

TAYLOR COASTAL WATER & SEWER DISTRICT

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MINUTES OF REGULAR COMMISSION MEETING

August 25, 2020

1. The meeting was held at the District Building at 3:00 PM on August 25, 2020. Present were: Commissioners Lynn Aibejeris, Gennie Malone, Willi Huxford, and Diane Carlton. Commissioner 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 Gennie Malone led in prayer and the pledge of allegiance to the flag.
3. There was one guest, George Glover from Florida Rural Water. The floor was opened for non-agendaed items – there were none.
4. George Glover, Florida Rural Water – Asset Management Plan – As part of our Asset Management Plan for water and sewer, FRWA has put together a GIS map of our system. This includes all of the valves, fire hydrants, Taylor Coastal Water Plant, Taylor Coastal Wastewater Plant, and the spray field. Mr. Glover expressed that both Ron and David were very helpful during his visits.

The first plan covers the Drinking Water System. Overall, the District's water system is in good order. The main concern are some older valves which will need some work. The older infrastructure will need updating in the future, but the excellent maintenance program has given the system a much longer life.

The second plan covers the Wastewater System. Again, Mr. Glover felt that the system was in very good shape. There are some minor maintenance issues at the WWTP plan that need to be addressed, but overall our equipment is in good shape.

Mr. Glover discussed the mapping system that is available and the Board agreed that this would be a good plan for the District to take advantage of and use.

Commissioner Huxford made a motion to accept the Asset Management Plan for the Water System under Resolution 2020-1. Commissioner Carlton offered a second. Chairman Aibejeris called for further discussion. There was none. By unanimous vote, the motion was approved.

Commissioner Carlton made a motion to accept the Asset Management Plan for the Sewer System under Resolution 2020-2. Commissioner Malone offered a second. Chairman Aibejeris called for further discussion. There was none. By unanimous vote, the motion was approved.

5. Water Improvements Project – Trevor Burch updated the Board via email. The coronavirus pandemic has put many things on hold. One of which was our public meeting and the adopting

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resolution to be passed immediately following as required by the funding agencies during the planning phase of this project. It is anticipated that this can be held as soon as it is safe to do so. This is not currently holding up the progress of the project but is holding up any funding disbursements from FDEP's State Revolving Fund (SRF) and USDA's SEARCH Grant (USDA). Trevor has submitted what is hopefully the final version of the Facilities Plan or Preliminary Engineering Report (PER) to the reviewing agencies based on comments he received about 2 weeks ago. Bill Menadier, P.E., of our Lake City office is working on the environmental report that is required as part of this planning document and plans to be complete within the next few months.

The next step we need to take is preparing for the project design. Per Cheryl Minskey of SRF, we can begin design without having the PER and Environmental formally approved as funds are already designated for the design. If the board desires, Dewberry can prepare a task order for design services to be presented at a later meeting. The laws that dictate how engineering services can be procured was updated in the beginning of July and in summary, will now allow a client to utilize an engineer with whom they have an existing Continuing Services Agreement (as you currently have with Dewberry) for construction projects up to \$4 million and design fees up to \$500 thousand. The construction budget and design service estimates are currently within that threshold (\pm \$3.3 million construction and \pm \$250 thousand design, per the probable cost opinion in the PER). As with all contracts, your legal advisor should be consulted to ensure that the existing Continuing Services Agreement we have with you will not need to be amended and will allow for this new change in the procurement laws. All that is assuming you are content with our services and desire us to continue working with you on the design of this project. Your other option, should you desire to work with another company, would be to advertise for engineering services through a Request for Proposals or Request for Qualifications (RFP/RFQ). If this is your desire, it should be done as soon as possible to ensure you will meet the grant deadlines for design and permitting.

