

# TAYLOR COASTAL WATER & SEWER DISTRICT

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

## MINUTES OF REGULAR COMMISSION MEETING

May 26, 2020

1. The meeting was held at the District Building at 3:00 PM on May 26, 2020 present were: Commissioners Lynn Aibejeris, Gennie Malone, Willi Huxford, Diane Carlton, and Steve Brown. 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 Brown led in prayer and the pledge of allegiance to the flag.
3. There were no guests. The floor was opened for non-agendaed items – there were none.
4. Water Improvements Project – Trevor Burch – via email. The Board requested that Trevor give his report via email to reduce the number of people at the meeting. We have addressed the issues with the Engineering Report and resubmitted to USDA and SRF. We are waiting on any final comments. The Environmental Assessment report is underway and is expected to be completed in the following months. Upon approval of the Facilities Plan (aka PER, Engineering Report), Environmental Assessment, and Business Plan (the financial document you are working on), the SEARCH grant will be complete and the District will be eligible for their reimbursement. Cheryl Minskey (FDEP, SRF Manager) suggested that the District move forward with Design as soon as possible. This is required to be complete by December of 2021 and from my conversation with her is unlikely to be allowed to be extended further. It is our understanding that the CCNA guidelines are being updated in July and will allow us to provide the District with a task order for the design phase of the project under our continuing services agreement (will not require an RFQ). If it is the desire of the Board, we can bring a task order for design services to the July meeting. Otherwise, an RFQ needs to be prepared to procure engineering services for design. The Board discussed having the public meeting at our June board meeting, but the board decided that it should be postponed until perhaps the July meeting due to the uncertainties with COVID-19.
5. Approval of minutes for the regular commission meeting on February 28, 2020. 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 with one correction on page 4 from “ideally” to “it would be ideal”. 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.**
6. **Staff and Committee Reports**
  - a. **Director Report – Kristi Hathcock** - Kristi reported the Water and Sewer sales for the month of February 2020 were \$47,119.92, \$8,220.42 below the budgeted amount of \$55,340.34. There were no past-due customers. There was no turned off accounts. There were no changes in

**TAYLOR COASTAL WATER & SEWER DISTRICT**  
**MINUTES OF REGULAR COMMISSION MEETING**  
**Page 2 of 6**

memberships. There were eleven adjustments totaling (\$164.92). There were two data input error adjustments that zeroed out, eight non-potable water/second meters totaling (\$264.92), and one transfer fee adjustment totaling (\$100.00).

Water and Sewer sales for the month of March 2020 were \$47,703.55, \$7,636.78 below the budgeted amount of \$55,340.33. There were 12 past-due customers. There was one at Dekle Beach, three at Keaton Beach, four at Cedar Island, two at Ezell Beach, and two on the Truck Route. There was one turned off accounts. There were no changes in memberships. There were nineteen adjustments totaling (\$1,145.78). There was two mis-read meter adjustments totaling (\$92.84), one data input error adjustment totaling (\$74.66), eight non-potable water/second meters totaling (\$136.04), five transfer fee adjustments totaling (\$500.00), one disconnect fee adjustment for water & sewer totaling (\$200.00), and two reconnect fee adjustments for water & sewer totaling (\$600.00).

Water and Sewer sales for the month of April 2020 were \$71,702.63, \$16,362.30 above the budgeted amount of \$55,340.33. There was one past-due customer on Cedar Island. There was no turned off accounts. There were four changes in memberships. There were nineteen adjustments totaling (\$308.38). There were four mis-read meter adjustments totaling (\$111.66), one late fee adjustment totaling (\$2.92), twelve non-potable water/second meter adjustments totaling (\$393.80), and two transfer fee adjustments totaling (\$200.00).

Chairman Aibejeris called for a motion to accept the Director's Report as given. **Commissioner Huxford made a motion to accept the Director's Report for February 2020, March 2020 and April 2020 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**– There were two other billing clerk items.

1. Ann Hodges #212 at 1466 Ezell Beach Road had a one-time adjustment made to her account 12-5-2016. On May 11<sup>th</sup>, 2020, she called us saying they found a broken pipe under her house caused by a tree root that grew into the pipe. Her usage for the month was 19,000 gallons of water. Ms. Hodges requested another adjustment to her bill. A 6-month average indicated that she uses approximately 4,000 gallons of water each month. The sewer usage cost for 19,000 gallons is \$158.32. After deducting her average usage, a \$164.68 credit could be applied. Mrs. Hodges has already paid her total bill of \$333.97 on 5/13/2020. Commissioner Carlton stated that in the past we have always charged them for the water and adjusted their sewer. Commissioner Carlton did not see a problem with adjusting the customers sewer and the rest of the board agreed with Commissioner Carlton
2. When we billed in March 2020, we had just finished installing the new billing card printer software on my computer. When Miss Lynette entered and printed the billings, she noticed that no late fees had been applied. Because, everyone was in middle of the COVID-19 shutdown, we were unable to reach RVS until the next week. They confirmed that during the transfer of the RVS software adding the new printer, the

