

TAYLOR COASTAL WATER & SEWER DISTRICT

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MINUTES OF A BOARD WORKSHOP

August 12, 2020

1. The Workshop was held at the District Building at 10:00 A.M. on August 12, 2020. Present were: Commissioners Lynn Aibejeris, Gennie Malone, Willi Huxford, and Diane Carlton. Commissioner Steven Brown was absent. TCW&SD STAFF present were Kristi Hathcock and Lynette Senter. Chairman Aibejeris called the meeting to order at 10:00 A.M.
2. Commissioner Gennie Malone 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. **Report on the District's new attorney, Joe Boyd:** Joe Boyd has been extremely helpful this past month. Mr. Curtis made another request for public documents which has been completed and Kristi delivered them to his office in town. Mr. Curtis appeared before the County Commissioners last week and requested another Public Hearing to change the Ordinance. Mr. Boyd has reviewed the changes requested by Mr. Curtis and made some suggestions. Mr. Boyd and I discussed the necessity of protecting the District and possibly exempting the properties that we cannot service. This will allow the exempted property owners to work with the State Health Department, DEP, and Suwannee River Water Management for service. Mr. Boyd will discuss his changes with Conrad Bishop and Mr. Curtis and hopes to resolve any differences in the next few days.

The District will also have to amend their ordinances to reflect any changes passed by the County at the public hearing. Mr. Boyd will help us with this and create a form to be used for the exemptions. A complete review of our Ordinance requiring hookup to the water and sewer system will be done and the process for granting an exemption will be added. We are also going to work on reducing the size of the District using the legal descriptions from the Property Appraiser's office.

As of today, USDA has not responded to Mr. Boyd's letter requesting guidance. I emailed USDA and invited them to come to the workshop, but they were not able to attend. USDA did state that they were forwarding questions to the state offices to give us guidance. Mr. Boyd and I agree that exempting development properties will not be a violation of our funding agreement with USDA.

We have discovered numerous mapping errors from the original system design. We also found a memo from our Engineer to USDA that mentioned possible mapping errors and states that USDA does not want to be in the position of okaying lot-by-lot hook-ups. The District was trying to accommodate all the existing homes, businesses, and platted lots with septic tanks with grant funded grinder pumps and future connections may have been overlooked. After we get this ordinance resolved, one of my projects is to go through the maps page by page and I am going to make a list of the platted lots that did not receive a future connection box. For example, I discovered two lots at Lindsey Island that should have had future connections but were not given any.

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5. **Draft 2020-21 Budget Presented** – Please review this draft for adoption at our August 25, 2020 board meeting. I included our annual 2.5% rate increase as suggested by Florida Rural Water
6. **Call-In Equipment** – we have purchased a conference type phone and downloaded the free software to allow for public attendance by phone at our meetings. We will test the equipment and do a trial run at our September meeting.
7. **Other Office Manager Items** – the Auditor sent one of their accountants to help with the Quick Books problems. They will be sending us our Journal adjustments shortly, and we have scheduled our next audit for late November. The Profit and Loss Budget Performance report will be presented in both a Quick Books format and a spreadsheet.

I have asked Florida Rural Water to do another rate study for us after October 1st. This will allow us to plan for expenses from the Water Improvements project.

Jeremy is working well in his new position. David is slowly learning to become a teacher and Ron is also helping with the process.

Our attorney has mentioned that we may want to start recording our meetings. At the Board's request, I contacted the Department of Economic Opportunity and they explained that as a Dependent Special District, we were only required to have promptly written minutes. The Board discussed this, and it was decided to continue as we have been with written minutes only.

We have a touch free thermometer back there for everyone to use and a container of Clorox Disinfecting wipes for each person to wipe it down after each use. We have five employees and I cannot see what their temperature is because that is against HIPPA rules, but they must keep track of it. If their temperature is above 100.9 then they must go home and call me. If their temperature is normal for 24 hours without the help of fever reducing medicine, they may return to work. If their fever continues for more than two days, they need to go get tested. I wrote that out and every employee has a copy.

8. **Closing Remarks** – the Board thanked the Office Staff for their work.
9. **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 11:16 A.M.



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