6. Approval of minutes for the regular commission meeting on May 26, 2020. Chairman Aibejeris asked if everyone had reviewed the minutes and if there was a motion to approve. Commissioner Carlton asked that the correction to page 4 of the February Minutes changing the word ideally to "it would be ideal" be added. **Commissioner Huxford made a motion to accept the minutes to include a correction suggested by Commissioner Carlton. Commissioner Malone 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 May 2020 were \$50,361.00, \$4,979.33 below the budgeted amount of \$55,340.33. There were three past-due customers. There was one at Keaton Beach, one at Ezell Beach, and one on the truck route. There were no turned off accounts. There was one change in membership for a non-potable at Keaton Beach. There were twenty-five adjustments totaling (\$564.75). There were three mis-read meter adjustments totaling (\$112.86), one late fee adjustment totaling (\$7.01), fifteen non-potable water/second meters totaling (\$673.04), four transfer fee adjustments totaling (\$400.00), one sewer adjustment per board meeting on 5-26-2020 totaling (\$164.68), and one pool filling totaling (\$7.16).

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Water and Sewer sales for the month of June 2020 were \$71,165.95, \$15,825.62 above the budgeted amount of \$55,340.33. There were no past-due customers. There was one turned off account. There were three changes in memberships, two at Cedar Island and one at Dark Island. There were twenty-two adjustments totaling (\$1,698.37). There were two mis-read meter adjustments that zeroed out, fifteen non-potable water/second meters totaling (\$572.80), three transfer fee adjustments totaling (\$300.00), one one-time adjustment totaling (\$1,725.57), and one reconnect fee adjustments for water & sewer totaling (\$300.00).

Water and Sewer sales for the month of July 2020 were \$85,454.64, \$30,114.3 above the budgeted amount of \$55,340.33. There were no past-due customers. There were two turned off accounts, one at Dekle Beach, and Keaton Landmark LLC was turned off in error and turned back on. There were five changes in memberships, four on Cedar Island and one at Dark Island. There were thirty-four adjustments totaling (\$3,110.65). There were three mis-read meter adjustments totaling (\$136.79), two data input errors that zeroed out, five other adjustments totaling (\$18.65), two late fee adjustment totaling (\$10.22), seventeen non-potable water/second meter adjustments totaling (\$1,031.04), three transfer fee adjustments totaling (\$300.00), one one-time adjustment totaling (\$2,451.25), and one disconnect fee totaling (\$200.00).

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 May 2020, June 2020 and July 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**– Pool Filling – In the month of May, we had a pool filling for Mr. Steve Spradley. He gave us a picture of his meter reading before and after he filled his pool. We gave him a \$7.16 adjustment for his pool filling.
- c. Financial Reports – Lynette Senter**– reported that the sales including new memberships for the month of May 2020 were \$50,361.00. Expenses for the month of May 2020 were \$38,203.98. Exception expenses included \$2,782.40 for the WWTP license renewal, \$402.75 for advertising, \$9,255.00 for Grinder Pump Installation Expenses, and \$1,695.60 for water replacement parts. Total Net Income for May 2020 was \$12,157.02.

Sales including new memberships for the month of June 2020 were \$71,165.95. Expenses for the month of June 2020 were \$55,369.22. Exception expenses included \$8,307.00 for Accounting Audit, \$650.50 for fuel top off at WWTP, \$383.95 for Safety Equipment for fire extinguisher servicing, \$19,860.00 for new pump purchases, \$2,310.87 Replacement Parts – Sewer for stainless steel hoses. Total Net Income for June 2020 was \$15,796.73.

Sales including new memberships for the month of July 2020 were \$85,454.64. Expenses for the month of July 2020 were \$33,263.28. Exception expenses included \$1,000.00 for the Drinking Water Annual License, \$6,170.00 for Grinder Pump Installation Expenses, \$1,042.25 for Sewer Chemicals, and \$695.00 for Lead and Copper Testing Lab work. Total Net Income for July 2020 was \$52,191.36.

