

# TAYLOR COASTAL WATER & SEWER DISTRICT

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## MINUTES OF REGULAR COMMISSION MEETING

February 25, 2020

1. The meeting was held at the District Building at 3:00 PM on February 25, 2020 present were: Commissioners Lynn Aibejeris, Gennie Malone, Willi Huxford, Diane Carlton and Steve Spradley. Steve Brown was absent. TCW&SD STAFF present were Kristi Hathcock and, Lynette Senter. Chairman Aibejeris called the meeting to order at 3:00 p.m.
2. Commissioner Steve Spradley 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 – there were none.
5. Water Improvements Project – Trevor Burch – Trevor was originally working with Cheryl Minsky from SRF, but she did not actually provide most of the comments on the report. Bob at SRF was commenting on changes, but there were multiply delays getting together with the State. Trevor was finally able to get ahold of Bob and spoke with him regarding the changes. Trevor stated that we need to go ahead and hold a specific public meeting to go over the report in its entirety and explain the financial obligations the District may have going forward with the construction of the project. The Board discussed having a Special Meeting at the regular Board Meeting on March 24<sup>th</sup>. We will advertise this in the local newspaper, on the District's website and Facebook page, at Walter B's Store, and the Keaton Beach Corner Store. Proof of notice will be supplied to SRF by taking pictures of the postings and copying the ad.

After the Public Hearing, the next step will be the Environmental Assessment. The Lake City office of Dewberry will begin coming to meetings with Trevor to get familiar with us and the project and work on the Environmental Assessment. Once the Environmental Assessment is finished, the Design phase begins. SRF has indicated that these phases can overlap somewhat to provide continuity. We would then need to select an engineer for the Design phase.

6. Approval of minutes for the regular commission meeting on January 28, 2020. 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 with four corrections on Page three of the January 2020 minutes. Commissioner Spradley 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**

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- a. **Director Report – Kristi Hathcock** - Kristi reported the Water and Sewer sales for the month of January were \$46,563.96, \$8,777.37 below the budgeted amount of \$55,341.33. There were no past-due customers. There was no turned off accounts. There were no changes in memberships. There were sixteen adjustments totaling (\$437.27). There was one adjustment for a debit account for a returned check totaling (\$96.25), one returned check fee adjustment totaling (\$5.00), two data input errors adjustments totaling (\$174.32), two late fee adjustments totaling (\$20.16), seven non-potable water/second meters totaling (\$179.00), one transfer fee totaling (\$100.00), and two one-time adjustments totaling (\$265.04). 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 January 2020 as presented. Commissioner Huxford 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 are no other billing clerk items.
- c. **Financial Reports – Lynette Senter**– reported that the sales including new memberships for the month of January were \$46,563.96. Expenses for the month of January were \$49,470.68. Exception expenses included \$19,860 for the purchase of 12 grinder pumps. Total Net Income for February 2020 was -\$2,096.72. Chairman Aibejeris called for a motion to accept the Financial Reports as given. **Commissioner Spradley made a motion to accept the Financial Reports for January 2020 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- Lynette Senter**
  - 1) There is a workshop being held at 6:00 PM today by the County Commissioners which includes the ordinance Mr. Curtis wants changed. Commissioner Sean Murphy called me on Sunday and Ursula Miller called me early Monday morning to let us know that Mr. Curtis has placed this item on the agenda. I received a call from LaWanda at 11:00 AM on Monday notifying us that Mr. Ray Curtis has again brought up the revision of the County’s ordinance to allow people to put in their own water and sewer if we cannot provide it. I explained to LaWanda that (1) we had our own meeting on Tuesday, (2) because we received no notification – we were not prepared to discuss anything with the County, and (3) we have just started reviewing this situation and until we can study the facts, hear back from our funding agency, study future needs, and many other things. I also explained that the only answer we can give is “we would love to provide service for everyone who requests it, but we are not going to violate our funding agreements.” And repeat what USDA has said from the beginning - “the US government is not in the business of funding development”. I also emailed Mike Smith and asked him to respond on behalf of the District. Later in the afternoon we received calls from Commissioner Moody and LaWanda Pemberton stating that Mr. Curtis has requested that the item be tabled because his city meeting will take too long for him to appear at county commission meeting.
  - 2) There were two leaks discovered last month. One was at our Blow Off valve at Sawgrass Bay and one was a leak near the meter at the WWTP. Both have been repaired.
  - 3) I have asked Marian Powell to let us know when the Audit will be presented, and to get scheduled with Courtney their Quick Books Expert

