

TAYLOR COASTAL WATER & SEWER DISTRICT

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MINUTES OF REGULAR COMMISSION MEETING

August 27, 2019 3:00 p.m.

1. The meeting was held at the District Building at 3:00 PM on August 27, 2019 present were: Commissioners Steve Brown, Gennie Malone, Willi Huxford, Diane Carlton, Roger Weste, and Steve Spradley. TCW&SD STAFF present were: Lynette Senter and Kristi Hathcock. Vice-Chairman Malone called the meeting to order at 3:00 p.m. and declared a quorum present. Chairman Lynn Aibejeris arrived later in the meeting.
2. Commissioner Steve Brown led in prayer and the pledge of allegiance to the flag.
3. The guests present were Trevor Burch with Dewberry and Bishop Clark.
4. The floor was opened for non-agendaed items. Bishop Clark addressed the Board concerning additional grinder pumps on a property that he was purchasing on Beach Road. The current parcel has one grinder pump and one water service and Mr. Clark was thinking about dividing the parcel into a total of three lots. The Board explained that they would be unable at this time to provide additional water and sewer hook ups to newly created lots. The Board has been made aware of limits that were placed on the funding obtained for Phases I, II and IIa of the wastewater treatment project which limited the hookups to existing properties with septic tanks and 181 platted lots. The staff will begin a review process and gather more information for the board in the coming months. Mr. Clark also questioned whether or not he could obtain a grinder pump and water service for a property adjacent to the Dark Island Boat Ramp. The Board indicated that at this time, no service could be provided until further review of the original plan was completed. Mr. Clark also asked about the District's policy for composting toilets and it was explained that we had never been approached about them.
5. Trevor Burch explained to the Board that through his final preparation of the Preliminary Engineering Report, it has come to his attention that the scope of the Water Improvements Project may need to be downsized and revised. Questions recently submitted by USDA-RD triggered a further review of the District's actual need for a completely new water treatment plan and lines. It was also pointed out that TCW&SD is not responsible for fire protection in this part of Taylor County and part of the original project was designed with larger lines to assist with that. Trevor asked the Board to allow him to work with USDA-RD and FDEP-SRF to see if the project could be reduced into smaller, more relevant projects in order to take advantage of the SRF funding that was already awarded for Planning and Design. Trevor suggested that we work on 6 items – Water Storage Tank, Well, Auto Read Meters, Flushing Stations, Neighborhood Meters and eliminating the Booster Station. Trevor is working on a revised PER and will be talking with USDA-RD and FDEP-SRF to see if this is a feasible solution.
6. Approval of minutes for the regular commission meeting on July 23, 2019. Vice-Chairman Malone asked if everyone had reviewed the minutes and if there was a motion to approve. **Commissioner**