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Commissioner Huxford made a motion to accept the Financial Reports for May 2020, June 2020, and July 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. Water Audits** – Ron has been making an effort to monitor all line flushing and non-metered water use more closely. The Estimated Water Loss for May was 5.01%, June was 11.42%, and July was 7.94%.
- e. Other Office Manager Items- Lynette Senter**
 - 1) Covid Temp Monitoring – Employees are checking temperatures every morning. If over 101.9 they must notify me and go home immediately. They must monitor temperature and if it does not go down within 24 hours they need to go and get a COVID-19 test.
 - 2) David Morgan came in and mentioned that it would be to the District's benefit to turn off Ms. Merschman's grinder pump (at Hot Dog Stand) because when we have heavy rains or high tides the water pours into that pump and cannot be stopped because it was originally designed to hold a Duplex (for the Hot Dog Stand and the House next door). The house next door now has it's own account. I called Ms. Merschman and explained what we would like to do and that we would waive the turn off fee, and if she needs the account in the future, we would waive the turn on fee. She agreed and asked that we shut it off. David has done so.
 - 3) Bank Service Charges - Because we made arrangements to do on-site depositing of checks, the fees for that service were off- set by our interest we were earning. Since interest rates have gone down, we have been incurring service charges (which still are less than paying mileage to have the deposits taken to town and exposing employees and board members). I called the Bank and discussed this with them to see if we could get some discounts. They called me back within an hour and have reduced all of our monthly fees down to about \$40 per month – including the use of the check processing services.
 - 4) New floats have been installed at the Boat Ramp Lift Station. We last had these replaced two years ago. Ron made arrangements for the crane to come. Everything was changed out and fixed within a few hours.
 - 5) One of the chlorine pumps that we purchased about 10 months ago has failed. We have returned it back to the manufacturer for warranty work.
 - 6) We have had a few instances of trespassers on both the Water Plant property and the District Office property. We have purchased poles and a gate to close off the driveway that vehicles were entering the water property. We called the Sheriff about the trespassers on a four-wheeler that appeared at the back of the District Office while Kristi was here. They were "scoping out" the office and got surprised when they saw Kristi's car. We will be purchasing window coverings for the windows in this building. Commissioner Huxford suggested that we use cordless blinds, and I will look into that option.

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- 7) I will call the Auditor to see if he can “present” the Audit at our September meeting via phone.

8. New Business

- a. Future Service Requests received from various Customer – We have gotten several requests from future customers but only two in writing that will need to be reviewed by the Board at the next meeting. There were two requests from Amy Cope wanting to know about future connections on two different properties at the end of Marina road. Both of these properties currently have one sewer connection, but Amy was asking about additional hookups. The Board discussed these additions and will re-visit these properties when a written request for service is presented.
- b. Future Service Request Procedures – We created a new policy that all requests for water and sewer service must be made in writing via email or letter because we want to be able to keep track and follow up with these requests. We have a separate calendar to keep us organized. A few requests have been received and were lucky enough to have future connections boxes on all but two properties. We will be presenting these two properties to you at the September meeting.
- c. Keaton Beach Marina – old restaurant parcel – Four Rivers has approached us about the old Sand Dollar Restaurant property. That property had one original hookup to that lot, and I explained to Charlie that was what was available. She said they were looking at putting a maximum of 4 campers on the property at this time. I told her that the District’s former Engineer, Mr. John Gentry had allowed four RV units to connect to one grinder pump for Mr. Swain’s cabins. Commissioner Carlton asked that we provide a copy of that letter to the Board for them to review. There are several larger properties at Cedar Island that the county allows four RVs and they have one grinder pump. There was also discussion regarding the Leisure Retreats area and the problems with septic tanks.

Commissioner Huxford asked if the Keaton Beach Marina is going to keep this parcel separate from the proposed RV park and we believe they are. Charlie Johns from Four Rivers called to set up a meeting to discuss the RV park, but we have postponed this meeting until we can see what the weather is going to bring.