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- 4) Mike Smith has officially notified us that he will be retiring soon. I asked him for suggestions about possible Board Attorney's and he suggested that we advertise in the Tallahassee Democrat. I will investigate the costs of advertising outside the County.
- 5) We need to begin planning for expanding our employee base. A trainee for the WWTP work assisting in the field would be a great place to start. Any future employee for that position would need to commit to the training and education necessary. The aging of our employees is a concern and any future planning needs to take that into consideration. The Board asked that we start a search for the new hire as soon as possible at a possible rate of \$15.00 per hour plus \$300.00 each month for health insurance.
- 6) When installing new service to a customer along Beach Road near Dark Island, our crew had to cut through the walkway to access our lines. This was discussed before the walkway was ever constructed and DOT explained that the County would have to repair it. We cannot bore under the walkway because it would be too costly. I explained this to the County Manager when she called to tell me people were complaining on Face Book about the cut. I have discussed this with Ron and requested that he contact the County on any future repairs necessary.

**8. New Business**

- a. Request for possible future water service – Lynette spoke with Sandy Beach who enquired about property owned by her father, Travis Beach. Travis purchased water memberships for a parcel located on Jody Morgan Road near the end of our water service line. I spoke with Ron who indicated that water service could be provided. The Board discussed the fact that the property is in the Coastal High Hazard Area, Flood Zone AE which might preclude water being provided. The Board will look at the Rules & Regulations in the next few months and will decide if service can be provided. There was more discussion regarding additional property owners at Ezell Beach and Beach Road that may be requesting service from the District. The Board discussed the impossibility of providing service to properties outside of our normal service area at this time. Due to our restrictions in the size of our WWTP and the age of our Water Plant there was some discussion of reducing the size of our District by adjusting our boundaries to reflect the service area we are capable of providing. We will work with the County to see if they can provide a District Map using the legal description in the Ordinance that created us and work from there.
- b. RV properties census – An RV property census was completed by Ron and David while reading meters in February. There were 11 at Dekle Beach, 50 at Keaton Beach, 69 at Cedar Island, 4 at Dark Island, 3 at Ezell Beach, 26 on the Truck Route for a total of 163 units. This census did not include lots with hookups but no units. A review of our ordinance indicates that multiple hookups to a grinder pump were not addressed when the ordinances were written. It states that one residential unit per grinder pump only. The Board discussed sending a letter to all customers letting them know that while our Rules and Regulations regarding RV's and non-conforming properties were not the same as the County's, during Scallop Season, the District would follow the County's ordinance as to the number of RV's on each lot. However, at the end of the season, the District's normal Rules and Regulations would be enforced. The Board discussed various ways to implement these changes including not allowing more than one RV per lot at any time, not allowing RV's to hook up to the District's system at any time, charging each additional hookup after the original one the full \$87.16 each month, or implementing an additional Sewage Access Fee for each unit after the original hookup into the grinder pump unit each month. The Board discussed the various pros and cons of each suggestion and decided that an additional

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Sewage Access Fee of \$45.00 per month per unit for each additional hookup after the original hookup into the grinder pump might be the best alternative. This would allow the District to recoup some of the expenses incurred by multiple RV's and non-conforming properties, while not having to "police" the properties according to the Scallop Season calendar. A count can be performed monthly by field staff and the fees added to the monthly bill. Commissioner Huxford discussed the possibility of only charging the fee during Scallop Season. Commissioner Malone pointed out that the units were rarely moved after the season and therefore we would not get the fees for year-round use. Commissioner Carlton stated that limiting it to Scallop Season would put the District into the position of policing the dates. Commissioner Huxford stated that he thought the Board should discuss this with the District's attorney before proceeding. Commissioner Carlton said that the Board had the power to change their rules and regulations and to charge a User Fee. As the District would be adding an additional fee, a Public Hearing would be required. After the Public Hearing, a letter will be sent to each customer explaining the new fee. **Commissioner Carlton made a motion to begin to charge a \$45.00 per unit Additional Sewage Access Fee after the one original hookup into a grinder pump and notify all customer's by letter. Commissioner Spradley offered a second. Chairman Aibejeris called for further discussion. Commissioner Huxford stated that he could not support an additional fee outside of the Scallop Season and that he wanted the County to enforce their rules already on the books. Commissioner Carlton stated that it would be ideal if the County would enforce their rules, but it appears that they have not been doing so. The RV problem is not ours to fix but it is the District's responsibility to make sure that we are collecting enough monies from the people who use our services that we can continue to service and replace grinder pumps in the future. Commissioner Spradley called for a vote. Commissioners Carlton, Malone and Spradley voted aye, Commissioner Huxford voted nay. The motion was approved by majority.**