**TAYLOR COASTAL WATER & SEWER DISTRICT**  
**MINUTES OF REGULAR COMMISSION MEETING**  
**Page 3 of 6**

“switch on” for the late fees after the 21st of the Month had not been completed. They immediately updated our computer and made sure all settings were now transferred. The total late fees for March would have been approximately \$177.00. Mrs. Lynette explained that we could not go back and reapply the late fees without restarting the whole system and reprinting the entire billing cycle. The board members understood the problem.

- c. Financial Reports – Lynette Senter**– reported that the sales including new memberships for the month of February 2020 were \$47,119.92. Expenses for the month of February 2020 were \$24,070.50. Exception expenses included \$666.00 for the Diesel Tank Insurance, \$257.96 for the Lillioth reimbursement, and \$571.35 for new trailer tires and a new water truck tire. Total Net Income for February was \$23,049.42.

Sales that included new memberships for the month of March 2020 were \$47,703.55. Expenses for the month of March 2020 were \$44,168.03. Exception expenses included \$1,120.00 for renewal of the Public Officials Liability insurance, \$1,500.48 for payment of the second half of the Workers’ Compensation policy, \$2,300.00 for Postage, \$1,232.61 for final payment on the new internet equipment, \$11,463.08 for new spray field pump and repairs to fuel system at WWTP, \$2,130.00 for a sludge haul, and \$1,845.14 for water tank maintenance. Total Net Income for March 2020 was \$3,535.52.

Sales including new memberships for the month of April 2020 were \$71,702.63. Expenses for the month of March 2020 were \$21,673.60. Exception expenses included \$460.00 for mowing, and \$1,360.00 for Replacement parts for Sewer. Total Net Income for April 2020 was \$50,025.64. Chairman Aibejeris called for a motion to accept the Financial Reports as given.

**Commissioner Malone made a motion to accept the Financial Reports for February 2020, March 2020 and April 2020 as presented. Commissioner Carlton offered a second. Chairman Aibejeris called for further discussion. There was none. By unanimous vote, the motion was approved.**

- d. Water Audits** – We continue to experience above average water losses and after discussing this with Ron, he is going to make a concerted effort to record all non-metered water use.

**e. Other Office Manager Items- Lynette Senter**

- 1) Lynette explained how well the staff handled everything during the shutdown. Bills were paid, customers were taken care of, field staff performed repairs when necessary but practiced social distancing when doing so. Our voice mail message and posting on the door and website gave everyone phone numbers to call Lynette or Ron and we were able to work with our customers to help them with questions, concerns and problems. We parked behind the office building while working inside which helped us to distance. Ron and David managed their plants on a rotating schedule. Ron trimmed the crepe myrtles and waterproofed the walkways and porch. The mowing of the spray field got a little behind because Florida Rural water asked that operators not spend any more time than necessary at WWTP.

**TAYLOR COASTAL WATER & SEWER DISTRICT**  
**MINUTES OF REGULAR COMMISSION MEETING**  
**Page 4 of 6**

- 2) The Auditor will be here for the June meeting to present the Audit. Help with Quick Books will start as soon as she feels comfortable. We have already started working via email to get some things corrected.
- 3) Bruce Ratliff came to the office and requested an electronic copy of the maps we have for Phase I and Phase II. I copied them onto a stick and dropped them off at the Courthouse last week. He said he was going to look at re-assessing the values for those properties which cannot get water or sewer services.
- 4) We finished our annual Drinking Water report and will be sending it to the health department and printing a notice that is available online on the June billing cards.
- 5) We will be starting our Lead & Copper testing and reports in July.

