

# TAYLOR COASTAL WATER & SEWER DISTRICT

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## MINUTES OF REGULAR COMMISSION MEETING

October 22, 2019 3:00 p.m.

1. The meeting was held at the District Building at 3:00 PM on October 22, 2019 present were: Commissioners Lynn Aibejeris, Steve Brown, Gennie Malone, Willi Huxford, Diane Carlton, Roger Weste, and Steve Spradley. TCW&SD STAFF present were: Lynette Senter and Kristi Hathcock. Chairman Aibejeris called the meeting to order at 3:00 p.m.
2. Election of Officers for the 2019-2020 Fiscal Year. **Commissioner Brown made a motion to keep the existing slate of officers for the 2019-2020 Fiscal Year. Commissioner Weste offered a second. Chairman Aibejeris called for further discussion. There was none. By unanimous vote the motion was approved.**
3. Commissioner Steve Brown led in prayer and the pledge of allegiance to the flag.
4. The guests present were Ray Curtis of the Curtis Law Firm, Trevor Burch with Dewberry, and Bishop Clark.
5. The floor was opened for non-agendaed items:

Bishop Clark addressed the Board concerning the remaining Lindsey Island lots that were granted water and sewer service by the Board in 2005. Mr. Clark explained that he wanted to make sure that the remaining 6 lots would get the water and sewer services they had been promised. The Board discussed the fact that Lindsey Island LLC paid for the infrastructure and all costs incurred with adding water and sewer services to their lots except for the grinder pump fee. Office Manager, Lynette Senter spoke about the recent discovery of the limits that were placed on the funding for Phase I, Phase II and Phase II-A which restricted the hookups to existing homes, businesses and platted lots. There was also discussion regarding the fact that this agreement was made over 13 years ago in good faith with a previous Board and that an obligation to provide service exists. The Board reviewed the maps of Lindsey Island to determine the number of remaining lots. The Office staff will contact the funding agencies and begin a discussion regarding this situation and any other lots that were affected. **Commissioner Weste made a motion to provide service for the remaining 6 Lindsey Island Lots as approved by the Board in 2005. Commissioner Spradley offered a second. Chairman Aibejeris called for further discussion. There was none. By unanimous vote the motion was approved.**

Attorney Ray Curtis explained that he was representing George and Stephanie Weldon with regard to the 20 plus acres that they had purchased across the street from the District Office. Mr. & Mrs. Weldon were exploring the possibility of a 120-unit RV park to be opened on the property. The pre-planning phase requires that they obtain water and sewer services. Mr. & Mrs. Weldon visited the District Office and inquired about the possibility of hooking up to the water and sewer system, we informed them that they would have to give the District more information, including an engineered

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plan for their park before the District could look at their needs. We also informed them that newly discovered limits on our original financing would also impact the ability to provide service to a new development. In addition, the scale of the project would be difficult for the District's current water and sewer capabilities to provide service and they might want to talk to an RV park consultant about their design. Mr. Curtis explained that he called Anthony at the Taylor County Health Department to discuss the project. He suggested that Mr. Curtis appear before the Board to ask about the current capacity limitations we have and if we were not able to provide service, to discuss the possibility of a waiver. Mr. Curtis was unsure about what type of waiver was available. Mr. Curtis then mentioned the County Code and how everyone was required to hook up. He then asked about the availability of hookups to this type of development and if none are available, would the Board agree to a waiver? The Board discussed the fact that while the proposed development is within the District, they would have to hire an engineer to review the engineered plans provided by the developer before exploring any options. Mr. Curtis stated that the Taylor County Board of Commissioners created the Taylor Coastal Water & Sewer District and that if we did not have the capacity to provide service, is it impossible for any property to be developed with the District? He also asked if a single home on a 2 or 3 acre parcel would have to provide the same engineered plan. The Board indicated that was a different situation, and not a development and that non-conforming properties were discussed in the District's rules and regulations. A copy of the Rules & Regulations was given to Mr. Curtis. The District does properties outside of the Coastal High Hazard Area that are served by our water lines but are not hooked to the sewer system because the infrastructure does not exist. Existing water lines are on the side of the road where the District Office is located. The sewer lines run across the street. The limitation to our loan funding was again explained that the Federal government is not in the business of funding development in the Coastal High Hazard Area. The Board also explained that our water system is aging and we are looking at a water improvement project and that our capacity at the waste water treatment plant was nearing 40%. Mr. Curtis explained that the Health Department told him that if we say this is not our jurisdiction and we were not weighing in then the Health Department would handle the application process. The Board explained that this was the first time a developer has approached the Board regarding this type of situation and that we need to explore the situation further to get a clarification of our loan agreements before any further discussions are held. Mr. Curtis indicated that the owners of the property are still in the development stage and are going to be exploring their options of water/sewer service and/or septic tanks and wells before moving forward. Mr. Curtis will be requesting information from the District and will send copies of all correspondence to our attorney, Mike Smith.