- c. District Policies partial review. The Commissioners have begun a review of the District's policies. They agreed to abolish Policy 2005-01 Water Hook-Ups for Newly Developed Lots, and Policy 2006-03 – Future Phase I Sewer Hookups for Individuals and Small Developments. The Board discussed the fact that the District does not provide service to new developments and therefore makes these two policies void. Chairman Carlton asked that we go ahead and abolish Policy 2005-01 and Policy 2006-03 because we cannot offer these services to developers under the conditions of our Loans. Chairman Huxford asked that the District postpone voting on these two policies until a full board was in attendance. **Commissioner Carlton made a motion to abolish Policy 2005-01 and Policy 2006-03. Commissioner Malone offered a second. Chairman Aibejeris called for further discussion. Commissioners Carlton, Malone and Spradley voted aye, Commissioner Huxford voted nay. The motion was approved by majority.**
- d. Rules and Regulations review. The Board was given a copy of the current Rules & Regulations and will begin reviewing these in the next few months.
- e. County Ordinances review. The Board was given copies of the County Ordinances for their information.
- f. District Ordinances review. The Board was given copies of the District Ordinances and will begin reviewing these in the next few months.
- g. Developer policy review. This policy was abolished under Item 8c above.
- h. WWTP repairs to spray field pump and generator fuel system. One of the pumps for the WWTP Spray Field's bearings went out and melted down. The pump was 14 years old. TAW examined

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the pump and we were given the option of repair costs of over \$5,000 or purchasing a new pump for \$8,995.00 installed. After discussion with Ron and David, it was determined that a new pump would be ordered. David will continue to manually operate the second pump until the replacement is received. The generator at the WWTP failed to start on its weekly test. David and Ron did some troubleshooting but were unable to determine why it was not starting. Cummins came and we found out that our large diesel tank was contaminated, and our fuel lines were fouled. Cummins has a new service called Fuel Polishing which will allow us to keep all the fuel in our tank and only pay to have it cleaned. The charge is \$1,802.35. We have made an appointment for this to be done.

**9. Old Business**

- a. The Florida Public Assistance contractor has notified us that they are forwarding our Hurricane Hermine project to the closing phase.
- b. Hurricane Michael – the seventh contracting firm has recently taken over the processing of Hurricane Michael. I have put in a request to Florida Public Assistance and the contractor to please locate our records from when we opened our claim. I was informed that they cannot find any record of our applying. I will keep following up with them.
- c. George Glover from Florida Rural Water has been coming to the District to work on our Asset Management Plan. He has made a couple of visits and he has several more planned over the next month.
- d. Mark Cadenhead will be coming to the District on March 16, 2020 to start the process of our WWTP certification renewal. We have supplied him with all the information he has requested from the office and will be assisting him with any other requests.
- e. We received one application for the vacant Commissioner position. Unfortunately, he resides outside the boundaries of the District. I will notify him by phone and thank him for his interest. We will advertise again in March for the vacancy.
- f. A package of information including pictures and receipts was furnished to the Board regarding the rust damage at the Lilliott's residence. Ron confirmed that the circumstances were unfortunate but unavoidable. The Board reviewed the information and agreed to reimburse Clara Lilliott \$257.96 for the damage caused by the line clearing.

**10. Closing Remarks Commissioners/Staff**

- 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 Huxford made a motion to adjourn the meeting. Commissioner Spradley offered a second. The meeting adjourned at 5:37 P.M.**

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Board Actions:

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1. Approval of the minutes of the January 28, 2020 regular Board Meeting
2. Approval of the January 28, 2020 Directors Report
3. Approval of the January 28, 2020 Financial Reports.
4. Approval to begin charging a \$45.00 per unit additional Sewage Access Fee after appropriate public hearing is held.
5. Approval abolishing Policy 2005-01 and Policy 2006-03.

A handwritten signature in blue ink, reading "Lynette Taylor Senter". The signature is written in a cursive style with a large initial "L".

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