- d. Annual Consumer Confidence Report – The Annual Consumer Confidence Report has been completed. A copy has been approved by DEP, a copy was sent to the County Health Department, it is posted on our website, and we put the link of the Annual Consumer Confidence Report on our billing postcard.
- e. New RV Count – We have provided a new RV count that was made in June 2020. The numbers increased slightly from the previous count because most people are leaving their RV here full time. We will be doing another RV count in September, so we can get an after-scallop season count. Commissioner Huxford brought up the topic of enforcement and there was discussion regarding that.
- f. TCWSD History Information and Loan Information – A History and Business Summary for Taylor Coastal Water and Sewer District was completed in 2010. The office staff will work on updating this summary in the future. Letters from Floyd Ford to USDA and some other information including a news release has been provided to help answer some of the questions we

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have been receiving from property owners. Our attorney has suggested that we respond by saying that these decisions were made over fifteen years ago and the district is trying to maintain what was done. We are trying to adhere to the rules and not endanger our financing.

- g. Florida Retirement Employer Contribution Increase (8.47% to 10%) – This increase in the Employer's portion of the retirement benefit has taken effect July 1, 2020.
- h. Public Hearing by County Commissioners regarding Ordinance revision – A public hearing is scheduled for the October meeting. Our attorney is working with both the County Attorney and Mr. Ray Curtis to revise this ordinance to both protect the District and help property owners.
- i. 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 through September 2020. If no suitable candidates were found, newspaper advertising would be discontinued, and local posters and the District's website would be utilized.
- j. 2020-2021 Budget – the 2020-2021 Budget was presented. Commissioner Carlton asked that the income be increased by \$10,000 and this amount applied towards legal services and wastewater treatment plant repairs. **Commissioner Carlton made a motion to accept the 2020-2021 Budget with the above revisions. Commissioner Malone offered a second. Chairman Aibejeris called for further discussion. There was none. By unanimous vote, the motion was approved.**

9. Old Business

- a. Update on Hurricane Hermine repairs expenses and Public Assistance from the Florida PA - We are still at a halt with the Hurricane Hermine closeout. The state is not processing any submittals from the contractors because people are working from home and they must do priority business.
- b. Update on Hurricane Michael damage/repairs - I went to Tallahassee on June 26, 2020 for a socially distanced meeting with the newest Florida PA Representative for our district. Her name was Elinda Moore who has since been replaced. We reviewed the files that they have for Hurricane Michael, Hurricane Hermine, and all the files they have from us. We discussed our various problems with the past contractors and the wrong advice we were given. They and we are unable to find any paperwork that shows a Request for Reimbursement for Hurricane Michael was ever done. The timeline for reimbursement has now expired as far as they can determine, we have no recourse. The Board agreed that this is a matter that we will no longer pursue. DEP now requires that a representative from the district take the course on Disaster Funding, so I took a thirty-hour course, passed the test and received my certification. I now know how to file after a declaration disaster is made by the state.
- c. WWTP Certificate Renewal - We received our renewal of our WWTP Certificate. We used to renew them on a seven basis with a three-year extension but DEP no longer allows this. It is now a five-year certificate renewal, so every five year we will have to spend the several thousand dollars to renew our WWTP Certificate.

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- d. Hiring WWTP trainee – Jeremy French has been hired for the WWTP trainee position. He is doing very well.
- e. District Policies partial review, Rules and Regulations review, County Ordinances review, and District Ordinances review – I would like to postpone this until we are done with the County Ordinance review.
- f. Public Hearing for Water Improvements Project –We have put this on hold we can safely hold a public hearing or use our new phone system. We will try and schedule a test of the new system prior to our meeting in September if possible.
- g. Public Hearing for Additional Sewage Access Fee for the Extra Campers/RV's – I believe we need to go forward on this and we will discuss setting a date at our meeting in September.

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 Malone offered a second. The meeting adjourned at 6:20 P.M.

Board Actions:

- 1. Passed Resolution 2020-1 approving the Asset Management Plan for Water
- 2. Passed Resolution 2020-2 approving the Asset Management Plan for Sewer
- 3. Approval of the minutes of the May 26, 2020, regular Board Meeting
- 4. Approval of the May, June, and July 2020 Directors Reports
- 5. Approval of the May, June, and July 2020 Financial Reports
- 6. Approved the 2020-2021 Budget



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