The Board asked the staff to contact USDA-RD to request clarification regarding our loan agreement.

6. Trevor Burch explained to the Board that he and Lynette Senter attended a meeting with SRF concerning the extension of our grant funds. The meeting was very positive and beneficial as SRF supported the scaling back of the original project and were excited about the new plan that includes the Water Storage Tank, Well, Auto Read Meters, Flushing Stations, Neighborhood Meters and eliminating the Booster Station. Trevor is working on an amendment that will extend the original agreement. Trevor asked for comments or questions about the revised PER. There were a few questions about the alternatives offered in the plan and Trevor explained that some of the alternatives were used to fill out the plans. The elements of the revised Water Improvements project were first discussed in our August 2019 meeting and were included in this revision. The elements of the

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project would be dependent upon the financing that is available with the most essential projects done first. The other elements of the project such as neighborhood meters and electronic read meters would be done if appropriate funding is available. Commissioner Weste pointed out that we have an aging work force and that the electronic read meters would be an advantage. Trevor said that Mary Gavin has reviewed the project and will help reduce costs as dramatically as possible and help us receive the most funding possible. Our well depth and tank capacity were discussed with Trevor who said a geotechnical study would be completed for the wells. Trevor explained that he sent the report for an internal review and is waiting on SRF to complete their review. The next step will be an environmental assessment study. Trevor met with Suwanee River Water Management District to discuss the availability of some grant funding that might be available in the future. Because we are not in a high-priority area requiring immediate funding, and the chance of our project receiving funding might be slim. SRWMD asked us to go ahead and apply and Trevor will be working on that using feedback he received from the meeting. There are some other grant programs that may be coming available in the future, including one that is looking at alternative water supplies for fighting fires, and Trevor will keep us in the loop.

7. Approval of minutes for the regular commission meeting on August 27, 2019. There was no board meeting for September 24, 2019. Commissioner Huxford asked that item 6 be re-worded to clarify that we will be eliminating the booster station. Chairman Aibejeris asked if everyone had reviewed the minutes and if there was a motion to approve. **Commissioner Malone made a motion to accept the minutes. 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.**
8. **Staff and Committee Reports**
  - a. **Director Report – Kristi Hathcock** - Kristi reported the Water and Sewer sales for the month of August were \$50,928.55, \$5,626.39 over the budgeted amount of \$45,302.16. There were no turned off accounts. There were two past due accounts, #430 Lambert for 98.88 and Lilliott #66 for 364.18. There were three changes in membership, #502 Cottle for water and sewer, Minix #668 for water and sewer, and Woods #667 for non-potable/second water meter. There were twenty-nine adjustments totaling (\$736.26). There was one misread meter adjustment totaling (\$96.54), two data input errors totaling (\$0.00), two late-fee adjustment totaling (\$21.92), twelve non-potable water/second meter totaling (\$257.76), eight transfer fees totaling (\$600.00), two reconnect fees totaling (\$600.00), and two pool filling adjustments totaling (\$87.52).

Kristi reported the Water and Sewer sales for the month of September were \$47,266.56, \$1,964.40 over the budgeted amount of \$45,302.16. There was one turned off account, Lambert #430. There were four past due accounts; Lambert #430 for 143.88, Catalano #89 for 361.52, Law #155 for 195.35, and Lilliott #66 for 364.18. There was one change in membership, Tyson #669 for water and sewer. There were twenty adjustments totaling (\$516.86). There were two misread meter adjustments totaling (\$106.55), one returned payment fee totaling (\$5.00), four payclix error adjustments totaling (\$373.89), seven non-potable water/second meter totaling (\$200.48), four transfer fees totaling (\$400.00), one disconnect fee for water only totaling (\$25.00), and one lien fee totaling (\$20.00). Chairman Aibejeris called for a motion to accept the Director's Report as given. **Commissioner Huxford made a motion to accept the Director's**

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**Report for August 2019 and September 2019 as presented. Commissioner Malone 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 no other billing clerk items.
- c. **Financial Reports – Lynette Senter** – Lynette reported that sales including new memberships for the month of August were \$52,728.55, \$7,426.39 over the budgeted amount of \$45,302.16. Total expenses were \$58,245.53. Exception expenses were \$16,000.00 for new pumps, \$3,085.00 for grinder pump installation expenses, \$2,360.00 for a new chlorine pump, and \$5,230.00 for a new sprayfield pump. Total Other Income was \$22,482.84 which included \$10,065.15 from Florida Public Assistance for Hurricane Hermine expenses, \$12,000.00 in customer grinder pump sales, and \$417.69 reimbursement for customer repairs. Total Net Income for August 2019 was \$16,965.86.