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Carlton made a motion to accept the minutes with a correction to page 2 to “add the contractors name for the work being done at the WTP”. Commissioner Weste offered a second. Vice-Chairman Malone 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 July were \$52,806.55, \$7,622.45 over the budgeted amount of \$45,302.16. There were no turned off accounts. There were no past due accounts. There were no changes in membership. There were twenty-four adjustments totaling (\$978.70). There was two misread meter adjustment totaling (\$74.66), one data input error totaling (\$74.66), one reverse one-time adjustment totaling (\$85.59), six late-fee adjustment totaling (\$56.56), fourteen non-potable water/second meter totaling (\$501.20), two change of owners totaling (\$200.00), and one one-time adjustment totaling (706.53). Vice-Chairman Malone called for a motion to accept the Director’s Report as given. **Commissioner Huxford made a motion to accept the Director’s Report as presented. Commissioner Spradley offered a second. Vice-Chairman Malone called for further discussion. There was none. By unanimous vote the motion was approved.**
- b. **Other Billing Clerk Items – Kristi Hathcock** – There were no other billing clerk items.
- c. **Financial Reports – Lynette Senter** – Lynette reported that water and sewer sales for the month of July were \$52,806.55, \$7,622.45 over the budgeted amount of \$45,302.16. Total expenses were \$42,575.99. Exception expenses were \$8,176.00 for the Audit, \$174.53 for legal services ad, \$4,231.83 for new computer equipment, printer and software, \$1,000.00 for the annual WWTP Permit Renewal, \$2,956.69 for Sewer truck repairs, \$1,244.75 for groundwater monitoring, \$974.00 for Aqua Gold water treatment, and \$900.00 for the generator canopy. Total Other Income was \$6,695.92 which included \$6,000.00 for customer grinder pump sales, \$475.00 customer repairs and \$220.92 in interest income. Total Net Income for July 2019 was \$17,233.08. Vice-Chairman Malone called for a motion to accept the Financial Report as given. **Commissioner Carlton made a motion to accept the Financial Reports as given. Commissioner Brown offered a second. Vice-Chairman Malone called for further discussion. There was none. By unanimous vote the motion was approved.**
- d. **Other Office Manager Items- Lynette Senter**
 - (1) The inside offices painting is now complete and we are very pleased with the job Gary Allen & Sons did. The inner office carpet has been cleaned and the outer carpet will be cleaned in a few weeks. We will clean the windows and hopefully after the weather cools down, get the porch sealed.
 - (2) After Labor Day we will begin setting up the new computers. We will run a duplicate system for a few weeks to be sure everything gets transferred properly.
 - (3) Repairs to the WWTP spray field pumps have been completed. We are working on the two chlorine pumps at the WWTP (one is not working and one is starting to fail)

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and have ordered the appropriate replacement parts to repair them.

- (4) The corrected Water Audit for June and the new July report are complete.
- (5) Ron and David will be attending a class on September 25, 2019 in Branson for their continuing education.
- (6) Commissioner Carlton had asked for a water usage breakdown that using 100 gallon increments. After speaking with RVS they explained that you can only get out the information that you put into the system, and because we enter our readings by 1,000 gallons, a report cannot be generated by 100's of gallons. We converted our system on October 1, 2014.

8. New Business

- a. Water & Sewer service to non-residential lots/parcels. Lynette indicated that a lot of files, maps and information need to be reviewed prior to making any decisions regarding this matter. **Commissioner Huxford made a motion to table this discussion until more information is gathered. Commissioner Carlton offered a second. Vice-Chairman Malone called for further discussion. There was none. By unanimous vote the motion was approved.**

9. Old Business

- a. On August 21, 2019 we received an additional \$10,065.15 in Hurricane Hermine reimbursement. As of today we have received a total of \$496,319.37 from Florida Public Assistance for Hurricane Hermine. The contractor is still reviewing our file to make sure all monies expended get reimbursed.
- b. Kristi has scanned invoices and work orders in anticipation of beginning the request for reimbursement for Hurricane Michael. We are waiting on the Florida Public Assistance to close Hurricane Hermine reimbursement.
- c. Construction of the generator fuel system, concrete pad, and cover have now been completed. Ron's Electric will be coming in the next week to work on the final power connections and additional wiring for power, switches and lighting.
- d. The final budget form was presented for review. Commissioner Carlton and Commissioner Huxford asked that the income be adjusted and additional monies be added to the repair and maintenance items for water and sewer. **Commissioner Spradley made a motion to pass the final budget with the discussed adjustments. Commissioner Huxford offered a second. Vice-Chairman Malone called for further discussion. There was none. By unanimous vote the motion was approved.**

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.

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11. Motion to Adjourn

Vice-Chairman Malone requested a Motion to Adjourn. Commissioner Huxford made a motion to adjourn the meeting. Commissioner Spradley offered a second. The meeting adjourned at 5:10 P.M.

Board Actions:

1. Approval of the minutes of the July 23, 2019 regular Board Meeting
2. Approval of the July 2019 Directors Report
3. Approval of the July 2019 Financial Reports
4. Approval of the 2019-2020 Annual Budget
5. Table Discussion of the Water/Sewer Service to Non-Residential Lots



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