**7. New Business**

- a. As of 11 A.M. today there are 5 cases of COVID 19 in zip code 32347 and 9 cases in zip code 32348. We have posted the door explaining that we are unable to speak with customers face to face and cannot notarize anything at this time. However, we have customers who cannot hear the speaker, or haven't brought a pen, or need to know the amount of their bill, or need to drop off a payment and are very unhappy that they cannot come into the office. We have dealt with them on a case by case basis but feel that it is not working well. We have decided to start parking behind the office again and changing the door poster saying that people must drop their payments in the drop box and if they have questions to press the buzzer. Anyone requiring more information or help must call 850-578-3043 for an appointment. If the cases continue to increase, we are going to close the office again and limit employee contact as we do not want to risk our employees, board members and the public.
- b. Request for possible future water service – Baker Jarvis, Sandy Beach, Benjye Tuten. Baker Jarvis has a property directly off Jody Morgan with water service running across the road. He is another property like the Travis Beach property that is now within the Coastal High Hazard area. Mr. Jarvis' water hookup will require that we bore under the road which will incur an additional cost. Both properties were discussed by the Board and it was agreed that when a septic tank permit is provided to the office, water service can be provided. Sandy Beach inquired about lots at Ezell owned by George Collins and Johnny Price. Neither of these two lots were included on the Phase I plans and the board agreed that because neither property had a septic tank or past water service, they could not be provided service at this time. Sandy Beach also inquired about a property at Ezell Beach owned by the Lynn's that is directly in front of Melvin Bowden's house and contains the road that leads to the point. That property was not platted separately at the time of the Phase I and has never had a septic tank or water service. Again, the Board agreed that water and sewer service cannot be provided at this time. We were contacted again by Sandy Beach about the rest of the Lynn properties at Ezell Beach. I confirmed that none of the rest of the properties had water service and were not included on the Phase I map. The Board discussed the properties and agreed that no water or sewer service can be provided at this time. Benjye Tuten came to the office asking about water and sewer service to his property at Cedar Island in the "circle". We examined the maps and looked up the previous owner's files and I explained that the property never had water or sewer service and was not included for service in Phase I, but that I would discuss this with the Board. The Board examined this property as well and

**TAYLOR COASTAL WATER & SEWER DISTRICT**  
**MINUTES OF REGULAR COMMISSION MEETING**  
**Page 5 of 6**

determined that no water and sewer service could be provided at this time.

- c. The Board discussed the current vacancies and discussed the costs of continuously advertising the open positions. After several ideas were put forward, the Board agreed to continue to advertise during June and July. If no suitable candidates were found, newspaper advertising would be discontinued, and local posters and the District's website would be utilized.

**8. Old Business**

- a. Update on Hurricane Hermine repairs expenses and Public Assistance from the Florida PA - We are at a standstill with closing Hurricane Hermine. The State is not processing any submittals from the contractors. We will continue to follow up.
- b. Update on Hurricane Michael damage/repairs - My last correspondence and phone conversation with Florida PA indicated that they have no record of us opening any case for Hurricane Michael. I explained that the contractor we were dealing with told us that because we were in the middle of Hurricane Hermine work, we needed to postpone applying for Hurricane Michael reimbursement. Dovinda from Florida PA told me that was incorrect information. I asked her what we needed to do, and she was going to "investigate". When I followed up last week, Dovinda is no longer working for Florida PA. Her replacement has not yet been hired as they are working reduced hours and days. I will continue to pursue this.
- c. Florida Rural Water Association – Asset Management Plan - Our Asset Management Plan is almost complete. We have had several visits from George Glover and have sent in the requested financial information. They may have it ready to present at our June meeting if we are able to have one.
- d. WWTP Certificate Renewal - The engineer, Mark Cadenhead has completed his site work and renewal paperwork. This is being submitted to DEP this week and the renewal payment as well as the second half of the payment to Florida Rural Water have been disbursed.
- e. Hiring WWTP trainee - Ron and Lynette prepared a job description and ad for the new hire. After review from the Board, it was decided to start advertising in June.
- f. Hiring new Board Attorney - We placed an ad in the Perry newspaper and received one response from an attorney in Naples. The Board felt that this attorney is too far away and attendance at every Board meeting is not necessary. The Board has decided to place a classified ad on the Florida Bar Association website for two weeks in June to see if any applications are received. Mike Smith helped with some of the extension paperwork for the SRF financing via email and stated he could handle minor items until we obtain the services of a new attorney. Mike also suggested that we advertise with the Florida Bar.
- g. District Policies partial review, Rules and Regulations review, County Ordinances review, District Ordinances review. Lynette suggested that we postpone these reviews, and possibly begin with the Rules and Regulations next month.

**TAYLOR COASTAL WATER & SEWER DISTRICT  
MINUTES OF REGULAR COMMISSION MEETING  
Page 6 of 6**

- h. Public Hearing for Water Improvements Project – the Board decided that due to the uncertain nature of public meetings to postpone the public hearing until July if possible. This will be discussed at the June Board Meeting.
- i. Public Hearing for Additional Sewage Access Fee the Board decided that due to the uncertain nature of public meetings to postpone the public hearing until July if possible. This will be discussed at the June Board Meeting.

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 Carlton made a motion to adjourn the meeting. Commissioner Malone offered a second. The meeting adjourned at 5:07 P.M.**

---

Board Actions:

- 1. Approval of the minutes of the February 28, 2020 regular Board Meeting
- 2. Approval of the February, March, and April 2020 Directors Reports
- 3. Approval of the February, March, and April 2020 Financial Reports



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