Lynette reported that the sales including new memberships for the month of September were \$48,266.56, \$2,964.40 over the budgeted amount of \$45,302.16. Exception expenses were \$9,729.00 for property and casualty insurance renewals, \$1,620.00 for workers' compensation insurance renewals, \$3,085.00 for grinder pump installation expenses, \$1,343.96 for replacement inventory sewer parts, and \$1,110.57 for electrical work on the generator and outdoor lights. Total Other Income was \$6,000.00 which included a customer grinder pump sale. Total Net Income for September 2019 was \$14,603.48. Chairman Aibejeris called for a motion to accept the Financial Reports as given. **Commissioner Spradley made a motion to accept the Financial Reports for August 2019 and September 2019 as presented. Commissioner Huxford 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) We are working on getting the new computers online. We are making sure that everything gets transferred and updated as necessary.
- (2) WWTP Chlorine Pumps are still being wired in. Ron is working with the manufacturer to make sure they run properly. WWTP Sprayfield pumps are being taken down, cleaned and lubricated to see if that will improve their performance so that we do not have to replace all of them.
- (3) Water Audit – have included both the corrected July report, and the new August and September reports.
- (4) A customer called and wanted me to convey their compliments to the office staff and Ron Bennett on making their grinder pump installation go so smoothly.
- (5) Insurance costs are increasing – I am going to try and get all of our policies to run concurrently so that we can bid out the whole package in 2020.

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- (6) Our Audit is scheduled to begin on November 18th

**9. New Business**

- a. New service requests from possible developers. The District was approached by a developer asking for costs for their development. We provided them a copy of the Rules & Regulations and explained that without an Engineered Plan, we would be unable to provide them a cost for anything other than the cost of a grinder pump/water meter installation of \$7,000. We started to review the property but the developer notified us that their request was being withdrawn.
- b. Repairs for WWTP – The stirrer in one of the tanks has a broken propeller. We have to have a special part ordered for it. For them to be able to work on the stirrer, we will have to have a Tater Padgett come with his crane and lift the stirrer out of the tank for them to replace the broken propeller. They are hoping the long pipe isn't bent in anyway. If we would have to order the stirrer and everything as a whole, it would be \$9,000 or \$10,000. If we just have to replace the stirrer propeller it will be around \$4,000 not including labor.
- c. Adopt Board Meeting Calendar for 2020. Chairman Aibejeris called for a motion to accept the Board Meeting Calendar for 2020 as given. **Commissioner Carlton made a motion to accept the Board Meeting Calendar for 2020 as given. Commissioner Brown offered a second. Chairman Aibejeris called for further discussion. There was none. By unanimous vote the motion was approved.**

**10. Old Business**

- a. I spoke to a new contractor that they have hired to review the Hurricane Michael reimbursement. He told me that I haven't completed my quarterly reports. Then, I guided him onto the Public Assistance website and showed him that I had completed them. I mentioned to him that I haven't received any input from the previous contractor for two months regarding the status on whether we can close this out or not. He was supposed to look at it and get back with me by tomorrow morning. I am going to give him until tomorrow morning, if not I am going to file to close the Hurricane Hermine reimbursement.
- 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.

**11. Closing Remarks Commissioners/Staff**

- a. The Commissioners expressed thanks to staff and other commissioners for doing a great job. There were no other comments.

**12. Motion to Adjourn**

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**Chairman Aibejeris requested a Motion to Adjourn. Commissioner Malone made a motion to adjourn the meeting. Commissioner Brown offered a second. The meeting adjourned at 5:41 P.M.**

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Board Actions:

1. Approval of the minutes of the August 27, 2019 regular Board Meeting
2. Approval of the August and September 2019 Directors Report
3. Approval of the August and September 2019 Financial Reports
4. Approval of the 2020 Board and Holiday Calendar
5. Approval of the 6 Lindsay Island outstanding service hookups



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