Board reviewed Mr. Boyd’s response and the information presented to them. After some discussion, the Board denied Mr. Tony Brown’s request for service.
- d. The District was notified that the State of Florida has now taken the management of the Hurricane Hermine claims “in-house” and has stopped using contractors for the work. We were told that this process of review could take several months. We will keep the Board up to date on any future results.

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**

Chairman Aibejeris requested a Motion to Adjourn. Commissioner Brown made a motion to adjourn the meeting. Commissioner Malone offered a second. The meeting adjourned at 4:54 P.M.

Board Actions:

1. Approval of the minutes of the October 27, 2020, regular Board Meeting
2. Approval of the October, November, and December 2020 Directors Reports
3. Approval of the October, November, and December 2020 Financial Reports
4. Approval of extension to review Grinder Pump Fee and Rules and Regulations to May 2021



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